

Eaton Hall Council Constitution

(Revised as of 4/11/17)

Preamble

We, the members of Eaton Hall Council do establish and adopt this constitution in order to form an efficient hall, ensure equal representation of each resident, 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.

Article I: Name and Affiliation

The name of the organization shall be Eaton Hall Council, hereafter referred to as the EHC. The EHC shall be affiliated with The Inter-Residence Hall Association, the Department of Residence, and Iowa State University. At no time shall this constitution or the EHC make procedures that are contrary to an affiliated organization's constitution/bylaws or are unsupportive of the Department of Residence Policy Handbook or Terms and Conditions.

Article II: Purpose

Section A:

It is the purpose of the EHC and constitution to provide and maintain an atmosphere of fellowship among the residents of Eaton Hall as well as to help improve the scholarly, social, culture awareness, and personal development of each resident. The EHC will help provide a positive living and studying environment that promotes and recognizes the needs of Eaton Hall Residents.

Section B:

The EHC abides by and supports established Iowa State University policies, State and Federal Laws.

Article III: Membership

Active members shall include a President, Vice-President, Treasurer, Sustainability Chair, Hall Director Advisor, Community Advisor (CA) Representative, Social Chair, Inter-Residence Hall Association (IRHA) Representative, and one representative of each house in Eaton Hall. Anyone who is a member of the EHC for any semester or part thereof shall be bound by all sections of this constitution. Both the EHC and Iowa State University does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability or status as a U.S. Veteran.

Article IV: Advisor

Section A: The advisor of the EHC is the Hall Director (HD) of Eaton Hall that the EHC resides in. The HD is responsible for authorizing all purchases of the EHC through both the Voucher system and the Purchasing Card system.

Section B: In addition, the Hall Director of Eaton Hall shall, with the input of student staff, select a Community Adviser (CA) Representative who will assist with the mentoring and advising of the Eaton Hall Council. The CA Representative shall also assist with administrative responsibilities, as directed by the Eaton Hall Director.

Section C: The CA Representative may only be filled by a current Community Adviser in Eaton Hall, and shall not be served on a rotating basis. It is highly encouraged that the same CA Representative from the Fall semester serve during the Spring semester, to maintain continuity.

Section D: Responsibilities of the CA Representative position include: attending all EHC and Executive Board meetings, advising the members of the EHC, assist in the development and implementation of social programs, serve as a liaison between hall leaders and student staff, communicate the needs and opinions of student staff at EHC meetings, and promote student involvement in leadership opportunities within Eaton Hall.

Article V: Legislative Body

Section A: Members The Legislative Body will be composed of all EHC members. All members attending an official EHC meeting have the right to participate, unless otherwise noted according to this Constitution.

Section B: Procedures The EHC will provide opportunities during regularly scheduled EHC meetings for new legislation to be brought forward by any member of the EHC. Any legislation

to be presented to the EHC must be presented to the President at least ~~36~~ 48 hours before the meeting.

Section C: EHC Meetings Regularly scheduled meetings will be held weekly on Tuesdays at 9 PM. Meetings shall be no longer than 60 minutes. A time extension can be voted upon as needed.

Special meetings may be called by the Executive Board. Notice of all special meetings will be communicated at least twenty-four (24) hours in advance of the meeting. During EHC meetings, if a member(s) are disrupting to others, he/she/they may be asked to leave by the president, vice president, or HD. Disruptive behavior includes, but is not limited to interrupting others, having side conversations, or being disrespectful to another member attending the meeting.

Section D: Quorum The quorum necessary to conduct business at an EHC meeting shall be 50% of the current EHC membership.

Section E: Voting All members of the Executive Board, excluding the CA and IRHA representatives, shall be voting members of the EHC. Additional voting members shall include ~~one~~ Two representative per respectable House. During the EHC meetings, voting will be based on a majority poll. When the issue is brought to question, a placard vote will be initiated for, against, or abstaining from the vote.

Article VI: Executive Board

Section A: Positions

The Executive Board will be comprised with a President and Treasurer, at minimum. The

Executive Board is fully comprised of the following offices: President, Vice President, Treasurer, Secretary, ~~and~~ Sustainability Chair, Social Chair, and IRHA Representative. Other positions determined necessary may be

created by a majority vote of the Legislative Body. All executive positions are elected positions and are subject to removal procedures as detailed below.

Section B: Duties

1. The Executive Board will consist of all elected Officers and the Hall Director.
2. Executive Board will attend a hall wide leadership conference
3. Executive Board will serve as the official representatives of the EHC in any situation which pertains to the EHC.
4. The Executive Board will collectively discuss and execute any EHC business.
5. The Executive Board shall meet, as

needed, prior to regular EHC meetings. 6. All Executive Board members are expected to regularly attend EHC meetings.

Section C: Eligibility

The Members of the EHC must meet the following requirements:

(a) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum cumulative GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration. (b) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office. (c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)."

Section D: Terms of Office

For the Presidency, the election is held at the beginning of the fall semester. All positions are elected in the first three weeks of the Fall semester. The terms of office begins the first day of the after the elections in the fall semester.

Section E: Offices and Responsibilities

President

- Will attend mandatory President's training
- Presides over the Executive Board and Executive Board Meetings.
- Presides over the EHC and EHC Meetings.
- Meets, as needed, with the Hall Director
- Represents the EHC as a member of the IRHA Parliament

- Maintains EHC constitution and by-laws.
- Shall call EHC meetings and post notification of EHC meetings twenty-four hours in advance of meetings.
 - Is responsible for tallying and presenting results of EHC voting during EHC meetings.
 - Shall be responsible for knowing all university and Department of Residence policies and procedures for EHC functions.

Vice President

- Presides over the Executive Board Meetings and EHC Meetings in the absence of the President.
 - If President vacates his/her position, Vice-President assumes his/her responsibilities for the remainder of the term.
 - Announces Eaton Hall activities at meetings
 - Chairs newly created committees until permanent chair is appointed
- Keeps minutes of Executive Board and EHC meetings.
- Posts and distributes meeting minutes to EHC members (within 48 hours of the meetings).
 - Is responsible for all correspondence between the EHC and outside entities.
 - Keeps track of attendance at EHC meetings and events.
 - Maintains an EHC e-mail list and web page.
 - Shall keep records of council members and committee chairpersons.
 - Shall keep records of updates to the EHC Constitution.

Treasurer

- Maintains financial records for the EHC.
 - Collects any additional funds and any other payments as necessary.
- Be available to go obtain supplies needed EHC events outside of meeting hours
 - Collects statements from the Campus Organizations Accounting Office

- Takes online treasurer training session each year (provided by the Campus Organizations Accounting Office- see website for more details).
 - Maintains records of EHC Purchasing Cards.
 - Be able to inform EHC of account balance.

Sustainability Chair

- Keeps Eaton Hall residents informed of the sustainability programs throughout the Department of Residence
 - Is knowledgeable of sustainability policies across campus
 - Attends all Department of Residence sustainability and recycling meetings
- Calls and presides over meetings with all recycling and sustainability chairs in the hall at the beginning and end of each semester and as needed
 - Is responsible for all correspondence between the EHC and sustainability chairs in the hall
- Creates and implements sustainability programs throughout Eaton Hall with the approval of the EHC
 - Attends weekly Greenhouse Group meetings and reports back relevant information.
 - Supervises and advises recycling chairs for each house.

Social Chair

- Plans social events for Eaton Hall, such as Eaton Hall parties, activities with other halls, etc.
- Plans the educational activities for Eaton Hall, including programs on academics, diversity, leadership, and personal development
 - Plans service activities for Eaton Hall

IRHA Representative

- Is responsible for attending IRHA meetings weekly.
- Act as a liaison between the EHC and the IRHA Government..

- Assist the EHC

Section F: Creating and Removing Executive Board Positions

Other Executive Board positions may be created or dissolved at any time during the academic year if deemed necessary by the EHC. Procedure for this is to be in keeping with all Executive Board positions and will abide by the election procedures detailed in Article VIII.

Section G: Resignation of Executive Board Members

The officer shall give the EHC a two-week notice before resignation. A special election will be held within two weeks of this notice. This election will follow normal election procedures.

Section H: Removal of Officers

- Any elected Executive Board Member may be impeached.
- Impeachment proceedings may be initiated by a majority vote of the EHC.
- An EHC meeting shall be called one week after the initiation of impeachment proceedings. At this time the Council Member in question may present his/her defense to the EHC members. A secret ballot shall than be made. A vote of 75% of all the EHC members is required for removal from the office.
- The HD and President shall conduct impeachment proceedings unless the President is being impeached, then the Vice President will assist the HD in the proceedings
- A special election will be held within two weeks of removal. This election will follow normal election procedures.

Article VII: Committees

Section A: Membership

All Eaton Hall Residents are eligible for Committee Membership. A new committee may be instituted by a simple majority vote at an EHC meeting. The Vice President will determine the size of the committee based on the number of interested individuals. In the case of more interest than determined positions, the EHC will conduct a vote the next EHC Meeting.

Section D: Offices and Responsibilities

Each committee will either self elect a Committee Chair or defer to the Vice President who will appoint one from the current members. The Chair will facilitate meetings of the committee on a schedule determined by the committee and the Vice President. Each Chair will communicate the committee's progress with the Vice President on a regular basis.

Article VIII: Elections

Section A: Candidates

- All residents of Eaton Hall are eligible for all positions given he/she has a GPA of 2.0 or higher.
- Nominations must be submitted to the Executive Board one week prior to the election date.
- Nominations may be made by the individual candidate or can be initiated by other residents.
 - Nominees may accept or decline nomination.
 - A space for write-in candidates will be provided.

Section B: Procedures

- Every position will be elected at least once a year. The Presidency will be elected in the Spring. All other positions will be elected within the first four weeks of the Fall semester.
- Campaigning is allowed, but must abide by ISU and Department of Residence policies, rules, and regulations.

Section C: Selection of Officers

- The President and CA Representative and HD will monitor election procedures unless they are running for an executive position. In this case, the president will appoint an executive board member to take their place.
 - Special Elections, to fill new or vacant positions, may be held when necessary.
 - Vote will be conducted by an online ballot.
 - All residents of Eaton Hall are permitted to vote in the election process
- The candidate receiving the greatest number of votes shall be elected. In the event of a tie, a runoff election will be held the following week

- A member may only hold one Executive Board position. If a person is elected to more than one Executive position they may choose which position they are going to fill.
- If a person is running for a position unopposed, a majority vote of confidence by the EHC can be called to elect him or her to the position without the use of secret ballot.

Article IX: Finances

Section A: EHC

Dues The EHC collects dues through the mandatory student government dues each year. Of this, \$10 per member is transferred into the EHC account. These dues contribute to programming and upkeep of EHC-owned equipment. All student government dues will be billed through the Accounts Receivable Office. These are mandatory dues. 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. The Adviser to this organization must approve and sign each expenditure before payment.

Section B: Budget

- If necessitated by the EHC, the Treasurer and volunteering members of the EHC will meet and propose the EHC budget for the academic year.
 - This budget must be presented to and approved by the Executive Board.
- Once approved, the budget must be presented to the EHC. The budget shall be presented one week prior to discussion with the EHC.
 - The budget will be voted on within one week after the discussion with a vote.
- The budget must receive 67% on the vote in approval in order to pass. The EHC must have 67% participation.

Article X: Amendments to the Constitution and Ratification

Section A: Proposal

One or more members of the EHC may form an ad-hoc committee to draw up an amendment to this constitution at any time. The amendments must be presented to the EHC at an official

meeting. Amendments must be made available immediately after presentation. Presentation must detail current language, proposed language and purpose for the change or addition.

Section B: Ratification

Once in its final form, the amendment must be approved by 75% of all EHC members within two weeks of its proposal. The ratification can be done in an EHC meeting or by petition. The constitution shall become effective upon ratification and shall supersede and make void any previous constitutions. 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.