***Constitution for the***

**United Residents of Off-Campus Constituency Council**

***Iowa State University – Government of the Student Body***

The United Residents of Off-Campus (UROC) constituency council is the representative body for all Iowa State University students living off-campus in private housing. UROC’s purpose is

to provide a voice for off-campus students in matters pertaining to the University and the Student Government. UROC shall abide by all Iowa State University Policies, and State and Federal laws. UROC agrees to annually complete presidents training, treasurers training, and advisory training (if required).

Iowa State Discrimination Statement: Iowa State University and UROC do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as U.S. Veteran.

**General Principles – We the Students of UROC, in order to form a more perfect constituency council, establish connections between ISU, StuGov and off-campus residents, ensure off-campus student voices are heard in all student affairs, provide an outlet for the resolution of common off-campus concerns and affairs, promote the general welfare of**

**off-campus students, and secure the blessings of the Cyclone Nation to ourselves and posterity, do ordain and establish this Constitution for the United Residents of Off-Campus Constituency Council.**

**I. Off-Campus Voting District and Constituency**

**a.** The off-campus voting district is defined as all non-Iowa State University property or University controlled housing, all City of Ames territory not including the Campustown district or University fraternity and sororities, and all territory outside of the City of Ames.

**b.** The off-campus voting constituency is defined as all Iowa State University students residing off University property or outside of University controlled housing, in City of Ames territory not including the Campustown constituency or University fraternities and sororities, and all territory outside the City of Ames.

**II. Membership in UROC**

**a.** General membership shall include all registered Iowa State University undergraduate, graduate, and professional students residing in the Off-Campus District.

**III. UROC Executive Committee**

**a.** The UROC Executive Committee shall consist of the following elected officers:

**i.** President

**ii.** Vice President

**iii.** Treasurer

**iv.** Secretary

**v.** Webmaster

**vi.** Student Organization Recognition Policy (SORP) Compliance Officer

**b.** Eligibility criteria to serve on the Executive Committee are the following:

**i.** Have a minimum cumulative GPA of 2.0 both during their term of service, as well as the semester prior to election.

**ii.** Be in good standing with Iowa State University

**iii.** Enrolled at least half time, as defined by Iowa State University.

**iv.** The President may be any member of the student body living in the off-campus district.

**v.** The Vice President shall be a SG Senator for UROC.

**vi.** The Treasurer may be any member of the student body living in the off-campus district.

**vii.** The Secretary shall be a SG Senator for UROC.

**viii.** The Webmaster may be any member of the student body living in the off-campus district.

**ix.** The At-Large may be any member of the student body living in the off-campus district.

**x.** The SORP Compliance Officer may be any member of the student body living in the off-campus district.

**xi.** Any officer will be ineligible to hold an office should the student fail to maintain the requirements as prescribed in Article III., Section B, Clause i, ii, and iii of this Constitution.

**c.** Any Executive Committee officer who fails to meet these requirements during their term of service shall be automatically ineligible for office, and subsequently shall be removed by the President.

**i.** Should the President become ineligible or resign, the duty of removal shall fall to the Vice

President.

**d.** Duties of all Executive Committee officers shall include the following:

**i.** Attend weekly UROC meetings.

**ii.** Submit budgets and all financial documents to the Treasurer.

**iii.** Be familiar with this Constitution.

**iv.** Communicate to all other officers any information necessary for them to comply with their duties.

**v.** Acting ethically, morally, and in good faith at all times.

**e.** Duties of specific offices include the following:

**i.** President:

**1.** Preside over and chair all meetings.

**2.** Organize meeting agendas.

**3.** Organize the interview and election of new Executive Committee officers.

**4.** Organize the search process for replacing UROC Senators for StuGov.

**5.** Appoint StuGov Senate nominees.

**6.** Represent UROC on campus, to student government, and to the media.

**7.** Appoint the UROC Adviser.

**8.** Create and dissolve ad hoc committees.

**9.** Provide any permission(s) and resources necessary for other officers to comply with their duties.

**ii.** Vice President:

**1.** Preside over meetings in the absence of the President or when designated by the

President.

**2.** Assist the President in the coordination of meetings.

**3.** Assist the Public Relations Committee in coordination of publicity and promotion of

UROC if necessary.

**4.** Monitor compliance of all officers with their duties, and report to the President all violations and transgressions.

**iii.** Treasurer:

**1.** Organize the UROC budget.

**2.** Maintain an accurate and detailed ledger.

**3.** Keep all original records of transactions, including but not limited to receipts, invoices, and contracts, for a minimum of five years.

**4.** Co-sign any financial documents, checks, etc., along with the Adviser.

**5.** Ensure fiscal compliance and good standing with ISU Student Organization

Accounting.

**6.** Report all financial activity and account balances during meetings.

**7.** Organize fundraising opportunities for UROC.

**8.** Present funding requests to funding sources.

**9.** Keep all information from the aforementioned duties neatly and logically organized in a binder to be passed to the succeeding Treasurer.

**iv.** Secretary:

**1.** Maintain minutes of all meetings.

**2.** Upload meeting minutes as soon as possible to a Google Docs folder, or future equivalent, which is to be shared with all officers.

**3.** Maintain the roster of UROC membership on the ISU student organization database.

**4.** Correspond with other organizations.

**5.** Chair the UROC Public Relations Committee (If Applicable).

**6.** Keep all records from the aforementioned duties, for a minimum of five years, neatly and logically organized in a binder to be passed to the succeeding Secretary.

**v.** Webmaster:

**1.** Maintain the UROC webpage and social media pages.

**vii.** SORP Compliance Officer:

**1.** Ensure that the UROC student organization remain in good standing with the ISU Student Activities Center policies.

**2.** Act as the Risk Management Officer.

**IV. Internal UROC Elections**

**a.** Filling Executive Committee positions

**i.** Annual elections for Executive Committee officers shall be held during the first UROC

meeting following the first StuGov meeting of the first StuGov session.

**1.** Candidates shall have the opportunity to speak on their own behalf prior to the vote, uninterrupted, for a maximum of 10 minutes.

**2.** Candidates may be questioned by the voting body.

**3.** Candidates may not occupy more than one executive position.

**ii.** All Executive Committee officers shall be elected by a simple majority vote of all seated

UROC senators for StuGov.

**iii.** Should an Executive Committee position become vacant or fail to be filled during the primary election, a special election for the open position(s) shall be held during the first UROC meeting following the announcement of the vacancy.

**1.** Should any current officer seek the vacant position, thereby vacating their own position, an election shall be held during the same meeting to fill all vacancies.

**b.** StuGov UROC Senator selection

**i.** Should a UROC senate seat on StuGov become vacant or fail to be filled during the StuGov general election, a special election for the open position(s) shall be held within UROC on or before the third UROC meeting following the announcement of the vacancy.

**1.** The President shall select candidates through a process of their choosing, with the advice of the Executive Committee.

**2.** The President shall invite the candidate(s) to the soonest possible UROC meeting and conduct an introduction and panel interview of the candidate(s).

**a.** Candidates shall have the opportunity to speak on their own behalf prior to the vote, uninterrupted, for a maximum of 10 minutes.

**b.** The Executive Committee may interview the candidate.

**c.** Regulations for a resident of Campustown to become a UROC senator include:

**c.1.** UROC senators residing in Campustown must also attend

Campustown Student Association (CSA) meetings.

**c.2.** Only 30% of UROC senators can be represented by Campustown residents.

**c.3.** All Campustown residents nominated to represent UROC must be approved by the president of CSA.

**3.** If more candidates exist than available seats, the Executive Committee shall nominate finalists by a simple majority vote.

**4.** Nominees shall then be elected to the open Senate seat(s) by a simple majority vote.

**5.** The President shall author a StuGov seating bill for the selected nominees and submit it to the StuGov Speaker of the Senate, along with the contact information for the selected nominees so that they may be called to appear before the Rules Committee prior to seating.

**a.** The Vice President shall co-sponsor the seating bill to StuGov.

**b.** The Treasurer or Secretary shall co-sponsor the seating bill to StuGov should the President not be a StuGov senator.

**V. Duties of StuGov Senators for UROC**

**a.** Duties of StuGov Senators representing UROC shall include the following:

**i.** Attend weekly StuGov Senate meetings.

**ii.** Perform all duties required of StuGov senators by the StuGov bylaws.

**iii.** Maintain a StuGov-wide presence

**1.** Collectively attempt to serve on as many committees as possible.

**2.** Collectively attempt to hold chair, co-chair and vice chair positions on as many committees as possible.

**iv.** Represent UROC to StuGov Senate

**1.** Inform the senate of any initiatives being worked on by UROC.

**2.** Inform the senate of any events being planned by UROC.

**3.** Inform the senate of the opinion of off-campus residents.

**v.** Attend weekly UROC meetings.

**VI. Executive Committee Officer and UROC Senator removal**

**a.** All officers and StuGov Senators for UROC may be removed from their offices by the UROC Executive Committee through a two-thirds (2/3rds) majority vote of the Executive Committee for the following:

**i.** Misfeasance – Wrongly performing a legal act

**ii.** Malfeasance – Knowingly performing an illegal act

**iii.** Nonfeasance – Failure to do one’s duty

**1.** Officers of the Executive Committee may be subject to removal for, though not limited to, the following reasons:

**a.** Three or more unexcused absences from UROC meetings per session.

**i.** Officers may be excused from attendance by the President or Vice President for good cause if they are notified a minimum of one hour prior to the meeting.

**b.** Excessive excused absences to UROC meetings, at the discretion of the Executive

Committee.

**c.** Three or more unexcused tardies to UROC meetings per session.

**i.** Officers may be excused by the President or Vice President for arriving late for good cause if they are notified a minimum of one hour prior to the meeting.

**d.** Excessive excused tardies to UROC meetings, at the discretion of the Executive Committee.

**2.** UROC Senators may be subject to removal for, though not limited to, the following reasons: **a.** Three or more excused and/or unexcused absences from StuGov Senate meetings per session.

**b.** Three or more excused and/or unexcused tardies to StuGov Senate meetings per session.

**c.** Three or more unexcused absences from UROC meetings per session.

**i.** Senators may be excused from attendance by the President or Vice President for good cause if they are notified a minimum of one hour prior to the meeting.

**d.** Excessive excused absences to UROC meetings, at the discretion of the Executive

Committee.

**e.** Three or more unexcused tardies to UROC meetings per session.

**i.** Senators may be excused for arriving late by the President or Vice President for good cause if they are notified a minimum of one hour prior to the meeting.

**f.** Excessive excused tardies to UROC meetings, at the discretion of the Executive Committee.

**VII. UROC Standing Committees**

**a.** Public Relations Committee (Optional)

**i.** The Public Relations Committee shall be comprised of the following:

**1.** The Secretary, who shall be Chair.

**2.** The At-Large, who shall be Vice-Chair.

**3.** Two other volunteer members.

**ii.** Fall semester duties include:

**1.** Organize at least one advertisement effort for UROC.

**2.** Organize at least one public event on behalf of UROC.

**a.** This event may be held jointly with other student groups.

**3.** Take part in the StuGov “Meet Your Senator Day,” “Meet Your Government Day,”

or their equivalents, if held by StuGov.

**iii.** Spring semester duties include:

**1.** Organize at least one advertisement effort for UROC.

**2.** Organize at least one public event on behalf of UROC.

**a.** This event may be held jointly with other student groups.

**3.** Take part in the StuGov “Meet Your Senator Day,” “Meet Your Government Day,”

or their equivalents, if held by StuGov.

**iv.** The Public Relations Committee shall be in charge of funding raising efforts for all activities, with the assistance of the Treasurer.

**v.** The Chair shall post all committee announcements and activities on the UROC public

Facebook and Twitter page(s), or future equivalents.

**VIII. Ad Hoc Committees**

**a.** Ad hoc committees shall be created in one of two ways:

**i.** Upon request by any member of UROC.

**1.** The President reserves the right to reject individual requests to form an ad hoc committee.

**ii.** Upon proper motion and vote by the Executive Committee.

**b.** The President shall create the ad hoc committee by filling out and submitting to the Secretary a form containing the following information:

**i.** Date

**ii.** Committee name

**iii.** Committee purpose

**iv.** Names of committee chair(s)

**v.** Signature(s) of committee chair(s)

**vi.** Signature of the President

**c.** All Ad hoc committees shall be dissolved by the President in their final week in office.

**IX. UROC Media**

**a.** The UROC webpage shall contain the following at a minimum:

**i.** The current membership of the Executive Committee and UROC StuGov Senators, and their email.

**ii.** Meeting minutes within fourteen calendar days of the meeting during which the minutes were created.

**iii.** All public announcements from the Executive Committee and its committees, as soon as possible after they are made.

**1.** Announcements regarding public events hosted all or in part by UROC shall be posted a minimum of one week prior to the event.

**b.** The UROC Facebook page, or its future equivalent, shall contain the following at a minimum:

**i.** The URL to the UROC webpage.

**ii.** The current membership of the Executive Committee and UROC StuGov Senators, and their email.

**iii.** All public announcements from the Executive Committee and its committees, as soon as possible after they are made.

**1.** Announcements regarding public events hosted all or in part by UROC shall be posted a minimum of one week prior to the event.

**2.** Announcements should be made several times leading up to and during the event in question due to the fleeting nature of Facebook newsfeeds.

**c.** The UROC Twitter page, or its future equivalent, shall contain the following at a minimum: **i.** All public announcements from the Executive Committee and its committees, as soon as possible after they are made.

**1.** Announcements should be made several times leading up to and during the event in question due to the fleeting nature of tweets.

**X. UROC Advisers**

**a.** The UROC Adviser will be selected and appointed by the President.

**i.** The Adviser shall be a member of the ISU faculty or staff.

**ii.** The President shall make this appointment or maintain the previous appointment in their first week of taking office.

**iii.** The President shall inform the Executive Committee of their decision, and submit the decision in writing to the Secretary.

**iv.** The President shall inform the Advisor of his appointment or retention in writing.

**b.** The Adviser shall serve at his/her own pleasure.

**i.** The Adviser shall give a minimum of two weeks’ notice to the President prior to resigning their position as Adviser.

**ii.** The President shall appoint a new Advisor within this two week period so there is no interregnum.

**c.** The Adviser’s duties shall include:

**i.** Maintaining communication and meeting with the officers of UROC regularly.

**ii.** Maintain oversight of financial activities of UROC.

**iii.** Ensure that the organization is operating in compliance with the standards set by Iowa State

University and the Student Activities Center.

**iv**. The advisor will be subject to removal by the executive committee by an affirmative two-thirds vote if they:

i. Refuse to communicate with officers of UROC

ii. Refuse to maintain financial oversight of UROC

**XI. Funding and Finances**

**a.** All monies belonging to this organization shall be deposited and disbursed through an account established for this organization at the ISU Campus Organization Accounting Office.

**b.** All funds must be deposited within 48 hours of collection.

**c.** All expenditures must be approved by a two-thirds (2/3rds) majority of the Executive

Committee.

**d.** The Advisor must approve and sign all expenditures before payment.

**XII. Parliamentary Procedure**

**a.** Parliamentary authority for UROC shall be the latest edition of Robert’s Rules of Order Newly

Revised on hand.

**b.** Quorum

**i.** Quorum shall be defined as a simple majority of all seated members of the Executive

Committee.

**1.** For the first meeting of the first session, during the primary Executive Committee election, quorum shall be defined as a simple majority of all elected UROC senators to StuGov.

**ii.** Quorum shall be required for all voting activity required by this constitution.

**c.** Voting

**i.** Voting membership shall include only those members elected to the UROC Executive

Committee.

**ii.** All votes on motions not specified in this constitution shall be decided by a simple majority vote.

**XIII. Agendas**

**a.** The UROC meeting agenda shall abide the following structure:

**i.** Call to order

**ii.** Roll call

**iii.** Approval of previous meetings’ minutes

**iv.** Open forum

**v.** Report from the Treasurer

**vi.** Report from all committee chairs, including ad hocs

**vii.** Introduction, interview of and voting for candidates for UROC seats to

StuGov Senate, if relevant

**viii.** Discussion of old UROC business

**ix.** Discussion of new UROC business

**x.** Discussion of StuGov Senate activity and legislative acts **xi.** Announcement of the time and place for the next meeting **xii.** Adjournment

**XIV. Amendments and Ratification**

**a.** This Constitution supersedes all previous constitutions of the United Residents of Off-Campus or the equivalent constituency council(s).

**b.** This Constitution shall take effect when it has been approved by a two-thirds (2/3rds) vote of the

Executive Committee.

**c.** Amendments to this Constitution shall take effect when it has been approved by a two-thirds

(2/3rds) vote of the Executive Committee.

**d.** Ratified and/or amended constitutions shall be submitted to the Student Activities Center within

10 days of passage for approval.

**e.** Known Ratification and Amendment History

**i.** Ratified – September 2008

**ii.** Amended – February 2009

**iii.** Amended by unanimous vote with full attendance of Executive Council – September 18,

2013

Iv. Amended by unanimous vote -- April 2016

V. Amended by unanimous vote – April 2017. (Removed eligibility restrictions for treasurer)