# Dodds House Constitution

## Preamble

We, the members of Dodds House do establish and adopt this constitution in order to form an efficient house, 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

Section 1: The name of the organization shall be Dodds House, hereafter referred to as

the House. The House shall be affiliated with Friley Hall, IRHA, the Department of Residence, and Iowa State University. At no time shall this constitution or the House 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.

## Article II: Purpose

**Section A:** It is the purpose of the House and 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 House member and the House as a unit. The House will provide the members with a positive living environment and studying environment that promotes and recognizes the need of all its members.

**Section B:** The House abides by and supports established Iowa State University policies, State and Federal Laws.

## Article III: Statement of Compliance

## Section A: The House abides by and supports Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

## Section B: The House agrees to annually complete President’s Training, Treasurer’s Training and Advisor Training (if required)

## Article IV: Non-Discrimination Statement

## Section A: Constitutions must include the university’s non-discrimination statement and mention all of its 14 protected classes.

## “Iowa State University (and name of organization) 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 V: Membership

Active members: The House shall be composed of all the residents living within the physical limits as defined by the Department of Residence. Active members shall include all residents of the House. Anyone who is a member of the House for any semester or part thereof shall be bound by all sections of this constitution. Both the House and Iowa State University does 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.

## Article IV: Advisors

The advisors of the House consist of both the Community Advisor (CA) who lives on the House and the Hall Director (HD) of the building that the House resides in. Although the HD serves as the official advisor to the House, the CA carries out many advisory roles including advising the Cabinet, meeting weekly with the House President, assisting with elections, etc. The HD is responsible for authorizing all purchases of the House through both the Voucher system and the Purchasing Card system.

## Article V: Legislative Body

**Section A: Members**The Legislative Body will be composed of all House members. All members attending an official House meeting have the right to vote.

**Section B: Procedures**

The House will provide opportunities during regularly scheduled House meetings for new legislation to be brought forward by any member of the House. Legislation may also be submitted to a member of the House Cabinet prior to a House Meeting.

**Section C: House 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. Notice of all special meetings will be posted at least twenty-four (24) hours in advance of the meeting. During House meetings, if a member(s) are disrupting to 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.

**Section D: Voting**

The quorum necessary to conduct business at a house meeting shall be 40% of the current house membership. All house policies and election procedures must have a 50% house participation to be considered valid. During the House 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-Advisor, and the HD Advisor cannot vote. If a quorum is not reached at a house meeting, the residents may vote to conduct a door-to-door vote for any legislation that does not concern house policy or election procedures.

Special door-to-door votes may be made between house meetings for emergency legislation. The quorum necessary for these votes is 50% of the current house membership. The President, Academic Chairperson, and author of the bill must go from door to door getting a vote from each resident or until a quorum is reached and record the resident’s vote. Door-to-door votes may not be used to determine house policies and election procedures. The President shall determine if a bill is emergency legislation and requires a door-to-door vote.

## Article VI: House Cabinet

**Section A: Positions**The House Cabinet will be comprised with a President and Treasurer, at minimum. The House Cabinet is fully comprised of the following offices: President, Vice President, Treasurer, Secretary, one (or more) Social Chairperson, Intramural Chairperson, Academic Chairperson, Recycling Chairperson, and Construction Chairperson. 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 the House Cabinet, excluding the President, shall be voting members of the House. All members of the House Cabinet, including the President, shall be voting members of the House Cabinet Meetings. The Community Advisor is a non-official member of the Cabinet and possesses no voting rights.

**Section B: Duties**

1. The Cabinet will consist of all elected Officers and the Community Advisor.
2. The Cabinet will serve as the official representatives of The House in any situation that pertains to The House.
3. The Cabinet will collectively discuss and execute any House business.
4. The Cabinet shall meet within 24 hours as needed prior to regular house meetings.
5. The Cabinet will design and supervise any programs desired by The House. Programs should effectively serve the needs and desires of The House.
6. All Cabinet members are expected to regularly attend House meetings. If The Cabinet feels it is necessary, an officer may be removed by a majority vote of the Legislative Body.
7. If available, special parking permits will be assigned in the following order to cabinet members: President, Recycling Chairperson, Vice President, Treasurer, Secretary, Academic Chairperson, Social Chairpersons, Construction Chairperson, and Intramural Chairperson, followed by any other created cabinet position by chronological order of creation. House members with vehicles will be eligible to draw from the remaining permits.

8. Upon resignation, removal from office, or completion of elected term of office, each member of the Cabinet shall prepare a written report for his/her successor relating the current status of projects and future outlook and goals of his/her office.

**Section C: Eligibility**The Cabinet Members of the House 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**

All Cabinet Positions are elected after the first three weeks of the Fall semester for the following academic year. The terms of office begin the day of election to the last day of the spring semester.

**Section E: Offices and Responsibilities**

**President**

* Presides over the Cabinet and Cabinet Meetings.
* Presides over the House and House Meetings.
* Shall be the House representative to the Friley Senate and attend all meetings of the Friley Senate. He must designate a representative in the event he cannot attend a Friley Senate meeting.
* Shall inform the House of all Friley Senate proceedings.
* Meets weekly with Community Advisor.
* May plan and execute a house and/or cabinet retreat (along with the CA).
* Maintains House constitution and by-laws.
* Votes only to serve as tie-breaking vote in House proceedings.
* Shall call house meetings and post notification of house meetings twenty-four hours in advance of meetings as determined by cabinet.
* Shall be responsible for knowing all university and Department of Residence policies and procedures for House functions.
* Is responsible for knowing and presiding over House elections processes including ballot counting.
* Submits, maintains, and updates the House Student Organization database information through the Student Activities Center website.
* Determines if a piece of legislation shall be voted upon using a door-to-door vote.
* Shall preside over door-to-door voting.
* The President shall be responsible for the review and enforcement of all contracts and agreements ratified by the Legislative Body.
* Shall be responsible for all duties of any vacant cabinet positions until they are filled.
* Shall be accountable to the men of the House.

**Vice President**

* Presides over the Cabinet Meetings and House 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 house committee structure.
* Picks up house mail and reports on their contents at house meeting.
* Meets from time to time with house committee chairs.
* Announces campus activities at house meetings.
* Shall represent the House in place of the President whenever the President is unable to fulfill his obligation as representative of the House.
* Presents the weekly “brick” and “insulator” awards.
* Shall be accountable to the men of the House and to the President.

**Treasurer**

* Prepares and submits a proposed budget to the Cabinet and the House by the third week of each semester for approval.
* Maintains financial records for the House.
* Collects any additional social dues and any other payments as necessary.
* Pays all house bills (upon approval of House President and CA).
* Collects project statements from the Campus Organizations Accounting Office.
* Completes mandatory treasurer training session each year (provided by the Campus Organizations Accounting Office).
* Maintains records of House Purchasing Cards.
* Shall report expenditures not on the budget to the House.
* Deposits all funds acquired from House activities into the House’s account.
* Shall be accountable to the men of the House and to the President.

**Secretary**

* Keeps minutes of cabinet and house meetings.
* Posts and distributes meeting minutes to house members (usually within 24 hours of the meetings).
* Is responsible for all correspondence between the House and outside entities.
* Keeps track of attendance at house meetings and events.
* Is responsible for presenting results of House voting.
* Maintains a house e-mail list and web page.
* Produces and distributes a house newsletter.
* Shall keep records of cabinet members and committee chairpersons.
* Shall keep records of updates to the House Constitution.
* Shall be accountable to the men of the House and to the President.

**Academic Chairperson**

* Designs and implements an academic success program for the House.
* May arrange for guest speakers to give presentations on academic success to the House.
* May arrange for guest speakers to give presentations on career planning to the House.
* Maintains a list of house members' classes, and helps to arrange study groups.
* Works with the cabinet and the House members to set a house GPA goal.
* Recognizes house members who achieve their academic goals.
* Shall tally votes at house meetings and during door-to-door votes and report the counts to the secretary.
* Shall be accountable to the men of the House and to the President.

**Social Chairperson(s)**

* Shall be one or more members of the House.
* Plans and executes a social program for the House that promotes interaction of House members.
* Plans and executes social events that promote interaction with other houses.
* Plans events in accordance with university and Department of Residence policies.
* Develops a calendar of social events within first three weeks of each semester.
* Informs house of other social events on campus.
* Shall survey the interest of the House by the second house meeting of the term of office.
* Shall inform house members of events and purchase group tickets to events for the House.
* Shall be accountable to the men of the House and to the President.

**Intramural Chairperson**

* Promotes and executes an intramural program within the House.
* Represents the House at intramural meetings on campus.
* Maintains house athletic equipment and trophies.
* Informs house of intramural opportunities on campus.
* Assists in registration of teams for intramural events.
* Shall organize and promote participation in extracurricular activities in the UDA and all-University levels.
* Shall be accountable to the men of the House and to the President.

**Recycling Chairperson**

* Ensures all recyclable items of members of The House are collected and recycled.
* Shall give all funds acquired from recycling to the treasurer.
* Shall promote sustainability within the House.
* Shall be accountable to the men of the House and to the President.

**Risk Management Officer**

* Designate a point person to handle risk management concerns within the organization and state this in your constitution - Student organizations can identify an existing position to manage this function or they can create a new one.  [For example, the vice-president will serve as the risk management officer and will oversee all risk management responsibilities]
* A.        Become educated on ISU risk management procedures
* B.        Share applicable procedures as needed with the council in order to meet ISU guidelines and expectations
* C.        Submit documentation to ISU’s Risk Management Office as needed

**Section F: Creating Cabinet Positions**

Other cabinet positions may be created at any time during the academic year if deemed necessary by the House. 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 the House 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. Should the President resign, the Vice President shall take his place for the rest of the academic year, and a new Vice President shall be elected.

**Section H: Removal of Officers**

* Any elected House Cabinet Member may be impeached.
* Impeachment proceedings may be initiated by a majority vote of the House.
* A House 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 House members. A secret ballot shall then be made. A vote of 75% of the voting House members is required for removal from the office. A quorum of 50% is required to remove a Cabinet Member from office.
* The CA and Vice President shall conduct impeachment proceedings unless the Vice President is being impeached, then the President will assist the CA in the proceedings.
* A special election will be held within two weeks of removal. This election will follow normal election procedures.
* Should the President be removed from office, the Vice President shall take his place as President for the rest of the academic year and a new Vice President shall be elected.

## Article VII: Committees

**Section A: Names**The House has created the following committees that may be activated or deactivated by a simple majority vote of the Legislative Body. They are the: Social Committee, Education Committee, Philanthropy/Community Service Committee, Environmental Committee, and the House History and Traditions Committee. A new committee may be instituted by a simple majority vote at a House Meeting.

**Section B: Membership**All House 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 Cabinet Members during the next Cabinet Meeting.

**Section C: Committees and Responsibilities**

House Committees may be formed on a temporary basis. Membership and duties shall be decided when the committee is established and the committee shall be dissolved when its duties are completed. These Committees may be:

**Social Committee:**

* Plans social events for the House, such as house parties, activities with other houses, canoe trips, etc.
* Ensures that all house social events are in accordance with house, residence life, and university policies.

**Education Committee:**

* Plans the educational activities for the House, including programs on academics, diversity, leadership, and personal development.
* Invites guest speakers to house meetings.

**Philanthropy/Community Service Committee:**

* Plans service activities for the House.

**Environmental Committee:**

* Coordinates a house-wide recycling program.
* Discusses issues related to a clean and healthy house environment.

**House History and Traditions Committee:**

* Maintains historical house records, such as old yearbooks, scrapbooks, notes, pictures, etc.
* Records current house activities through words and pictures.

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

**Section B: Procedures**

* All Cabinet Positions are elected in the first three weeks of the Fall semester for the following academic year.
* 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 house meeting before voting commences.

**Section C: Selection of Officers**

* The President and CA 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 House members unable to attend the meeting. Absentee ballots must be given to the CA prior to the House election meeting.
* The election will only be considered valid with a minimum of 50% house participation.
* 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, House 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 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: House Dues**The House collects dues through the mandatory student government dues each year. Of this, $10 per member is transferred into the 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 Treasurer. No refunds of House dues will be paid. 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 24 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 the House will meet and propose the House budget for the academic year.
* This budget must be presented to the Cabinet.
* The budget must be approved by the House Cabinet.
* Once approved, the budget must be posted. The budget shall be posted three days prior to discussion with the House.
* The budget will be voted on within one week after the discussion with the House.
* The budget must receive 67% on the vote in approval in order to pass. The House must have 50% participation.

**Section C: Expenditures**These rules shall apply to all expenditures:

* In order to spend money on an event or to make a purchase, a Funding Bill must be presented to the Cabinet if the total of all expenditures in the bill is $25 or less; otherwise, the bill must be presented to the Legislative Body. The exception to this rule is the discretionary purchase as defined below.
* Each funding bill put before the cabinet must have a complete budget containing an itemized listing of income sources and expenditures.
* All Funding Bills must contain the statement that all unused funds shall revert back to the House.
* No funding bill for an event or purchase may be approved after the event or purchase has taken place.
* Funding bills shall never create any financial obligation for the House extending beyond the end of the next academic year.
* The Cabinet may approve Funding Bills it is presented with, with unanimous consent.
* The President and Community Advisor may make purchases under $5, known as discretionary purchases, provided that the expenditure benefits the House without the approval of the Cabinet.
* No more than four discretionary purchases may be made during an academic year.
* Discretionary purchases may not be used to buy food or beverage(s).
* Discretionary purchases are subject to review by the Cabinet. A two-thirds vote of the Cabinet may be used to determine that a purchase did not meet the stipulations listed above. If a discretionary purchase is deemed inappropriate, the purchaser must repay the House in full for the purchase.
* To reallocate House funds or allocate any unallocated House funds within the budget, a special Cabinet meeting must be held where a new budget shall be proposed and the new budget must receive 67% support in a vote by the Cabinet.

## Article X: House Policies

* During the first House Meeting, the House will vote on House Policies. This at a minimum must include the incense policy and the noise policy.

##### Section A: Traditions

The house may continue traditions that it has followed in the past. New traditions may be added to the Constitution within the last three weeks of the Spring semester and may be continued in any and all following semesters. A tradition may only be proposed by a unanimous decision of the Cabinet and must be voted on by the members of the House. No tradition may be alcohol-related or violate any of the rules of Friley Hall, IRHA, the Department of Residence, or Iowa State University.

**The Brick Award:**

An award shall be given each week to the person who has performed the least intelligent action since the last Brick was awarded. The presentation of the Brick is presided over by the Vice President. Any person (resident of the House or not) may be nominated for the Brick, and no nominee may decline nomination. The recipient of the Brick shall be the nominee who receives more votes than any other nominee, and no quorum is required.

**The Insulator Award:**

An award shall be given each week to the person who has performed the most intelligent (or awesome) action since the last Insulator was awarded. The presentation of the Insulator is presided over by the Vice President. Any person (resident of the House or not) may be nominated for the Insulator, and any nominee may decline nomination. The recipient of the Insulator shall be the nominee who receives more votes than any other nominee, and no quorum is required.

## Article XI: Amendments to the Constitution and Ratification

**Section A: Proposal of Amendments**

One or more members of the House may form an ad-hoc committee to draw up an amendment to this constitution at any time. The amendments must be presented to the House 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 of Amendments**

Once in its final form, the amendment must be approved by two-thirds of all House members within two weeks of its proposal. The ratification can be done in a House meeting or by door-to-door vote using a 100% quorum of all voting house members.

The President shall then be responsible for adding the amendment to the constitution and promptly submitting the updated constitution to the Student Activities Center. The amended constitution will be submitted within 10 days to Student Activities Center for approval.

#### Section C: Ratification of the Constitution

Once in its final form, the Constitution must be approved by two-thirds of all House members within two weeks of its proposal. The ratification can be done in a House meeting or by door-to-door vote using a 100% quorum of all voting house members. The constitution shall become effective upon ratification and shall supersede and make void any previous constitutions. The President shall then be responsible for submitting the Constitution to the Student Activities Center. Ratified constitutions must be submitted to Student Activities Center with in 10 days for final approval.

This constitution was last revised on February 22, 2013 by Spencer Gibson, Dodds House President.