## **Iowa State University**

## **National Residence Hall Honorary**

**Order of the Rose and Chessman**

**Last Updated:** November 27, 2015

## **Preamble**

We, the members of the Order of the Rose and Chessman (ORC) do establish and adopt this constitution in order to form an efficient chapter, ensure equal representation of each member, and secure an environment that stimulates intellectual, social, recreational integration and interaction. In order to make ours a more efficient organization, this constitution will guide our actions and activities toward our best mutual interests.

1. **Name**
	1. Iowa State University’s chapter of the National Residence Hall Honorary shall be named The Order of the Rose and Chessman.
	2. The name of the organization shall be The Order of the Rose and Chessman, hereafter referred to as The Order of the Rose and Chessman otherwise known as NRHH-ORC or ORC. The Order of the Rose and Chessman shall represent Iowa State University. At no time shall this constitution or the chapter make procedures that are contrary to an affiliated organization’s constitution/by-laws or are unsupportive of the Department of Residence Policy Handbook or Terms and Conditions.
2. **Affiliations**
	1. ORC-NRHH shall be affiliated with, work in conjunction with and remain in good financial standing with the following organizations:
		1. National Association of College and University Residence Halls (NACURH)
		2. National Residence Hall Honorary (NRHH)
		3. Midwest Affiliate of College and University Residence Halls (MACURH)
		4. MACURH-NRHH
		5. Residence Hall Leadership Committee (RHLC)
		6. Inter-Residence Hall Association (IRHA)
		7. Iowa State University’s Department of Residence (DOR)
3. **Purpose**
	1. It is the purpose of the chapter and constitution to create an atmosphere of fellowship among ORC members as well as to help improve the scholarly, social, leadership, and personal development of each chapter member and the chapter as a unit. The Order of the Rose and Chessman will provide the members with a positive environment that promotes recognition, service and leadership.
	2. The purpose of ORC-NRHH is to recognize and promote leadership and community, primarily within the residence hall community, through submission of “Of the Month Awards” (OTMs) and recognition of campus, regional and national winning submissions and service opportunities for residents of on-campus living communities.
4. **Values**
	1. NRHH is a leadership-based honorary comprised of exemplary residential students who value recognition and service.
5. **Membership Qualifications**
	1. Once an individual has shown dedication and commitment to NRHH according to the standards of ORC, they will become an NRHH member for life
	2. **Active Membership**
		1. An active member of NRHH-ORC is one that has been officially inducted into the chapter and is currently living in on-campus housing including residence hall and on-campus apartment communities. Temporary leaves from on-campus housing such as, but not limited to, co-ops, internships, or study abroad, will not affect the individual’s active status of NRHH. In the case of a temporary leave, the NRHH member should notify the ORC president in writing detailing the reason for and duration of the temporary leave. An individual being inducted as an active member must:
			1. Be a student of Iowa State University, including, but not limited to students pursuing undergraduate, graduate, or professional degrees.
			2. Have lived in on-campus housing for at least one academic semester (a half-year academic term).
			3. Have made a positive contribution to the residence hall system by exhibiting leadership, dedication and passion for student life.
			4. Have a minimum 2.5 on a 4.0 scale
		2. Active Membership Duties
			1. Active members of ORC shall at minimum adhere by the following duties
				1. Shall attend regular meetings of ORC.
				2. Shall regularly submit nominations for Of The Month (OTM) Awards.
				3. Shall assist with selection of “Of The Month” (OTM) and Of The Year (OTY) award winners.
				4. Shall assist with recruitment and nomination of new members.
				5. Shall attend and participate in semester service events
	3. **Early Alumni Membership**
		1. An Early Alumni of an NRHH Chapter is a member that is still living on-campus but can no longer meet the chapter membership expectations. These members do not count toward the 1% membership cap.
		2. The following guidelines apply to the procedure of applying for early alumni membership status:
			1. The member and/or chapter must complete the early alumni membership application (contact your region’s AD-NRHH to obtain a copy) which shall include the signatures of: Chapter President, Chapter Advisor, and chapter member for whom the form is being completed.
			2. The completed early alumni membership application shall be submitted to the region’s AD-NRHH for approval.
		3. The number of early alumni members granted per academic year will not exceed fifteen percent of ORC’s membership cap (i.e.: if a chapter has a membership cap of 50, it will not be allowed more than 8 early alumni members approved per a year).
		4. 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. The region’s AD-NRHH does not believe that sufficient measures were taken by the chapter to address the member’s inactivity with chapter business before submitting the application.
			3. ORC has exceeded its allotted early alumni membership approvals for the year.
		5. If the member and/or ORC 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.
			1. Each AD-NRHH shall have one vote
			2. A simple majority shall be necessary, with the NAN casting the tie-breaking vote when necessary.
	4. **Alumni Membership**
		1. An active member of ORC, who does not living in on-campus residence hall or apartment community, or is no longer a student at Iowa State University, shall be defined as an alumni member.
			1. Exceptions include temporary leaves such as, but not limited to, co-ops, internships or study abroad.
			2. When members leave the on-campus living community, they must submit a letter to the chapter stating whether the leave is temporary or permanent. When members submit temporary leave, they must indicate the duration of their leave to ORC.
			3. If a member who has submitted a notice of permanent leave returns to the residence halls or on-campus apartment community and ORC’s member cap has already been reached, ORC shall contact the NAN to request a temporary increase in capacity until the next membership drive, at which time the chapter size will return to its correct membership capacity. In this case, the returning member will not receive voting rights until a position becomes available within ORC.
	5. **Honorary Membership**
		1. An individual who is inducted into NRHH-ORC and is not a student, but offers support to the on-campus community and student affairs, including but not limited to, housing personnel, instructors, and university staff shall be defined as an honorary member.
			1. Individuals who could qualify for active membership, with the exception of graduating seniors, cannot be inducted as honorary members.
			2. The number of honorary members ORC shall be able to induct per academic year will not exceed 10% of the ORC membership cap.
			3. This membership lasts for one academic year.
	6. **Membership Capacity**
		1. Membership will not exceed 1% of the on-campus housing population. Furthermore, once inducted as a member, an individual is a member of NRHH for life. The total 1% membership does not include alumni, early alumni or honorary members. Membership will not exceed Iowa State University’s capacity of 140 active members.
	7. **Member Removal Policy**
		1. The Removal Policy may be enacted if an active member can no longer meet he chapter membership expectations.
		2. If an active member is removed, they no longer count towards the 1% membership cap.
		3. The following guidelines apply to the removal procedure of an active member:
			1. The member and/ of ORC must complete the NRHH Member Removal Application.
				1. This form can be obtained from the region’s AD-NRHH.
				2. The form must include the electronic signatures of the ORC President and Advisor.
				3. This form must be submitted electronically.
				4. The completed Member Removal application shall be submitted to the region’s AD-NRHH for approval.
		4. The number of members for removal is up to the discretion of ORC at the time of removal.
		5. It is the right of the region’s AD-NRHH to deny requests for removal for reasons including, but not limited to:
			1. Submission of an incomplete application form.
			2. The region’s AD-NRHH does not believe that sufficient measures have been taken by ORC to address the member’s inactivity or ineligibility with ORC prior to submission of the application.
		6. If the member and/ or ORC 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 Membership Transfer Policy**
		1. 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 Iowa State University’s chapter of the Order of the Rose and Chessman.
		2. ORC is able to accept or reject members at their discretion. If accepted, members shall become active members of ORC. The Membership Transfer Policy must be outline according to the following:
			1. The student applying to transfer their membership must be fully matriculated to Iowa State University.
			2. The student seeking to transfer their members must contact the ORC President and Advisor in wiring detailing why they want to transfer their membership, how they benefitted their previous chapter and living community and how they hope to be involved with the new chapter.
				1. ORC will determine a process for how letters will be evaluated.
		3. If approved, the student and/ or ORC must complete the Membership Transfer Application.
			1. The Membership Transfer Application may be obtained from the region’s AD-NRHH.
		4. The Membership Transfer Application shall include signatures from the following individuals:
			1. ORC’s President
			2. ORC’s Advisor
			3. The NRHH member seek to transfer their membership
		5. The competed application shall be submitted to the region’s AD-NRHH for approval.
		6. It is the right of the region’s AD-NRHH to deny requests for reasons including, but no limited to:
			1. The application form is incomplete
			2. Adding new members puts ORC over it’s membership cap
		7. If the member and/ or ORC 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 ppeal to the NNB:
			1. Each AD-NRHH shall have one vote.
			2. A simple majority shall be necessary, with tie-breaking vote when necessary.
6. **Selection Procedures**
	1. Potential applicants are to be nominated by active ORC members, campus Residence Hall Directors and Department of Residence Personnel.
		1. Application is sent to nominated individuals electronically.
		2. Completed applications will be brought to meeting of active ORC members for review.
		3. Upon review of application, ORC voting members have the authority by majority vote to select applicant for induction into the chapter.
	2. New members are inducted once annually at the start of the spring semester, with a specific date and time to be determined by active NRHH members.
7. **Ethical Considerations**
	1. Iowa State University and the Order of the Rose and Chessmen does not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information or status as a U.S Veteran.
8. **Order of the Rose and Chessman Leadership Team**
	1. This organization shall have, at a minimum, a President, Treasurer, and Advisor.
	2. Qualifications of Leadership Team membership are as followings:
		1. All Leadership Team members must be active members of NRHH-ORC
		2. All Leadership Team members must meet the academic requirements of the organization of maintaining a cumulative GPA of 2.5 or higher on a 4.0 scale.
		3. All Leadership Team members must meet the academic requirements for organization officers set by the university
			1. Contact the Student Activities Center for information
		4. Chapter President must have been an active member of ORC for a minimum of one semester prior to elections
		5. Chapter President must successfully complete Iowa State University’s annual President’s Training course
		6. Chapter Treasurer must successfully complete Iowa State University’s annual Treasurer Training course
	3. The individual positions and responsibilities are as follows:
		1. **President:**
			1. Chair all meetings.
			2. Oversee all activities and events of the organization.
			3. Select Leadership Team members.
			4. Assist other Leadership Team members as needed.
			5. Attend IRHA Parliament Meetings and provide weekly updates on the organization progress and spending.
			6. Maintain and enforce the constitutions and bylaws of ORC, NRHH,

 NACURH, MACURH, IRHA, and RHLC.

* + 1. **Vice President:**
			1. Chair all meetings when the President is unavailable.
			2. Oversee all activities and events of the organization.
			3. Assist other Leadership Team members as needed.
			4. Maintain and enforce the constitutions and bylaws of ORC, NRHH, NACURH, MACURH, IRHA, and RHLC.
			5. Document meetings and events
			6. Organize and plan induction ceremony
			7. Recommend risk management policies or procedures to ORC, to submit documentation to ISU’s Risk Management Office and to ensure that Risk Mgt. procedures are implemented at all of the orgs.
		2. **NRHH National Communications Coordinator (NCC):**
			1. Be the ORC liaison to NACURH, MACURH, and NRHH through participation in weekly web-chats.
			2. Report business updates from regional and national level to ORC.
			3. Attend business meetings at the annual NACURH, MACURH, and No-Frills conferences (if unable to attend, find and train a stand-in NRHH-NCC
		3. **Treasurer:**
			1. Create and propose annual budget.
			2. Work with IRHA Treasurer to maintain annual budget.
			3. Make and record all purchases of the organization.
			4. Register organization with Student Activities Center annually.
			5. Coordinate any fundraising activities with RHLC and OCM.
			6. Help oversee all activities and events of the organization.
		4. **Recognition Chair**
			1. Coordinate and monitor monthly OTM submissions
			2. Promote writing of quality OTMs.
			3. Coordinate selection of regional MACURH submissions, and submit.
			4. Responsible for the deciding on OTM Awards
			5. Works with chapter Treasurer to order materials for OTM Awards
		5. **Programming Chair**
			1. Coordinate and monitor new member applications and selection process
			2. Organizes Induction Ceremony
			3. Promotes NRHH-ORC through social media and website updates
			4. Organizes service and recognition events as planned by chapter
		6. **Advisor**
			1. The Order of the Rose and Chessman Advisor shall be selected and appointed by the Department of Residence upon a yearly basis.
				1. The advisor shall be responsible for maintaining communication with the Leadership Team and chapter members through participation in weekly meetings and events.
				2. The advisor shall have awareness and submit approval for all financial expenditures.
				3. The advisor shall ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.
				4. The advisor will serve as a resource for information and expertise to the Leadership Team and general members.
		7. Other Leadership Team positions may be created at any time during the academic year if deemed necessary by the chapter. Procedure for this is to be in accordance with the same election procedures detailed below.
	1. Leadership Team positions shall be elected by the active membership of ORC at the end of the academic semester.
		1. The President shall be responsible for the application, interview and monitoring the selection of all Leadership Team members.
		2. The active ORC members in a simple majority blind vote will elect the Leadership Team.
		3. If a position open during the middle of the semester, the President may appoint an active member to the vacant position, or a new election may be held.
		4. All Leadership Team members will serve a term of one academic year, with the option to run for re-election at the end of the served term.
	2. Grounds for removal shall be limited to malfeasance, misfeasance, and nonfeasance of duties as prescribed by RHLC law or failure to meet the qualifications for office.
		1. A written proposal of removal shall be submitted to the Leadership Team and passed with a ¾ vote in the affirmative of the remainder of the Leadership Team.
			1. Upon removal from office, the removed party shall immediately forfeit any rights, responsibilities and privileges inherent to their former position.
	3. In the event of a Presidential vacancy during the academic year, the highest-ranking Leadership Team member, who is not running for President, shall be responsible for coordinating a new election at the earliest available time. In the event of all other Leadership Team position vacancies, the President shall be responsible for the selection of a new Leadership Team.
1. **Meetings**
	1. Meetings shall be once weekly at a date and time determined by the ORC Leadership Team.
		1. Meetings of General Members shall be held no less than twice a month.
	2. The ORC Leadership Team will additionally meet twice a month at a date and time determined by the ORC Leadership Team.
2. **Finances**
	1. The Order of the Rose and Chessman must remain in good standing with the Midwest Affiliate of College and University Residence Halls and with the National Association of College and University Residence Halls at all times.
	2. The Order of the Rose and Chessman will receive funding for projects, affiliations and other needs through the Inter-Residence Hall Association.
		1. ORC budget will be a line item of the IRHA annual budget.
	3. The Annual ORC Budget shall be prepared during the spring semester for the next academic year and shall be approved by a 2/3 affirmative vote of the ORC Leadership Team.
		1. This budget must be presented to and approved by the chapter.
			1. The budget must receive a 2/3-majority vote in approval to pass.
		2. Once approved, the ORC Leadership Team must be present the budget to the Inter-Residence Hall Association President and Treasurer for approval.
	4. Spending from the approved budget must follow the following guidelines:
		1. The ORC President, Treasurer, and Advisor must approve all spending from the ORC account.
		2. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection.
3. **Amendments**
	1. One or more members of the chapter may form an ad-hoc committee to draw up an amendment to this constitution at any time. Amendments the ORC Constitution must be made in writing and presented to the ORC Leadership Team, and must be approved by a 2/3 affirmative vote from the Leadership Team members to be presented to the chapter members. The amendments must be presented to the chapter at an official meeting. Amendments must be posted immediately after presentation. Posting must detail current language, proposed language and purpose for the change or addition.
	2. Once in its final form, the amendment must be approved by 3/4 of all chapter members within two weeks of its proposal. The ratification can be done in a chapter meeting or by petition. The constitution shall become effective upon ratification and shall supersede and make void any previous constitutions The Multimedia Secretary shall then be responsible for adding the amendment to the constitution and prompt submission of an updated constitution to the Student Activities Center.