

**NATIONAL RESIDENCE HALL  
HONORARY NYU TORCH CHAPTER  
CONSTITUTION**

**Appendix of Terminology:**

NRHH: National Residence Hall Honorary

OTM: Of the Month

RLHS: Residential Life and Housing Services

GA: General Assembly

NACURH: In reference to NACURH Inc.

NEACURH: Northeast Affiliate of College and University Residence Halls

IRHC: Inter-Residence Hall Council

AD-NRHH: Associate Director for NRHH

RBD: Regional Board of Directors

NNB: National NRHH Board

NAN: NACURH Associate for NRHH

**Article I:  
Name**

This organization shall be entitled the Torch Chapter of the National Residence Hall Honorary (NRHH) at New York University (NYU).

**Article II:  
Affiliation**

NYU Torch Chapter of NRHH is affiliated with NACURH Inc., within the North East Affiliate of College and University Residence Halls (NEACURH).

**Article III:  
Mission**

The NYU Torch Chapter of NRHH is a premiere honorary for student leaders in residential communities. NRHH challenges its members through unique opportunities for personal and professional growth and development. NRHH strives to provide recognition for those who exhibit extraordinary effort and dedication, and to give back to their communities through service.

**Article IV:  
Values**

NRHH is a leadership-based honorary comprised of exemplary residential students who value recognition and service.

**Article V:  
Membership**

Section I: Qualifications for  
Membership

- A. Candidates must have resided in any of the NYU residence halls for at least one semester.
- B. Candidates must be on-campus residents at the time of nomination.
  - 1. On-campus residents qualifies as a student residing in any of the NYU residence halls.
- C. Candidates must have and maintain a GPA of at least a 2.75 on a 4.0 scale.
- D. Candidates must have exhibited a commitment and dedication to the values of recognition and service during their time living in residence.
- E. Candidates must be in good judicial standing with the office of Residential Life and Housing Services (RLHS).
- F. Candidates must complete the application process, as defined in Article IV, Section IV.
- G. The general membership of the NYU Torch Chapter of NRHH may include up to, but not more than, 1% of the total residence hall population that year, or 120 members, whichever is larger. The total 1% membership cap only includes active membership.

Section II: Types of  
Membership

There shall be four types of membership in the NYU Torch Chapter of NRHH, consisting of candidate, on-campus, off-campus, and lifelong members.

- A. All members, once inducted, are members of the NYU Torch Chapter of NRHH for life.
- B. Candidate members of the NYU Torch Chapter of NRHH shall be defined as those who hold pre-membership status. Candidate members have shown interest through intent to become an NRHH Member.
  - 1. Candidate members must submit a formal intent of pre-membership to the Torch Chapter.
  - 2. The Torch Chapter must confirm status of pre-membership to candidate member.
  - 3. Candidate Members seeking induction must be a student of NYU. Students pursuing undergraduate, graduate, or professional degrees are all eligible for induction.

C. On-campus members of the NYU Torch Chapter of NRHH shall be defined as those who are NYU students, have been inducted into the Chapter and are currently living in an NYU residence. On-campus members must fulfill the following requirements:

1. Attend all meetings as scheduled by the Executive Board at the start of the semester.

i) Members are allowed up to two (2) excused absences and one (1) unexcused absence per semester. An excused absence shall be defined as any absence due to academic conflict, medical or family emergency, or religious observance, to be determined at the discretion of the Executive Board.

a) Should academic conflicts prohibit a particular member from attending regular meetings, the member shall provide a copy of their academic schedule to the Executive Board for evaluation. The Executive Board will determine at its discretion the adjusted attendance requirement (if any) for the member in question, which may include waiving the meeting requirement or reducing the number of meetings the member must attend.

ii) The Executive Board has the right to suspend this rule under extenuating circumstances regarding the individual in question at its discretion.

D. In addition to meeting attendance as defined above, on-campus and off-campus members must also fulfill at minimum one of the following categories:

1. Participate in 4 hours of community service per semester.

2. Submit at least 4 Of-the-Month (OTM) nominations per semester

i) Up to one (1) Of the Year (OTY) award nominations will be counted towards Spring semester membership requirements.

ii) No more than two (2) Of-the-Month (OTM) nominations per calendar month may serve to fulfill active membership requirements. That is to say that should a member submit three (3) or more Of-the-Month (OTM) nominations, only the first two (2) submitted will count towards fulfilling active membership requirements.

3. Should a member fail to meet these requirements, their membership status will be recategorized as Probationary membership as defined by Article IV, Section II.C

4. Temporary leaves from on-campus housing such as, but not limited to, co-ops, internships, or study abroad will not affect an individual's standing as a member in the Torch Chapter.

i) If a student participates in any of the above mentioned programs or any other outstanding circumstance arises, their membership status will be suspended until they return to campus.

ii) If a student participates in any of the above mentioned programs or any other outstanding circumstance arises to invoke a temporary leave, the member shall notify the Chapter President in writing detailing the reason and duration of their temporary leave.

E. Off-Campus members of the Torch Chapter are those who do not live in NYU owned or contracted housing and meets the Torch Chapter and NACURH membership qualifications.

1. At the discretion of the executive board, up to 15% of the Torch Chapter's membership cap may have the same voting rights and ability to serve on campus-level executive boards as an on-campus member.
  - a. An Off-Campus member must submit a NACURH written pledge for accountability approved by the Torch Chapter's president and an advisor.
  - b. An Off-Campus member with voting rights does count towards the membership cap, but an Off-Campus member that participates with no voting rights does not count towards the membership cap.

F. A Lifelong Member is a member of NRHH that is no longer affiliated with NYU as a student due to either graduation or a discontinuation of education.

1. A Lifelong Member does not count towards the Torch Chapter's 1% membership cap.
2. Anyone who leaves the Torch Chapter and NYU in good standing and meets the Torch Chapter's requirements for membership for life would become a Lifelong Member.
3. By becoming a Lifelong Member, a member would have to uphold the life long commitment to the NRHH Values of recognition and service.
4. Lifelong Members are eligible to participate in Torch Chapter and NACURH activities, at the discretion of NACURH's Leadership and the Torch Chapter executive board, respectively.

G. Transferring Membership

1. It is recognized that chapters may, at their discretion, allow members inducted at other NRHH chapters to transfer into their chapter. These members shall become active members of the new chapter. The process for accepting members in this way is defined in chapter governing documents.
2. The following guidelines apply to the procedure of applying to transfer to a new chapter.
  - i) Application for membership in the new chapter is contingent upon matriculation at the new institution
  - ii) The member and/or new chapter must complete the membership transfer application (contact region's AD-NRHH to obtain a copy) which shall include the signatures of
    - a. New Chapter President
    - b. New Chapter Advisor(s)
    - c. NRHH member for whom the form is being completed
  - iii) The completed application shall be submitted to the region's AD-NRHH for approval.

iv) 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.

v) 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.

- a. Each AD-NRHH shall have one vote.
- b. A simple majority shall be necessary, with the NAN casting the tie-breaking vote when necessary.

Section III: Membership  
Nomination

A. Nominations will be submitted at least, but not limited to, twice a year during the fall and spring semester.

B. Nominations may be made by:

1. Members of the NYU Torch Chapter of NRHH.
2. Faculty and staff members of the RLHS.
3. NYU students currently living in NYU residence halls.

Section IV:  
Selection

A. The evaluation of nominees' applications will be determined by the Executive Board members of the NYU Torch Chapter of NRHH.

1. Prior to induction, applicants must complete an interview process.

B. The selection process will take place at least, but not limited to, twice a year during the fall and spring semester respectively.

C. An inductee's membership will be official the day of their Induction Ceremony, which will take place at least, but not limited to, twice a year during the fall and spring semester respectively.

**Article VI: Executive Structure**

Section I: Selection of Office

A. The Torch Chapter executive board shall be composed of six officers-- President, Membership Chair, Business Administration Chair, Service Chair, Recognition Chair, NCC—and at least one advisor.

## B. Qualifications

1. At the time of election, Executive Members must be in active standing as defined by Article IV, Section II.A and shall be responsible for meeting the requirements to maintain active standing throughout the duration of their term.
2. If at any time an executive member fails to meet the requirements, the member will be put on probation as defined by Article IV, Section II C and must petition to the executive board to continue their term.
  1. Petitions will be evaluated on a case by case basis by Executive Board and Advisor(s)

## C. Election

1. The officers of the NYU Torch Chapter of the NRHH shall be selected by a simple majority vote of the General Assembly (GA).
2. The new officers shall take office at the close of the NACURH National Conference.

### Section II: Officers and Duties

#### A. The duties shared by all Executive Board members shall be:

1. To attend bi-weekly NRHH general body meetings, accumulating no more than two excused absences to be evaluated by President and Advisor(s) in a semester.
2. To attend and participate in bi-weekly NRHH executive board meetings, accumulating no more than two excused absences in a semester.
3. To attend any NRHH hosted programs.
4. To submit at least one Of the Month (OTM) nomination each month of the academic year.
5. To maintain a 2.75 cumulative grade point average.
6. Extenuating circumstances will be reviewed on a case by case basis by President and Advisor(s)

#### B. The duties of the President shall be:

1. To preside over all executive board and general body meetings throughout the year.
2. To represent the Torch Chapter of NRHH to the New York University campus and community.
3. To cast the deciding vote in the event of a tie for:
  - i) General assembly voting processes.
  - ii) Executive board voting processes.
4. To uphold and interpret the NRHH constitution.
5. To supervise and serve as master of ceremonies at the Induction Ceremony.

6. To oversee and direct the executive board, including, but not limited to, holding periodic meetings with each executive board member.
7. To assemble semi-annual reports of the Torch Chapter activities for presentation at regional and/or national conferences.
8. To organize personal and professional development opportunities for the membership.
9. To act as a liaison to the National Chapter, as well as other chapters, and to be the NRHH representative to NEACURH Regional Leadership Conference, NEACURH Spring Leadership Conference, NACURH conferences and meetings as well as any additional regional meetings.
  - i) The president, in conjunction with the NCC, may select another executive board member to be the NRHH representative at conferences.
  - ii) The President must attend all three major conferences held during the academic year related to NEACURH and NACURH while they are in office.
    - a. In the event the president cannot attend due to extenuating circumstances, the president, in conjunction with NCC, will select another executive board member to be a representative at the conference.

C. The duties of the Membership Chair shall be:

1. In the event that the President cannot facilitate the officer selection process for the executive board, the Membership Chair will facilitate said process as described in Article V Section I.C
2. To oversee the member induction process by:
  - i) Establishing a nominations process.
  - ii) Promoting nomination awareness.
  - iii) Facilitating and participating in the selection process.
  - iv) Coordinating and implementing the member induction ceremony.
3. To conduct a New Member Retreat every semester at which the newly inducted members will be educated on topics including but not limited to:
  - i) NRHH History
  - ii) Torch Chapter History
  - iii) OTM's
  - iv) Membership Qualifications
  - v) Membership Selection Process
4. To advertise application deadlines and recruit new members.

5. To maintain an updated and accurate membership roster that includes, but is not limited to, contact information, induction year and semester, and membership requirement progress.

6. Informing members when they fail to meet membership requirements.

7. Maintaining a record of members on probation

i) Members on probation shall be defined as those on-campus or off-campus members who fail to meet membership requirements for one full academic semester.

ii) If members fulfill membership requirements for the full academic semester following the semester during which they were placed on probation, the Membership Chair will remove their probationary status.

8. Informing members that once they have failed to meet membership requirements for two full academic semesters, the President and Membership Chair will initiate the member removal process.

9. Remove members who have failed to meet their membership requirements for two full consecutive academic semesters.

10. To take and maintain attendance records of members.

11. In the event of the president's resignation or removal, the Membership Chair will assume the role of the president until the vacancy is filled.

D. The duties of the Business Administration Chair shall be:

1. To take and distribute minutes for all meetings.

2. To work with the President and Advisor(s) to maintain the budget.

3. Responsibility for all monetary transactions associated with the NYU Torch Chapter of NRHH.

4. Assist with the compilation PDF documents of all Of The Month (OTM) nominations submitted each month.

5. Assist the Recognition Chair with notifying the appropriate parties following the month OTM voting process.

E. The duties of the Service Chair shall be:

1. To implement at least two community service programs per semester.

2. To track completed service hours of chapter members in conjunction with Membership chair.

3. Ensure General Assembly is informed of service opportunities.

F. The duties of the Recognition Chair shall be:

1. To coordinate the Of the Month (OTM) nominations and distribute the nominations to the voting body for review in preparation of the OTM voting meeting with the assistance of the Business Administration Chair.

2. To work with President in facilitating OTM voting meeting.
3. To report to the President as to the chapter's OTM nominations/nominators and local, regional, and national winners for each month.
3. To develop the OTM training process to be presented to the appropriate parties including, but not limited to, residence hall councils, student staffs, and professional staff members.
4. To seek collaboration with other organizations to strengthen their commitment to recognition.
5. To submit campus-winning nominations to the NACURH, Inc. OTM database in conjunction with the President.
6. To engage members and foster community building through the implementation of recognition initiatives within the Torch Chapter community.
7. To collaborate with the NCC to coordinate OTM Writing events on campus.

G. The duties of the National Communications Coordinator (NCC) shall be:

1. To serve as a liaison between the Torch Chapter and Inter-Residence Hall Council (IRHC) in order to foster a cooperative and supportive connection between the two organizations.
2. To assist the Recognition Chair in coordinating OTM Writing events in conjunction with IRHC.
3. To select, along with the Torch Chapter president, the Torch Chapter representative for the Regional Leadership Conference (RLC), the Spring Leadership Conference (SLC), the Annual NACURH Conference, and any other NACURH-affiliated conferences.
4. To represent the Torch Chapter at all NEACURH and NACURH affiliated events and conference.
5. Recognize the Torch Chapter on the NEACURH and NACURH levels through bid award nominations and by any other position related means.
6. To serve as a member of the Executive Board.
  - i) If the NCC is a Torch Chapter member, the NCC has speaking rights and voting rights during the Executive Board meetings.
  - ii) If the NCC is not a Torch Chapter member, the NCC has speaking rights but does not have voting rights during the Executive Board meetings. The NCC gains voting rights upon the NCC's induction into the Torch Chapter.
7. To report the business of NEACURH and NACURH to the Executive Board and GA including, but not limited to, NEACURH and NACURH winning OTMs.

*Section III: Terms of  
Office*

A. The terms of office for the Executive Board members of the NYU Torch Chapter of NRHH shall be one year, spanning from the closing ceremonies of the NACURH Annual Conference to the following closing ceremonies of the NACURH Annual Conference.

1. If the closing ceremonies of NACURH fall after the graduation date of the graduating officer, the Executive Board member's term will begin at that graduation date.

i) The terms of the office for the Executive Board members of NYU Torch Chapter of NRHH shall be one year spanning from NYU commencement to the following NYU commencement date.

B. If an Executive Board member of the NYU Torch Chapter of NRHH becomes vacant in the middle of the term, the position shall be filled by an active member of NRHH with majority approval of the members present at the next GA meeting.

1. In the event of a vacancy, the President shall assume responsibility of the role, or delegate the responsibilities of the role until it is filled
2. If the position vacant is that of the President, the Membership Chair will assume the role of president until the vacancy is filled, as mentioned in Article V, Section IIC.

#### Section IV: Removal from Office

Any Executive Board member of the NYU Torch Chapter of NRHH may be removed from their position at any time of the year due to chronic absence or neglect of responsibility. The procedure is as follows:

A. A motion to recommend removal of a member must be made in writing to the Torch Chapter Advisor.

1. The Executive Board will investigate and consider this request.
2. A simple majority (one half plus one) of the Executive Board will be required to initiate the process of removal.
3. Since the person under review is a member of the Executive Board, that person must excuse themselves from the discussion and vote.

B. In the event that the Executive Board votes to initiate the process to remove an executive board member, a hearing shall take place at the beginning of the next regularly scheduled meeting of the GA.

1. At least 10 business days prior to this hearing, the President, or Membership Chair, shall notify all voting members of the GA, especially the executive board member(s) directly involved in the process, of the reason(s) the removal process was initiated.

2. The member under review may be present at the hearing to hear the arguments for their removal and to present their defense.
3. The GA shall vote by secret ballot on the removal of the member under review immediately following the hearing. A three-quarters (3/4) vote of the quorum present shall be required to remove an executive board member.

*Section V: Removal of  
Membership*

Any member of the NYU Torch Chapter of NRHH may have their membership revoked at any time of the year due to chronic absence or failure to meet membership requirements. In addition, membership may be revoked if a member fails to maintain good standing with the university or RLHS, or fails to meet the chapter's GPA requirements. The procedures are as follows:

A. In the event that the member has failed to meet membership requirements for two consecutive semesters, the member will be notified of the commencement of the Member Removal Process.

1. The Executive Board, primarily the President, Membership Chair, and Advisors, must complete the NRHH Member Removal Application.
  - i. This form can be obtained from the region's ADNRRHH.
  - ii. The form must include the electronic signatures of the chapter President and chapter advisor.
  - iii. This form must be submitted electronically.
2. The completed Member Removal application shall be submitted to the region's ADNRRHH for approval.
3. The amount of members for removal is up to the discretion of the chapter.
4. It is the right of the region's ADNRRHH to deny requests for removal for reasons including, but not limited to:
  - i. Submission of an incomplete application form
  - ii. The region's ADNRRHH 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.
5. If the member and/or chapter wish to appeal the decision, they may appeal to the Regional ADNRRHH through written request as to why the Candidate deserves to continue as a member of NRHH.

B. In the event that the member fails to maintain good judicial standing with the university or RLHS, or falls below the GPA requirement of the chapter, the following procedure will instead be adopted:

1. The advisors will reach out to the member in question, notifying them of the cause for the initiation of the Member Removal Process.

i. The advisors will maintain discretion of the member's case, as mandated by university policy, unless the member expresses the desire for the details of their case to be shared with the President.

ii. If details of the case are shared with the President, the President may be included in the Member Removal Process, and will provide a student perspective during the hearing and decision-making process.

2. A hearing may be scheduled where the case for removal will be presented by the Advisors and, if included, the President.

i. The member under review may be present at the hearing to hear the arguments for their removal and to present their defense.

3. The Advisors and, if included, the President, shall determine whether the member shall be removed, placed on probation, or maintain membership. The member under review shall be notified of the decision following the hearing.

4. If the hearing results in the removal of the member from the chapter, the appropriate parties will submit the NRHH Member Removal Application to the ADNRRH.

5. Should the member return to good standing, they may submit a written request for an appeal of the decision, with an explanation of why they feel their membership should be reinstated.

i. The appeal request will be reviewed by the parties involved in the member's removal and hearing.

ii. The Advisors and, if applicable, the President will determine whether membership will be reinstated to the individual, and will notify the member of their decision following the appeal.

## **Article VII: Advisor**

A. There shall be at least one advisor to the NYU Torch Chapter of NRHH.

B. The advisor(s) shall be selected by the vote of the current NRHH Executive Board.

C. All grievances regarding the advisor(s) should be directed to the central office staff members.

D. The duties of the advisor shall be:

1. To hold regular meetings with the President, Executive Board members and NRHH membership.

2. To attend NRHH General Assembly and Executive Board meetings.

3. To act as an impartial observer of the organization, providing objective assistance to the President, Executive Board members, and NRHH membership.

4. To act as the liaison between the Torch Chapter and the RLHS at NYU.

5. To develop and implement Executive Board bonding events.

6. To oversee the Member Removal Process when the cause of removal is due to judicial standing or GPA.

7. To collaborate with the President in implementing the Member Removal Process when the cause of removal is due to a failure to meet other Membership Requirements.
  8. To conduct semesterly GPA and judicial assessments of all members.
- E. The advisor will maintain the position from the commencement date of NYU to the following commencement date of NYU, and may be reselected after one year.

**Article VIII:  
General Assembly**

- A. The GA will be chaired by the President and will consist of every member of the organization.
- B. General Assembly Meetings
1. The President will determine the GA meeting times, but the GA must meet no less than once a month.
  2. During this meeting, each officer of the Executive Board shall give a report and all official NRHH business will take place.

**Article IX:  
Voting**

- A. The quorum is defined as 20% of the current active membership.
- B. All active members and Executive Board members with the exception of the President and Advisor(s) shall have voting rights.
- C. In the case of a tie, the President will be the deciding vote.

**Article X: Of The Month Awards  
(OTM)**

- A. OTM awards are presented to students and programs within the NYU residence halls for outstanding service to the residential community.
- B. The following are the categories for which an OTM award will be given:
1. Individual Categories: Advisor, Hall Council/IRHC Executive Board Member, Hall Council/IRHC GA Member, FYRE Resident Assistant, Upperclass Resident Assistant, Graduate Resident Assistant, FYRE Community, Upperclass Community, Graduate Community, Community Other, Professional/Graduate Staff Member, Faculty, RCA/OA, Student, and Spotlight.
  2. Program Categories: Community Service Program, Diversity Program, Educational Program, Social Program and Passive Program.
- C. The criteria for each nomination are to follow that of the national affiliation. OTM awards for Professional/Graduate Staff Members and RCA/OA are local categories, but shall follow the general criteria for selection, as set forth by the other categories.
- D. To submit a nomination for an award, a nomination form will have to be filled out and submitted by 11:59PM on the last day of the month. The nomination must meet the word limits as outlined in the OTM nomination form and by NACURH Inc.

E. The winning OTM award for each category will be voted on during the OTM selection meeting, set for the first General Assembly meeting of the month unless changed for holidays.

**Article XI:  
Honor Cords**

Honor cords shall be given to individuals who have met the requirements of an On-Campus or Off-Campus Member, as defined in Article IV, Section II, A upon graduation.

**Article XII:  
Finances**

- A. The annual dues will be paid for the next academic year prior to the end of the current academic year to NACURH Inc.
- B. Permission for spending chapter funds is granted by President, Business Administration Chair, and/or the Advisors.
- C. Funds for the chapter are allocated by the Office of Residential Life & Housing Services (RLHS).

**Article XIII: Chapter  
Reports**

- A. As mandated by the NACURH Information Center (NIC ), the NYU Torch Chapter of NRHH shall submit to the National Office a list of new members, the names of officers, the name of the advisor(s), a copy of a revised constitution (if amendments were made), a re-affiliation form, and any other pertinent information as requested by the NACURH Information Center.
- B. The aforementioned paperwork will be submitted for the next academic year prior to the end of the current academic year.

**Article XIV: Amendments and Bylaws**

- A. Amendments
  - 1. All proposed amendments to the NRHH Constitution must be read and approved by the NRHH General Assembly.
  - 2. Amendments to this Constitution may be ratified by a simple majority vote of the quorum present.
  - 3. An amendment can be proposed at any time during the academic year.
- B. By-Laws
  - 1. By-laws, regulations and policies not conflicting with any provisions of this Constitution may be enacted by a majority vote.

2. Chapter by-laws, regulations and policies must comply with national by-laws, regulations and policies.
3. By-Laws may be ratified by a simple majority vote of the quorum present.

**Article XV: Statement of  
Non-Discrimination**

The Torch Chapter shall not discriminate based on race, gender and/or gender identity or expression, color, creed, religion, age, national origin, ethnicity, disability, veteran or military status, sex, sexual orientation, pregnancy, genetic information, marital status, citizenship status, or on any other legally prohibited basis in any of its policies, procedures, selection, practices or membership.

**Article XVI: Organization  
Conduct**

The NYU Torch Chapter of NRHH agrees to adhere to the  
NYU policies.

**Article XVII:  
Enactment**

This constitution shall go into effect after ratification of the NYU Torch Chapter upon acceptance by two-thirds (2/3) of the quorum present.