# Lowe House Constitution

## Preamble

We, the members of Lowe 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 1: Name and Affiliation

The name of the organization shall be Lowe House, hereafter referred to as the House. The House shall be affiliated with Friley Senate, 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 needs of all its members.

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

**Section C:** Lowe House agrees to annually complete any required trainings.

**Section D:** Iowa State University and Lowe 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 III: 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 part 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.

## Article V: Legislative Body

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

**Section C: 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 D: 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 E: Voting**

The quorum necessary to conduct business at a house meeting shall be 50% of the current house membership. All house policies and election procedures must have a 67% 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.

## 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, Social Chair(s), Recycling Chair(s), Birthday Chair(s) and Academic Chair. 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 which pertains to The House.
3. The Cabinet will collectively discuss and execute any House business.
4. The Cabinet shall meet 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 Parliamentary Body.

**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**

For the Presidency, the election is held at the end of the spring semester.

All other Cabinet Positions are elected in the first three weeks of the Fall semester. The terms of office begin the first day of the fall semester (or election date) 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 attend Friley Senate meetings each week. If the President cannot attend, it is their responsibility to find a suitable replacement.
* Presents House Bills to Friley Senate.
* Meets weekly with Community Adviser.
* 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.
* Shall be responsible for knowing all university and Department of Residence policies and procedures for House functions.

**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 the President’s responsibilities for the remainder of the term.
* First person to be asked to fill in for President at Friley Senate.
* Oversees house committee structure.
* Meets from time to time with house committee chairs.
* Picks up house posters at the Friley Hall Desk and posts them on the wall by the bathroom on the even side of the hallway.

**Treasurer**

* Communicates any issues with the Campus Organizations Accounting Office.
* Completes mandatory treasurer training each year (provided by the Campus Organizations Accounting Office).
* Purchases house items with Purchasing Card.
* Maintains records of Purchasing Card.
* Authorizes transactions via Accessplus.

**Secretary**

* Keeps minutes of cabinet and house meetings.
* Emails meeting minutes to house members (usually within 24 hours of the meetings).

**Academic Chair**

* Designs and implements an academic success program for 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.

**Social Chair(s)**

* Shall consist of up to two members.
* Plans and executes social programs for the house that promote 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.
* 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.

**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.

**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 all the House members is required for removal from the office.
* The CA and Vice President shall conduct impeachment proceedings unless the Vice President is being impeached, than 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.

## 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.
* All interested members must declare their interest by signing their name and desired position on a sign up sheet posted in a public area (usually the bathroom).

**Section B: Procedures**

* Every position will be elected at least once a year. The Presidency will be elected in the Spring. All other positions will be elected within the first three weeks of the Fall semester.
* Campaigning is allowed, but must abide by ISU and Department of Residence policies, rules, and regulations.
* Candidates 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.
* Voting will be conducted via Google Forms.
* 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 the individual to the position without an official vote.

## Article IX: Finances

**Section A: House Dues**The House collects dues through the mandatory student government dues each year. Of this, $14 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 charged to the U-Bill on Accessplus. These are mandatory dues. Each student will also be charged $21 for Friley Hall dues.

**Section B: Expenditures**The Cabinet will gauge interest in house purchases through a vote on Google Form. If the votes indicate that people are satisfied with the proposed purchases, the cabinet does not need any further approval of House members to spend House funds.

## 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.

## Article XI: Amendments to the Constitution and Ratification

**Section A: Proposal**

One or more members of the house may 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.

**Section B: Ratification**

Once in its final form, the amendment must be approved by 75% of all House members within two weeks of its proposal. The ratification can be done in a House 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.