

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 president training, treasurer training, and advisory training (if required).

**Iowa State Statement of Compliance:** UROC abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. UROC agrees to annually complete President's and Treasurer's Training.

**Iowa State Discrimination Statement:** Iowa State University and the United Residents of Off Campus Constituency Council 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, or status as a U.S Veteran

**General Principles – As the Students of UROC's constituency council we aim to; establish connections between ISU, Student Government, and off-campus residents, to ensure off-campus student voices are heard in all student affairs, to provide an outlet for the resolution of common off-campus concerns and affairs, to promote the general welfare of off-campus students. We do ordain and establish this Constitution for the United Residents of Off-Campus Constituency Council**

## I. Off-Campus Voting District and Constituency

1. The Off-Campus voting District is defined as all non-Iowa State University property or University-controlled housing; this includes, but is not limited to all

City of Ames territory, including Campustown and all areas within the Ames City limits.

2. The off-campus voting constituency includes all Iowa State University students living outside of university property or university-managed housing. This encompasses, but is not limited to, all residences within the City of Ames—excluding university fraternities and sororities.

## II. Membership in UROC

1. General membership shall include all registered Iowa State University undergraduate, graduate, and professional students residing in the Off-Campus District that has been defined in Section I.

## III. UROC Executive Committee

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

- 1.1. President

- 1.1.1. The duties of this office are listed below:

- 1.1.1.1. Preside over and chair all meetings according to Roberts Rules
- 1.1.1.2. Organize all meeting agendas
- 1.1.1.3. Organize interviews and elections of new Senators and Executive officers
- 1.1.1.4. Appoint Student Government Senate Nominees
- 1.1.1.5. Represent the organization of UROC as well as its constituency on Campus, to Student Government, and to the media
- 1.1.1.6. Be the primary point of contact for our advisor, and appoint a new one if necessary.
- 1.1.1.7. Provide any permission(s) and resources necessary for other officers to comply with their duties.
- 1.1.1.8. Create new executive positions as they see fit.

- 1.2. Vice President

- 1.2.1. Preside over meetings in the absence of the President or when designated by the President.

- 1.2.1.1. Including any senate meetings that the President may not be able to attend

- 1.2.2. Assist the President in the coordination of meetings

- 1.2.3. Monitor compliance of all officers with their duties, and report to the President all violations and transgression

- 1.2.4. Act as the Risk Management Officer, whose duties will include:

- 1.2.4.1. Helping to minimize potential risks for club activities,
- 1.2.4.2. Recommend risk management policies or procedures,
- 1.2.4.3. To submit documentation to ISU's Risk Management Office and

- 1.2.4.4. Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).
- 1.3. Treasurer
  - 1.3.1. Organize the UROC budget
  - 1.3.2. Keep all original records of transactions, including but not limited to receipts, invoices, and contracts, for a minimum of five years.
  - 1.3.3. Co-sign any financial documents, checks, etc., along with the Adviser
  - 1.3.4. Ensure fiscal compliance and good standing with ISU Student Organization Accounting.
  - 1.3.5. Keep all information from the budget and their duties neatly and logically organized in a binder to be passed to the succeeding Treasurer, as well as to members of the constituency who may have a logical reason to request to see it
- 1.4. Secretary
  - 1.4.1. Maintain minutes of all meetings
  - 1.4.2. Upload meeting minutes as soon as possible to a Google Docs folder or future
  - 1.4.3. Maintaining a roster of current Senators and members of UROC
- 1.5. Information and Technology Administrator
  - 1.5.1. Maintain the UROC webpage and social media page
2. All officers will be elected at the start of the new senate cycle and will hold office until the end of the cycle.
3. Eligibility criteria to serve on the Executive Committee are the following:
  - 3.1. Be in good standing with Iowa State University
  - 3.2. Have 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
  - 3.3. Have a minimum cumulative grade point average 2.00 and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office.
    - 3.3.1. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration
  - 3.4. Any candidate is to be considered ineligible to hold an office should the student fail to maintain the requirements as prescribed in 3.1, 3.2, and 3.3
  - 3.5. The President shall be a SG Senator for UROC
  - 3.6. All other executive positions may be any member of the student body living in the off-campus district.
4. Impeachment of Executive Officers
  - 4.1. 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.

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

## IV. Internal UROC Elections

1. Filling Executive Committee positions
  - 1.1. 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.
    - 1.1.1. Procedure of elections:
      - 1.1.1.1. Candidates shall have the opportunity to speak on their own behalf prior to the vote, uninterrupted, for a maximum of 10 minutes.
      - 1.1.1.2. Candidates may be questioned by the voting body.
      - 1.1.1.3. Candidates may not occupy more than one executive position.
      - 1.1.1.4. All Executive Committee officers shall be elected by a simple majority vote of all seated UROC senators for Student Government
  - 1.2. Senators can be seated in Executive positions without the loss of their Senate position
  - 1.3. Should an Executive Committee position become vacant or fail to be filled during the primary election, the position should be announced out to the constituency, and can be left vacant until a member of the constituency seeks to fill it
    - 1.3.1. If no candidates come forward for the position, the officers may appoint a general member to the position with the member's approval
2. UROC Senator Selection for Student Government
  - 2.1. Should a UROC senate seat on Student Government become vacant or fail to be filled during the general election, a special election for the open position(s) shall be held within UROC when a member of the constituency seeks to fill it
    - 2.1.1. The President shall select candidates through a process of their choosing, with the advice of the Executive Committee and all seated Senators
    - 2.1.2. The President shall invite the candidate(s) to the soonest possible UROC meeting and conduct an introduction and panel interview of the candidate(s).
      - 2.1.2.1. Candidates shall have the opportunity to speak on their own behalf prior to the vote, uninterrupted, for a maximum of 10 minutes.
      - 2.1.2.2. The Executive Committee, or the members of the constituency that have been invited by the president, may ask the candidate questions.
    - 2.1.3. If more candidates exist than available seats, the President, Executive Committee, and all seated Senators shall nominate finalists by a simple majority vote.
    - 2.1.4. Nominees shall then be elected to the open Senate seat(s) by a simple majority vote and referred to the Speaker of the Senate The Speaker or Vice Speaker shall then author a bill to seat the candidate that will be cosigned by the President and Vice President.
  - 2.2. If more members of the constituency seek positions than are available existing seats, or all seats are full at the time of an inquiry of placement:

- 2.2.1. It shall be the duty of the President or Vice President to inform the candidate about the election process, as well as the committees that are available within Student Government.

## V. Duties of UROC Senators

1. Duties of Student Government Senators representing UROC shall include the following:
  - 1.1. Attend weekly Student Government Senate meetings.
  - 1.2. Perform all duties required of Student Government senators by the Student Government bylaws
  - 1.3. Represent UROC to Student Government Senate
2. Attend UROC meetings organized by the UROC President

## VI. Executive Committee Officer and UROC Senator removal

1. Student Government Senators for UROC may be recommended for removal from their offices by the UROC Executive Committee through a two-thirds (2/3rds) majority vote of the Executive Committee for the following:
  - 1.1. Misfeasance – Wrongly performing a legal act
  - 1.2. Malfeasance – Knowingly performing an illegal act
  - 1.3. Nonfeasance – Failure to do one's duty
2. Officers of the Executive Committee may be subject to removal for, though not limited to, the following reasons:
  - 2.1. Three or more unexcused absences from UROC meetings per session.
  - 2.2. Dereliction of Duty
    - 2.2.1. 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.
  - 2.3. Excessive excused absences to UROC meetings, at the discretion of the Executive Committee.
3. UROC Senators may be subject to removal for, though not limited to, the following reasons:
  - 3.1. Three or more excused and/or unexcused absences from Student Government Senate meetings per session.
  - 3.2. Three or more excused and/or unexcused tardies to Student Government Senate meetings per session
    - 3.2.1. 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.
  - 3.3. Excessive excused absences to UROC meetings, at the discretion of the Executive Committee
4. Other reasons for removal may include, but are not limited to, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
5. The removal process may be initiated by any member of the organization.

- 5.1. A formal call for removal must first be brought to the officers of the organization. A member may call for removal of another member by emailing the President of the organization and requesting to discuss their concerns at the nearest officer meeting
- 5.2. Officers must have a majority vote of approval to move the removal process to a general membership vote. Officers will vote by show of hands
6. Membership may be revoked by a majority vote of club membership present at the voting meeting
  - 6.1. Voting will be conducted by secret ballot at a general meeting.
  - 6.2. The voting method will be an anonymous virtual form or secret paper ballot, depending on attendance and format of the meeting
  - 6.3. The member in question must be provided a summary of the reasons for removal at least one week in advance of the general membership vote.
  - 6.4. The vote will be announced at least one week prior to the meeting with a summary of the reasons for removal.
  - 6.5. The member will be allowed to speak to the membership for a maximum of 5 minutes before voting occurs. The member in question will be asked to leave the meeting while deliberation and voting commences. The member in question will be informed of the results and be allowed access to the ballots if requested.
    - 6.5.1. The member in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement.
      - 6.5.1.1. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.
    - 6.5.2. Member in question may request reinstatement 365 days after removal.
      - 6.5.2.1. Member must submit a written request for reinstatement to officers.
      - 6.5.2.2. Officers must reach a unanimous vote through a show of hands to reinstatember.
  - 6.6.

## VII. Committees

1. Created/Ad Hoc Committees
  - 1.1. Committees shall be created in one of two ways:
    - 1.1.1. Upon request by any member of UROC.
      - 1.1.1.1. The President reserves the right to reject individual requests to form a committee.
      - 1.1.1.2. A simple majority vote will be carried out if there is majority support for the committee
    - 1.1.2. Upon proper motion and vote by the Executive Committee.
  - 1.2. The President shall create the committee by filling out and submitting to the Secretary a form containing the following information:
    - 1.2.1. Date
    - 1.2.2. Committee name
    - 1.2.3. Committee purpose

- 1.2.4. Names of committee chair(s)
- 1.2.5. Signature(s) of committee chair(s)
- 1.2.6. Signature of the President
- 1.3. All committees shall be dissolved by the President in their final week in office
  - 1.3.1. All committees can be continued past the end of a President's term if they have the support of the Executive Team and the Senators
    - 1.3.1.1. A simple majority vote, with voting members consisting of all seated Senators, will be taken in order to discern if the committee will continue into the term of the next president
    - 1.3.1.2. A President has the right to organize another vote on whether to disband a committee that has succeeded a president.
      - 1.3.1.2.1. A majority of the voting members must vote to disband a committee if the committee has been previously voted to continue into another president's term if a vote is to arise
- 2. Public Relations Committee (Optional)
  - 2.1. The Public Relations Committee shall be comprised of the following:
    - 2.1.1. The Secretary, who shall be Chair.
    - 2.1.2. The At-Large, who shall be Vice-Chair.
    - 2.1.3. Two other volunteer members.
  - 2.2. Fall semester duties include:
    - 2.2.1. Organize at least one advertisement effort for UROC.
    - 2.2.2. Organize at least one public event on behalf of UROC.
    - 2.2.3. This event may be held jointly with other student groups, such as OCSS
    - 2.2.4. Take part in the Student Government "Meet Your Senator Day," "Meet Your Government Day," or their equivalents, if held by Student Government.
  - 2.3. Spring semester duties include:
    - 2.3.1. Organize at least one advertisement effort for UROC.
    - 2.3.2. Organize at least one public event on behalf of UROC.
    - 2.3.3. This event may be held jointly with other student groups
  - 2.4. The Public Relations Committee shall be in charge of fundraising efforts for all activities, with the assistance of the Treasurer.
  - 2.5. The Chair shall post all committee announcements and activities on the UROC public Facebook, Instagram, and Twitter page(s), or future equivalents.

## VIII. UROC Media

- 1. The UROC webpage shall contain the following at a minimum:
  - 1.1. The current membership of the Executive Committee and UROC Student Government Senators, and their email.
  - 1.2. Meeting minutes within fourteen calendar days of the meeting during which the minutes were created.
  - 1.3. All public announcements from the Executive Committee and its committees, as soon as possible after they are made.

- 1.3.1. Announcements regarding public events hosted all or in part by UROC shall be posted a minimum of one week prior to the event.
2. The UROC Facebook/Instagram page, or its future equivalent, shall contain the following at a minimum:
  - 2.1. The URL to the UROC webpage.
  - 2.2. The current membership of the Executive Committee and UROC Student Government Senators, and their email.
  - 2.3. All public announcements from the Executive Committee and its committees, as soon as possible after they are made.
    - 2.3.1. Announcements regarding public events hosted all or in part by UROC shall be posted a minimum of one week prior to the event.
    - 2.3.2. Announcements should be made several times leading up to and during the event in question due to the fleeting nature of Facebook newsfeed

## IX. Parliamentary Procedure

3. Parliamentary authority for UROC shall be the latest edition of Robert's Rules of Order, Newly Revised on hand.
  - 3.1. Being that running a meeting is a duty of the President, it is on the person operating the meeting to ensure this order.
4. Quorum
  - 4.1. Quorum shall be defined as a simple majority of all seated members of the Executive Committee and Senators
    - 4.1.1. 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 Student Government.
  - 4.2. Quorum shall be required for all voting activity required by this constitution.
5. Voting
  - 5.1. Voting membership shall include only those members elected to the UROC Executive Committee and Student Government Senators
  - 5.2. All votes on motions not specified in this constitution shall be decided by a simple majority vote.
6. Removal
  - 6.1. All impeachment or removal

## IX. Advisors

1. UROC Advisers
2. The UROC Adviser will be selected and appointed by the President.
  - 2.1. The Adviser shall be a member of the ISU faculty or staff.
  - 2.2. The President shall make this appointment or maintain the previous appointment in their first week of taking office.



- 2.3. The President shall inform the Executive Committee of their decision, and submit the decision in writing to the Secretary.
- 2.4. The President shall inform the Advisor of his appointment or retention in writing.
3. The Adviser shall serve at their own convenience:
  - 3.1. The Adviser shall give a minimum of two weeks' notice to the President prior to resigning their position as Adviser.
  - 3.2. The President shall appoint a new Advisor within this two-week period, so there is no interregnum.
4. The Adviser's duties shall include:
  - 4.1. Maintaining communication and meeting with the officers of UROC regularly.
  - 4.2. Maintain oversight of financial activities of UROC.
  - 4.3. Ensure that the organization is operating in compliance with the standards set by Iowa State University and Student Engagement.
  - 4.4. The advisor will be subject to removal by the executive committee by an affirmative two-thirds vote if they:
    - 4.4.1. Refuse to communicate with officers of UROC
    - 4.4.2. Refuse to maintain financial oversight of UROC

## X. Funding and Finances

1. 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.
  - 1.1. All funds must be deposited within 48 hours after collection. The Advisor to this organization must approve and sign each expenditure before payment.
2. All funds must be deposited within three(3) business days of collection.
3. All expenditures must be approved by a two-thirds (2/3rds) majority of the UROC Council
4. No dues will be collected by UROC
  - 4.1. All Funds, as per the operations manual, will be collected through fundraising events or funding requests.

## XI. Amendments and Ratification

1. This Constitution supersedes all previous constitutions of the United Residents of Off-Campus or the equivalent constituency council(s).
2. This Constitution shall take effect when it has been approved by a two-thirds (2/3rds) vote of the Executive Committee and Seated Senators
  - 2.1. 04/13/2025
  - 2.2. [To be amended once approved by Stu Org Office]
3. Amendments to this Constitution shall take effect when it has been approved by a two-thirds (2/3rds) vote of the Executive Committee.
4. Ratified and/or amended constitutions shall be submitted to Student Engagement within 10 days of passage for approval.

5. If such a time is reached where there is higher engagement within UROC, a new constitution should be written to accommodate a rise in membership and properly create a constituency council.