

Martin Hall Constitution

Preamble

We, the members of Martin Hall, 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 Martin Hall Council of Iowa State University, hereafter referred to as the Hall Council.

Article II: Purpose

Section A:

It is the purpose of the Hall Council and constitution to create an atmosphere of fellowship among the members as well as to help improve the scholarly, social, cultural awareness, and personal development of each resident member and the Hall as a unit. The Hall Council will provide the members with a positive living environment and studying environment that promotes and recognizes the needs of all its members. The Hall Council shall be affiliated with IRHA, the Department of Residence, and Iowa State University.

Section B:

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

Section C:

Iowa State University and Martin Hall 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.

Article III: Membership

Martin Hall Council abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Martin Hall Council agrees to annually complete President's and Treasurer's Training.

Section A: Member Qualifications

The general constituency of Martin Hall shall be composed of all the residents living within the physical limits as defined by the Department of Residence, and who are registered students at Iowa State University. Both the Hall Council and Iowa State University do 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.

Section B: Hall Council

The Martin Hall Council shall be composed of each House's elected president and the Executive Council Officers.

Section C: Executive Council

The Executive Council shall consist of five elected officers, including President, Vice President, Secretary, Treasurer, Social Chair, and any other declared positions. Executive Council officers shall be elected annually from the general constituency of Martin Hall in accordance with the by-laws. Our Executive Council agrees to annually complete President's Training and Treasurer's Training(as required).

Article IV: Advisors

The advisor of the Hall Council is the Hall Director (HD) of Martin Hall, and is appointed by the ISU Department of Residence. Although the HD serves as the official advisor to the Hall Council, the RA liaison carries out many advisory roles including advising the Hall Council, meeting weekly with the Hall Council, assisting with elections, etc. The HD is responsible for authorizing all purchases of the Hall Council through both the Voucher system and the Purchasing Card system. The terms of the advisors are on a year-to-year basis. As a department-sponsored organization, the Department of Residence appoints Advisor(s) to the organization. Should there be a need to review conduct of an advisor, the department of residence senior staff should be consulted.

Article V: Legislative Body

Section A: Members

The Legislative Body will be composed of all Hall Council members. All members attending an official Hall Council meeting have the right to vote, with the exception of the Hall Council President.

Section B: Procedures

The Executive Council will provide opportunities during regularly scheduled Hall Council meetings for new legislation to be brought forward by any member of the Hall Council. Legislation must be submitted to a member of the Executive Council 24 hours prior to a Hall Council Meeting. Proposed legislation must include a clear outline of what the bill intends to do and, if requesting funding, a detailed budget describing the cost of each item and sources, such as links to websites, for obtaining the items. The first meeting with the proposed legislation will consist of discussion among Hall Council members. The second meeting will be a final opportunity for discussion and any amendments with voting occurring after. (Voting Guidelines - Section D)

Section C: Hall Council Meetings

Regularly scheduled meetings will be held weekly at a time and place determined by a majority vote of the Parliamentary Body. Special meetings may be called by the Executive Council. Notice of all special meetings will be posted at least twenty-four (24) hours in advance of the meeting. During Hall Council meetings, if a member(s) is/are disrupting others, he/she/they may be asked to leave by the president, vice president, or advisor. Disruptive behavior includes but is not limited to interrupting others, having side conversations, or being disrespectful to another member attending the meeting.

All Hall Council members are expected to attend weekly Hall Council meetings. Members must give 24 hours notice to the Hall President of all absences, except in extenuating circumstances such as illness, in order to be excused from Hall Council meetings. Proxies may be sent by the House Representatives in place of them which will not count towards any absence discussed. Excusing absences is at the discretion of the Hall President. If an Executive Cabinet member accumulates three unexcused absences, the Hall Council will host a secret ballot to remove the officer by a majority vote. After a House Representative misses one meeting they will receive a warning, missing two meetings result in a discussion with the Executive Council, missing three meetings causes the House Council to be fined \$100 and \$50 for every additional meeting missed (up to five total absences) and goes to the Hall Council. If a House President misses five meetings, the Executive Council will call their presidency into question.

Section D: Voting

The attendance necessary to conduct business at a Hall Council meeting shall be 50% of the current Legislative Body. All Hall Council policies and election procedures must have a simple majority vote to be considered valid. During the Hall Council meetings, voting will be based on a majority poll. When the issue is brought to question, the voting members will raise their hands for, against, or abstaining from the vote. Non-student members, the CA Liaison, and the HD Advisor cannot vote. In the event of a tie vote, the president shall act as the tie-breaking vote.

Article VI: Executive Council

Section A: Positions

The Executive Council will be comprised of a President and Treasurer, at minimum. The Executive Council is fully comprised of the following offices: President, Vice President, Treasurer, Secretary, Social Chair, and any other declared positions. Other positions determined necessary may be created by a majority vote of the Legislative Body. All Executive Council positions are elected positions and are subject to removal procedures as detailed below.

Section B: Duties

- The Executive Council will consist of all elected Officers and the Resident Assistant.

- The Executive Council will serve as the official representatives of the Hall Council in any situation which pertains to the Hall Council.
- The Executive Council will collectively discuss and execute any Hall Council business.
- The Executive Council shall meet within 24 hours as needed prior to regular Hall Council meetings.
- If offered by the Parking Division (decided annually), the ability to purchase a parking permit for lot 59A will be made first to all UDA hall government officers elected in the spring semester. Permits for this lot will then be available to all other students and may not be available to officers elected in the fall semester.

Section C: Eligibility

The Hall Council members and officers 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.
- 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

Residents who held an Executive Council position the previous term may function in their role until elections conclude for that term. Residents who held an Executive Council position the previous term may run with an incumbent title if running for the same position that term. Any open Cabinet Positions are elected in the first two weeks of the Fall semester. The terms of office begin the first day of the fall semester (or election date) to the last day of the spring semester.

Section E: Offices and Responsibilities

President

- Presides over Executive Council and Hall Council meetings.
- Maintains Martin Hall constitution and by-laws.
- Shall call Hall Council meetings and post notification of said meetings twenty-four hours in advance of meetings.

- Shall be responsible for knowing all university and Department of Residence policies and procedures for Hall Council functions.
- Is responsible for knowing and presiding over Hall Council elections processes including ballot counting.
- Meets with student government advisors as needed.
- Represents Martin Hall on all affecting matters external to the association.
- Represents Martin Hall by attending IRHA meetings.
- Oversees the selection committee for any Executive Council position openings that may occur during the administration.
- Makes certain that all Executive Council members are fulfilling their duties.
- Prepares and presents a report to the Martin Hall Council at weekly meetings.

Vice President

- Presides over Executive Council and Hall Council Meetings in the absence of the President.
- If the President vacates his/her position, the Vice President assumes their responsibilities for the remainder of the term.
- Serves as the Risk Management Officer and oversees all risk management responsibilities.
- Helps minimize potential risks for club activities.
- Recommends risk management policies to Martin Hall Council.
- Submits documentation to ISU's Risk Management Office.
- To ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).
- Ensures that Martin Hall Council's Risk Management policy is implemented at all Martin Hall events.
- Creates committees as needed and assigns Hall Council members to committees with appropriate considerations.
- Declares legislation as Emergency only in urgent cases where a second reading would affect the intent of the motion.
- Prepares and presents a report to the Martin Hall Council at weekly meetings.

Treasurer

- Prepares and submits a proposed budget to the Hall Council by the third week of each semester for approval.
- Maintains financial records for the Hall Council.
- Applies for and holds one of the two purchasing cards available to the Executive Council.
- Collects any additional payments as necessary.
- Pays all Hall Council bills (upon approval of Hall Council and Advisor).
- Collects project statements from the Campus Organizations Accounting Office.

- Completes mandatory treasurer training sessions each year (provided by the Campus Organizations Accounting Office).
- Maintains records of Hall Council Purchasing Cards and Vouchers.
- Prepares and presents a report to the Hall Council at weekly meetings.

Social Chair

- Oversees all plans for Hall events including planning and running the event.
- In charge of presenting an itemized list of all items/materials needed for the events to the treasurer, as well as volunteers/workers.
- Writes all hall-wide emails regarding events being held by the council.
- Sets up and maintains the whiteboard for publicizing the Martin Hall Council members and a list of events happening around campus.
- Leads all event brainstorming sessions for upcoming hall events.
- Attends all Hall Council events.
- Prepares and presents a report to the Hall Council at weekly meetings.

Secretary

- Creates and shares a Shared Google Drive and a medium to communicate with with all Hall Council members and advisors.
- Keeps minutes of Executive Council and Hall Council meetings.
- Is responsible for all correspondence between the Hall Council and outside entities.
- Keeps track of attendance at Hall Council meetings.
- Is responsible for tallying and presenting results of Hall Council voting.
- Submits, maintains, and updates the Hall Council Student Organization database information through the Student Activities Center website.
- Shall keep records of Executive Council and Hall Council members and committee chairpersons.
- Shall keep records of updates to the Martin Hall Constitution.
- Prepares Executive Council and Hall Council meeting agendas
- Sends out a weekly email at least 24 hours prior to each Executive Council and Hall Council meeting

Sustainability Chairperson

- Promotes and educates the community about recycling, i.e. what is recycled, how to recycle, etc., and the broader topic of sustainability.
- Gives reports to the Hall Council/community on a regular basis (at Hall Council meetings).
- Oversees the House Recycling Chairpersons to see that the following procedures are followed:
- Ensures appropriate signage is posted at the collection location and other areas as needed.

- Monitors the collection location on a daily basis, keeping it in good shape with clean containers, removing contamination and emptying containers before overflow occurs.
- Abides by the Cleanliness and Safety Expectations.
- Abides by the collection procedures established, getting materials to the pickup location as scheduled.
- Removes redeemable cans and bottles on a regular basis, taking these to HyVee or the Ames area Redemption so the monies can be kept by the House.
- Ensures the collection locations are cleared, clean, and in good shape for summer storage at the end of the spring semester finals week
- Keeps records of how much material is recycled each week.
- Creates a team of volunteers from the House that can assist with recycling needs.
- Attends the Department of Residence recycling meetings or training programs as requested.
- Assists with any special recycling efforts during Fall Move In and Spring Move Out.
- Works closely with Community Advisors, Hall Directors, and Custodial staff as needed to ensure a clean, safe, and successful recycling program.

Section F: Creating Cabinet Positions

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

Section G: Resignation of Cabinet Members

The officer shall give the Hall Council 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 Hall Council Member may be impeached.
- Impeachable offenses include, but are not limited to:
 - Not attending weekly hall and executive council meetings
 - Not fulfilling the duties outlined in the constitution
 - Not abiding by Iowa State University policies and guidelines
- Impeachment proceedings will be initiated by a majority vote of the Hall Council.
- A Hall Council meeting shall be called one week after the initiation of impeachment proceedings. At this time the officer or member in question may present his/her defense to the Hall Council members. A secret ballot shall then be made. A vote of 75% of the Legislative Body is required for removal from the office.
- The Vice President shall conduct impeachment proceedings unless the Vice President is being impeached, then the President will conduct 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: Names

The Hall Council has created the following committees that may be activated or deactivated by a simple majority vote. They are: The Elections Committee. A new committee may be instituted by a simple majority vote at a Hall Council Meeting.

Section B: Membership

All Hall Council Members are eligible for Committee Membership. 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 Vice President will conduct a secret ballot vote of the Hall Council members during the next Hall Council meeting.

Section C: Elections Committee

Regulates and administers all Martin Hall elections and serves as the advisory body for house elections upon request of a house in the hall.

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 members of the Hall are eligible for all positions given he/she has a GPA of 2.0 or higher.
- Nominations must be submitted at the Hall Council meeting one week prior to the election date.
- Nominations may be made by the individual candidate or can be initiated by other Hall members.
- Nominees may accept or decline nomination.

Section B: Procedures

- Campaigning is allowed, but must abide by ISU and Department of Residence policies, rules, and regulations.
- Nominees will be given an opportunity to present a brief speech at a hall forum before voting commences.

Section C: Selection of Officers

- The President and RA Liaison will monitor election procedures.
- Special Elections, to fill new or vacant positions, may be held when necessary.

- Vote will be conducted by write-in ballot. Ballots will include space for write-in candidates. Absentee ballots will be available three days prior to the election for Martin Hall members unable to attend the voting.
- The candidate receiving the greatest number of votes shall be elected. In the event of a tie, the President shall cast a vote to resolve the tie.
- For offices with more than one seat, Hall members will vote for one individual and the positions will be filled according to the highest number of votes.
- Should an office other than President be vacated, a special election shall be held consistent with the aforementioned procedures.
- A member may only hold one Executive Council position. If a person is elected to more than one Executive Council position they may choose which position they are going to fill.
- If a person is running for a position unopposed, a vote of confidence can be called to elect him or her to the position without the use of a secret ballot.

Article IX: Finances

Section A: House Dues

- The Hall Council collects dues through the mandatory student government dues each year.
- Of this, \$10 per member is transferred into each House account. These dues contribute to programming and upkeep of House-owned equipment. All student government dues will be billed through the Accounts Receivable Office. These are mandatory dues. The House may collect social dues for House social functions. Social dues are not mandatory. The House will vote on the social due amount during the second or third House meeting, needing a simple majority to set the maximum collected amount. All social dues will be collected by the Secretary. No refunds of House dues will be paid.
- Remaining funds after House funds are dispersed will be available through request by the Hall Council for social programming for the hall, by the Resident Assistant staff for academic incentive initiatives, community building programs, etc., and/or by other Hall groups for efforts benefitting the entire Hall population.
- 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 Advisor to this organization must approve and sign each expenditure before payment.

Section B: Budget

- The Treasurer will propose the Hall budget for the academic year.
- This budget must be presented to the Hall Council.
- The budget must be approved by the Hall Council.

- Once approved, the budget must be posted. The budget shall be posted three days prior to discussion with the Hall Council.
- The budget will be voted on within one week after the discussion with a secret ballot.
- The budget must receive 67% on the vote in approval in order to pass. The Hall Council must have 67% participation.

Section C: Expenditures

The Hall Council, when following the Hall Council approved budget, does not need any further approval of Hall Council members to spend Hall Council money. The Executive Council may make purchases under \$25 with a unanimous Executive Council vote. To reallocate Hall Council funds, a meeting must be held where the new budget must receive 67% of the vote in approval in order to pass. The Hall Council must have 67% participation.

Article X: By-Laws

By-Laws of the Martin Hall Constitution shall be established and altered by a resolution of the Hall Council with a simple majority affirmative vote.

Article XI: Amendments to the Constitution and Ratification

This constitution may be amended and subsequently ratified at any time, with the unanimous approval of the President, Vice President, and Treasurer and with a simple majority of the House Representatives, not counting abstainers. Hall Council Members will be given one week to consider amendments. Ratified amendments to this Constitution must be submitted to the Student Activities Center within (10) days.

Enacted November 18, 2009

Amended November 7, 2011

Amended May 1, 2012

Amended April 25, 2013

Amended April 7, 2022