

Wallace and Wilson Residence Halls

Wallace/Wilson Hall Council

Constitution

Purpose

We, the students of Wallace Hall and Wilson Hall, do hereby form the Wallace/Wilson Hall Council as our representative body. The purpose of this Council shall be to act as the collective voice of Wallace Hall and Wilson Hall residents. This Council shall seek to enhance the quality of the Iowa State University experience, to foster academic excellence, and to improve the quality of residential life within Wallace and Wilson Halls.

Article I: Organization

1.101 This organization shall hereby be known as the Wallace/Wilson Hall Council and shall be referred to hereafter as the Hall Council.

1.102 Iowa State University and the Hall Council do 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.

1.103 The Hall Council shall be affiliated with the Inter Residence Hall Association, the Department of Residence, and Iowa State University.

1.104 This constitution shall serve as the governing document for all Hall Council functions. It shall also be consistent with the constitutions of the affiliated organizations stated in 1.103.

1.105 The Hall Council abides by and supports Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

1.106 Our Hall Council agrees to annually complete President's Training, Treasurer's Training and Advisor Training.

Article II: Membership

2.101 The Executives of the Hall Council shall be elected by the residents of Wallace and Wilson Hall.

2.102 The Representatives shall consist of a delegate from each house government.

2.103 All current residents of Wallace and Wilson Halls shall be bound by all sections of this constitution.

Article III: Executives

Section 1: Executive Board

3.101 The Executive Board of the Hall Council shall consist of one (1) President, two (2) Vice Presidents (one (1) Wallace Hall Vice President, and one (1) Wilson Hall Vice President), one (1) Treasurer, one (1) Sustainability Coordinator, one (1) Events Coordinator, one (1) Academic Coordinator, one (1) Philanthropy Coordinator, one (1) Wellness Committee Representative, and paraprofessional and/or professional staff member advisers.

3.101.1 The voting members of the Executive Board of the Hall Council shall consist of the two (2) Vice Presidents, one (1) Treasurer, one (1) Sustainability Coordinator, one (1) Events Coordinator, one (1) Academic Coordinator, and one (1) Outreach Coordinator.

3.102 The election of Executives shall proceed as defined in Article five (5).

3.103 The duty of the President shall be to preside over meetings of the Hall Council and produce the agenda for Hall Council meetings.

3.103.1 The President shall be a non-voting member of the Hall Council and Executive Board.

3.103.2 In the event of a tie, the President shall cast the deciding vote.

3.103.3 The President shall be a member ex officio of all committees of the Hall Council.

3.103.3.1 The President shall oversee the Constitution Committee.

3.103.4 The President shall be an official representative of Wallace and Wilson Halls on the Inter Residence Hall Association.

3.103.4.1 Should the President have a scheduling conflict, they may appoint a permanent representative.

3.103.5 The President shall have the ability to appoint any qualified resident to be the Secretary for the Hall Council.

3.103.5.1 The Secretary is a non-voting member of the Hall Council and Executive Board.

3.103.5.2 The Secretary records and distributes meeting minutes, collects all proposed bills to the Hall Council, and reads all bills proposed by the Executive Board and any bills where the writer is not present to the members of the Hall Council.

3.103.6 The President shall have the ability to appoint any qualified residents to be the IRHA Representatives as needed.

3.103.6.1 The Inter Residence Hall Association Representatives are non-voting members of the Hall Council and Executive Board.

3.103.6.2 The Inter Residence Hall Association Representatives shall write all bills for the Wallace/Wilson community that shall be presented at Inter Residence Hall Association Meetings.

3.103.7 The President shall have the authority to remove the appointed Secretary or the Inter Residence Hall Association representatives with a two-thirds (2/3) vote by the Representatives present at the time of voting.

3.103.8 The President shall act as the Risk Management Officer.

3.103.8.1 The role of the risk management Officer is [a] to recommend risk management policies or procedures to the Wallace/Wilson Hall Council, [b] to submit documentation to ISU's Risk Management Office and [c] to ensure that Risk Management procedures are implemented at all of the Hall Council's events.

3.104 The duty of the Vice Presidents shall be to preside over meetings in the absence of the President.

3.104.1 The Vice Presidents shall oversee the election process as addressed in Article four (4), Section three (3).

3.104.2 The Vice Presidents shall serve as parliament members on the Inter Residence Hall Association.

3.104.3 The Vice Presidents shall divide the duties in the following subsection evenly at the beginning of each term.

3.104.3.1 Advertising, social media management, communicating with outside organizations such as CyRide or ISU Dining, and photographing events.

3.104.3.2 Host regularly schedule leadership development for their respective Hall's House Presidents/Representatives, House Cabinets, and student leaders at large in coordination with Community Advisers and the Hall's Hall Director.

3.104.3.3 Should the position of Secretary not be filled, it shall be added to the list above.

3.104.3.4 Further duties may be added at the discretion of the Executive Board.

3.104.3.5 Should the Vice Presidents not be able to come to a decision, the duties shall be decided by drawing lots.

3.105 The duty of the Treasurer shall be to control the receipts and disbursement of all monies of the Hall Council, maintain the ledger of the Hall Council, and submit recommendations concerning the financial policies of the Hall Council as necessary.

3.106 The duty of the Sustainability Coordinator shall be to organize Hall Council sustainability events and programs, oversee the recycling program at Hall Council, and communicate with individual house Recycling Chairs.

3.106.1 The Sustainability Coordinator shall be the head of the Sustainability Committee.

3.106.2 The Sustainability Coordinator shall be an official representative of Hall Council at Green House Group meetings.

3.106.2.1 Should the Sustainability Coordinator have a schedule conflict, they may appoint a permanent representative.

3.107 The duty of the Events Coordinator shall be to schedule and coordinate events.

3.107.1 The Events Coordinator shall be the head of the Events Committee which consists of every elected Wallace and Wilson Hall House Social/Event Chairs.

3.107.1.1 Any Wallace or Wilson resident is able to join and have full participation

3.107.1.2 When available, at least one (1) Community Adviser will serve as an Adviser and will be determined by the Advisers of Hall Council

3.107.2 The Events Coordinator shall be required at minimum to plan and implement an event for each of the months of September, October, November, February, March, and April.

3.108 The duty of the Academic Coordinator shall be to coordinate academically focused events and expose Wallace and Wilson Hall residents to academic resources.

3.108.1 The Academic Coordinator shall be the head of the Academic Committee which consists of every elected Wallace and Wilson Hall House Academic Chairs.

3.108.1.1 Any Wallace or Wilson resident is able to join and have full participation

3.108.1.2 When available, at least one (1) Community Adviser will serve as an Adviser and will be determined by the Advisers of Hall Council

3.109 The Outreach Coordinator shall coordinate and promote service and diversity events as well as create community awareness of student support offices.

3.109.1 The Outreach Coordinator shall be the head of the Outreach Committee which consists of every elected Wallace and Wilson Hall House Philanthropy/Social Chairs.

3.109.2 The Outreach Coordinator shall be responsible for updating the bulletin board with information/updates regarding the student support offices of,

but not limited to, Multicultural Student Affairs Office, LGBT Student Services, and the Disability Office.

3.109.1.1 Any Wallace or Wilson resident is able to join and have full participation

3.109.1.2 When available, at least one (1) Community Adviser will serve as an Adviser and will be determined by the Advisers of Hall Council.

3.110 The Wellness Committee Representative shall represent the Wellness Committee as a non-voting member on the Hall Council and Executive Board.

3.110.1 The Wellness Committee Representative shall be selected by the Wellness Committee at the beginning of the school year.

3.111 The Advisers act as consultants to the Hall Council and assist the group in its growth and development. The Advisers provide guidance through advice, understanding, and clarification.

Section 2: Succession

3.201 Should the position of President become vacant during a term, the successor shall be determined from the two Vice Presidents by drawing lots.

3.202 Should any other position become vacant, an election will be held within four (4) weeks of the vacancy opening.

3.202.1 This election will follow normal election procedures stated in Article five (5).

Section 3: Resignations of Executives

3.301 The Executive shall give the Hall Council a two-week notice before resignation.

3.302 An election will be held within four (4) weeks of a resignation notice.

3.302.1 This election will follow normal election procedures.

Section 4: Removal of Executives

3.401 Any Executive may be impeached given a two-thirds (2/3) vote of the Representatives.

3.402 A Hall Council meeting shall be called one week after the initiation of impeachment proceedings.

3.402.1 At this time, the Executive in question may present their defense to the Hall Council.

3.402.2 A secret ballot shall then be cast.

3.402.2.1 All houses must send a representative to vote in the impeachment proceedings.

3.402.2.2 A vote of seventy five percent (75%) is required for removal from office.

3.403 The Advisor and Vice Presidents shall conduct impeachment proceedings.

3.403.1 In the event that a Vice President is being impeached, the President will assist the Advisor in the proceedings.

3.404 An election will be held within four (4) weeks of removal.

3.404.1 This election will follow normal election procedures.

Section 5: Requirements of Office

3.501 The Executives of this organization must meet the following requirements:

3.501.1 Have a minimum cumulative grade point average (GPA) of 2.00 (out of 4.00) in the semester immediately prior to the election/appointment.

3.501.2 Be in good standing with the university and enrolled at least half time during their terms of office (six or more credit hours if an undergraduate

student or four or more credit hours if a graduate student) unless fewer credits are required in the final stages of their degrees.

3.502 All Executives must reside in Wallace or Wilson Hall for the course of their term.

3.503 An Executive cannot hold both a cabinet position in their house and serve on the Executive board at the same time.

Article IV: Committees

Section 1: Standing Committees

4.101 Any permanent committee shall be referred to as a standing committee within this document.

4.102 The standing committees of the Hall Council shall be the Events Committee, Sustainability Committee, Academic Committee, Philanthropy Committee, and Wellness Committee

4.102.1 The Events Committee shall organize, advertise, and oversee events that serve these purposes: building community, providing positive social interaction, and providing opportunities for civic and community engagement for residents of Wallace and Wilson Halls.

4.102.1.1 The Events Committee shall be formed by the Events Coordinator at the beginning of each term with the elected Event Chairs from each house.

4.102.2 The Sustainability Committee shall assist the Sustainability Coordinator in their duty.

4.102.2.1 The Sustainability Committee shall consist of the elected recycling chairs from each floor as well as others who are interested in sustainability and recycling.

4.102.3 The Academic Committee shall assist the Academic Coordinator in their duty.

4.102.3.1 The Academic Committee shall consist of the elected academic chairs from each floor as well as others who are interested in academics.

4.102.4 The Philanthropy Committee shall assist the Philanthropy Coordinator in their duty.

4.102.4.1 The Philanthropy Committee shall consist of the elected philanthropy chairs from each floor as well as others who are interested in philanthropy and service.

4.102.5 The Wellness Committee shall assist the Wellness Coordinator in their duty.

4.102.5.1 The Wellness Committee shall consist of the elected wellness chairs from each floor as well as others who are interested in wellness and health.

Section 2: Ad Hoc

4.201 Ad hoc Committees shall be created with a majority vote of the Representatives or a unanimous vote of the Executive Board.

Section 3: Election Committee

4.301 The Election Committee is comprised of the Vice Presidents.

4.301.1 In the event that either of the Vice Presidents is running for office, the other will take on the full responsibility.

4.301.2 In the event that both Vice Presidents are running for office, a stand in shall be appointed by the President with an affirmative two-thirds (2/3) vote by the Representatives present at the time of voting.

4.302 The Election Committee is to perform the following duties: select nomination and voting dates, establish a voting system, and control the campaigning of candidates.

Section 4: Constitution Committee

4.401 The Constitution Committee shall meet during the second semester.

4.402 The Constitution Committee shall be made up of volunteers from Wallace and Wilson Halls.

4.403 The Constitution Committee shall be responsible for keeping the constitution relevant to the current needs of the Hall Council and Wallace and Wilson Hall residents.

Article V: Elections

Section 1: Candidates

5.101 All candidates must meet the requirements in Article three (3), Section five (5).

5.102 Nominations are to be submitted to a designated Hall Council member in written form (or electronic when requested) during the assigned nomination period.

Section 2: Procedures

5.201 All non-appointed positions must be elected every year.

5.202 All positions should be elected the spring of the previous year.

5.202.1 At minimum, a President and Treasurer must be elected before the end of the previous year.

5.202.2 In the event that not all positions are filled by the end of the previous year, the open positions must be filled within the first four (4) weeks of the next year.

5.203 The week before dead week of spring semester the newly elected Executive Board shall run the final Hall Council meeting with the help of the previous Executive Board.

5.204 Should the candidates wish to campaign, they must abide by ISU and Department of Residence policies, rules, and regulations.

5.204.1 Failure to comply with the conditions referenced above results in the inability to run for positions and a loss of campaign rights.

5.205 In order for a current Hall Council elected official to run for another Hall Council position, they must resign from their current elected position prior to the election.

Section 3: Selection of Executives

5.301 The Advisers will monitor the election procedures.

5.302 All elections will follow the procedures detailed in Article five (5), Section two (2).

5.303 The Candidate receiving the greatest number of votes shall be elected.

5.303.1 In the event of a tie, the winner shall be decided by drawing lots.

5.303.2 A minimum of six (6) votes must be cast for a write-in candidate to be considered.

5.304 Candidates may be nominated for any number of positions.

5.305 Any member may hold only one elected Executive Board position.

5.305.1 If a candidate is elected to more than one position, they may choose which position to fill.

Article VI: Meetings

Section 1: Quorum

6.101 Quorum is defined as two-thirds (2/3) of voting members and should always be rounded up.

6.102 In the event that quorum cannot be reached no voting will take place.

Section 2: General Assembly Meeting Frequency

6.201 The Hall Council must meet within one week after two-thirds (2/3) of floor Representatives have been elected.

6.202 The Hall Council shall meet at least once every two (2) weeks during the academic school year while classes are in session with the exception of dead week, finals week, and University Holidays.

6.203 A meeting of the Hall Council shall be called by the President with a minimum of five (5) days' notice.

6.204 A meeting of the Hall Council shall be cancelled by the President with a minimum of twenty-four (24) hours' notice.

Section 3: Executive Board Meeting Frequency

6.301 The Executive Board must meet within one (1) week after the start of classes.

6.302 The Executive Board shall meet at least once every two (2) weeks during the academic school year while classes are in session with the exception of the dead week and finals week.

6.303 A meeting of the Executive Board shall be called by the President with a minimum of twenty-four (24) hours' notice.

6.304 A meeting of the Executive Board shall be cancelled by the President with a minimum of twenty-four (24) hours' notice.

Article VII: Finances

Section 1: House Dues

7.101 The Hall Council collects dues through the mandatory student government dues each year. Of this, \$10 per member is transferred into the Hall Council account. These dues contribute to programming and upkeep of Hall Council-owned equipment. All student government dues will be billed through the Accounts Receivable Office. These are mandatory dues.

7.102 The Hall Council may collect social dues for Hall Council social functions. Social dues are not mandatory. The Hall Council will vote on the social due amount during the second or third Hall Council meeting, needing a simple majority to set the maximum collected amount. All social dues will be collected by the Treasurer.

7.103 The Hall Council will not refund any dues.

7.104 All monies belonging to the Hall Council shall be deposited and disbursed through a bank account established for the Hall Council 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.

7.105 The Adviser to this organization must approve and sign each expenditure before payment.

Section 2: Budget

7.201 The Treasurer and volunteering members of the Hall Council will meet and propose the Hall Council budget for the academic year.

7.202 The budget must be presented to and approved by the Executive Board with a unanimous vote.

7.203 Once approved, the budget must be made available three days prior to discussion with the Representatives.

7.204 The budget will be voted on at the following meeting after the discussion with a roll call vote.

7.204.1 The budget must receive a two-thirds (2/3) vote from all Representatives to pass.

Section 3: Expenditures

7.301 All purchases must be approved unanimously by the Executive Board and must be within the approved budget.

7.302 To reallocate Hall Council funds, a meeting must be held where the new budget must receive a two thirds (2/3) affirmative majority by all Representatives in order to pass.

Article VIII: Amendments to the Constitution and Ratification

Section 1: Proposal

8.101 One or more residents may form an ad hoc committee to draw up an amendment to this constitution at any time.

8.102 The amendments must be presented to the Representatives at an official meeting and must be made public immediately after presentation.

8.102.1 Posting must detail current language, proposed language, and purpose for the change or addition.

Section 2: Ratification

8.201 Once in its final form, the amendment must be approved by a two-thirds (2/3) affirmative vote from all Representatives within two weeks of the amendment's proposal.

8.202 The ratification can be done in a Hall Council meeting.

8.203 The amended constitution shall become effective upon ratification and shall supersede and make void any previous constitutions.

8.204 The Secretary shall then be responsible for adding the amendment to the constitution and prompt submission of an updated constitution to the Student Activities Center.

Wallace/Wilson Residence Hall

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Bylaws

Article 1: Copies of the Bylaws

1.101 One (1) complete copy of the Bylaws shall be kept on file with the transitional report flash drive and the Hall Council Advisor.

1.102 Each member of the Executive Board shall have the complete copy of the Bylaws, and a copy shall be distributed to every floor president.

1.103 One (1) copy of the Bylaws shall be kept online with the Hall Council Constitution.

Article 2: Constitutional Supremacy

2.101 Wherever there is conflict between the Constitution and Bylaws of the Hall Council, the Constitution shall always reign supreme.

Article 3: Proposal Guidelines

Section 1: Submission

3.101 A template for all funding proposals shall be provided at the beginning of each semester.

3.101.1 Submitted funding proposals must follow the guidelines provided.

3.101.2 Submitted funding proposals must somehow benefit Wallace/Wilson residents in the form of a social, program, event, initiative, or educational purpose.

3.102 Funding proposals must be submitted at minimum one (1) day prior to the Executive Board meeting at which it will be initially read.

3.103 The second reading of any non-financial bill may be waived, if asked by the proposer and must be approved by a majority vote.

Section 2: Approval

3.201 All funding proposals must be approved by the Executive Board prior to presentation to the General Assembly.

3.202 Funding proposals must be read one (1) week prior to the meeting where it is to be voted upon.

3.202.1 Funding proposals must receive a majority vote of the Representatives to pass.

Article 4: Policies

Section 1: Attendance

4.101 Any Representative member who leaves an official Hall Council meeting before adjournment without notifying the President prior to the meeting and without adequate excuse shall be charged with an unexcused absence. The President shall have ultimate discretion in determining the acceptability of an excuse.

4.102 Consistent tardiness is defined as being fifteen (15) or more minutes late to more than two (2) Hall Council meetings during a semester without being excused by the President.

4.102.1 Consistent tardiness results in an unexcused absence.

4.103 Council members are permitted to leave for short periods.

4.104 In the case of unexcused absences at Hall Council meetings the following provisions shall apply.

4.104.1 Upon the first unexcused absence the Vice President of the respective hall shall contact the Representative in question and remind them of the Bylaws concerning Hall Council attendance and request that they attend the next Hall Council meeting.

4.104.2 Upon the second unexcused absence the Vice President of the respective hall and Secretary shall arrange a meeting with the Representative in question to discuss their violation of the Hall Council Bylaws.

4.104.3 Upon the third unexcused absence the house not in attendance shall be fined \$10.

4.104.4 For each subsequent unexcused absence the house not in attendance shall be fined both the prior meeting's fine and an additional \$50.

4.105 In the fall semester, the attendance policy shall take effect during the fourth week of classes.

4.106 A staff member may sit in for their floor for the purpose of returning information, but shall not be counted in the official attendance, and may not vote.

4.107 All attendance records are reset at the end of each semester.

4.108 All funds from the attendance policy will go towards the funding for hall events.

Article 5: Advisers

5.101 The Adviser shall be one of the Hall Director(s) unless they are unable to fulfill the position, and then the Advisor shall be selected from the administration or the faculty of Iowa State University.

5.102 The Advisers shall be asked to include the Hall Council in their transitional building reports.

5.103 The Advisers shall act as liaisons with the Iowa State University Administration and in any other situation where a non-student spokesperson is needed.

5.104 The Advisers shall maintain confidentiality when fulfilling the duties prescribed by their position described herein, except where a violation of law or University policy is at issue.

Article 6: Bylaws

Section 1: Amendment

6.101 These Bylaws may be amended by an affirmative roll call vote of two thirds of seated Representatives at a meeting of the Hall Council.

Section 2: Ratification

6.201 These Bylaws may be ratified by an affirmative roll call vote of two thirds of seated Representatives at a meeting of the Hall Council.

6.202 All previous versions of Bylaws are null and void upon ratification.