

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, Student Government 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 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

1. Statement of Compliance:

“United Residents of Off-Campus abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. United Residents of Off-Campus agrees to annually complete President’s and Treasurer’s Training.”

2. All officers will be elected at the start of the new senate cycle and will hold, office until the end of the cycle.

- a.** The UROC Executive Committee shall consist of the following elected officers:
 - i.** President
 - ii.** Vice President
 - iii.** Treasurer
 - iv.** Secretary
- b.** Eligibility criteria to serve on the Executive Committee are the following:
 - 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.
 - ix.** The At-Large may be any member of the student body living in the off-campus district.
- 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 scheduled 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 Student Government.
5. Appoint Student Government Senate nominees.
6. Represent UROC on campus, to student government, and the media.
7. Appoint the UROC Advisor.
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 the 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 Advisor.
5. Ensure fiscal compliance and good standing with ISU Campus 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 the 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. Risk Management Officer:

- 1.** This may be part of an existing officer position or be a separate position. The following risk management duties must be included in the constitution:
 - a.** help minimize potential risks for club activities
 - b.** recommend risk management policies or procedure
 - c.** to submit documentation to ISU's Risk Management Office and
 - d.** to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)

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 Student Government meeting of the first Student Government 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 Student Government.
- 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. Student Government UROC
Senator selection**

- i.** Should a UROC senate seat on Student Government become vacant or fail to be filled during the Student Government 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.

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 Student Government seating bill for the selected nominees and submit it to the Student Government 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 Student Government.
 - b. The Treasurer or Secretary shall co-sponsor the seating bill to Student Government should the President not be a Student Government senator.

V. Duties of Student Government Senators for UROC

- a. Duties of Student Government Senators representing UROC shall include the following:
 - i. Attend Student Government Senate meetings.
 - ii. Perform all duties required of Student Government senators by the Student Government bylaws.
 - iii. Maintain a Student Government-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 Student Government 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 Student Government 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 Student Government Senate meetings per session.
 - b. Three or more excused and/or unexcused tardies to Student Government 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 Student Government “Meet Your Senator Day,” “Meet Your Government Day,” or their equivalents, if held by Student Government.
 - 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 Student Government “Meet Your Senator Day,” “Meet Your Government Day,”
or their equivalents, if held by Student Government.
- 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 Student Government 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.

X. UROC Advisors

- a. The UROC Advisor will be selected and appointed by the President.
 - i. The Advisor 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.
 - v. If the advisor should be impeached/removed or step down the Executive committee will be responsible for contacting a member of the Iowa State University faculty to fill the role.
- b. The Advisor shall serve at his/her own pleasure.
 - i. The Advisor shall give a minimum of two weeks' notice to the President prior to resigning their position as Advisor.
 - ii. The President shall appoint a new Advisor within the two-week period, so there is no interregnum.
- c. The Advisor'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, a quorum shall be defined as a simple majority of all elected UROC senators to Student Government.
 - 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. 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)
 - vi.** Amended by unanimous vote- September 2021