



UNIVERSITY OF MAINE

ORONO, ME

MARSH ISLAND CHAPTER

NATIONAL RESIDENCE HALL HONORARY

CONSTITUTION & BYLAWS

PROMULGATED APRIL 5TH, 2019

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1. Preamble

- a. We, the members of the Marsh Island Chapter of the National Residence Hall Honorary, in order to honor and recognize outstanding members of the residence hall system, and to promote a higher quality and standard of involvement and interaction in the residence hall community do hereby establish and uphold this constitution.

2. Name

- a. The NRHH chapter at the University of Maine shall hereby be known as The Marsh Island Chapter. This chapter was founded on April 5th, 2019.

3. Purpose

- a. The purpose of NRHH
 - i. NRHH is the honorary branch of the National Association of College and University Residence Halls, Inc. (NACURH). NRHH is an organization by and for residents living on campus.
 - ii. NRHH strives to unite a community of distinguished members who embody the values through a lifelong commitment to the honorary.
 - iii. As an honors society, NRHH provides a dynamic leadership experience by promoting recognition and service. Through this, NRHH chapters offer its members diverse avenues to grow and succeed in the residence halls and as engaged members in their communities.
- b. The purpose of The Marsh Island Chapter
 - i. Along with all the values above, The Marsh Island Chapter values the community and improving it through positive interactions.
 1. Community Building and Community Service
 2. Community Engagement
 - ii.

4. NRHH Values

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

5. Membership Qualifications

- a. Individuals shall have lived in the residence halls during the year prior to induction;
- b. Individuals shall have exhibited outstanding leadership and service to the residence hall system; and
- c. Individuals shall have a grade point average of at least 3.0 on a 4.0 scale.
- d. There are only five types of membership recognized by this constitution: Candidate, On-Campus, Off-Campus, Alumni, and Honorary.
- e. Once an individual has shown dedication and commitment to NRHH according to their chapter's standards, they will become an NRHH member for life.

6. Candidate Membership

- a. The candidate member is a pre-membership status in which the individual has accepted their invitation to join NRHH and will remain in this status until a formal induction into the chapter.
- b. The Candidate member must submit a formal intent of pre-membership to the chapter.
- c. The Chapter must confirm status of pre-membership to candidate member.
- d. During their status as a candidate member, the individual will learn the following information before being inducted:
 - i. NRHH History
 - ii. Of The Month's (OTMs)
 - iii. Membership Qualifications
 - iv. Membership Selection Processes
 - v. Robert's Rules of Order
 - vi. Any additional requirements as deemed necessary by the chapter
- e. Before a candidate member can be inducted, they must meet the following requirements:
 - i. A candidate member seeking induction must be a student of the University of Maine.
 - ii. "Student" is defined as working towards at least 6 undergraduate credits per academic semester.
 - iii. Students pursuing undergraduate, graduate, or professional degrees are all eligible for induction.
 - iv. At the time of induction, an inductee must be possessing at least a 3.0 GPA on a 4.0 scale.
 - v. Candidate member must be living in one of the 21 underclassmen halls on campus, or Stodder Hall if candidate member is a graduate student.
 - vi. Candidate member must have made a positive contribution to the residence hall system through engagement with the values of service and recognition.
- f. Once a candidate member has met all NACURH and chapter requirements, they will be eligible for induction.

7. On-Campus Membership

- a. An on-campus member of an NRHH chapter is a member living in campus housing as defined in Art.4, §4, sub-s5; and meets the chapter and NACURH qualification.
- b. On-campus members must meet the following requirements to maintain their membership:

- i. The on-campus member must be a student of the University of Maine.
 - 1. “Student” shall be defined by chapter’s host institution. (Art.6, §e, sub-s2)
- ii. The on-campus member must maintain at least a 3.0 GPA on a 4.0 scale.
- iii. On-campus members must be living in campus housing (Art.4, §4, sub-s5).
- iv. The member continues to make a positive contribution to the residence hall system through engagement with the values of service and recognition.

8. Off-Campus Membership

- a. An off-campus Member of an NRHH Chapter is a member that does not live in campus housing, and meets the chapter and NACURH membership qualifications.
 - i. The off-campus member must be a student of the college or university with which the chapter is affiliated.
 - 1. “Student” shall be defined by the chapter’s host institution.(Art.6, §e, sub-s2)
 - ii. Students Studying Abroad through the University of Maine are included in NRHH, but are considered inactive members.
- b. Off-campus members maintain the same voting rights and privileges as on-campus members.
- c. Off-campus membership is extended to those living in Greek housing.
- d. The following are the guidelines for eligibility of an off-campus membership:
 - i. The member must be originally inducted as an on-campus member.
 - ii. The member must sign the off-campus Membership Pledge and be reinducted as an off-campus member.
 - iii. The member must maintain at least a 3.0 GPA on a 4.0 scale. The off-campus member continues to make a positive contribution to the residence hall system through engagement with the values of service and recognition.
- e. The number of off-campus members a chapter shall be granted per academic year will not exceed fifteen percent of the chapter's membership cap (i.e.: the membership cap is 36, so the number of off-campus members shall not exceed 5).
- f. The chapter holds the right to determine who may be allowed as an off-campus member.

9. Lifelong Membership

- a. A lifelong member is a member of NRHH that is no longer affiliated with their host institution as a student due to either graduation or a discontinuation of education.

- b. Anyone who leaves the chapter and institution in institutional good standing and meets the chapter's requirements for membership for life would become a lifelong member.
- c. By becoming a lifelong member, a member would have to uphold the lifelong commitment to the NRHH values of recognition and service.
- d. Lifelong Members are eligible to participate in chapter-specific and NACURH activities at the discretion of NACURH Leadership and their chapter, respectively.

10. Membership Capacity

- a. The total active membership of a chapter may include up to, but not more than, 1% of the total residence hall population that year, or 36 members, whichever is larger. The total 1% membership does not include alumni, early alumni or honorary members.
- b. The following housing units are recognized as "on campus housing:"
 - i. Androscoggin Hall
 - ii. Aroostook Hall
 - iii. Balentine Hall
 - iv. Baumann-Nelson House (DTAV)
 - v. Chandler House (DTAV)
 - vi. Colvin Hall
 - vii. Cumberland Hall
 - viii. Estabrook Hall
 - ix. Gannett Hall
 - x. Hancock Hall
 - xi. Hart Hall
 - xii. Kennebec Hall
 - xiii. Knox Hall
 - xiv. Lown House (DTAV)
 - xv. Oak Hall
 - xvi. Oxford Hall
 - xvii. Patch Hall
 - xviii. Penobscot Hall
 - xix. Smith House (DTAV)
 - xx. Somerset Hall
 - xxi. Stodder Hall
 - xxii. York Hall
- c. The number of beds in all of these halls will contribute towards the membership cap (i.e., 1% of 3600, resulting in a membership cap of 36).

11. Member Removal Policy

- a. The Removal Policy may be enacted if a member can no longer meet the chapter membership expectations.
- b. If a member is removed, they no longer count towards the 1% membership cap.
- c. The following guidelines apply to the procedure for the removal of an Active member:
 - i. The member and/or chapter must complete the NRHH Member Removal Application.
 - ii. This form can be obtained from the region's AD-NRHH.
 - iii. The form must include the electronic signatures of the chapter President and chapter advisor.
- d. It is the right of the region's AD-NRHH to deny requests for removal for reasons including, but not limited to:
 - i. Submission of an incomplete application form.
 - ii. 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.
 1. 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.

12. NRHH Membership Transfer Policy

- i. 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
- ii. 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 benefited their previous chapter and residence hall system, and how they hope to be involved in the new chapter.
 3. Advisors, along with the VP of Membership & Recognition and President, are in charge of evaluating transfer letters.

- iii. 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.
- v. The membership transfer application shall include signatures from the following individuals:
 - 1. The incoming chapter's President.
 - 2. The incoming chapter's Advisor.
 - 3. The NRHH member who is seeking to transfer their membership.
- vi. The completed application shall be submitted to the region's AD-NRHH for approval.
- vii. It is the right of the region's AD-NRHH to deny requests for reasons including, but not limited to:
 - 1. The application form is incomplete.
 - 2. Adding new member(s) puts the chapter over its member cap.
- viii. 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:
 - 1. Each AD-NRHH shall have one vote.
 - 2. A simple majority shall be necessary, with tie-breaking vote when necessary.

13. Selection of Members

- i. Nomination cards will be sent by the midpoint of each semester to all Residence Life staff and leadership (ACs, CCs, ACCs, RA/CA's, RHA) and the member selection process, based on those nominations, will then be determined by the NRHH officers.
- ii. The Marsh Island Chapter of NRHH will have a rolling induction process, at the discretion of the Chapter President and the Vice President of Membership.

14. Executive Officer Structure

- a. The NRHH Executive Officers will include the following:
 - i. President
 - ii. Senior Vice President
 - iii. Vice President of Membership and Recognition
 - iv. Vice President of Community Outreach
 - v. Vice President of Financial Affairs
 - vi. Advisors
- b. Qualifications:

- i. Officers (excluding Advisors) must be on-campus NRHH members for at least two academic semesters.
- ii. Officers must have a GPA of at least a 3.0.

15. Officer Responsibilities:

- a. President:
 - i. Oversee other executives and delegate tasks.
 - ii. Coordinate all chapter meetings.
 - iii. Attend regional conferences and boardroom as NRHH Representative with the RHA National Communications Coordinator (NCC).
 - iv. Represent the Marsh Island Chapter on the NEACURH and NACURH levels.
- b. Senior Vice President:
 - i. Support the President as needed.
 - ii. Serve as President in the absence of the President.
 - iii. Coordinate an annual induction ceremony, and fulfills other duties as determined by the President.
 - iv. Will record meeting minutes at both executive, general, and committee meetings; committee meeting attendance may vary based on the request from the committee chair's.
 - v. Act as parliamentarian during all meetings, to ensure parliamentary procedure is being followed.
- c. Vice President of Financial Affairs (VPFA):
 - i. Coordinate all chapter finances.
 - ii. Chair the Finance Committee.
 - iii. Aid Finance Committee in creating budget proposal for RHA.
 - iv. Order merchandise from The NACURH Store, meet with finance managers (accountant/advisor).
 - v. Purchase supplies for the chapter.
- d. Vice President of Membership and Recognition (VPMR):
 - i. Keep record of all members.
 - ii. Coordinate the nomination process for induction.
 - iii. Help members submit OTMs.
 - iv. Direct contact with AD-NRHH for all paperwork.
 - v. Assist Senior Vice President with induction and banquet ceremonies.
 - 1. The VPMR will induct candidate members at banquet.
- e. Vice President of Community Outreach (VPCO):

- i. Manages social media, coordinates chapter community service projects, organizes volunteer opportunities, networks with other organizations for community service projects, and works directly with the Bodwell Center.
- ii. Act as the liaison between NRHH and RHA, their responsibilities as liaison are as follows:
 - 1. Attending GA weekly and providing coverage if they cannot attend.
 - 2. Providing updates during community updates at RHA meetings.
- f. Advisor
 - i. Must be a Graduate Student, Residence Life Staff, or Student Life Staff.
 - ii. The following are the responsibilities of advisor position:
 - 1. Ensure all campus, NEACURH, and NACURH policies are upheld by the chapter.
 - 2. Uphold communication with other departments on campus when necessary.
 - 3. Provide advice when deemed necessary by the chapter.
 - 4. Support all chapter members and advise the executive team
 - 5. Oversee chapter finances and aid VPFA with the finances

16. Election Process

- i. A week before elections begin, candidates must state their intent to run for an executive position during the general meeting.
 - 1. If a member cannot attend the meeting before an election, they must email the executive board and the advisors their intent before midnight the day that intent is due for all members.
- ii. Before elections can begin, quorum must be met.
 - 1. Quorum is defined as more than half of the current on-campus members being present.
- iii. The election process will go in descending order by position as follows:
 - 1. President
 - 2. Senior Vice President
 - 3. Vice President of Financial Affairs
 - 4. Vice President of Membership and Recognition
 - 5. Vice President of Community Outreach
- iv. Election day procedures are as follows:
 - 1. A five minute speech by each candidate.
 - 2. A five minute question and answer session by each candidate.
 - 3. A five minute discussion period by the current active members without candidate in the room.
 - 4. A vote by $\frac{2}{3}$ of present active members to confirm position.

- v. Once the position has been confirmed and filled, procedure repeats with the next vacant position.
- vi. If the losing candidate for a position would like to run for a secondary position, they must repeat the steps above for their secondary position.

17. Process For Removing Individuals From Executive Office(s)

- i. If a motion for removal of an officer occurs, the Chapter Advisor will oversee that process, and the exact process is at their discretion.

18. Vacancy of Office

- i. In the case of a vacancy, the executive team will nominate an active member to the vacant position, said active member has the right to reject the nomination.
- ii. The following meeting, the on-campus members will hold an election to confirm the appointment of this executive member. There will need to be a $\frac{2}{3}$ vote to confirm the appointment.
- iii. Appointments to positions will only last a single academic semester and the position will become vacant for the following semester.

19. Finances

- a. Preamble
 - i. These policies are set up in accordance with all University of Maine Financial Policies.
 - ii. The fiscal year of NRHH will be set as the current school year as defined by the University of Maine.
- b. Funding
 - i. NRHH funding will be receiving \$0.30 per bed for the first semester and \$0.30 per bed for the second semester to make a total of \$0.60 per bed for the year for the total number of beds within the housing units described in the “Membership Capacity” article. This money comes directly from the RHA budget at the start of each semester.
- c. Executive Budget
 - i. Each fiscal year the budget will include a certain percentage of the total funding to be set aside for use by the Executive board or NRHH for office supplies and any extra needed items.
 - ii. The amount set aside is to be determined by the Executive board by a majority vote.
 - iii. Part of the executive budget will be dedicated to the purchasing of pins for the members of NRHH.
 - 1. Bronze Pins
 - 2. Service Pins
 - 3. Membership Pins

- d. Community Service Budget
 - i. Each fiscal year NRHH will receive funding from RHA and after the percentage has been taken out for the executive budget the remaining will be used for community service projects.
 - ii. Funding is not limited to NRHH budget and can be requested from outside sources for collaboration or standalone projects.

20. Amendment Process

- a. Legislation must be written by a member of the chapter, distributed, and presented to the on-campus members for a vote.
- b. Amendments to this constitution must be approved by a $\frac{2}{3}$ vote of active members. Quorum of active members must be met before a vote can be held.
 - i. Quorum is defined as more than half of the current on-campus members.

21. Of The Month (OTM) Awards

- a. OTMs are defined as:
 - i. a recognition for students, staff members, and programs on campus.
 - ii. An award given to an individual who works to better the collective student experiences on campus.
- b. OTMs are recognized at regional and national conferences; the NRHH representative will collect and distribute the certificates to OTM winners.
- c. OTMs will be submitted by each on-campus NRHH member monthly through the NACURH website.
- d. The VPMR will help on-campus NRHH members write and submit their OTM nominations and keep record of submitted OTMs.

22. Amendments

**THE UNIVERSITY OF MAINE
ORONO, ME
MARSH ISLAND CHAPTER
NATIONAL RESIDENCE HALL HONORARY (NRHH) BYLAWS**

1. Maintaining On/Off-Campus Membership Status

- a. Members may not have more than 2 unexcused absences per academic semester.
 - i. Absences must be recorded by VP of Membership within 24 hours before meetings or events to count as excused.
 - 1. In order for an absence to be excused, it must comply with the University of Maine excused absence policy as follows:
 - a. University sanctioned events
 - b. Class
 - c. Illness
 - d. Family emergency
 - e. Religious obligations
 - ii. Emergency absences that occur less than 24 hours before a meeting are accepted and will be handled on an individual basis.
 - 1. Documentation may be required by the VP of Membership to verify excused and emergency absences.
- b. Members must complete 10 Service Project Hours a semester.
 - i. “Service Project Hours”
 - 1. Definition: Community service projects that are on-campus, through NRHH, or off campus.
 - 2. Projects: Any physical service to better the community at large (ex: fundraising, cleaning, drives)
 - 3. Must be signed off by an Executive Officer, Advisor, or on-site supervisors.
 - ii. All hours should be submitted to the VP of Membership and Recognition at least one week before the last day of classes for review.
 - iii. All executive officers are excused from service hours during their time in office, due to the work they will be fulfilling in their roles.
- c. Service Project Guidelines
 - i. The following events will count towards Service Project Hours:
 - 1. Assisting RHC programs or helping organize an RHC
 - a. Must be signed off by lead RA or higher
 - 2. RHA-hosted events

3. Events hosted by on-campus community organizations (ex: Department of Multicultural Student Life)
 4. Off-campus events (ex: soup kitchens, Humane Society, etc.)
 5. Religious organization hours are valid as long as they are only applied towards NRHH
- ii. The following do not count towards Service Project Hours:
 1. RA Programs
 2. Friday night programs
 3. Projects that give hours for another organization (ex: completing hours for Greek life)
 - iii. Hours completed for NRHH cannot be used for credit in other groups, including:
 1. Greek life
 2. On-campus organizations
 3. Court-designated community service hours
 - d. Members must attend new member induction ceremonies and the end-of-year banquet. Attendance is required, absences will be handled on an individual basis by the Vice President of Membership and Recognition.
 - e. Members must write and submit at least one “Of the Month” (OTM) every month to NACURH directly through the [NRHH website](#).
 - f. Members must be an active member of at least one NRHH committee per academic semester.

2. Recognition

- a. Outstanding Service Award Process
 - i. An Outstanding Service Award is designed to recognize those who have demonstrated outstanding support and service to the residence hall students. This may include but is not limited to housing personnel, instructors, and college or university staff.
 - ii. Individuals who qualify for membership status, including first-term students, cannot be given an Outstanding Service Award; the exception being members graduating in the current academic term.
 - iii. The maximum number of Outstanding Service Awards which may be given in a year is equal to the number of regional affiliates within NACURH.
- b. Of The Month (OTM) Awards
 - i. OTMs are defined as:
 1. a recognition for students, staff members, and programs on campus.

- 2. An award given to an individual who works to better the collective student experiences on campus.
 - ii. OTMs are recognized at regional and national conference; the NRHH representative will collect and distribute the certificates to OTM winners.
 - iii. OTMs will be submitted by each on-campus NRHH member monthly through the NACURH website.
 - iv. The VPMR will help on-campus NRHH members write and submit their OTM nominations and keep a record of submitted OTMs.
- c. Honorary Membership
 - i. An individual who is inducted into a NRHH chapter and *is* not an academic student but offers support to the on-campus community and the student affairs profession, including but not limited to, housing personnel, instructors, and college or university staff shall be defined as an honorary member.
 - 1. Individuals who could qualify for on/off campus membership, with the exception of graduating seniors, cannot be inducted as an “honorary member.”
 - 2. The number of honorary members a chapter shall be able to induct per academic year will not exceed ten percent of the chapter’s membership cap.

3. Committees

- a. Committee Creation
 - i. Committees shall be created by the NRHH President.
- b. The NRHH President shall assign an Executive Officer or NRHH member as Chair of each committee.
 - i. Committee Chairs shall report to the NRHH President.
- c. The NRHH President and the Committee Chair shall determine membership requirements, membership size limits, membership limits per complex, and voting structure within each committee.

4. Membership & Recognition Committee

- a. Membership and Recognition Committee must be chaired by the VP of Membership and Recognition and by a co-chair.
 - i. The co-chair will be selected by the VP of Membership and Recognition.
- b. This committee focuses on, but is not limited to:
 - i. Internal recognition in NRHH.
 - ii. Ensuring all members of NRHH submit an OTM monthly.
 - iii. Ensures all on-campus members are meeting standards to be considered active members.

- iv. Ensures all incoming members have the qualifications to be inducted into NRHH.
- v. Determine scholarship information for recognized students and will organize the paperwork for any grants needed.

5. Public Relations & Communication Committee

- a. Public Relations & Communication Committee must be chaired by an active, on-campus member of NRHH and the Senior Vice President
 - i. Responsible for effective communication between the RHA National Communications Coordinator, as well as the rest of NRHH.
 - ii. Coordinating events where NRHH can table and be active participants
 - iii. Help staff tabling events to promote and recruit for NRHH.

6. Service & Event Planning Committee

- a. Service and Event Planning Committee will be formed at the start of the fiscal year and will be chaired by the Vice President for Community Outreach or an active member.
- b. The committee has no maximum limit to the number of volunteers. Duties of this committee include, but are not limited to:
 - i. Raising awareness of events and programs
 - ii. Recruiting volunteers for projects
 - iii. Planning events

7. Ethics

- a. Equity Statement
 - i. The Marsh Island Chapter is committed to equitable representation and decision-making in all practices and procedures. To this aim, the Marsh Island Chapter and its representatives will protect individuals from undue bias and influence stemming from circumstances that are removed from the direct control of our student members. This includes, but is not limited to, policies established by the students' institution and housing department, and laws established by governmental entities with relevant jurisdiction. While acknowledging and appreciating the diversity of individuals, the Marsh Island Chapter recognizes that there are relevant impacts on individual and institutional experiences in the organization that are of substantial and material significance. To this end, the Marsh Island Chapter shall intentionally consider these impacts with integrity and with the best interests of affiliated members in mind.
- b. Diversity & Inclusivity & Accommodations
 - i. The Marsh Island Chapter will not adopt any policy which abridges the Equal Opportunity statement of the University of Maine, which states that discrimination will not be tolerated on the basis of "race, color, religion,

sex, sexual orientation, transgender status, gender expression, national origin, citizenship status, age, disability, genetic information, or veterans status in employment, education, and all other programs and activities.”
(University of Maine Office of Equal Opportunity)

- ii. The Marsh Island Chapter will foster a culture in which individual differences are validated and celebrated in the following ways:
 - 1. Developing educational experiences which are relevant and culturally validating for members.
 - 2. Motivating members to engage in philanthropic and service initiatives that are relevant to the communities they reside in.
 - 3. Empowering members to participate in a reflection on the role of diversity, inclusion, and social justice in the NRHH organization, as well as other activities they are a part of.
- iii. The Marsh Island Chapter will abide by the University of Maine’s accommodation policies by allowing the use of university-granted accommodations during all chapter events and activities. Additionally, the chapter will not be discriminatory towards individuals with a disability.
- iv. In the event of a member failing to follow the diversity, inclusion, and accommodation policies of the chapter, the member will have their membership status reviewed by the chapter’s officers and advisors. Depending on the severity of the infraction, the offender’s membership status may be subject to the probation or termination protocol of the chapter.
 - 1. If a member’s membership status is terminated, that member’s ability to re-apply for membership is determined by the Executive Officers and Chapter Advisors.
- c. Drug & Alcohol Policy
 - i. Any member of the Marsh Island chapter found illegally possessing, using, or selling drugs and/or misusing legal prescription drugs will have their membership status terminated immediately and will be ineligible for further membership status.
 - ii. Abides by the NACURH Drug and Alcohol Policy as stated in the NACURH Corporate Bylaws (Art.4, §5)
- d. University of Maine’s Code of Conduct
 - i. Any member of the Marsh Island Chapter, if found in violation of the University of Maine’s Code of Conduct, will have their membership status follow the chapter’s termination protocols.

- ii. On the basis of a Code of Conduct-based termination, the advisor will take into consideration the severity of the infraction to determine the member's eligibility to re-apply in the future.

8. Meetings

- a. Voting Members
 - i. Voting members are defined as:
 - 1. Any of the on-campus or honorary members of the Marsh Island NRHH.
 - 2. Any of the executive officers of the Marsh Island NRHH chapter.
 - ii. All members planning on voting in elections must attend any speeches given by candidates or any meetings dedicated to elections.
- b. Non-Voting Members
 - i. Candidate members
 - ii. Advisors
 - iii. Resident Assistants or any Resident Life Staff member who are not either an on-campus or honorary member of Marsh Island NRHH.
 - iv. Residence Hall Association representatives or executives that are not either an on-campus or honorary member of Marsh Island NRHH.
- c. Structure
 - i. Meetings will be structured based on Robert's Rules of Orders.
 - ii. The president will put together and distribute meeting agendas the night before all NRHH meetings for the members to access.
- d. Time and Location
 - i. The time of NRHH will be determined at the end of each academic year by the incoming executive board, in preparation for the next year.
 - ii. Meetings will take place in the Gannet Basement Office.

9. Parliamentary Procedure

- a. The Marsh Island Chapter of NRHH will abide by Robert's Rules of Order for all executive and general membership meetings.
- b. Meeting Structure
 - i. Call to Order
 - ii. Reading and Approval of Minutes of Previous Meeting
 - iii. Reports from Officers
 - iv. Reports from Committees
 - v. Unfinished Business/Projects
 - vi. New Business/Upcoming Projects
 - vii. Members' Open Forum
 - VIII. Adjournment of Meeting

Created: April 5th, 2019

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