

Constitution of Starbuck House

Article 1: Name

The name of the organization shall be Starbuck House, hereafter referred to as the House. The House shall be affiliated with Martin 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/bylaws or are unsupportive of the Department of Residence Policy Handbook or Terms and Conditions.

Article II: Purpose

Starbuck House is a residence-based group established to form an efficient community, ensure equal representation for each resident, and create an environment that fosters intellectual, social, and recreational integration and interaction. The purpose of Starbuck House is to create an atmosphere of fellowship among its members, as well as to enhance the scholarly, social, and cultural awareness, and personal development of each member and the House as a whole. Starbuck House will provide the members with a positive living and studying environment that promotes and recognizes the needs of all its members.

Article III: Statement of Compliance

Starbuck House abides by and supports Iowa State University policies, State and Federal Laws, and follows local ordinances and regulations. Our House agrees to complete the President's Training, Treasurer's Training, and Advisor Training annually.

Article IV: Non-Discrimination Statement

Iowa State University and Starbuck House do not discriminate based on 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.

Article V – Membership

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.

Article VI: Officers

Section 1: Duties of Officers

1. The Cabinet will consist of all elected Officers and the Resident Assistant.
2. The Cabinet will serve as the official representative 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 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 attend House meetings regularly.

Section 1: Officer Positions and Duties

President

- Presides over the Cabinet and Cabinet meetings
- Shall attend Hall Presidents' meetings, as determined by the Hall Director or the Hall Council. If the President cannot attend, it is their responsibility to find a suitable replacement
- Meets with Resident Assistant as needed.
- Facilitates house events
- Maintains the House constitution, operations manual, and any bylaws
- Picks up house mail and reports on its contents at house meetings
- Votes only to serve as a tie-breaking vote in House proceedings.
- Take care of floor mail
- Shall call house meetings and post notification of house meetings with reasonable notice
- Shall be responsible for knowing all university and Department of Residence policies and procedures for House functions.
- Attends relevant, campus-sponsored leadership seminars.
- Completes mandatory President's training

Risk Management Responsibilities

- Help minimize potential risks for House activities
- Recommend risk management policies or procedures
- Submit documentation to ISU's Risk Management Office
- Ensure proper waivers and background checks are on file with Risk Management for events (if applicable)

Vice President

- Presides over the Cabinet Meetings and House 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
- Oversees house committee structure.
- Meets from time to time with house committee chairs
- Announces campus activities at house meetings (educational programs, leadership and involvement opportunities, etc.)
- Completes the President's training

Treasurer

- Prepares and submits a proposed budget to the Cabinet and the House by the third week of the first 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 the House President and RA)
- 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 House Purchasing Cards.

Secretary

- Keeps minutes of cabinet and house meetings.
- Posts and distributes meeting minutes to cabinet members (usually within 24 hours of the meetings, can be in the form of a OneDrive folder).
- Works with the president/vice president on correspondence between the House and outside entities.
- Keeps track of attendance at house meetings and events.
- Is responsible for tallying and presenting the results of House voting.
- Maintains a house email list and web page.
- Submits, maintains, and updates the House Student Organization database information through the Student Organizations website.
- Produces and distributes a house newsletter
- Shall keep records of cabinet members and committee chairpersons.
- Shall keep records of updates to the House Constitution.
- Post and manage important flyers.
- Informs the House of other social events on campus.

Social Chairperson ("name" up to "person" in "chair" TBD)(s)

- Shall consist of one head chair, and as many sub chairs as are interested
- Plans and executes a social programming for the House that promotes interaction among House members.
- Plans and executes social events that promote interaction with other houses (i.e., sister and brother houses).
- Plans events in accordance with university and Department of Residence policies.
- Develops a calendar of social events within the first three weeks of each semester.

- Shall survey the interest of the House by the second house meeting of the term of office.
- Should inform house members of events and purchase group tickets to events for the House.

To foster active involvement and ownership within Starbucks, all members are invited to propose new Cabinet positions tailored to the needs and interests of the community. These custom roles include a title, a description of responsibilities, and any relevant goals or initiatives. Once a person nominates themselves, their position will be added to the ballot during the election cycle. This approach enables residents to lead in areas they care about, whether it is sustainability, event planning, wellness, or more. This ensures that every resident can have a voice in Starbuck.

Section 2: Elections

A moderator (RA) will oversee the following election policies.

- Elections will occur annually during August
- Members interested in running for an officer position will complete a self-nomination form at least one week prior to the election date.
- Voting will occur at a general meeting. The meeting date will be announced at least two weeks in advance via email to all members.
- At the voting meeting, each candidate will have 2 minutes to speak freely in front of House members. Any additional debate or Q&A that occurs is at the moderator's discretion.
- Voting will occur by secret ballot on an anonymous virtual form or a secret paper ballot.
- A majority vote will elect candidates
- In the case of a tie, an immediate run-off election will be held between the tied candidates. Voting will occur by secret ballot, either on an anonymous virtual form or a secret paper ballot.
- In the case that no candidate receives a majority vote, an immediate run-off election will be held between the two highest-voted candidates. Voting will occur by secret ballot, either on an anonymous virtual form or a secret paper ballot.
- The term of office for all officer positions shall be one year, beginning post-election date and ending on the last day of the school year.

Section 3: Impeachment/Removal

- Any elected House Cabinet Member may be impeached.
- Impeachment proceedings may be initiated by a majority vote of the Cabinet and with a confirming vote from a minimum of 1 of the RAs
- A House meeting shall be called one week after the initiation of impeachment proceedings. At this time, the Cabinet Member in question may present their defense to the House members. A secret ballot shall then be made. A vote of 75% of all the Cabinet members is required for removal from the office.
- The RA and Vice President shall conduct impeachment proceedings unless the Vice President is being impeached, then the President will assist the RA in the proceedings

- A special election will be held within one week of removal. This election will follow routine election procedures.

Examples of impeachable offenses include, but are not limited to:

- Misuse of House funds
- Failure to fulfill officer duties
- Violation of university or Department of Residence policies
- Conduct that disrupts House operations or harms community integrity

Section 4: Officer Replacement

- In the case of an office vacancy, a special election must occur within one week of the position being vacated.
- Special elections must follow the same format as annual elections.
- If no candidates come forward for the position, the officers may appoint a general member to the position with the member's approval.

Section 5: Minimum Cumulative GPA for Officers

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 3.00. 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.

Article VII – Advisor

The advisors of the House consist of both the Resident Assistants (RAs), who live in the House, and the Hall Director (HD) of the building in which the House resides. Although the HD serves as the official advisor to the House, the RAs carry out various advisory roles, including advising the Cabinet, meeting with the House President, and assisting with elections, among others. The HD is responsible for authorizing all purchases of the House through both the Voucher system and the Purchasing Card system.

Advisor Selection and Term

- The Hall Director (HD) serves as the official advisor by virtue of their employment.

- Resident Assistants (RAs) serve as informal advisors and assist with Cabinet guidance and elections.
- The advisor's term aligns with their employment duration in Martin Hall.
- If an advisor is unable to serve, a replacement will be appointed in consultation with the HD's supervisor.

Advisor Impeachment and Replacement

As the Hall Director's role as advisor is a component of their employment, if the House Cabinet believes the advisor is not adequately supporting the organization, the Cabinet may initiate a resolution process. A vote of 67% of the Cabinet members present is required to approve of the meeting with the Hall Director's supervisor. The President and Treasurer will then represent the House in this meeting to seek a resolution.

An Example of poor performance might be:

- Lack of communication or responsiveness to Cabinet inquiries

Article VIII – Finances

Section 1: House Dues

The House collects dues through the mandatory IRHA 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 IRHA dues will be billed through the U-Bill. These are mandatory dues. The House may collect social dues for House social functions. Social duration is not mandatory. The House can opt to vote on the social due amount during the second or third House meeting, needing a simple majority to set the maximum collected amount. The Treasurer will collect all social dues. 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 48 hours after collection. The Adviser to this organization must approve and sign the expenditure before payment is made.

Section 2: 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 House Cabinet must approve the budget.
- 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 a secret ballot.
- The budget must receive 67% of the vote of all members present at time of voting for approval to pass.

Any change to the budget or the purchase of non-consumable items will require a proposal by a Cabinet member and a 67% vote for approval from all members present at time of voting. Any purchase of Items greater than \$50 will be notified to the floor 5 days prior to the vote. The purpose of this is to enable cabinet members to gauge the desires of their constituents.

Article IX: Amendments to the Constitution and Ratification

Section 1: Proposal

One or more members of the Cabinet 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 they are presented. The posting must detail the current language, the proposed language, and the purpose of the change or addition.

Section 2: Ratification

Once in its final form, the amendment must be approved by 75% of all members present at time of voting within two weeks of its proposal. Ratification can be accomplished in a House meeting or through a petition. The Constitution shall become effective upon ratification and shall supersede and make void any previous constitutions. The President shall then be responsible for adding the amendment to the Constitution and promptly submitting an updated Constitution to the Student Engagement.

Section 3: Rejection from Student Engagement

In the event a constitution is rejected because it does not meet the requirements of Iowa State University's policy and/or Constitution, the following may occur.

- Any changes to bring the Constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor.
- Notification of these changes must be communicated at the next full organizational meeting.
- An updated constitution and bylaws must be submitted to Student Engagement within 10 days.

Article X: Legislative Body

Section 1: Voting

The Legislative Body will be composed of all Cabinet members, and any House members present at the meeting, excluding the President, who will serve as a tiebreaker vote. All members attending an official House meeting have the right to vote.

Section 2: Procedures

The House will provide opportunities during regularly scheduled House meetings for any member to bring forward a new agenda. The agenda should be submitted to the secretary at least 48 hours prior to the meeting. Otherwise, the meeting will conclude once all agenda items have been discussed.

Section 3: House Meetings

Regularly scheduled meetings will be held at a time and place determined by a majority vote of the Cabinet. The Cabinet may call special meetings. 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) is disrupting others, they may be asked to leave by the President, vice president, or advisor. Disruptive behavior includes, but is not limited to, interrupting others, engaging in side conversations, or being disrespectful to other members attending the meeting.

Section 4: Voting

The quorum necessary to conduct business at a house meeting shall be 50% of the current Cabinet membership that is present and voting at the meeting. All house policies and election procedures must achieve a 67% participation rate from all members present at time of voting. During 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 abstain from the vote. Non-student members, the RA Advisor, and the HD Advisor are not eligible to vote on legislation. The President will serve as a tiebreaker vote in the event of a tie.

Article XI: House Policies

- It is recommended that the Cabinet establish relevant house policies in the first month of the school year.