

Buchanan Hall Association Constitution

Preamble

We, the members of Buchanan Hall do establish and adopt this constitution in order to form an efficient hall association, 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 the Buchanan Hall Association, hereafter referred to as BHA. BHA shall be affiliated with IRHA, the Department of Residence, and Iowa State University. At no time shall this constitution or BHA make procedures that are contrary to an affiliated organization's constitution/by-laws or are unsupportive of the Department of Residence Policy Handbook or Terms and Conditions. BHA abides by and supports Iowa State University policies, State and Federal Laws and follows local ordinances and regulations

Article II: Purpose and Mission

Section A: Purpose

i. The Buchanan Hall Association is the Student Government for Buchanan Hall. We address the concerns of the residents and function as a liaison between the Department of Residence and the students.

Section B: Mission

- i. It is the purpose of BHA and the constitution to create an atmosphere of fellowship among the members as well as to help improve the scholarly, social, culture awareness, and personal development of each BHA member and BHA as a unit.
- ii. BHA abides by and supports established Iowa State University policies as well as State and Federal Laws.

Article III: Membership

BHA shall be composed of all the residents living within Buchanan Hall as defined by the Department of Residence. Anyone who is a member of BHA for any semester or part thereof shall be bound by all sections of this constitution. Both BHA and Iowa State University does 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 IV: Advisor

The advisor of BHA shall be the Buchanan Hall Director (HD). The HD is responsible for authorizing all purchases of BHA through both the Voucher system and the Purchasing Card system. Additional responsibilities of the Advisor are:

- Attend executive council meetings and BHA meetings.
- Share information about the university and Department of Residence.
- Serve as a liaison to the Department of Residence.
- Serve as a leadership mentor and guide leaders to make responsible, ethical and purposeful decisions.

In addition, if deemed necessary, BHA shall have a RA advisor to act as a liaison between the

members of BHA and the staff of RAs that serve the residents of the building. Additional responsibilities of the RA advisor are:

- Attend executive council meetings and BHA meetings
- Serve as a leadership mentor and guide leaders to make responsible, ethical, and purposeful decisions

Article V: Legislative Body

Section A: Members

The Legislative Body will be composed of all floor presidents along with the BHA cabinet. Community Advisors and Hall Directors will serve as non-voting members. The BHA President will vote only in the event of a tied vote. All other members attending an official BHA meeting have the right to offer legislation and opinions on matters under consideration before BHA.

Section B: Representation

Membership is represented by each House President or their designated appointee.

- i. All floor presidents are allowed to miss a total of three (unexcused or without proxy) meetings per semester without notifying the Hall President and Hall Director.
- ii. If presidents miss a total of three (unexcused or without proxy) meetings, their position will be revoked and the RA of their floor will be responsible for appointing a new floor president.
- iii. The RA will be notified of floor presidents' absence from general meetings by RA liaison. Attendance of floor presidents will be recorded by the cabinet secretary.

Section C: Procedures

BHA will provide opportunities during regularly scheduled BHA meetings for new legislation to be brought forward by any member of BHA. Legislation must be submitted to a member of the BHA Cabinet 24 hours prior to a BHA meeting in the form of digital or printed writing.

Section D: BHA Meetings

Regularly scheduled meetings will be held at a time and place determined by a majority vote of the Parliamentary Body. Special meetings may be called by the Cabinet. Votes within the legislative body may be counted through electronic processes if determined necessary by the BHA cabinet.

Section E: Voting

The quorum necessary to conduct business at a BHA meeting shall be 50% of house representation. All BHA policies and election procedures must have 50% house representation to be considered valid. During the BHA meetings, voting will be based on a majority poll. When the issue is brought to question, the voting members (As stated in Article III: Membership) will raise their hands for, against, or abstaining from the vote. Non-student members, RAs, and the HD Advisor cannot vote.

Article VI: BHA Cabinet

Section A: Positions

The BHA Cabinet will be comprised with a President and Treasurer, at minimum. The BHA Cabinet is fully comprised of the following offices: President, Vice President, Treasurer, Secretary, and IRHA Chairs. Other positions determined necessary may be created by a majority vote of the Legislative Body. All Cabinet positions are elected positions and are subject to removal procedures as detailed

below. All members of BHA Cabinet, excluding the President, shall be voting members of BHA. All members of the BHA Cabinet, including the President, shall be voting members of the BHA Cabinet Meetings. The HD and RA advisors are non-voting members of the Cabinet and possess no voting rights.

Section B: Duties

- The Cabinet will consist of all elected Officers.
- The Cabinet will serve as the official representatives of BHA in any situation which pertains to BHA.
- The Cabinet will design and supervise any programs desired by BHA. Programs should effectively serve the needs and desires of BHA.
- All Cabinet members are expected to regularly attend BHA meetings.
- BHA agrees to annually complete President's Training, Treasurer's Training and Advisor Training (if required).

Section C: Eligibility

The Cabinet Members of BHA 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

The President, Vice President, and Treasurer are elected at the end of the spring semester. Their terms of office begin the last day of the spring semester. All positions not filled in the spring will be filled in at the beginning of the fall semester and will begin their term at that time. Requirements for all cabinet positions require membership in BHA at the beginning of fall semester. **Section E:**

Offices and Responsibilities

President

- Presides over BHA Meetings.
- Votes only to serve as tie-breaking vote in BHA proceedings.
- Shall call BHA meetings and post notification of BHA meetings twenty-four hours in advance of meetings.
- Is responsible for knowing and presiding over BHA elections processes including ballot counting.
- Will attend IRHA meetings as a proxy if one of the IRHA chairs is unable to fulfill their obligation that week. If they cannot attend an IRHA meeting as a proxy member it will fall to them to designate a substitute.

Vice President

- Presides over the Cabinet Meetings and BHA Meetings in the absence of the President. • If President vacates his/her position, Vice President assumes their responsibilities for the

remainder of the term.

- Oversees and chairs programming committee.

Treasurer

- Handles the financial records of the building
- Pays all BHA bills (upon approval of BHA President and HD)
- Collects project statements from the Campus Organizations Accounting Office • Attends mandatory Treasurer training session each year (provided by the Campus Organizations Accounting Office).
- Maintains records of BHA Purchasing Cards.

Secretary

- Keeps minutes of Cabinet and BHA meetings.
- Posts and distributes meeting minutes to BHA members.
- Is responsible for all correspondence between BHA and outside entities. • Maintains a BHA e-mail list and web page.
- Submits, maintains, and updates the BHA Student Organization database information through the Student Activities Center website.
- Shall keep records of updates to the BHA Constitution.
- Shall keep records of attendance at both cabinet and general meetings.

Inter-Residence Hall Association (IRHA) Chairs

- Attends all IRHA meetings.
- If unable to attend, it is their duty to find a BHA member to represent Buchanan Hall at IRHA.
- Reports information to all BHA meetings.
- Serves as the Risk Management Officer for BHA.
- Recommends Risk Management Policies and Procedures to BHA.
- Submits documentation to ISU's Risk Management Office.
- Ensures that BHA's Risk Management procedures are implemented at all Events.
- Acts as Risk Management Officer
- ***(a) help minimize potential risks for club activities.***

Section F: Creating Cabinet Positions

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

Section G: Resignation of Cabinet Members

The officer shall give BHA 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 BHA Cabinet Member may be impeached. Criteria for impeachment will include but will not be limited to unprofessional behavior, lack of attendance at BHA meetings, and dereliction of duty.
- Impeachment proceedings may be initiated by a majority vote of BHA.
- A BHA meeting shall be called one week after the initiation of impeachment proceedings. At this time the Cabinet Member in question may present his/her defense to the BHA members. A secret ballot shall then be made. A vote of 75% of all the BHA voting members present at the impeachment meeting is required for removal from the office.

- The HD and Vice President shall conduct impeachment proceedings unless the Vice President is being impeached, than the 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.

Impeachment/Removal of Advisers –

- **This organization will work with the Department of Residence to appoint a new advisor. The sitting Hall director will automatically fill the advisor role. The cabinet and general members do not have authority to remove this advisor/hall director role. The RA chair role is appointed by the DOR appointed advisor (sitting hall director). this organization will work with the Hall director to remove or replace the RA chair.**

Article VII: Committees

Section A: Programming Committee

The programming committee would be chaired by the Buchanan Hall Vice President and comprised of at least one representative of each house. Members of the committee would be required to meet at least once a month. The purpose of the programming committee is to create an atmosphere of fellowship among the members as well as to help improve the scholarly, social, culture awareness, and personal development of BHA residents by providing building-wide events for all residents of Buchanan.

Section B: Creating Committees

Other committees may be created at any time during the academic year if deemed necessary by BHA and will be chaired by one of the BHA cabinet members.

Article VIII: Elections

Section A: Candidates

- All voting members of the BHA legislative body are eligible for all positions given he/she has a GPA of 2.0 or higher.
- All open positions will be filled by the second BHA meeting in the fall semester. • Nominations may be made by the individual candidate or can be initiated by other BHA members.
- Nominees may accept or decline nomination.

Section B: Procedures

- Every position will be elected at least once a year. At a minimum, the election of the President, Vice President, and Treasurer will occur at the end of the spring semester. Any vacant positions will be filled at the beginning of the fall semester.
- 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 during a BHA meeting before voting commences.

Section C: Selection of Officers

The President and HD will monitor election procedures.

- Special Elections, to fill new or vacant positions, may be held when necessary. • Vote will be conducted by secret ballot within a BHA meeting. Absentee ballots will be available three days prior to the election for BHA members unable to attend the meeting. Absentee ballots must be given to the HD prior to the BHA election meeting(s). • 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, BHA members will vote for one individual and the positions will be filled according to the highest number of votes.
- A member may only hold one Cabinet position. If a person is elected to more than one Cabinet 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 secret ballot.

Article IX: Finances

Section A: BHA Dues

BHA collects dues through the mandatory student government dues each year. Of this, \$10 per member is transferred into the BHA account. These dues contribute to programming and upkeep of BHA-owned equipment. All student government dues will be billed through the Accounts Receivable Office. These are mandatory dues. BHA may collect social dues for BHA social functions. Social dues are not mandatory. 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 and volunteering members of BHA will meet and propose the BHA budget for the academic year. This budget will be treated as legislation and will need to be approved by BHA members. Within this budget a Discretionary Fund must be included for Cabinet's use.

Article X: Amendments to the Constitution and Ratification

Section A: Proposal

One or more members of BHA may form an ad-hoc committee to draw up an amendment to this constitution at any time. The amendments must be presented to BHA at an official meeting. Amendments must be posted immediately after presentation. Posting 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 67% of all BHA members (See Article III: Membership) within three weeks of its proposal. The ratification can be done in a BHA 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.

Amended: February 24, 2020