

Hartman House Constitution

Purpose

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

The House abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

Iowa State University and Hartman 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 U.S. Veteran.

Article I: Organization

1.101 This organization shall hereby be known as the Hartman House and shall be referred to hereafter as the House

1.102 Iowa State University and the 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 U.S Veteran.

1.103 The House shall be affiliated with the Wallace/Wilson Hall Council, the Inter Residence Hall Association, the Department of Residence, and Iowa State University.

1.104 This constitution shall serve as the governing document for all House functions. It shall also be consistent with the constitutions of the affiliated organizations stated in 1.103.

1.105 The House abides by and supports Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

1.106 Our House agrees to annually complete President's Training, Treasurer's Training and Adviser Training.

Article II: Membership

2.101 The Executives of the House shall be elected by the residents of Hartman House.

2.102 Every resident of Hartman House shall be a member of the House and be bound by all sections of this constitution.

Article III: Executives

Section 1: Executive Board

3.101 The Executive Board of the House shall consist of one (1) President, one (1) Treasurer, one (1) Recycling Chair, one (1) Events Chair, one (1) Wellness Chair, one (1) Academic Chair, one (1) Philanthropy Chair and one (1) Adviser.

3.102 The election of Executives shall proceed as defined in Article five (5).

3.103 The duty of the President shall be to preside over meetings of the House and produce the agenda for House meetings by soliciting input from the Community Adviser, Hall Council, Hall Director, and the House Cabinet.

3.103.1 The President shall be a non-voting member of the House and Executive Board.

3.103.2 In the event of a tie, the President shall cast the deciding vote.

3.103.3 The President shall be a member *ex officio* of all committees of the House.

3.103.4 The President shall be the official representative of Hartman House on the Wallace/Wilson Hall Council.

3.103.4.1 Should the President have an academic scheduling conflict, they may appoint a representative.

3.103.5 The President shall have the ability to appoint any qualified resident to be the Secretary for the house.

3.103.5.1 The Secretary must be a member of the House.

3.103.5.2 The Secretary records and distributes meeting minutes, maintains the floors list serve, manages all social media pages for House residents, and posts all advertisements for Iowa State University and Department of Residence events

3.103.6 The President shall have the authority to remove the appointed Secretary with a two-thirds (2/3) vote by the Residents present at the time of voting.

3.103.7 The President shall act as the Risk Management Officer.

3.103.7.1 The role of the Risk Management Officer is [a] to recommend risk management policies or procedures to Hartman House, [b] to submit

documentation to ISU's Risk Management Office and [c] to ensure that Risk Management procedures are implemented at all of the House's events.

3.104 The duty of the Treasurer shall be to control the receipts and disbursement of all monies of the House, maintain the ledger of the House, and submit recommendations concerning the financial policies of the House as necessary. The Treasurer will also make purchases on behalf of the House (for materials, program/event supplies, spirit items, etc.)

3.105 The duty of the Recycling Chair shall be to organize House sustainability and recycling events and programs, oversee the recycling program in the House, and attend and participate in Wallace/Wilson Hall Council Sustainability Committee meetings, events, and initiatives.

3.105.1 The Recycling Chair shall serve on the Wallace/Wilson Hall Council Sustainability Committee.

3.106 The duty of the Events Chair shall be to schedule and coordinate services and events and attend Wallace/Wilson Hall Council Events Committee meetings.

3.106.1 The Events Chair shall serve on the Wallace/Wilson Hall Council Events Committee.

3.107 The duty of the Wellness Chair is to schedule and coordinate Wellness services and events and to attend Wallace/Wilson Wellness Committee meetings.

3.107.1 The Wellness Chair shall serve on the Wallace/Wilson Hall Council Wellness Committee.

3.108 The duty of the Academic Chair is to schedule and coordinate Academic services and events and to attend Wallace/Wilson Academic Committee meetings.

3.108.1 The Academic Chair shall serve on the Wallace/Wilson Hall Council Academic Committee.

3.109 The duty of the Philanthropy Chair is to schedule and coordinate philanthropy events, programs to engage residents in service and to attend Wallace/Wilson Academic Committee meetings.

3.109.1 The Philanthropy Chair shall serve on the Wallace/Wilson Hall Council Philanthropy Committee.

3.110 The Adviser acts as a consultant to the House and assists the group in its growth and development. The Adviser provides guidance through advice, understanding, and clarification.

3.110.1 For all official paperwork, the Hall Director will be the official adviser and the Community Adviser of Hartman House will serve as the day-to-day adviser.

Section 2: Succession

3.201 Should any position become vacant an election will be held within one (1) week of the vacancy opening unless it falls over a university break period.

3.201.1 This election will follow normal election procedures stated in Article five (5).

Section 3: Resignation of Executives

3.301 The Executive shall give the House a two-week notice before resignation.

3.301.1 This election will follow normal election procedures.

Section 4: Removal of Executives

3.401 Any Executive may be impeached given a two-thirds (2/3) vote of the Residents.

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

3.402.1 At this time, the Executive in question may present his/her defense to the House.

3.402.2 A secret ballot shall then be cast.

3.402.2.1 A vote of seventy five percent (75%) is required for removal from office.

3.403 The Adviser shall conduct impeachment proceedings.

3.404 An election will be held within one (1) week of removal.

3.404.1 This election will follow normal election procedures.

Section 5: Requirements of Office

3.501 The Executives of this organization must meet the following requirements.

3.501.1 Have a minimum cumulative grade point average (GPA) of 2.00 (out of 4.00) in the semester immediately prior to the election/appointment.

3.501.2 Be in good standing with the university and enrolled at least half time during their terms of office (six or more credit hours if an undergraduate student or four or more credit hours if a graduate student) unless fewer credits are required in the final stages of their degrees.

3.502 All Executives must reside in Hartman House for the course of their term.

Article IV: Elections

Section 1: Candidates

4.101 All candidates must meet the requirements in Article three (3), Section five (5).

4.102 Nominations are to be submitted to designated Department of Residence staff member in written form (or electronic when requested) during the assigned nomination period.

Section 2: Procedures

4.201 All non-appointed positions must be elected every year.

4.202 All positions should be elected the spring of the previous year.

4.202.1 At minimum, a President and Treasurer must be elected before the end of the previous year.

4.202.2 In the event that not all positions are filled by the end of the previous year, the open positions must be filled within the first three (3) weeks of the following year.

4.203 The week before dead week of spring semester the newly elected Executive Board shall run the final Hall Council meeting with the help of the previous Executive Board.

4.204 Should the candidates wish to campaign, they must abide by ISU and Department of Residence policies, rules, and regulations.

4.204.1 Failure to comply with the conditions referenced above results in the inability to run for positions and a loss of campaign rights.

4.205 Election procedures and timeline will be determined by the Department of Residence staff with guidance from the Inter Residence Hall Association and Iowa State University as to remain consistent amongst the entire residence hall community and meet necessary training deadlines and student representation at the Inter Residence Hall Association.

Section 3: Selection of Executives

4.301 The Advisers will monitor the election procedures.

4.302 All elections will follow the procedures detailed in Article four (4), Section two (2).

4.303 The candidate receiving the greatest number of votes shall be elected.

4.303.1 In the event of a tie, the winner shall be decided by drawing lots.

4.303.2 A minimum of six (6) votes must be cast for a write-in candidate to be considered.

4.304 Candidates may be nominated for any number of positions.

4.305 Any member may hold only one elected Executive Board position.

4.305.1 If a candidate is elected to more than one position, they may choose which position to fill.

Article V: Meetings

Section 1: Quorum

5.101 Quorum is defined as “fifty percent, plus one” of voting members and should always be rounded up.

5.102 In the event that quorum cannot be reached no voting will take place.

Section 2: General Assembly Meeting Frequency

5.202 The House shall meet at least once every two (2) weeks during the academic school year while classes are in session, with the exception of Dead Week, Finals Week, and University Holidays.

Section 3: Executive Board Meeting Frequency

5.301 The Executive Board must meet within one (1) week after the start of classes.

5.302 The Executive Board shall meet at least once every two (2) weeks during the academic school year while classes are in session with the exception of the Dead Week, Finals Week, and University Holidays.

Article VI: Finances

Section 1: House Dues

6.101 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.

6.102 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.

6.103 The House will not refund any dues.

6.104 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.

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

Section 2: Budget

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

6.202 The budget must be presented to and approved by the Executive Board with a unanimous vote.

6.203 Once approved, the budget must be made available three days prior to discussion with the House Residents

6.204 The budget will be voted on at the following meeting after the discussion.

6.204.1 The budget must receive a two-thirds (2/3) vote from all residents to pass.

Section 3: Expenditures

6.301 All purchases must be approved by a simple majority after Quorum is met and must be within the approved budget.

Article VII: Amendments to the Constitution and Ratification

Section 1: Proposal

7.101 One or more residents may form an *ad hoc* committee to draw up an amendment to this constitution at any time.

7.102 The amendments must be presented to the Representatives at an official meeting and must be made public immediately after presentation.

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

Section 2: Ratification

7.201 Once in its final form, the amendment must be approved by a two-thirds (2/3) affirmative vote from all Representatives within two weeks of the amendment's proposal.

7.202 The ratification can be done in a Hall Council meeting.

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

7.204 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.