

Converse House Constitution

We, the members of Converse 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.

1. Article: Name and Affiliation

- 1.1. The name of the organization shall be Converse House, hereafter referred to as the House.
 - 1.1.1. The House shall be affiliated with The Friley Hall Council (The Senate), IRHA, the Department of Residence, and Iowa State University.
 - 1.1.2. 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.
- 1.2. The House is also loosely affiliated with the Department of Computer Science through a live- in learning community.
 - 1.2.1. The House constitution and by-laws need not agree with the constitution, by-laws, or rules of the loosely affiliated organizations.
- 1.3. Converse House abides by and supports Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.
- 1.4. Converse House agrees to annually complete President's Training, Treasurer's Training and Adviser Training (if required).

2. Article: Purpose

- 2.1. 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.
 - 2.1.1. The House will provide the members with a positive living environment and studying environment that promotes and recognizes the need of all its members
- 2.2. The House abides by and supports established Iowa State University policies, State and Federal Laws.

3. Article: Membership

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

4. Article: Advisors

- 4.1. 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.
 - 4.1.1. Although the HD serves as the official advisor to the House, the CA carries out many advisory roles including advising the Cabinet, assisting with elections, etc.
 - 4.1.2. The HD is responsible for authorizing all purchases of the House through the Purchasing Card system.

5. Article: Legislative Body

- 5.1. Members The Legislative Body will be composed of all House members, and hereafter referred to as House members.
 - 5.1.1. All members attending an official House meeting supervised by the CA have the right to vote.
- 5.2. Procedures The House will provide opportunities during regularly scheduled House meetings for new legislation to be brought forward by any member of the House.
 - 5.2.1. Legislation may also be submitted to a member of the House Cabinet prior to a House Meeting.
- 5.3. House Meetings Regularly scheduled meetings will be held at a time and place determined by a majority vote of the House members.
 - 5.3.1. Special meetings may be called by the Cabinet or the CA. Notice of all special meetings will be posted at least twenty-four (24) hours in advance of the meeting, unless a shorter time is approved by the CA.
 - 5.3.2. During House meetings, if a member(s) are disrupting to others, he/they may be asked to leave by the president, a vice president, or the CA.
 - 5.3.3. Disruptive behavior includes but is not limited to interrupting others, having side conversations, or being disrespectful to another member attending the meeting.

5.3.4. A member who is asked to leave forfeits his or her right to vote for that meeting.

5.4. Voting

5.4.1. The quorum necessary to conduct business at a house meeting shall be 15 members of the current house membership.

5.4.1.1. Members not attending are considered to be abstaining from the vote, unless their vote is submitted in advance to the CA or the president.

5.4.1.2. All house policies and election procedures must have a 60% house participation to be considered valid.

5.4.1.3. During the house meetings, voting will be based on a majority poll.

5.4.1.4. When the issue is brought to question, the voting members will raise their hands for, against, or abstaining from the vote.

5.4.1.5. Non-student members, the CA, and the HD cannot vote.

5.4.1.6. The CA may declare a vote to be invalid if it does not appear to be fair or does not follow this constitution.

6. Article: House Cabinet

6.1. Members

6.1.1. Official Members

6.1.1.1. The House Cabinet will be comprised with a President and Treasurer, at minimum.

6.1.1.1.1. The House Cabinet is fully comprised of the following offices:

President, Vice President, Treasurer, Secretary, two Social Chairpersons, and Intramural Chairperson.

6.1.1.1.2. Two optional positions including a Recycling Chair and an Academic Chairperson.

6.1.1.1.3. Other positions determined necessary may be created by an 80% majority vote of the cabinet.

6.1.1.1.4. All Cabinet positions are elected positions and are subject to removal procedures as detailed below.

6.1.1.1.5. All members of the House Cabinet, excluding the President, shall be voting members of the House.

6.1.1.1.6. All members of the House Cabinet, including the President, shall be voting members of the House Cabinet Meetings.

6.1.2. Non-Official Members

6.1.2.1. The Community Advisor (CA) is a non-official member of the Cabinet and possesses no voting rights.

6.1.2.1.1. Any Peer Mentor on the house is also a non-official member of the Cabinet, and does possess voting rights on the Cabinet.

6.1.2.1.2. Non-official members of the Cabinet are not able to be removed from

the Cabinet through the normal removal procedures detailed below.

6.1.2.1.3. A Peer Mentor may be removed from the Cabinet by a majority vote of the other Cabinet members if he or she fails to meet the expectations set for the position in Article 5.

6.2. Duties

6.2.1. The Cabinet will consist of all elected Officers, the Peer Mentor, and the Community Advisor.

6.2.2. The President and Vice-Presidents will serve as the official representatives of The House in any situation which pertains to The House.

6.2.3. The Cabinet will collectively discuss and execute any House business.

6.2.4. The Cabinet shall meet within 24 hours, as needed, prior to regular house meetings.

6.2.5. The Cabinet will design and supervise any programs desired by The House. Programs should effectively serve the needs and desires of The House.

6.2.6. All Cabinet members are expected to regularly attend House meetings.

6.2.6.1. If The Cabinet feels it is necessary, an officer may be removed by a majority vote of the House members.

6.2.7. If available, special parking permits will be assigned in the following order to cabinet members: President, Vice Presidents (first decided through coin toss), Treasurer, Secretary, Social Chairperson, Recycle Chairperson, Academic Chairpersons, 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.

6.3. Eligibility

6.3.1. The Cabinet Members of the House must meet the following requirements:

6.3.1.1. 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.

6.3.1.1.1. 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.

6.3.1.2. 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.

6.3.1.3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

6.3.1.4. The President must have been a member of the house for more than one

semester, unless this condition is waived by the CA.

6.4. Terms of Office

6.4.1. The Offices of the President, Vice-President, and Treasurer are elected at the second-to-last House Meeting of the spring semester.

6.4.1.1. All other Cabinet Positions are elected at the first or second house meeting of the fall semester.

6.4.1.2. The terms of office begin the first day of the fall semester (or election date, whichever is later) to the last day of the spring semester.

6.5. Offices, Responsibilities, and Expectations

6.5.1. All Members:

6.5.1.1. Be early to all House Meetings and on-time to all Cabinet Meetings, unless excused.

6.5.1.2. Show respect to all Converse residents, Friley staff, and the building.

6.5.1.3. Be a good role-model for members of the House.

6.5.1.4. Work well as a team.

6.5.1.5. Help fellow cabinet members when they need assistance.

6.5.1.6. Every office of the Converse House is required to attend House meetings.

6.5.1.6.1. Unless otherwise agreed upon between the office member in question and the president, missing three consecutive meetings is grounds for automatic dismissal from the office position

6.5.1.6.2. A new member will be voted into the now vacant office position in accordance with Article 5

6.5.2. President:

6.5.2.1. Presides over the Cabinet and Cabinet Meetings.

6.5.2.2. Presides over the House and House Meetings.

6.5.2.3. Be a positive representative of the House.

6.5.2.4. Hold House Meetings at least once every three weeks.

6.5.2.5. Relay important information to the House members.

6.5.2.6. Meet weekly with the Community Advisor (CA).

6.5.2.7. Attend Friley Senate meetings, as determined by the Hall Director or Friley Senate. If the President cannot attend, it is the President's responsibility to find a suitable replacement.

6.5.2.8. Maintains House constitution and by-laws.

6.5.2.9. Votes only to serve as tie-breaking in House Meetings.

6.5.2.10. Calls House Meetings and notifies residents in advance at least twenty-four hours, unless a shorter time is approved by the CA.

6.5.2.11. Shall be responsible for knowing all university and Department of Residence policies and procedures for House functions.

6.5.2.12. Is responsible for knowing and presiding over House elections processes including ballot counting.

- 6.5.2.13. Helps plan and promote house activities.
- 6.5.2.14. Shall have an awareness of and express approval or disapproval of all house spending and social activities.
- 6.5.2.15. Be visible on the House.

6.5.3. Vice President

- 6.5.3.1. Preside over the Cabinet Meetings and House Meetings in the absence of the President.
- 6.5.3.2. If President vacates his position, the Vice Presidents will assume the President's responsibilities for the remainder of the term, or until a new President is elected.
- 6.5.3.3. Assist the president in all duties, as needed.
- 6.5.3.4. Oversees house committee structure, if committees are created.
- 6.5.3.5. Meets from time to time with house committee chairs, if committees are created.
- 6.5.3.6. Oversee social activities if requested by the President.
- 6.5.3.7. Help plan and promote House activities.
- 6.5.3.8. Be visible on the House.

6.5.4. Treasurer

- 6.5.4.1. Oversee House spending.
- 6.5.4.2. Keep a budget for the House, created under the advice of the Cabinet.
- 6.5.4.3. Maintain financial records for the House.
- 6.5.4.4. Collects any additional social dues and any other payments as necessary.
- 6.5.4.5. Pays all house bills (upon approval of House President and CA)
- 6.5.4.6. Collects project statements from the Campus Organizations Accounting Office
- 6.5.4.7. Attends mandatory treasurer training session each year (provided by the Campus Organizations Accounting Office).
- 6.5.4.8. Maintains records of House Purchasing Cards.
- 6.5.4.9. Informs the Cabinet of the balance of the House via a weekly e-mail.

6.5.5. Secretary

- 6.5.5.1. Regularly post relevant materials received in the house mailbox.
- 6.5.5.2. Keeps minutes of House meetings.
- 6.5.5.3. Sends minutes to the House via e-mail.
- 6.5.5.4. Post meeting minutes in bathrooms.
- 6.5.5.5. Help plan and promote House activities.
- 6.5.5.6. Create flyers and signs as needed.
- 6.5.5.7. Keeps track of attendance at house meetings and events, when requested to do so.
- 6.5.5.8. Submits, maintains, and updates the House Student Organization database information through the Student Activities Center website.

6.5.5.9. Shall keep records of committee chairpersons, if they exist.

6.5.5.10. Shall keep records of updates to the House Constitution.

6.5.6. Intramural Chairperson

6.5.6.1. Organize and informs house about intramural events.

6.5.6.2. Represent the house at intramural meetings on campus.

6.5.6.3. Collect intramural dues, as needed.

6.5.6.4. Help plan and promote house activities.

6.5.6.5. Works with other officers of other houses for joint-house events, as requested by the President or Vice Presidents.

6.5.6.6. Converse Intramural teams should have the name "Converse" within the title to represent the floor itself.

6.5.7. Social Chairpersons

6.5.7.1. Shall consist of up to two members.

6.5.7.2. Plan and execute social, learning, and diversity activities and events for the House and promote interaction of the House members.

6.5.7.3. Plan and execute at least three activities each semester.

6.5.7.4. Plans events in accordance with university and Department of Residence policies.

6.5.7.5. Periodically survey the House for interest in activities.

6.5.7.6. Shall inform house members of events and purchase group tickets to events for the house.

6.5.7.7. Work closely with the Treasurer during planning.

6.5.7.8. Works with other officers of other houses for joint-house events, as requested by the President or Vice Presidents.

6.5.8. Academic Chairperson

6.5.8.1. An optional position.

6.5.8.2. Plan lectures, activities, or events to help the House with academics or learn about academics (e.g. Resume Tips, Study Skills, study hours in the den).

6.5.8.3. Coordinate Friley Hall academic events for Converse, as needed.

6.5.8.4. Maintains a list of house members' classes, and helps to arrange study groups, working with the Peer Mentor if needed.

6.5.8.5. Works with the cabinet and the house members to set a house GPA goal.

6.5.8.6. Recognizes academic success on the House.

6.5.9. Recycle Chairperson

6.5.9.1. An optional position.

6.5.9.2. Place recycling cans in the Converse bathroom.

6.5.9.3. Recycle cans and bottles giving all funds to the treasurer to place in the account of The House.

6.5.10. Town Crier

6.5.10.1. An optional position.

- 6.5.10.2. Up to two can be elected.
- 6.5.10.3. Does not have a seat on the cabinet.
- 6.5.10.4. Can be held with any other cabinet position.
- 6.5.10.5. Receives cowbell owned by the House that are used to signal house meetings or other house related activities as determined by the cabinet.
- 6.5.10.6. Cowbells cannot be used in halls when not announcing house meetings or other house related activities as determined by the cabinet.
- 6.5.10.7. CA or Cabinet vote can remove individuals from the position if necessary.

6.5.11. Peer Mentor

- 6.5.11.1. Set up study times in the den for students in the learning community.
- 6.5.11.2. Keep CA informed of Learning Community activities.
- 6.5.11.3. Perform all Learning Community Peer Mentor duties, as assigned through the Learning Community program.

6.5.12. Risk Management Officer

- 6.5.12.1. To recommend risk management policies or procedures to Converse House.
- 6.5.12.2. To submit documentation to ISU's Risk Management Office
- 6.5.12.3. To ensure that Risk Management procedures are implemented at all Converse House events

6.5.13. Weather Chairperson

- 6.5.13.1. An optional position
- 6.5.13.2. Delivers reports on current weather conditions and forecasts during meetings
- 6.5.13.3. Reports on weather or environmental events (ex: blizzards, tornadoes, hurricanes, earthquakes, etc.)
- 6.5.13.4. Issues warnings about impending severe weather conditions
- 6.5.13.5. Advises residents on proper weather attire (ex: hats, gloves, raincoat, etc.)
- 6.5.13.6. Does not have a seat on the cabinet

6.5.14. Meme Chairperson

- 6.5.14.1. A "required" position
- 6.5.14.2. They are not limited to what sites, or software may be used to obtain or create memes
- 6.5.14.3. Must get approval from the president or CA before posting content
- 6.5.14.4. Must follow ISU policies when posting content
- 6.5.14.5. If printing credits are an issue they may request to have the CA print the content from the Friley Hall Desk
- 6.5.14.6. The meme's will only be posted in designated areas approved by the House, president, and CA
- 6.5.14.7. Any other regulations will be decided by the House and the president
- 6.5.14.8. Does have a seat on the cabinet

6.5.15. Advertising Chairperson

- 6.5.15.1. An optional position
- 6.5.15.2. Helps to regularly post relevant materials received in the House mailbox
- 6.5.15.3. Works closely with all offices during planning of outreach
- 6.5.15.4. Help plan and promote House activities
- 6.5.15.5. Creates flyers and signs as needed to post throughout the House
- 6.5.15.6. Keeps the residents of the House informed and aware of House events
- 6.5.16. News Report Chairperson**
 - 6.5.16.1. An optional position
 - 6.5.16.2. Gives a summary of events going on and around ISU campus today that effect the residents of the House
 - 6.5.16.3. Analyzes and helps to interpret information in the news
 - 6.5.16.4. Reports will be kept brief and cover topics deemed relevant by the House (ex: politics, sports, technology, etc.)
 - 6.5.16.5. Does not have a seat on the cabinet
- 6.5.17. Dining Hall Chairperson**
 - 6.5.17.1. An optional position
 - 6.5.17.2. Presents information on events going on in the Dining Halls
 - 6.5.17.3. Keeps residents informed of menu items or changes
 - 6.5.17.4. Takes requests or information to be sent to the Dining Hall centers
 - 6.5.17.5. Helps to answer and resolve questions about the Dining Halls
 - 6.5.17.6. Does not have a seat on the cabinet
- 6.5.18. IT Chairperson**
 - 6.5.18.1. An optional position
 - 6.5.18.2. Keeps up-to-date with technology and systems of ISU
 - 6.5.18.3. Can help residents with various tech or system problems at ISU (ex: printers, AccessPlus, etc.)
 - 6.5.18.4. Makes sure any technology the House owns is used and maintained properly
 - 6.5.18.5. Can include updates on information pertaining to gaming and electronic entertainment
 - 6.5.18.6. Does not have a seat on the cabinet
- 6.5.19. Social Media Chairpersons**
 - 6.5.19.1. An optional position
 - 6.5.19.2. There are three social media accounts, Facebook, Instagram, and Twitter
 - 6.5.19.3. Shall consist of up to three members, one for each social media account
 - 6.5.19.4. Will maintain the designated House social media account along with the president
 - 6.5.19.5. Promotes events for the House
 - 6.5.19.6. Must follow ISU policies when posting content
 - 6.5.19.7. The social media account will only be used for the House and anything designated by the House

6.5.19.8. Will respond (like, reply, or follow) to content when relevant to the House

6.5.19.9. Any other regulations will be decided by the House and the president

6.6. Creating Cabinet Positions

6.6.1. Other cabinet positions may be created at any time during the academic year if deemed necessary by the House.

6.6.1.1. Procedure for this is to be in keeping with all Cabinet positions and will abide by the election procedures detailed in Article 7.

6.7. Resignation of Cabinet Members

6.7.1. The officer shall give the house a two-week notice before resignation. A special election will be held within two weeks of this notice.

6.7.1.1. This election will follow normal election procedures.

6.8. Removal of Officers

6.8.1. Any elected House Cabinet Member may be impeached.

6.8.2. Impeachment proceedings may be initiated by a majority vote of the House.

6.8.3. A House meeting shall be called one week after the initiation of impeachment proceedings.

6.8.3.1. At this time the Cabinet Member in question may present his/her defense to the House members. A secret ballot shall then be made.

6.8.3.2. A vote of 75% of all the House members is required for removal from the office.

6.8.4. The CA and Vice Presidents shall conduct impeachment proceedings unless the Vice President is being impeached, in which case the President will assist the CA in the proceedings.

6.8.5. A special election will be held within one weeks of removal. This election will follow normal election procedures.

6.8.6. The Hall Director (HD) may remove a member of the Cabinet from his or her position without impeachment proceedings or a vote, only after receiving input and advice from the Cabinet and the CA.

7. Article: Committees

7.1. Names

7.1.1. The House has created the following committees that may be activated or deactivated by a simple majority vote.

7.1.2. Committees are by default deactivated. They are the: Social Committee, and Education Committee.

7.1.3. A new committee may be instituted by a simple majority vote at a House Meeting.

7.2. Membership

7.2.1. All House Members are eligible for Committee Membership.

7.2.2. The Vice Presidents will determine the size of the committee based on the number

of interested individuals.

7.2.3. In the case of more interest than determined positions, the Vice Presidents will conduct a secret ballot vote of the Cabinet Members during the next Cabinet Meeting.

7.3. Committees and Responsibilities

7.3.1. Social Committee:

7.3.1.1. Plans social events for the house, such as house parties, activities with other houses, canoe trips, etc.

7.3.1.2. Ensures that all house social events are in accordance with house, residence life, and university policies.

7.3.1.3. Chaired by one or more of the Social Chairpersons.

7.3.2. Education Committee:

7.3.2.1. Plans the educational activities for the house, including programs on academics, diversity, leadership, and personal development.

7.3.2.2. Invites guest speakers to house meetings.

7.3.2.3. Co-chaired by the Academic Chairperson, if this Chairperson exists.

7.3.3. Offices and Responsibilities

7.3.3.1. If no Committee Chair exists for a committee, that committee will either self-elect a Committee Chair or defer to the Vice President who will appoint one from the current members.

7.3.3.2. The Chair will facilitate meetings of the committee on a schedule determined by the committee and the Vice President.

7.3.3.3. Each Chair will communicate the committee's progress with the Vice President on a regular basis.

8. Article: Elections

8.1. Candidates

8.1.1. All members of the House are eligible for all positions given he has a GPA of 2.0 or higher.

8.1.2. Nominations must be submitted at the house meeting one week prior to the election date.

8.1.3. Nominations may be made by the individual candidate or can be initiated by other House members.

8.1.4. Nominees may accept or decline nomination.

8.2. Procedures

8.2.1. Every position will be elected at least once a year. The Offices of the President, Vice-President, and Treasurer are elected at the second-to-last House Meeting of the spring semester.

8.2.1.1. All other Cabinet Positions are elected at the first or second house meeting of the fall semester.

8.2.2. Campaigning is allowed, but must abide by ISU and Department of Residence policies, rules, and regulations.

8.2.3. Nominees will be given an opportunity to present a brief speech during a house meeting before voting commences.

8.3. Selection of Officers

8.3.1. The President and CA will monitor election procedures.

8.3.2. Special Elections, to fill new or vacant positions, may be held when necessary.

8.3.3. Vote will be conducted by the heads-down, hands-up method. Absentee voting may be made to the CA or President up to the time of the actual election.

8.3.4. The election will only be considered valid with a minimum of 60% house participation.

8.3.5. 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.

8.3.6. 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.

8.3.7. Should an office other than President be vacated, a special election shall be held consistent with the aforementioned procedures.

8.3.8. 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.

8.3.9. 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 the heads-down, hands-up method.

9. Article: Finances

9.1. House Dues

9.1.1. The House collects dues through the mandatory student government dues each year.

9.1.2. Of this, \$10 per member is transferred into the House account.

9.1.3. These dues contribute to programming and upkeep of house-owned equipment. All student government dues will be billed through the Accounts Receivable Office.

9.1.4. These are mandatory dues.

9.1.5. The House may collect social dues for House social functions.

9.1.6. Social dues are not mandatory.

9.1.7. 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.

9.1.8. All social dues will be collected by the Treasurer and recorded by the Secretary.

9.1.9. No refunds of House dues will be paid.

9.1.10. 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).

9.1.11. All funds must be deposited within 48 hours after collection.

9.1.12. The Adviser to this organization must approve and sign each expenditure before payment.

9.2. Budget

9.2.1. The Treasurer and volunteering members of the House will meet and propose the House budget for the academic year.

9.2.2. This budget must be presented to the Cabinet and the Community Advisor (CA).

9.2.3. The budget must be approved by the entire House Cabinet and the CA.

9.3. Expenditures

9.3.1. The Cabinet, when following the approved budget, does not need any further approval of House members to spend House money.

9.3.1.1. The Cabinet may make purchases under \$25 without a unanimous Cabinet Vote.

9.4. Damages

9.4.1. Normal wear-and-tear of an item bought by the House will be fixed or rebought with House funds

9.4.1.1. Whether it be repairs or a new item entirely to replace the item that was damaged, the House will have to be in a majority agreement (2/3)

10. Article: House Policies

10.1. During the first House Meeting, the House will vote on House Policies.

10.1.1. This at a minimum must include the incense policy and the noise policy.

11. Article: Amendments to the Constitution and Ratification

11.1. Proposal

11.1.1. One or more members of the house may form an ad-hoc committee to draw up an amendment to this constitution at any time.

11.1.1.1. The amendments must be presented to the House at an official meeting.

Amendments must be posted immediately after presentation.

11.1.1.2. Posting must detail current language, proposed language and purpose for the change or addition.

11.2. Ratification

11.2.1. Once in its final form, the amendment must be approved by 75% of all House members within two weeks of its proposal.

11.2.1.1. House members failing to cast a vote will be considered to be abstaining

from the vote.

11.2.1.2. The ratification can be done in a House meeting or by petition.

11.2.1.3. The constitution shall become effective upon ratification and shall supersede and make void any previous constitutions.

11.2.1.4. 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.