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WHAT IS NRHH?

National Residence Hall Honorary (NRHH) is a national organization that advocates for the welfare of residence hall students and provides opportunities for their personal growth and development.

NRHH VALUES

LASR

Leadership
Academics
Service
Recognition
JOB DESCRIPTIONS

President

1. Preside over all NRHH meetings.

2. Maintain contact with the national NRHH office.

3. Submit an end of the year legacy report. This report shall be submitted to the national office, the Advisor(s), the executive board, and one copy to be kept on file in the NRHH office. This report shall be made available to the general membership upon request. Each executive board member shall submit a legacy report to the President and the President will compile them and write up a formal report to be submitted by the end of the academic year.

4. May serve as the NRHH representative for the chapter at any PACURH/NACURH conference. The President shall meet all conference requirements outlined in the bylaws. In the event that the President is unable to attend, a proxy may be appointed by a simple majority vote of the executive board.

5. Prepare agendas for all NRHH executive board meetings.

6. Prepare agendas for all NRHH chapter meetings.

7. May attend Residence Hall Association meetings as NRHH representative.

8. Hold a minimum of four office hours a week, and be available for appointments as needed.

9. Attend a one-on-one with advisor once a week.

10. Outline procedures of the annual transition process with the Executive Board.

11. Organize, in conjunction with VP of Membership and Records, a yearly retreat, member bonding, or induction ceremony event for all members.

12. Work with advisor to facilitate leadership development, provide peer mentorship, and deliver professional and personal feedback to executive team and general members.
13. Put together transition materials and annual legacy report that pertain to the position as deemed necessary, as well as any training for the incoming executive team

**VP of Programming**

1. Assume the responsibilities of the President in the case of their absence, resignation, or termination.

2. Work with the executive team to plan the Hall of the Year event and an annual Hall Council induction ceremony, as well as service projects and other events.

3. May attend Residence Hall Association meetings as NRHH representative.

4. Hold a minimum of two office hours a week, and be available for appointments as needed.

5. Plan at least one active service project/program per quarter with the input of the executive board and membership.

6. Coordinate Hall of the Year criteria, rubric, procedures, process, distribution of materials, and workshops with executive board input.

7. Attend a one-on-one meeting with an advisor once a month.

8. Shall put together transition materials and legacy reports that pertain to the position as deemed necessary.

**VP of Membership & Business**

1. Oversee the budget development process. This includes establishing a budget as soon as chapter finance information becomes available during fall quarter. This position is also responsible for keeping accurate, ongoing, and accessible written records of monetary status using the budgeting process as implemented by University Residences.

2. Maintain accurate files on chapter membership. Provide a copy of membership information to NRHH advisors and at the request of the President. A copy must also be available on the NRHH shared drive.
3. Take minutes at all NRHH related meetings. Distribute copies of minutes to NRHH Executive Board Members and Advisors within 2 business days. General meeting minutes shall be available to all members within 2 business days.

4. Generate a membership letter for NRHH to be sent to eligible residents who meet the membership requirements. This letter is to be available for review by the President before mass distribution. They will also be responsible for generating an acceptance or denial letter upon reviews of received applications.

5. Notify members via email when their membership status is changing before the current membership drive begins.

6. Work with advisor to do quarterly checks of GPA and conduct, as well as ongoing tracking of attendance and participation.

7. Meet with University Residences fiscal support twice a quarter to ensure budget accuracy, and seeking guidance as necessary.

8. Handle the chapter’s ledger and finances in accordance with state, university, and chapter guidelines.

9. Provide updated budget information during one general meeting per quarter, and at the request of the executive board.

10. May attend Residence Hall Association meetings as NRHH representative.

11. Hold a minimum of two office hours a week, and be available for appointments as needed.

12. Attend a one-on-one meeting with an advisor once a month

13. Shall be encouraged to work with the RHA’s Vice President of Finance

14. Be in charge of all forms of social media for the organization. This includes the official WWU NRHH page, Facebook page, and any other forms of social media

15. Shall put together transition materials and legacy reports that pertain to the position as deemed necessary.
VP of Community Recognition

1. Oversee the Of-the-Month (OTM) Award process as follows:

   A. Publicize this process across campus.
   B. Set deadlines so that Western Washington University is able to submit winning OTMs to the regional level in a timely manner.
   C. Send monthly email reminders to Hall Council Presidents, VPs of Recognition, and members to remind and inform them of the OTM deadline and submission process/options.
   D. Organize the OTM selection process at the chapter level.
   E. Provide recognition certificates and/or awards to OTM winners.
   F. Maintain the OTM application materials and the recognition section of the chapter website.
   G. Provide information regarding selection of OTM winners within two business days to: Residence Life staff and NRHH members. In addition a copy of this information shall be posted on the OTM recognition boards in the Residence Life office.

2. May attend Residence Hall Association meetings as NRHH representative.

3. Hold a minimum of two office hours a week, and be available for appointments as needed.

4. Attend a quarterly one-on-one meeting with the advisor.

5. Manage VPs of Recognition:

   A. Organize meeting times as necessary.
   B. Provide support and guidance for recognition programs within the halls.
   C. Hold VPs of Recognition accountable.
   D. Encourage VPs of Recognition to apply to become members after one quarter of living in the residence halls.

6. Collaborate with the RHA VP of Public Relations for regional and national recognition initiatives.

7. Shall put together transition materials and legacy reports that pertain to the position as deemed necessary.
OFFICE HOURS

Depending on your position, you have a specific number of office hours per week (the President has 4 hours, and all the VP positions have 2 hours). Office hours should be held in Edens Admin 114 (This is the location of the NRHH/RHA Office). Also, office hours should be held when Edens Admin is open since there is the potential of hall council members coming to ask you questions. During your office hours, this is a time for you to complete any tasks that you have been assigned. You can also use this time to prep for any meetings happening that week. Also, during this time, you may have Resident Directors, or other Residence Life staff members will come and talk to you about a variety of different topics.

You also may have hall council members come and ask you questions about events or how they can get more funding for events. It is totally fine if they ask you a question that you do not know the answer to, to tell them that you do not know the answer and that you will get back to them, and make sure that you do not forget to find them the answer.
QUARTERLY PLANNING

Ensure that you have a topic for each meeting that you will have through all the quarters. It is best to make sure that you use one of your executive meetings at the end of the previous month or one of the first few executive meetings at the beginning of the fall quarter to decide what you want each.

The best way to decide on what each of your meetings should be to ask those that attended the general meetings to see what they want to be covered. It would be recommended that you use a survey with a QR code (there are free sites that you can find online to do this) or sheets of paper so that everyone can give an unbiased response to what they want to have at the meeting.

After you have collected the information, look at the calendar for that quarter and see if there are topics that would be good around a specific time of the quarter. For example, having a resume and cover letter workshop around the time that Residence Life is accepting RA/AA applications to be prepared for those. It would also be recommended that you assign each member of the executive board a meeting to run so that the President is not the only one that is leading all the meetings. This also promotes Leadership, one of NRHH’s values, and it gives everyone on the team experience leading a meeting.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Meeting Topics</th>
<th>Facilitator</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 30, 2022</td>
<td>Event Planning, How to involve residents in planning/running events</td>
<td>Vincent</td>
</tr>
<tr>
<td>April 6, 2022</td>
<td>Better/more effective ways to advertise</td>
<td>Vincent</td>
</tr>
<tr>
<td>April 13, 2022</td>
<td>Tips for being successful in work and life beyond</td>
<td>Ryu</td>
</tr>
<tr>
<td>April 20, 2022</td>
<td>How to budget, living off campus, how to same money in college towns</td>
<td>Qwyn</td>
</tr>
<tr>
<td>April 27, 2022</td>
<td>Cross hall events- maybe like a lil’ workshop where we can team up with other halls &amp; actually plan an event</td>
<td>Hamza</td>
</tr>
<tr>
<td>May 4, 2022</td>
<td>Guest speakers</td>
<td>Hamza</td>
</tr>
<tr>
<td>May 11, 2022</td>
<td>How do we us NRHH as an advantage</td>
<td>Dong?</td>
</tr>
<tr>
<td>May 18, 2022</td>
<td>Elections</td>
<td>Vincent/Dong</td>
</tr>
<tr>
<td>May 25, 2022</td>
<td>HOTY</td>
<td>NRHH/RHA</td>
</tr>
<tr>
<td>June 1, 2022</td>
<td>Relaxed Meeting- Trivia/Kahoot.it</td>
<td></td>
</tr>
</tbody>
</table>

Past Meeting Topics

- Event Planning & Marketing & Advertising
- Study Help
- Time Management
- Mental Health
- Resumes & Cover Letters
- Hall of the Year Overview
- Mental Health
- Cross Hall Events
- Guest Speaker
EXECUTIVE BOARD MEETING

It is best to have these meetings before the general meeting. This is so that you can make sure that if there is anything that is still needed for the upcoming meetings can still be done in time. This past year these meetings were on Mondays, but in the past, they have also been on Tuesdays. It all depends on the schedules of the executive board members and NRHH’s advisor. They can happen on Wednesday, but it may be a rush to get everything completed for the general meeting later that day. These meetings should take no longer than one hour to complete. If many things need to be discussed, you may need to shorten the check-in question/small talk time so that you will be able to get to everything for that meeting.

The flow of the meeting is as follows:

- Check-In Question/Small Talk
- Discuss that week’s general meeting, and see if there is anything that needs to be done
- Provide time to talk about any of the events that are happening
- Give time for each executive board member and advisor to provide any updates or reports that they have
- Provide another time to answer any questions
- End the meeting

NRHH Executive Board Meeting
April 4, 2022
6:00 PM - 7:00 PM
EA 110

Check-In Question:
- If you could be guaranteed one thing in life (besides money), what would it be?

Discussion:
- April 6th Meeting: Better/more effective ways to advertise
  - Creating posters
  - How to make eye-catching posters
  - Poster locations
  - Other types of advertising?
- Meeting Pitch Process
- HOTY Updates
  - Location?

Announcements and Reminders:
- HOTY
  - Wednesday, May 25, 2022, 6-8:30

Upcoming Meetings:
- General Meeting, Wednesday, April 6, 2022
- E-Board Meeting, Monday, April 11, 2022

Reports:
- Vincent
- Ryu
- Qwyn
- Hamza
- Dong
GENERAL MEETINGS

These meetings happen on Wednesdays from 6:00 – 7:00 PM, with RHA meetings to follow. At these meetings, this is the time this is where you provide information related to NRHH. These topics can include what NRHH, the OTM process, or an overview of HOTY is. But this is also the time to have presentations on other topics, some of which are listed in the Quarterly Planning section of this document. Depending on the week, the topics may take more time than others. If this is the case, you may want to have each hall answer the hall report questions on a sheet of paper to include that information in the meeting minutes, and the email sent out after each meeting.

For the check-in/icebreaker section of the meeting this year, we decided to assign each hall to be in charge of running that section of the meeting and that they would only have to do it once per quarter. This is helpful because NRHH’s executive board does not have to lead this at each meeting.

The flow of the meetings is as follows:

- Check-In Question/Icebreaker
- The main presentation/topic
- Hall Reports
- RHA Reports
- NRHH Reports
- Advisor Reports
- Provide time to answer any questions
- End of meeting

<table>
<thead>
<tr>
<th>Dates</th>
<th>Hall/Community</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 30, 2022</td>
<td>NRHH</td>
</tr>
<tr>
<td>April 6, 2022</td>
<td>E-Higgy</td>
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<tr>
<td>April 13, 2022</td>
<td>Nash</td>
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<tr>
<td>April 20, 2022</td>
<td>ACG/Kappa</td>
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<tr>
<td>April 27, 2022</td>
<td>SODA</td>
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<tr>
<td>May 4, 2022</td>
<td>Beta/Gamma</td>
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<td>May 11, 2022</td>
<td>Mathes</td>
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<tr>
<td>May 18, 2022</td>
<td>Fairhaven</td>
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<tr>
<td>May 25, 2022</td>
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<tr>
<td>June 1, 2022</td>
<td>Birnam Wood</td>
</tr>
</tbody>
</table>
Location

The NRHH general meetings were held in Alma Clark Glass Hall, MPR. This is the location where the meeting was held for the whole year. Still, in past years it has switched each quarter (one location in each region of campus) so that everyone had an opportunity to be located close to where the meeting was being held. It is best to try and keep it in the Residence Halls. If the location is selected to be in a Residence Hall, you will need to contact that hall’s Resident Director to reserve that space for the meeting.

Location Suggestions

- Alma Clark Glass Hall, MPR (4th Floor)
- BT 3rd Floor Lounge
- E-Higgy Fishbowl Lounge
- Parks Hall

NRHH General Meeting
April 6, 2022
6:00 PM- 7:00 PM
Alma Clark Glass Hall, MPR

Discussion:

- Icebreakers
- Creating Posters
- Poster Locations
- Non-Traditional Types of Advertising
- Poster Activity

Announcement/Reminders:

- NRHH General Meeting, Wednesday, March 13, 2022
- Office Hours (Eden Admin 114):
  - Vincent: T/TH 12:00 PM – 2:00 PM
  - Ryu: T/TH 1:00 PM – 2:00 PM
  - Qwyn: TH 10:00 AM – 12:00 PM
  - Hamza: M 3:00 PM – 4:00 PM & 10:00 AM – 11:00 AM
- HOTY
  - Wednesday, May 25, 2022, 6:00 PM – 8:30 PM

Reports:

- Hall Reports:
  - Upcoming events
  - Past Events
    - What did you think went well?
    - What could have gone better?
    - How do they connect to LASR?
- NRHH
- RHA
- Advisors
E-MAIL REMINDERS

Based on the feedback received from those who attended NRHH’s meeting, they enjoyed receiving an e-mail day with a brief overview of what will be covered at the meeting. If there is anything they need to bring to the meeting or if there will be food provided at the meeting. Since this is a short e-mail, this doesn’t need to have much detail. Below, you will be able to find a sample e-mail sent.

Hello Everyone!

This is a reminder that NRHH will be having a meeting TONIGHT at 6 PM in Alma Clark Glass Hall, MPR (4th Floor). Tonight, we discuss investing, working, housing, money-saving tips, and activity about income vs. expenses.

ALMA CLARK GLASS/KAPPA, please come prepared with an icebreaker.

There are specific positions required to attend NRHH meetings, but everyone can attend. If your council does not have either of these positions elected, please send one person so your hall has representation tonight. The specific positions that are required to attend the meetings:

- VP of Community Engagement
- VP of Recognition

We ask that you come prepared to answer the following question during our time designated for Hall Reports:

- Upcoming Events
- Past Events
  - What did you think went well?
  - What could have gone better?

If you have any questions, do not hesitate to ask!

Vincent A. DeArmond Jr. | He/Him/His
NRHH President | Residence Life
Western Washington University
nrhh.president@wwu.edu | dearmov@wwu.edu
LEGACY EVENTS

NRHH host three legacy events per year, one happening each quarter. Hall Council Inductions in the fall quarter, Leadership Conference in the winter quarter, and HOTY in the spring quarter.

Hall Council Inductions

Hall Council Inductions is a time shortly after each hall has elected a hall council. This induction ceremony is when each Resident Director will introduce their hall council to everyone. They will also provide some words of wisdom or goals for their hall council for the year. This should be around 3-5 minutes.

In past inductions, Resident Directors submitted "walk-up" songs for them and their councils to walk up to when it’s their turn to be inducted. We want to carry on this tradition this year, so please submit a song you would like to walk up to. This "walk-up" song is extremely popular, and it recommends continuing this tradition.

Leadership Conference

This conference will serve as a way for residents to develop their roles as student leaders and allow for connections to be made within their communities. This will be accomplished by understanding the impact their roles make on Western’s campus and their own lives. We strive for the personal development of every resident. Through this conference, residents will feel more confident in their leadership abilities and feel capable of leaving lasting change on Western’s campus!

The Leadership Conference is modeled after PACURH’s (Pacific Affiliate of College and University Residence Halls) Regional Leadership Conference. This daylong conference usually takes place on a Saturday from around 9:00 AM to 4:00 PM. Throughout the day, there are a variety of 50 minutes sessions offered. One of the sessions will be led by NRHH and RHA executive board, and those on hall councils with those specific positions will be working on a topic that will help them in their roles.
To make this conference the best it can be, we are looking for engaging sessions to be presented at this conference- and we want to get as many campus partners involved as possible. It’s a fantastic opportunity to present and lead your peers on a topic that you are passionate about sharing. These programs should be approximately 50 minutes long. You may give the presentation alone, with a friend, or with an entire group if you would like. However, we would request that these programs be interactive and engaging with the attendees.

Don’t be afraid to get creative or hands-on with the audience as a whole. If you have been inspired by a presentation, activity, book, movie, or theory- we would love to see how you think the lessons learned through that transit into a session setting. The NRHH and RHA executive teams are happy to help you prepare in any way necessary and can serve as a resource for any presenter.

**Hall of the Year (HOTY)**

Hall of the Year is a campus-wide competition occurring throughout the year leading up to a large end-of-the-year celebration at an off-campus venue. We work with and encourage residents to plan and facilitate events surrounding NRHH’s four values—leadership, academics, service, and recognition. Two submitted components of a community’s bid are a video and a scrapbook.

**Scrapbook**

The scrapbook will act as a combined written/visual bid and outline the events that the community put on, the people that live there, the activities of the hall, the things that make it unique, and so on. We hope that this will serve as a yearbook/legacy, and residents can come back to it years later and see the book they submitted to HOTY in the year they lived there. We also hope that it serves as a legacy to future hall councils to draw inspiration from or carry on the tradition. NRHH will be providing each hall with the same scrapbook so that each community can have an equal footing. We hope that with each event, those in charge will design the page in how they felt the event represented itself. This will allow for more cohesive cooperation on the visual bid. NO additional pages may be added to the scrapbook.
Video

“Why does your community deserve Hall of the Year?” That’s the guiding question when halls look at creating their video bids. We want this to be an open interpretation and allow creativity and originality to run wild! Video submissions are limited to 4 minutes long— they can be submitted via a YouTube link alongside the scrapbook. Please be sure that the upload form works on the submitted platform— if a video submission doesn’t work, we will email you and let you know as soon as it is received. It will be considered late if the video is not corrected and re-submitted before the HOTY deadline.

HOTY Workshops

This time is provided to show past years and scrapbooks. Also, at these workshops, the NRHH executive board can answer ANY questions related to each hall’s bid. Also, these workshops’ halls can give direct feedback on specific things that each of the halls. It is not permitted to answer any questions outside of these times.

Judging

For judge’s voting, books and videos will be viewed before HOTY and for judges to look more in depth into the bids without time constraints. Judges will have a room that the bids are available in for a TBD time frame.

Our judges scoring will no longer be based on a checklist— judges will be asked certain guiding questions, and give a numerical value between 0 and 10 based on the community’s bid in regards to the category in question. These guiding questions are not the limitations however, but meant to give the judges structure and context when choosing their scores. After giving this numerical value, judges will provide a justification as to why they believe the score they gave was fair, and what about the bid led them to that score.

While judges vote on Leadership, Academics, Service and Recognition between 0 and 10, there is a final category that the judges will be asked to rate— Creativity and Originality. Here, the judges will give a numerical value between 1 and 15 based on the community’s creativity, originality, adherence to the theme, sustainability, presentation, etc. Judges will award these points based on the overall bid, and it is their assessment of the artistic statement, effort, and overall impression of the submission. The bid will be scored out of a potential 60 points.
2022 Judges

June Fraser Thistle    Holly Diaz    Christian Urcia

Location

They have been at the Bellingham Cruise Terminal for the last several in-person HOTY celebrations, located close to campus. Many Residence Life events use this location, and this location is liked by Hall Council Members, who recommend continuing to have it at this location if it is available.

Selecting a Theme

At one of the first general meetings of the quarter, general members decided on a theme for the year. This theme will help guide the leadership conference, and this is the HOTY theme. This is the theme they will use when working on their scrapbook and video.

Past Themes

- Nintendo
- Space
- Decades
- Into the Woods
- Wizard of Oz

Suggested Themes

- Music Genres
- Disney
- Childhood TV Shows
- Spooky
- Rainbow
- Avatar
- Zoo/Jungle
- Olympics
Since HOTY is a large event that takes a lot of planning and all the planning should not be left to the VP of Programming, the work should be split up among all the executive board members. The committees that have worked in the past are Food, Transportation, Decorations, and Advertising/Marketing. Each executive board should be assigned or select one they want to be in charge of; they will be responsible for making sure the committee they are in charge of meeting all the deadlines. This timeline should be made with some assistance from the NRHH Advisor.

The planning of HOTY will take longer than you think, so it is best to get started on the planning of the event ASAP to ensure that everything will be able to get done and that you are not stressed right before the event.

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<table>
<thead>
<tr>
<th>Time:</th>
<th>Activity</th>
<th>Presenters:</th>
</tr>
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<tbody>
<tr>
<td>5:30 PM</td>
<td>Doors Open</td>
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<tr>
<td>5:50 PM</td>
<td>Make Way to Seats</td>
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<tr>
<td>6:00 PM</td>
<td>Dimiss for Food</td>
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<tr>
<td>6:30 PM</td>
<td>Introductions</td>
<td>NRHH &amp; RHA</td>
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<td></td>
<td>Vicki Speech</td>
<td>Vicki Vanderwerp</td>
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<td>Dong Speech</td>
<td>Dong Vo</td>
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<td>6:35 PM</td>
<td>Hall Bid Videos</td>
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<tr>
<td>7:05 PM</td>
<td>Dimiss for Dessert</td>
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<td>7:35 PM</td>
<td>Post Video Introduction</td>
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<td></td>
<td>Member of the Year</td>
<td>Qwyn McCollom</td>
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<td>7:40 PM</td>
<td>RD MVP Award</td>
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<td></td>
<td>Beta-Gamma</td>
<td>Nia Gipson</td>
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<td>Adam Littleton</td>
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<td>Edens-Higginson</td>
<td>Hannah Wiebeke</td>
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<td>Fairhaven</td>
<td>Karl Heinz</td>
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<td>Mathes</td>
<td>Alvin Dimaculangan</td>
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<td>Nash</td>
<td>Jordan Allen</td>
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<td></td>
<td>SODA</td>
<td>LaQuae Aughtman</td>
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<td>8:07 PM</td>
<td>Outstanding Member Pin</td>
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<tr>
<td></td>
<td>Honorary Member</td>
<td>Vincent DeArmond Jr</td>
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<tr>
<td>8:12 PM</td>
<td>Most OTM Winners</td>
<td>Hamza Magsi</td>
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<tr>
<td>8:15 PM</td>
<td>GPA Jumper</td>
<td>Qwyn McCollom</td>
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<td>8:18 PM</td>
<td>Judges Recognition &amp; Thank Yous!</td>
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<tr>
<td>8:20 PM</td>
<td>Suttle Announcement!</td>
<td>Qwyn McCollom</td>
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<tr>
<td>8:25 PM</td>
<td>Hall of the Year Announcement!</td>
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<tr>
<td>8:30 PM</td>
<td>OFFICIAL END OF EVENT</td>
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NRHH MEMBERSHIP

NRHH Membership is something that you can apply for after living on-campus for at least one quarter. All NRHH Executive Board members need to be NRHH members. Western Washington University does not set the expectations and standards, and these expectations are set by NACURH (National Association of College and University Residence Halls).

To be considered for membership, you need to have lived on campus for at least one quarter, have a 2.5 or higher GPA, and have not been involved in any current or outstanding conduct violations. Along with these requirements, you need to answer the following questions:

1. Which of NRHH’s values (Leadership, Academics, Service, Recognition) do you identify with most and why?
2. Which activities have you been involved in at Western or within in the last two years?
3. What qualities or strengths do you have that you believe set you apart from the average student here on campus?
4. Describe a time you recognized someone’s contributions or gave back to your community and tell us how that benefitted that person or organization.

Why apply for NRHH Membership?

Once you apply for membership and continue to meet all of the requirements, once you graduate, your membership will be transferred to a life-long member of the Western Washington University NRHH. In addition to becoming a life-long member, you will receive graduation cords.

Attendance

With NRHH membership, one of the requirements is attending NRHH meetings; once you have applied for membership, you cannot have more than three unexcused absences per quarter. If you have more than that, you have the potential of losing your membership status. We must have representation from each hall, so if you cannot make it to the meeting, you will need to send someone else from your hall council in your place, so we have that representation.

More membership information can be found in the updated constitution at the end of the document.
OTMs

OTM, or "Of The Month," is a premier recognition tool in the form of essays where the writer nominates a person, group, or program to be considered for the campus, regional, or NACURH-wide recognition. OTMs are submitted via the database to campus-level administrators (usually campus OTM coordinators) who oversee the voting process. A winner will be selected and recognized on the campus level through the voting process. OTMs recognized on the campus level can be submitted to the Regional and NACURH levels to let other institutions know how great the individuals, groups, or programs are on your campus.

In short, OTMs are how residence hall leaders say "good job" to the members of their communities and campus. Recognizing the accomplishments of those around you can help live out the value of recognition while also making strides to educate members on new and exciting initiatives happening at institutions worldwide. Anyone can utilize the search feature to browse for ideas to bring back to their campus at any time.

Campuses can submit OTMs in a variety of categories that are customizable to the campus’s unique needs. However, NACURH only recognizes 16 Categories: Advisor, Community Service Program, Diversity Program, Educational Program, Executive Board Member, First-Year Student, Institution Faculty or Staff Member, Organization, Passive Program, Residential Community, Residence Life Professional Staff Member, Resident Assistant, Student, Student Staff Member, Social Program, Spotlight, and Student. Be sure to read the descriptions of these categories to ensure you are submitting OTMs in the proper category.

https://otms.nrhh.org
SERVICE PROJECTS

Each quarter NRHH is responsible for hosting a one-hour service project. The service projects that NRHH hosts do not just have to be a financial contribution. You can do "hands-on" projects. To be able for these to run smoothly, it may be best to have a committee that will help in the event's planning process. This also allows NRHH to decide on the service project because you have the feedback from those taking part in the service projects.

Past Service Events

- Cleaning Up the Arb
- Making Sock Monkey's (Contact June Fraser Thistle)
- Volunteering with Local Non-Profits
- Cleaning Up Campus
COMMUNICATION

This can be one of the most complex parts of this role. This is because you may think that you told someone the information, but you did not tell them, so it is better to communicate more than what you think is necessary. With the amount of delegating in the role, you need to know what others are working on and if they have any updates.

It is best if you have been delegated a task to complete, and you cannot complete it. It would be best if you let the person know ASAP. This is so that they have time to complete the task on their own or be able to find someone else to complete the task.

Communicating with RHA

Since NRHH and RHA work so close together throughout the year, you must communicate with them. This communication is vital because you want to make sure that you are not covering the same things at each of your meetings so that if there is anyone that attends both meetings. They will be able to get the most amount of information possible without having any duplicate topics covered. There may also be a few meetings throughout the quarter that will be joint meetings between NRHH and RHA, so it is essential to communicate with them about how those meetings will go.

Communicating with Professional Staff

Communicating with Resident Directors can be challenging this is because they are busy. When you are requesting something from them, it is best to provide more time than you think that it takes to have something completed. Notify them at least one week before you need something completed. You will need to provide a reminder a few days before the date you had first told them that you needed it. If you are having a hard time getting the information from the Resident Directors, you need to talk to your Advisor to see if they can also remind them. As mentioned in the previous section, it is better to over-communicate with them to have all of the needed information.
FEEDBACK FORM 2021-2022
GENERAL MEMBERS

What did you like about NRHH?

- The learning experience it gave us
- The board was very involved in the hall councils
- Inclusivity, I enjoyed collaborating with others on events around campus
- I liked how personable the NRHH board was they made coming to the meeting more enjoyable
- I liked that it fit into my schedule and that they talked about topics relevant to my life. Plus the E-board was really cool
- I liked the consistency, as I knew what each meeting was going to consist of. I really liked that emails were sent out the day of saying what we were going to talk about
- I liked seeing all the other hall representatives
- Getting to meet new people, lessons on things like budgeting and studying, getting to better understand available school resources
- I like being able to connect with different hall councils
- Definitely the idea of meeting the council for the group events overall
- Good topics
- I liked how all of the councils collaborated on their events each week. Also, I enjoyed all of the engaging activities and lectures given throughout the year
- I thought it was nice sharing about our Hall Council events with the other halls, and it was also nice being able to collaborate with them
- Being able to communicate with other hall councils and coordinated future joint events
- The icebreaker games were fun! and some of the presentations were helpful
- Liked the people I meet, and was a good resource to ask questions about what was, and wasn’t possible, to do for Hall council events.

What motivates you to come to NRHH?

- HOTY points
- Motivation to support my fellow hall council members and my community
- Being around others
- HOTY and interactive with new people
- Learning & resume building
- Coming to NRHH is kind of like a mini social event because my whole team comes
- To report news back to my hall council
- Hanging out with people, HOTY attendance points
- HOTY
- Representing the dorm when no one else could
- The good topics... and I have to.
- To help engage my community and to continue to network and meet new people
- Well, other than the fact that I’m required to and no else will, I think it’s a great opportunity to network with other halls, and get in touch with they’re councils
- The fact that I might miss out on information that would be beneficial to my residents, as well as gaining professional skills
- The icebreakers, community, and mindless improvement for 1 hour each week.
Getting to learn how to better help our council and residence
- I’m in general a pretty responsible person, so I came to every meeting because it’s part of my job duties. And my council should have a representative at NRHH. If it wasn’t part of my job responsibilities, probably still would have come, just not as often.

What could have gone better?

- More interactive meetings
- I wish the scrap books were not black.
- More food, RHA has food at almost every meeting
- More prep on some of the presentations
- More community involvement plus team bonding.
- I wish there was more energy at the meetings, but that’s not necessarily something NRHH board members can fix.
- More game times
- More time to work on HOTY bid would have been nice
- I wish we were able to collaborate with the other councils more.
- I think more group work with councils would have been great and specific ice breaker ideas. Like grouping with other councils.
- Probably the food. And hotty could have been planned out a little better. More time for scrapbooks also more hotty work shops.
- I can not think of anything that could have gone better.
- More information on HOTY’s rubric would have been nice. There was a lot of things left either to our interpretation or stated but not explicitly written down. Also, having a bunch of extra pages in our HOTY scrapbooks we’re confusing.
- There were a few times when I felt that we could have done event coordination instead of the presentations.
- Perhaps instituting a beginning of the year kick-off get to know you party/ picnic. Just a time to play some get to know you games, enjoy some food and really get to know/become friends with the representatives from the other halls.
- Some of the presentations were redundant for things we felt like we already knew. Also perhaps encourage people to take notes and actually share them with their halls/communities (we tried to do this as much as possible but sometimes fell short).
- maybe you could have an NRHH board member compile the minutes into like 3-5 key take away bullet points and put them on a simple colored background/ send it to the different councils after each week’s meeting.
- HOTY information/communication could have been a lot clearer and more solid. Why was the leadership conference at the end of the year? I feel like there were a lot of workshops and tools that we did that day which would be better implemented/taught at the beginning of the year when we are really trying to figure out our positions/what they entail
- Be more clear about when certain meetings are going to be “fun meetings” like pizza/Kahoot nights
- I feel like there is a lot of knowledge about how to run a hall council that’s been lost during covid. I wish there had been more of a focus on showing us examples of previous council events so we had a better idea of what kind of events we could do. Also really wish we had gotten the scrapbook earlier, feel like it would have motivated us to be more organized and take more pictures.

**How was the location of the meeting?**

- I liked the same location each quarter
- The location is kinda hard to reach for those of us on south campus a more central location would be better
- ACG is good, great screen
- I like the location. The NPR in Glass is a great place to hold the meeting.
- Good
- I loved the location of NRHH meetings being in ACG. I’m glad it wasn’t moved.
- The location of it was nice. Especially being at new hall. There was good lighting and space.
- I really liked it as it’s close to my dorm and has a large place where we can move around while still fitting everyone
- I loved the location of the meetings.
- It was good. Middle of campus and accessible
- No, it’s wonderful and big.
- I currently liked the location of Alma.
- It was fine, Alma Glass has a good meeting area. The screen being broken made it hard to read presentations though.
- I liked the large room, however it’s quite a hike from South Campus. Maybe Parks or SMARE would be a good middle ground.
- I liked meeting in Alma Clark :) aside from the occasional noisy passerby it was lovely!
- Alma Clark glass hall worked fine for a meeting location. Don’t think it’s a bad idea to keep meeting here.
- I feel like we had a good amount of bonding and team building.
- I think that would be a good idea. Especially encouraging council’s to collaborate on more events early on.

Why did or didn’t you attend office hours?

- No
- Didn’t have a need to
- I didn’t feel the need to go to office hours
- I didn’t attend office hours because I didn’t have any questions that couldn’t be answered at the weekly meetings.
- Because I did not have any questions or questions we’re already answered in meeting.
- Didn’t feel that I had a need to
- I never had a reason to attend office hours.
- Not many questions or was busy with schoolwork
- The times never worked with my schedule. If there was a office hours after the meetings then I would have TOTTALY WENT.
- All of my questions were answered during each meeting, so I did not feel I needed to attend.
- I didn’t have much to ask or talk about, and when I did I could usually work it out myself or handle it during meetings.
- I didn’t feel it was necessary as Hamza lives right next to me.
- I didn’t really feel like we needed them
- Didn’t have a reason to visit during office hours.

Would you like more bonding and team building at the beginning of the year?

- No
- Yes
- Yes. Even now during spring quarter, I don’t feel like I know everyone as well as I should despite seeing them for months.
- More general conversation or just work shop time so we can ask yalls point of view of what we can do better or not.
- I agree that there should have been more team building and bonding at the beginning of the year. Maybe a few more activities.
- I agree that there should have been more team building and bonding at the beginning of the year. Maybe a few more activities.

Did you feel lost or confused in your hall council position?

- No
- Sort of, but then I figured it out as I went
- A little bit
- At first, yes. I felt my RD didn’t fully explain what I would be doing but I figured it out as time went on.
- Yes, all the time ... had no idea what I was doing.
- Yes. I was our VP of Recognition, and it took until the end of the year until I was actually directed on what my job was. We were not educated on how to fill out OTM at all, and it was clear in the amount of them submitted it wasn’t just my hall.
- Absolutely, however that was a shortcoming on Fairhaven’s behalf, not NRHH. We have several vacant positions, so everyone is sorta just doing whatever is necessary.
- Yes. For like 2/3rds of the year.
- Definitely. Felt like my council kind of fumbled around trying to figure out what each positions duties were, which lead to an unequal distribution of work. Didnt actually see a full description of my positions responsibilities till part way through spring quarter.

Overall feedback about the Leadership Conference?

- The leadership conference was very educational but it was a bit long
- I was not a part of the hall council at the time of the conference
- I enjoyed it, but i think better food is a must and more engaging presentations would be nice
- I couldn’t attend because I had COVID
- It was good. Needed more attendance, should have been mandatory.
- I didn’t attend because I had COVID.
- I did not attend. I had work during that time. I think other members of my hall council went.
- Enjoyed it, though I felt like some things were a bit last minute, or could have been planned out a bit more, enjoyed the speakers though
- I didn’t attend in the beginning as much because I did not have the time and was busy enough for RHA. At the spring I definitely was able to go to much more and contribute.
- It was cool... didn’t really help though.
- I thought it was well structured and organized. But I would have liked to see more guest speakers and more advertising for the conference.
- I had a conflicting schedule.
- I wasn’t a councilman at the time.
- It was really messy and repetitive, could have been condensed into fewer hours. Shared a lot of info that we had already learned at NRHH meetings. There were a lot of questions/conversations about how to best perform one’s roles/just understanding the basics of each position. At that point in the year it felt pointless, redundant, and kind of like a waste of a day. This would be much more helpful in Fall quarter when nobody knows what their position entails. Decent lunch food. Breakfast was too sugary and not enough nutrition
- Attended. Thought it was helpful.

Did you feel you grew as a leader? If so, what helped you do that. If not, what could have helped you.

- Yes, I feel like it gave me a lot of opportunity to reach out of my comfort zone
- I do. I feel that my supervisors have helped me be a better leader and the meetings through rha and nrhh
- Yes, meeting deadlines that I set for myself was beneficial
- Yes, I felt like being a part of hall council and attending NRHH meetings helped me gain a better understanding of being a leader and how to be a successful leader.
- Yes. I’ve gained confidence talking amongst a group of people I don’t know very well. I think just being in this environment helped do that as we are encouraged to participate.
- I think I grew in terms of interpersonal skills as well as event planning and teamwork.
- Yes, learning more about school resources and things definitely helped as I can share those with residents, help with event planning also helped
- I feel like I did grow as a leader. Being in hall council helped me grow as a leader because I was often put in leadership roles.
- Definitely felt it. Although it was slow, I believe we got through it. Hearing feedback from other members about what I could do better definitively helped.
- Yes, all the event planning and trying to keep everyone together.
- I do feel I grew as a leader. The first time I joined the hall council I did not feel I was capable of handling it, but after a few meetings I felt more comfortable and by interacting with my community each week made it easier.
- Sure, I felt like my interpersonal skills are improving ever since COVID isolation hampered them.
- I did. Having held prior leadership positions at my old college and high school, I didn’t LEARN anything new, however being directly involved with the welfare of my residents was something completely new and made me gain a holistic approach to leadership.

- Sure. Uh.. I mean communication skills were practiced each week at NRHH meetings. But not heavily implemented/ encouraged to develop. Honestly NRHH as a whole was not super professional this year and I think if we want to help people grow as leaders, we should emphasize the practice and development of professional communication and behavior.

- Not really. I’ve worked management positions for work, a lot of the skills carried over.

**What would you like to see done next year?**

- More snacks
- I would be happy with anything
- Food at meetings
- More social events for NRHH
- More stuff plus more educational stuff.
- Next year, I think it would be a good idea to do some more hands on activities if possible to keep people more engaged.
- More snacks. Especially since it’s during dinner time
- More time for creating a HOTY bid
- More group brainstorming for future events.
- More peer feedback from members of hall council and more joint events
- Being more inclusive and helpful with hall councils that are lacking in members or need help with more involvement. Just help with the Big worries of being a leader.
- Nothing I can think of.
- More instruction on OTM and HOTY. More collaboration between halls.
- Leadership conference in Fall and Spring, maybe better communication? If there was an email list, I haven’t been on it since I got elected in January.
- Beginning of the year get to know you event
- Leadership conference earlier in the year
- More snacks :) (but somehow ones that aren’t super loud)
- More clear HOTY instructions and scrapbook handed out sooner
- I felt like there was a certain level of knowledge about our positions we were expected to know coming in, that I didn’t have. Would definitely try to educate people more about their positions at the start of the year.
General Feedback

- Overall it was a great experience!
- The board was good. I didn’t like the black paper and I feel that more notice is needed for the HOTY bids.
- I feel like the NRHH board was all around easy to work with and easy to approach with questions. They did a good job running the NRHH meetings and keeping everyone in attendance.
- I enjoy NRHH meetings and appreciate the work put in!
- More snacks I guess lol
- Overall really enjoyed coming to meetings, felt like it was a lot of fun and I learned a lot of valuable information. I also got to make a lot of new friends :)
- As much as I complained about coming to these meetings I really enjoyed them and met some really cool people.
- Drinks would be great at here like water, lemonade, or anything! Thanks!
- Great organization throughout the quarter, but would like to see more halls collaborate on events. Overall great experience.
- It felt like some of our presentation topic were poorly timed, in that we had some completely unrelated to Hall Council in general even when we were most busy, like in the weeks leading up to HOTY. I don’t need to learn about how to write a resume when I have a lot of other work to do.
- Thanks for providing both guidance and wisdom! It’s greatly appreciated
- Fun! Nice way to spend 1 hour each week. Once you commit yourself to coming unwaveringly, it’s a really fun community :)
- There were good times and bad times this year. Hopefully things are simpler next year and covid is less of a concern.
ARTICLE I - Name
The name of the organization shall be the Western Washington University Chapter of the National Residence Hall Honorary. We are part of the National Association of College and University Residence Halls and the Pacific Affiliate of College and University Residence Halls.

Section 1: Values of NRHH
NRHH is a leadership-based honorary comprised of exemplary residential students who value leadership, academics, service, and recognition.

ARTICLE II - Purpose
The purpose of this organization shall be to provide recognition for those students living in the residence halls who have shown outstanding service and leadership in the advancement of the residence hall system. Additionally, our purpose is to promote activities that encourage leadership development, community service opportunities for the residence hall system, and academic success.

ARTICLE III – Membership

Section I: Qualifications

1. The applicant shall be a student in Academic Good Standing with the university and have a minimum cumulative grade point average of 2.5, according to the national standard.

2. The applicant shall have resided in the residence hall system for at least one quarter.

3. The applicant shall have demonstrated outstanding service and leadership in the residence hall system at Western Washington University.
4. At the time of application, the applicant should not be involved in any continuing policy violations in the university residences systems.

**Section II: Membership**

1. Candidate membership shall be defined as pre-membership status in which a Western Washington student has shown interest through intent to become an NRHH member. Candidate members must have made a positive contribution to the residence hall system through engagement with the NRHH values. Before a candidate member can be inducted they must meet the chapter requirements outlined in Article III-IV.

2. On-Campus members shall be defined as students currently residing in the residence hall system at Western Washington University (WWU). On-Campus members shall be required to meet all applicable requirements outlined in Article III – Section IV (Membership Requirements). On-Campus members shall be the only members without restricted voting privileges and shall receive one vote each when present. On-Campus members shall be eligible to apply for the NRHH delegate position to the Pacific Affiliate of College and University Residence Halls (PACURH) and National Association of College and University Residence Halls (NACURH) conferences.

3. Off-Campus membership within this chapter shall be held by former active members who have left the residence hall system in good standing with the organization. They may attend general meetings and be active within the organization. Off-Campus membership will have no voting privileges, with limited speaking rights as outlined in the bylaws.

4. Lifelong Members shall be defined as previous NRHH member who has left the institution due to graduation or discontinuation of education. Lifelong members must leave the university in good standing and meet the chapter requirements.

**Section III: Application for Membership**

1. Applications shall be accepted as long as space is available.

2. Application forms are provided by the VP of Membership and Business, or upon request in the NRHH office (EA 114).

3. Active membership shall not exceed one percent of the total residence hall system population. There shall be no limit to the number of Alumni or Honorary members.

4. Once a student becomes a member, membership is retained for life.
Section IV: Membership Requirements

1. Active members may miss up to 3 general meetings per quarter.
   A. One may be excused from missing a certain number of meetings based on extenuating circumstances or conflicting class schedule at the discretion of the executive board.

2. Active members shall be required to contribute to the quarterly service projects as requested by the Vice President of Programming.

3. Active members are required to recognize at least two individuals or programs per quarter, at least one of which should be recognized through the Of-the-Month (OTM) process.

4. Active members must maintain a minimum cumulative GPA of 2.5, according to the national standard.

Section V: Change of Member Status

1. All membership is contingent upon members conducting themselves in a professional and responsible manner, pursuant to all WWU and University Residences policies.

2. If the Active member fails to meet the requirements outlined in Article III – Section IV (Membership Requirements), there will be a one-quarter probationary period in which they may correct the behavior. If this does not occur, member privileges will be revoked as deemed appropriate by the executive board.

3. The Removal Policy may be enacted if an Active member can no longer meet the chapter membership expectations. If an Active member is removed, they no longer count towards the 1% membership cap.

4. 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.
   E. The completed Member Removal application shall be submitted to the region’s AD-NRHH for approval.
5. The amount 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 application 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.

7. If the member and/or chapter wish to appeal the decision, they may appeal to the Regional AD-NRHH through written request as to why the Candidate deserves to continue as a member of NRHH.

8. NRHH members that are transferring schools at any educational level, including incoming graduate students and incoming doctoral students, are able to apply to have their NRHH membership transferred from their outgoing institution to their incoming institution

   A. Each NRHH chapter is able to accept/reject transfer members at their own discretion. If accepted, these members shall become active members of the new chapter. The Membership Transfer Policy must be outlined according to the following:
      1. The student applying to transfer their membership must be fully matriculated at the new institution.
      2. The student seeking to transfer their membership must contact the chapter president and advisor in writing detailing why they want to transfer their membership, how they benefitted their previous chapter and residence hall system, and how they hope to be involved in the new chapter.
      3. Each chapter is able to come up with their own process detailing how letters will be evaluated.
   B. If approved, the student and/or new chapter must complete the membership transfer application. iv. The membership transfer application may be obtained from the region’s AD-NRHH.

9. 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.
10. The completed application shall be submitted to the region’s AD-NRHH for approval.

11. It is the right of the 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.

12. If the member and/or chapter wish to appeal the decision of the region’s AD-NRHH, they may appeal to the entire NNB. The decision of the NNB shall be final. 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 tie-breaking vote when necessary.

Section VI: Nonmember Status

1. Liaisons shall have no voting rights and limited speaking rights as outlined in the bylaws.
   A. RHA Liaison - Vice President of Public Relations
      1. The RHA Liaison shall maintain ongoing contact with the national and regional affiliates.
      2. The RHA Liaison is encouraged to attend NRHH general meetings.
   B. Hall Council Vice President of Recognition:
      1. Shall act as liaisons between the residence hall councils and NRHH.
      2. Are to attend general meetings without a formal active membership.
      3. Shall not have voting rights until they are active members.
      4. Shall attend meetings as directed by the Vice President of Community Recognition.
      5. Shall meet with the Vice President of Recognition at least three times a quarter.
      6. If unable to attend a meeting, hall council Vice President of Recognition must appoint a proxy.
      7. Shall work to recognize students and staff who implement the pillars of NRHH within the residence halls.
      8. Will promote OTMs within their communities.
      9. Will bring the OTM handouts to the NRHH office.
      10. Shall attend meetings with NRHH Executive Team for Hall of the Year bid workshops.
      11. Are encouraged to apply to be a formal member after 1 quarter of living in the residence halls and if they have a minimum GPA of 2.5
Article IV – Nondiscrimination Clause

The Western Washington University Chapter of NRHH shall be an inclusive organization, open to all people who reside in and/or who significantly contribute to a positive living environment in the residence hall system at Western.

Article V – Executive Structure and Meetings

Section I: Executive Board Officer

1. Executive board officers of NRHH must be in Academic Good Standing with the University.

2. Executive board officers shall include the President, Vice President of Recognition, Vice President of Membership and Records, Vice President of Business and Finance and Vice President of Programming.

3. All executive board officers have voting privileges with the exception of the designated chair, who shall vote to break a tie.

Section II: Executive Board Election and Term of Office

1. Candidates for executive board positions do not have to be current active members of NRHH.

2. Because these are paid positions, students that are employed by the University (excluding Dining) are ineligible to hold an executive position in addition to other WWU employment.

3. The offices of President and Vice President of Programming shall be selected from current returning members (members who have been active for two or more quarters, including the current quarter). In the event that no returning members are elected, incoming members may be selected for these positions but must have applied to become a member.

4. Executive board officer elections shall take place no later than the second May general membership meeting. Incoming officers shall attend at least one executive board meeting in the year in which they are elected and other transition activities as determined by the current executive board, if possible. Training requirements shall be established by the current executive board and advisor.

5. Executive board officers shall be elected by a common procedure as stated in the bylaws.
6. The term of office shall be one year (June to June) with stipends being paid out during the academic year.

7. In the event of the resignation of an officer, an election will be held during the next general membership meeting to fill the vacancy, with the exception of the President. In the case of the President’s resignation, the Vice-President of Programming shall assume the position of President until another election can occur, or by the end of the quarter.

8. The NRHH executive board positions require the timely and effective performance of duties associated with an individual’s respective area of responsibility. If a situation arises where a member of NRHH, be it an officer, liaison, or active member, believes that an officer is not fulfilling his/her duties, the procedures for removal from office can be found in the bylaws.

Section III: Executive Board Officer Responsibilities

A. The President shall:

1. Preside over all NRHH meetings.

2. Maintain ongoing contact with the national NRHH office.

3. Submit an end of the year legacy report. This report shall be submitted to the national office, the Advisor(s), the executive board, and one copy to be kept on file in the NRHH office. This report shall be made available to the general membership upon request. Each executive board member shall submit a legacy report to the President and the President will compile them and write up a formal report to be submitted by the end of the academic year. The President shall also report on membership, national legislation, and recognition at RHA.

4. Serve as the NRHH representative for the chapter at the No Frills conference. The President shall meet all conference requirements outlined in the bylaws. In the event that the President is unable to attend, a proxy shall be appointed by a simple majority vote of the executive board.

5. Prepare agendas for all NRHH executive board meetings.

6. Prepare agendas for all NRHH general meetings.
7. Serve as a liaison to the residence hall system. This includes attending all Residence Hall Association (RHA) council meetings and hold one vote as the liaison. The President may appoint a proxy for these meetings as needed. However, a maximum number of two proxies for RHA meetings are allowed per quarter. More than two absences at RHA will result in an unexcused absence. The President will also supply a weekly RHA report to the other executive board officers.

8. Hold a minimum of four office hours a week and be available for appointments as needed.

9. Attend a one-on-one with advisor once a week.

10. Facilitate collaboration between NRHH and RHA.

11. Outline procedures of the annual transition process with the Executive Board.

12. Organize a yearly retreat for all members.

13. Put together transition materials and annual legacy report that pertain to the position as deemed necessary.

B. The Vice President of Programming shall:

1. Assume the responsibilities of the President in his/her absence.

2. Work with the VP of Membership and Records to plan the Hall of the Year event and at least one annual induction ceremony, as well as the NRHH Leadership Conference.

3. Hold a minimum of two office hours a week, and be available for appointments as needed.

4. Plan at least one active service project/program per quarter with the input of the executive board and general membership.

5. Coordinate Hall of the Year process. Utilize executive board and members as needed.

6. Attend a one-on-one meeting with an advisor once a quarter.

7. Serve as a hall council liaison, as necessary.

8. Shall put together transition materials and legacy reports that pertain to the position as deemed necessary.
C. The Vice President of Recognition shall:

1. Oversee the Of-the-Month (OTM) Award process as follows:
   
   A. Publicize this process across the campus.
   B. Set deadlines so that Western Washington University is able to submit winning OTM to the regional level in a timely manner.
   C. Organize the OTM selection process at the chapter level.
   D. Provide recognition certificates and/or awards to OTM winners.
   E. Maintain the OTM application materials and the recognition section of the chapter website.
   F. Provide information regarding selection of OTM winners within two business days to: Residence Life staff, RHA executive board, and NRHH members. In addition a copy of this information shall be posted outside the NRHH office door and elsewhere as deemed necessary and feasible.
   G. Enlist the help of active members to serve on the OTM selection committee.

2. Hold a minimum of two office hours a week, and be available for appointments as needed.

3. Attend a one-on-one meeting with an advisor as needed.

4. Serve as a hall council liaison, as necessary.

5. Put together transition materials and legacy report that pertain to the position as deemed necessary.

6. Manage Hall Council Vice Presidents of Recognition

   A. Organize meeting times
   B. Provide support and guidance
   C. Hold recognition coordinators accountable
   D. Encourage recognition coordinators to apply to become members after 1 quarter of living in the residence halls

D. The Vice President of Membership and Records shall:

1. Maintain accurate files on chapter membership. Provide a copy of membership information to NRHH advisors and at the request of the President. A copy must also be available on the NRHH shared drive.
2. Take minutes at all NRHH related meetings. Distribute copies of minutes to NRHH Executive Board Members and Advisors within 2 business days of the meeting. General meeting minutes shall be sent to general members within 2 business days of the meeting.

3. Generate a membership letter for NRHH to be sent to each applicant for membership. This letter is to be available for review by the President within one week of membership selection.

4. Notify members when their membership status is changing before the current membership drive begins.

5. Publicize NRHH across campus by coordinating at least one quarterly publicity initiative (e.g. Hall Council Leadership Retreat, newspaper, KUGS, Hall Council Meetings, etc.).

6. Coordinate the publicity, distribution of applications, and develop a timeline for the quarterly membership drives

7. Help Vice President of Programming plan induction ceremonies

8. Hold a minimum of two office hours a week and be available for appointments as needed.

9. Attend a one-on-one meeting with an advisor as needed.

10. Serve as a hall council liaison, as necessary.

11. Put together transition materials and legacy reports that pertain to the position as deemed necessary.

12. Be put in charge of all forms of social media for the organization. This includes the official WWU NRHH page, Facebook page, and any other forms of social media.

E. The Vice President of Business and Finance shall:

1. Renew the chapter’s membership at the beginning of each academic year with the National office by working with RHA to address any application needs. RHA pays the yearly dues.

2. Oversee the budget development process. This includes establishing a budget as soon as chapter finance information becomes available during fall quarter, and keeping accurate written records of monetary status.
3. Meet with University Residences fiscal support twice a quarter to ensure budget accuracy.

4. Handle the chapter’s ledger and finances in accordance with state, university, and chapter guidelines.

5. Provide updated budget information and information regarding outstanding funding requests during one general meeting per quarter, and at the request of the executive board.

6. Hold a minimum of two office hours a week, and be available for appointments as needed.

7. Attend a one-on-one meeting with an advisor once a month.

8. Shall be encouraged to work with the RHA’s Vice President of Finance.

9. Serve as a hall council liaison, as necessary.

10. Shall put together transition materials and legacy reports that pertain to the position as deemed necessary.

**Section IV: Advisors**

1. The Western Washington University NRHH chapter shall be advised by the Residence Life Administrator for Leadership, Training and Assessment.

2. There may be a co-advisor chosen by the Residence Life Administrator. The co-advisor will serve in the same capacity as the primary advisor.

3. Advisors have no voting privileges; however, Advisors may interject in discussion in order to maintain the integrity of the organization and confidentiality of individuals.

4. Shall attend all necessary NRHH meetings. If the advisor is unable to attend, they must provide a proxy at the request of the membership.

5. Shall be available as an information link and an informant of policy changes.

6. Act as a resource and uphold University and University Residences policies.

7. An Advisor will meet with each executive officer in a one-on-one as needed.
8. Advisor will keep a copy of each executive board officer’s transition materials, to be updated as needed.

9. Advisor will provide position training and ongoing leadership development.

**ARTICLE VI - Finance**

1. Source of Funds: The funds for this organization shall come from the opening allocation made by University Residences and funding transferred through various organizations upon request, as well as from other sources.

2. Funds Allocations: NRHH active members and their executive board officers shall have the authority to disperse funds as deemed appropriate, in accordance with state, local, university and chapter policies.

3. Maximum Dispersal by the Executive Board: The NRHH Executive Board shall have the authority to approve expenditure requests up to four hundred dollars ($400). Records of this dispersal of funds must be made available to general members at the first general meeting of each quarter and upon request.

4. Approval of Funds: At the first general membership meeting of each quarter the NRHH Executive Board must present a new or updated budget and allocation suggestions to general membership at a general meeting to be approved by a simple majority of active members in attendance. Any funds that need to be allocated beyond $400 during the quarter must be approved by general membership by a simple majority at a general meeting. In case of an emergency, general membership can be notified through email or social media and given the chance to vote. Emergency expenditures shall be used sparingly. Procedures for emergency expenditures are outlined in the bylaws.

5. Fund Requests by Other Organizations: In the budget that is presented to general membership as outlined in Article VI, Section 4, a line item may be designated to distribute to other organizations to support programs put on by those groups. The amount of this outlay shall not exceed 10% of the annual budget and is at the discretion of the current executive board. If the request exceeds $250 it must be taken to general membership. The request has to in some way benefit students in the residence halls and reflect the goals and values of NRHH.

6. Sponsorship of Programs Organized by Other Organizations: Programs sponsored by NRHH shall reflect the goals and values of NRHH as stated in Article II.

7. Priority of Funding: NRHH programs shall receive priority over those put on by other organizations.
ARTICLE VII - AMENDMENTS TO THE CONSTITUTION

1. Amendments to this constitution must be submitted in writing to the President of NRHH, a minimum of three days prior to the upcoming general meeting.

2. Amendments to this constitution may be adopted by a three-fourths majority vote of active members in attendance.

NRHH BYLAWS
Western Washington University
2021-2022

1. Election Procedure

A. Timeline: The current Executive Board shall announce upcoming elections a minimum of two weeks prior.

B. Letters of Intent: Letters of intent shall be an e-mail submitted to the Membership and Records chair 48 hours before elections begin. The minimum information contained shall be the candidate’s name, position running for, and term for which s/he wishes to serve.

C. Chair: The election shall be chaired by the current President. In the event the President is unable to chair the meeting, either due to lack of attendance or running for a position, the chair shall pass to another executive member in the following order: Vice President, Business and Finance Chair, Membership and Records Chair and Programming Chair. The President shall resume the chair as soon as she/he is able.

D. Presentation: Candidates shall receive five minutes to give a presentation to the membership; this time shall not be extended. Opposing candidates shall not be in the room while another candidate is presenting.

E. Question and Answer Period: Question and answer period for each candidate shall be a maximum of seven minutes. The period of seven minutes may be extended up to two times by a vote of simple majority. Opposing candidates shall not be in the room while another candidate is in question and answer.

F. Discussion: After all candidates for a particular position have presented, discussion will occur for a maximum of ten minutes. This time may be extended up to two times by a vote of simple majority. No candidates for the position in question shall be present during discussion. Discussion must pertain to either the presentation or question and answer period, or to the candidate’s ability to fulfill the requirements of the position; past work experiences directly pertaining to the position are admissible.
It is the responsibility of the chair to regulate discussion and halt any discussion not meeting these requirements; however, Advisors may interject in discussion in order to maintain the integrity of the organization and confidentiality of individuals. All discussion shall remain confidential.

G. Voting: Candidates shall be allowed to vote. Votes shall be collected and counted by both advisors, with counting to be done separately from the general voting membership. In the event of a tie the chair shall cast the deciding vote. All votes shall remain confidential.

2. Conferences

A. No Frills: The President shall attend the No Frills conference as Western’s NRHH delegate if funding allows. In the event the President is unable to attend, he or she may appoint a proxy.

B. PACURH and NACURH: The PACURH and NACURH NRHH delegates shall be active members selected through an application process. The process for selecting delegates shall be determined through coordination of the RHA’s VP of Public Relations and the NRHH President.

C. Application Process: Application methods for conferences shall be decided upon by the NRHH President and Advisor, and be made known/available approximately three weeks prior to the application deadline. Applications shall be anonymous and shall be evaluated by the executive board.

D. Funding: No Frills funding shall be provided from NRHH funds as funding allows. PACURH and NACURH funding from NRHH funds shall be at the discretion of the general membership as outlined in the annual budget.

E. Failure to Attend: Delegates commit themselves to attending designated conferences. In the event of an emergency, the delegate may be excused by the executive board.

F. Conference Behavior: As they are a representative of our university and NRHH chapter, the delegate is expected to behave in an appropriate fashion and follow both university and conference rules. In the event a delegate fails to behave in an appropriate fashion, disciplinary action may be taken.
G. Post-conference Expectations: Following the conference the delegate is required to give a presentation at the next general meeting. The presentation shall detail all NRHH-related business as well as a general conference outline. The presentation should also contain some sort of visible growth for both the delegate and the chapter from the conference.

3. Stipends

A. Stipends shall not exceed 50% of the yearly budget distributed amongst all Executive Board members equally. If it is decided to change stipends, a proposal must be presented to the executive board. It will then be brought before the general membership where it must pass with two-thirds majority of present active members. Stipend changes will go into effect in the beginning of the academic year following the vote.

B. Officers must fulfill all requirements of their position as outlined in the constitution in order to receive their stipend.

C. Stipends shall only be paid while the executive board member is an active board member.

D. If an exec board member is put on probation, then their stipend shall be suspended for the duration of the probation, at the discretion of the advisor.

4. Hall Liaisons

A. In the event that a hall is not represented by an active NRHH member, each officer of the Executive Board, or a proxy, shall be assigned a number of residence halls for which they will serve as a liaison between NRHH and the greater residence hall system. The halls for which they are a liaison shall ideally be separate from their own. Each Executive Board Officer shall attend no less than three hall/tenants council meetings per academic year for each of the halls which they are a liaison. I think this will not be necessary after this coming year.

5. Membership Selection and Criteria

A. Membership selection criteria shall be set forth by the executive board prior to the first membership selection of the year. Membership selection criteria shall be provided to all members at the general meeting in which membership selection occurs. Membership applications shall be evaluated based on the stated criteria. These criteria may be revisited throughout the year.
B. Candidates shall apply for membership in the following way:
   1. Applicant will complete and submit an application that can be obtained by contacting the Membership and Records Chair
   2. Applicant will participate in the voting process as outlined in the NRHH Bylaws, #1.

C. All applications will be considered in the following order: NRHH Links-to-active applications, new active applications, and new provisional inductee application. All the applications shall be read, discussed and voted on in the order in which they were submitted. Each application shall be evaluated individually.

D. Candidates shall be notified of their status in NRHH by the Membership and Records Chair within two weeks of the general membership selection meeting.

E. Applications will be accepted at all times, but will only be considered on a rolling basis.

F. Rejected applications are filed but not reconsidered. If an applicant wishes to reapply, they may do so during the next application selection period.

6. Speaking Rights

   A. Active members will have speaking rights on all issues.

   B. Non-voting members, which may include Honorary and Alumni members, shall have speaking rights on issues that culminate in vote, but may not vote.

   C. Advisors will follow the same procedures as non-voting attendees, except in the instance when they need to share information which the advisor alone is privileged to (e.g. if they know that the program an OTM is written about did not occur) or to interject in discussion in order to maintain the integrity of the organization and confidentiality of individuals.

7. Probation of Active Members

   A. In the event a member is placed on probationary status, they will have one quarter to address the concerns for which they are on probation.

   B. Failure to meet requirements for a second consecutive quarter will result in “inactive” status and loss of speaking and/or voting as well as limited access to chapter activities.
C. The Advisor shall draft a letter to any student placed on probationary status outlining the reason(s) for probation and the re-application process for reinstating chapter privileges.

8. Executive Board Officer Expectations and Removal

A. Attendance by executive board officers is mandatory at all NRHH Executive Board meetings, membership meetings, and sponsored events. Absences may be excused by the President if contacted ideally a minimum 48 hours in advance. Excused absences include but are not limited to academic conflict, personal illness, and family emergency. Absences by the President must be excused by an Advisor. Any absence not in compliance with above policy will be counted as an unexcused absence. An unexcused absence is defined as missing an RHA meeting, NRHH executive and/or general meetings, and NRHH sponsored programs without prior notice. Unexcused absences may result in the loss of executive board position. A maximum of two unexcused absences is permitted per year.

B. The President and/or Advisor shall meet with an executive board member following an unexcused absence or filed grievance.

C. An active member may call for the removal of an executive board officer by submitting a grievance letter to the Advisor or the Advisor’s appointee. The letter shall outline the irresponsible behavior and/or unprofessional actions of the executive board officer in question.

D. Following two unexcused absences or a filed grievance of an executive board officer, the President shall meet with an Advisor to discuss the situation and to determine proper disciplinary action, if any. This shall be done within two weeks of the second absence.

9. Meetings

A. A general meeting shall be defined as any meeting in which the general membership is invited and in attendance; this includes but is not limited to elections, membership selection, and OTM selection.

B. General meetings shall be held a minimum of once a month or three times a quarter, at the discretion of the Executive Board. Meeting times, dates and locations should be publicized to all members by the secretary, via listserv, a minimum of seven days prior to the meeting.
C. Executive Board meetings shall be defined as only executive board officers, Advisors, guests, and general members by invitation only. Modified minutes of executive board meetings may be made available to general members upon request at the discretion of the executive board.

D. Executive board meetings shall be held as deemed necessary, at a minimum of once a week.

E. Special meetings may be called by the President. These meetings may be called with 48 hours notice.

F. Meetings shall be run following Robert’s Rules of Order unless otherwise specified.

G. Quorum for general meetings shall consist of an advisor or designee, the President or designee, plus one-third of active members. In the event of loss of quorum, the meeting at hand will end. Quorum is necessary when formal voting occurs.

H. In the event that the total number of active members within the chapter membership does not allow quorum to be met there shall be an emergency operating period of 30 days in which voting can still be done, and recruiting can take place under the supervision of the advisor.

10. OTM Selection and Criteria

A. The Vice President shall coordinate the process of OTM selection.

B. OTMs must meet regional and national standards as outlined on the NACURH website. These standards include (but are not limited to) word count, completeness, and month specificity.

C. The nomination shall meet the time deadline of 5 PM on the fifth day of the month following nomination.

D. If a mistake is made for the month of nomination for programs an adjustment may be made by the selection committee if deemed necessary.

E. If a nomination’s description contains inappropriate or false content, an Advisor will be notified and further action may be taken by that Advisor.

F. The OTM category may only be changed with the permission of the nominator for the OTM.
G. The OTM category may be changed if: there is an empty category available that works for the submitted OTM, or there is a category that is better suited to the OTM. The decision is at the discretion of the Vice President.

H. OTMs will be selected by chapter membership by a process outlined by the Vice President and sent to PACURH before the regional deadline.

11. Requesting Graduation Cords

A. Upon reaching graduation, a member must email the current NRHH Advisor and NRHH president at least one month prior to graduation in order to obtain NRHH graduation cords.