

# NRHH

— The 4400 Society —

Bylaws of the American University  
The 4400 Society  
National Residence Hall Honorary

The National Residence Hall Honorary (NRHH) is a leadership-based honorary composed of exemplary residential students who value recognition and service.

Adopted: Sunday, December 2, 2012  
Last Revised: Friday, November 4, 2022

Table of Contents

Article I: MEETINGS AND COMMITTEES.....3  
Article II: SELECTION AND INDUCTION OF NEW MEMBERS.....4  
Article III: THE EXECUTIVE BOARD.....6  
Article IV: MEMBERSHIP GUIDELINES.....8  
Article V: LEADERSHIP DEVELOPMENT AND TRAINING.....10  
Article VI: PINS AND AWARDS.....11

**Article I: Meetings and Committees**

### **Section I: Attendance and Meetings**

- A. Meetings for the E-Board of NRHH will occur weekly throughout the fall and spring semesters, unless determined otherwise by all Executive Board members, including the advisor(s).
- B. General body NRHH meetings will occur biweekly throughout the fall and spring semesters, unless determined otherwise by the Executive Board, including the advisor(s).
- C. For both the Executive Board and General Body, there are only three reasons that an absence could be marked as “excused”: illness, class, and a doctor’s appointment. There are no exceptions to this policy. However, for resident assistants only, a fourth reason may be permitted: RA-specific responsibilities, including attending RA meetings and being on-duty.
- D. Members of both the Executive Board and General Body must provide notice of absence from meetings at least twenty-four in advance by either sending a message to the Vice President for Administration and Leadership Development or to the NRHH e-mail address, [americannrhh@gmail.com](mailto:americannrhh@gmail.com). All absences that are not associated with such a notice, or such a notice is provided less than twenty-four hours in advance, must be marked as “unexcused,” even if the notice of absence includes a reason that would otherwise be counted as “excused.” Exceptions to this policy may be considered only by the Executive Board on a case by case basis.
- E. For each semester, there is a maximum of two unexcused absences for General Body members for General Body meetings, with no exceptions. If a member obtains more than two unexcused absences within a given semester, then that individual will lose their active status in NRHH for that particular semester, with no exceptions. Members who obtain more than four unexcused absences from General Body meetings within a particular academic year qualify for removal from NRHH, with no exceptions but permanent status determined by the Executive Board, including the advisor(s). Likewise, there is a maximum of two unexcused absences for Executive Board members for Executive Board meetings, with no exceptions. If an Executive Board member obtains more than two unexcused absences within a given semester, then that individual will be eligible to be forced to resign from their position, as well as, permanent removal from NRHH, with no exceptions.
- F. Members are expected to attend meetings as outlined in the Constitution and the Bylaws.
- G. Committees will meet as necessary to perform their duties.
- H. All meetings of the NRHH membership shall be presided over by the President.
  - a. If the President is unavailable, the meeting shall be presided over by the next officer in the line of succession (as outlined in the Constitution).
- I. All meetings of the NRHH membership, with the exception of committee meetings, shall be run under Roberts Rules of Order.
  - 1. At the discretion of the chair, Robert's Rules may be suspended.
    - a. This should be used for the purpose of making meetings more accessible to members new to Robert’s Rules.
    - b. The Advisor is able to suspend the chair’s ability to suspend Robert’s Rules of order if appropriate.

### **Section II: Voting**

- A. Each Active member meeting member expectations will receive one vote except for members of the Executive Board.
- B. The President will receive one vote in the event of a tie.

### **Section III: Standing Committees of the NRHH**

#### **A. OTM Council**

1. The purpose of this committee is to promote and coordinate the submission of “Of the Month” Awards, and explore other means of promoting leadership and service in residence hall communities.
  - a. This Committee is chaired by the Vice President for Recognition.
  - b. This committee shall meet no later than the end of the 3rd week of the month in September, October, November, February, March and April

---

## **Article II: Selection and Induction of New Members**

### **Section I: Application Requirements**

- A. Applicants must currently reside on campus, or have resided on campus in the previous semester.
- B. Applicants must have resided in Residence Halls for at least one semester.
- C. Applicants must have a cumulative G.P.A. of at least 3.0.

### **Section II: Selection Procedure**

- A. The steps listed below in chronological order outlines the Chapter’s selection procedure:
  1. A student shall submit their application online through either a form on Google Forms or Qualtrics for candidate membership before the given deadline which is to be decided by the Executive Board at the beginning of the academic year.. Late submissions are not permitted for the current cycle but will be considered for the following selection cycle, unless at least both the Vice President for Selection and Induction and Chapter Advisor agree to excuse it.
  2. The Executive Board will then meet following the deadline of the recruitment period to review all applications and either approve or deny them. This conversation will be led by both the Vice President for Selection and Induction and the Chapter Advisor.
  3. Applicants will receive either an approval message or a rejection message sent within twenty-four hours of the decision electronically to the e-mail address of the applicant that is associated with American University. Applicants who receive an approval message are now candidate members.
  4. Following the approval and rejection notices, candidate members will be examined by the Executive Board, including the advisor(s), on the following criteria:
    - a. Attendance
    - b. Participation in meetings and events
    - c. High degree of enthusiasm for NRHH
    - d. Other determined factors created by the E-Board
  5. Candidate members who fulfill the aforementioned criteria will be inducted at a ceremony planned by the Vice President for Selection and Induction and Chapter President. Candidate members showing a lesser degree of enthusiasm for NRHH will be only inducted that spring at the discretion of the Executive Board, including the advisor(s). Membership status for

such members may be revoked at the unanimous discretion of the Executive Board, including the advisor(s).

B. The following are additional guidelines for the Chapter’s selection procedure.

1. Members of the University community can nominate residence hall leaders for membership by the established deadline.
2. Applicants shall submit an application through a form on either Google Forms or Qualtrics to the National Residence Hall Honorary by the established deadline.
  - a. Applications shall be approved and voted on by the Executive Board, including the advisor(s), at a regularly scheduled meeting of the Executive Board following the conclusion of the primary recruitment period.
  - b. No interviews shall be conducted as a component of the application process.
  - c. Applicants must receive a 4/5 vote of approval.
3. The members of the 4400 Society, American University chapter of the NRHH will meet to select new members during October and November of the fall semester, establishing a new annual membership recruitment period instead of historical semi-annual recruitment periods.
  - a. Initial advertising and recruitment for NRHH may begin at any point in September of the fall semester. However, the primary recruitment period will be the second Monday in October and will last until the Monday immediately following the Thanksgiving holiday, with the application process closing at that time. The selection process will begin at the next regularly scheduled meeting of the E-Board and conclude no later than the third Monday in December.
  - b. The application will open immediately on the second Monday in October, unless determined otherwise by the Executive Board, and members will be selected to join the NRHH by the third Monday in December. The recruitment periods, application deadlines, and selection deadlines for the next five academic years are as follows.
    - i. The dates listed below may be amended at any time at the unanimous discretion of the E-Board, including the advisor(s).

Academic Year	Recruitment Period (R) and Application Deadline (D)	Selection Deadline (S)
AY 2022 – 2023	R: October 10, 2022 D: November 28, 2022	S: December 19, 2022
AY 2023 – 2024	R: October 9, 2023 D: November 27, 2023	S: December 18, 2023
AY 2024 – 2025	R: October 14, 2024 D: December 2, 2024	S: December 23, 2024
AY 2025 – 2026	R: October 13, 2025 D: December 1, 2025	S: December 22, 2025
AY 2026 – 2027	R: October 12, 2026 S: November 30, 2026	S: December 21, 2026

- c. The remainder of the academic year will be used by the Executive Board, including the advisor(s) as a time for the Executive Board to gauge interest of new members in NRHH through attendance, participation in meetings and events, contributions in meetings and events, and submission of nominations for of-the-month awards, among other factors determined by the Executive Board, including the advisor(s). If, at the end of the spring semester, new members that have consistently demonstrated a high degree of involvement in NRHH will be formally inducted (at the end of the spring semester) and encouraged to run for a position on the Executive Board if space is available. The spring semester will also serve as a time for New Member Education Sessions and service events. If, at the end of the spring semester, new members that have not consistently demonstrated a high degree of involvement in NRHH will only be inducted at the discretion of the Executive Board, including the advisor(s).

Commented [1]: to be discussed at 11/10/2022 EB meeting

### Section III: Induction Ceremony

- A. The annual induction ceremony will be planned by the Vice President for Selection and Induction.
  1. Service aspects of the induction will be coordinated with the Vice President of Community Service and Outreach.
- B. Inductees will take the following oath:
  1. "I, (state your name), agree to uphold and honor all the principles, values, and beliefs of the 4400 Society Chapter of the National Residence Hall Honorary at American University. I promise to continue the tradition of recognition and service in the residence halls and around campus. In my efforts to serve this chapter, I will uphold both the NRHH Constitution and NRHH Bylaws to the best of my abilities."

---

## Article III: The Executive Board

### Section I: Responsibilities of the Executive Board and Advisor(s)

- A. The duties of the Executive Board and Chapter Advisor(s) are as follows.
  1. The President of NRHH shall:
    - a. Preside over all chapter and Executive Board meetings.
    - b. Preside over "Of the Month" selections with the Vice President for Recognition.
    - c. Create special committees, as needed.
    - d. Maintain correspondence with the CAACURH AD-NRHH and the NACURH Services & Recognition Office in coordination with the Chapter National Communications Coordinator.
    - e. Coordinate the annual affiliation process.
    - f. Attend the NACURH, CAACURH, and No Frills conferences, or designate a representative to attend in their absence.
    - g. Attend the RHA General Assembly, or designate a representative to attend in their absence.
    - h. Maintain good relations and regular communications with the RHA President.

- i. Coordinate NRHH Finance with the Vice President of Administration and Finance of the Residence Hall Association
  - j. Educate Candidate Members on required information about NRHH and the Chapter
- 2. The Vice President for Recognition shall
  - a. Chair the “Of the Month” Committee
  - b. Promote and coordinate the submission of “Of the Month” Awards.
  - c. Chair STAR’S Recognition events each semester.
- 3. The Vice President for Selection and Induction shall
  - a. Solicit nominations for membership candidates
  - b. Distribute membership applications.
  - c. Receive and prepare applications in accordance with the Bylaws.
  - d. Notify candidates of their application status.
  - e. Facilitate the overall selection and induction process.
  - f. Plan and organize the annual Induction reception.
- 4. The Vice President for Administration and Leadership Development
  - a. Keep records of NRHH Chapter business
  - b. Maintain the NRHH Website
  - c. Track membership, the point system, and whether members are meeting member expectations as outlined in the Constitution and Bylaws
  - d. Responsible for leadership development within the chapter as outlined in the bylaws
  - e. Coordinate with the RHA President and the RHA Vice President for Diversity and Inclusion for leadership development and training within RHA. The NRHH Executive Board may work with other members of the RHA Executive Board at their discretion.
- 5. The Vice President for Community Service and Outreach shall
  - a. Liaison with other campus organizations for community service initiatives.
  - b. Plan and execute at least two community service events per semester.
  - c. Shall collect and organize all Chapter event debriefs.
  - d. Coordinate advertising and marketing.
  - e. Organize and maintain the Chapter email.
- 6. Chief of Staff
  - a. The Chief of Staff for the American University chapter of the National Residence Hall Honorary shall, as follows:
    - i. Assist the President of NRHH in the execution of policies and procedures outlined in both the Constitution and the Bylaws for both the Executive Board and the General Body
    - ii. Ensure that all meeting spaces are clean and free of trash and personal items
    - iii. Assist the Executive Board in the administrative responsibilities of the organization
    - iv. Record minutes of both Executive Board and General Body meetings
    - v. Compile, organize, and preserve all legislation and information from other documents that would be useful to future Executive Boards and General Bodies
      - 1. Manage the NRHH Google Drive

- vi. Help Executive Board and General Body members conduct research on previous actions of the American University chapter of the National Residence Hall Honorary
  - vii. Perform any duties delegated by the Executive Board, including the Chapter Advisor(s) and the General Body
  - viii. Manage all social media accounts, posting frequently, reaching new audiences, and focusing on events and meetings to convey important information as it relates to the American University chapter of the National Residence Hall Honorary
  - ix. Monitor the e-mail associated with the American University chapter of the National Residence Hall Honorary, and respond to all queries
  - x. Maintain the NRHH website, updating with meeting minutes and other important information as necessary
7. National Communications Coordinator
- a. This position is appointed by the guidelines outlined below.
    - i. The candidate must be jointly nominated by the American University RHA President and approved by a majority vote of the RHA Executive Board.
    - ii. The candidate must then receive approval by a majority vote in both the RHA General Assembly in order to be confirmed, and they attend the pre-academic year training in August.
  - b. Shall serve as a non-voting member of the Chapter Executive Board.
  - c. Shall attend all RHA Executive Board meetings as the official representative of NRHH and attend all NRHH Executive Board meetings as a non-voting member.
    - i. Outside of the monthly attendance of the NRHH President to RHA E-Board meetings, when the attendance of the NRHH President is explicitly requested by the American University RHA Executive Board, the Chapter President may attend those Executive Board meetings.
  - d. Shall serve as the official representative of the Chapter, in coordination with the chapter president, to NACURH and CAACURH, and shall manage the relationships between both organizations and the chapter.
    - i. With permission from the American University RHA Executive Board, the NCC shall serve as a joint representative for both organizations.

## Article IV: Membership Guidelines

### Section I: Membership Expectations

- A. Meeting chapter expectations (for enrolled students) requires a minimum level of participation each semester, as defined by the membership point system.
  - 1. Failure to meet point expectations for a semester will result in designation as an inactive member.
  - 2. At least half of semesters since induction must be spent as an active member in order to qualify for honor cords.



3. A member that spends more than 2 semesters as an inactive member will not qualify for honor cords
4. If an active member fails to meet member expectations during their final semester, but have earned five or more points during that semester, they may submit an application to receive honor cords.
5. The requirements established in Section III may be waived under circumstances, such as a medical leave, by the discretion of the advisor

#### B. Membership Point System

1. In order to be designated Active, a member shall strive to earn 10 points per semester.
  - a. If an active member has class during the time of the NRHH chapter meetings, that person shall strive to earn 8 points per semester.
2. Points shall be distributed according to the following point distribution:
  - a. 1 point per meeting attended
  - b. 1 point per 2 OTMs submitted
  - c. 1 point for participation in an OTM Council or RHA committee meeting.
  - d. 1-4 points per NRHH community service event planned
  - e. at least 1 point per NRHH community service event attended (depends on the event)
  - f. 1 point for helping plan STARS week
  - g. 1 point for attending STARS week events
  - h. 1 point for helping plan NRHH induction
  - i. 1 point for attending NRHH induction
  - j. 12 points for other contributions, at the discretion of the President and the Vice President for Administration and Leadership Development (to be announced periodically)
  - k. 10 points for being an Officer of the Executive Board
  - l. 1 point per repost of NRHH content on Instagram and Facebook
  - m. 1 point per any event in the D.C. area attended (just tell the Executive Board about the event)
  - n. 1 point for telling 5 friends to apply to join NRHH (1 point if successful in getting 1 person to apply must witness)
  - o. 1 point per professional development activity idea submitted
3. A member may not earn more than 5 points in any single category, excluding service attended—unless noted otherwise.
4. A member must earn at least 10 points per semester in order to maintain an active designation, and students must still obtain at least 10 points during the semester in which they graduate in order to earn a cord at graduation.
5. During the semester in which a member graduates, the Executive Board can decide through investigation and a unanimous vote, including that of the Chapter Advisor(s), if that member may obtain less than either the minimum threshold of either eight points (class during General Body meetings) or ten points (not class during General Body meetings) during that semester. However, these exceptions will be reviewed on a case by case basis.

#### C. NRHH Member Removal Policy

1. The Removal Policy may be enacted if a member can no longer meet the chapter's membership expectations and is separate from Life Long membership.
  - a. If a member is removed, they no longer count towards the 1% membership cap.
2. The following guidelines apply to the procedure for the removal of a 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.
  - f. The amount of members for removal is at the discretion of the chapter.
3. 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.
4. If the member and/or chapter wish to appeal the decision, they may appeal to the Regional AD-NRHH through a written request as to why the Candidate deserves to continue as a member of NRHH.

#### D. 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 their incoming institution.
2. 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:
  - a. The student applying to transfer their membership must be fully matriculated at the new institution
  - b. The student seeking to transfer their membership must contact the chapter president and advisor in writing detailing why they want to transfer their membership, how they benefited from their previous chapter and residence hall system, and how they hope to be involved in the new chapter.
3. A transfer application must receive a 4/5 vote of support from the Executive Board in order to be approved.
  - a. If approved, the student and/or new chapter must complete the membership transfer application.
4. The membership transfer application may be obtained from the region's AD-NRHH.
5. 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.
6. The completed application shall be submitted to the region's AD-NRHH for approval.
7. 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.
8. 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.

---

## **Article V: Leadership Development and Training**

### **Section I: Executive Board Training**

- A. Every semester the Advisor shall plan one team building and job training for the Executive Board
  1. For the fall semester, this training should be conducted prior to the first week of classes with the Executive Board of the Residence Hall Association, unless decided otherwise by the Executive Board, including the advisor(s).

### **Section II: Member Leadership Development**

- A. The Vice President of Administration and Leadership Development shall hold leadership training during General Body meetings at minimum twice per semester.
  1. Leadership training sessions held outside of meetings that have been approved by the Chapter Executive Board shall count towards the number of leadership training sessions held per semester.
- B. For each newly inducted member class the Vice President of Administration and Leadership Development shall hold a leadership retreat training.

---

## **Article VI: Pins and Awards**

### **Section I: Regional and National Pins**

- A. Bronze Pin
  1. The Bronze Pin is the highest honor given by the NRHH and the RHA and recognizes outstanding service to RHA, NRHH, CAACURH and NACURH.
  2. Faculty, staff, students, and the public at large are all eligible to receive a Bronze Pin.
  3. Bronze pins are awarded at the discretion of the NRHH President and the RHA President.
  4. No more than eight pins shall be awarded in any one academic year.
- B. Outstanding Leadership Pin

1. The NRHH Outstanding Service and Leadership Pin recognizes outstanding display of leadership, including but not limited to participation on the NRHH executive board.
2. Only Active members are eligible to receive an NRHH Outstanding Service and Service and Leadership Pin.
3. NRHH Outstanding Service and Leadership and Service Pins are awarded to Active members by the NRHH Executive Board, and Executive Board members by the NRHH Advisor.

## **Section II: Regional and National Awards**

### **C. Diamond Award**

1. “The NRHH Diamond Award is an honor bestowed upon individuals who have made outstanding strides reaching beyond their on-campus community while exemplifying the values of NRHH.”
  - a. “The award recognizes outstanding achievements and/or collaborations linking members of their chapter to that of their campus community and other college and university NRHH Chapters across NACURH.”
2. “Only nominations filled out using the NRHH Diamond Award Application will be considered.”
  - a. “No self-nominations will be accepted. Nomination forms shall be distributed by the NAN to the NNB, who will then distribute them to their regions NRHH Chapters by April 15 of each year and will be due by a predetermined date as determined by the NAN.”

### **D. Outstanding Service Award**

1. Members of the University community can nominate residence hall leaders for the Outstanding Service Award.
  - a. Nominators shall submit an application to the National Residence Hall Honorary by the established deadline.
  - b. Nominations shall be approved by the Executive Board and advisor(s), and must receive a 4/5 vote of approval from the Executive Board.
2. Outstanding Service Award Process
  - a. 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.
  - b. Individuals who could qualify for membership including first term students, with the exception of those graduating in the current academic term, cannot be given an Outstanding Service Award.
  - c. The maximum number of Outstanding Service Awards which may be given in a year is equal to the number of regional affiliates within NACURH.

## **Section III: Chapter Awards**

### **A. Chapter Awards**

1. The 4400 Society may develop additional awards at the discretion of the Executive Board, including the advisor(s), with input received from the General Body.

