# **O’Bryan Constitution**

## **Preamble**

We, the members of O’Bryan 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 O’Bryan House, hereafter referred to as the House. The House shall be affiliated with The Friley Hall Council (The Senate), 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.

The House is also loosely affiliated with Women in Science and Engineering (WiSE) Learning Community. The House constitution and by-laws need not agree with the constitution, by-laws, or rules of the WiSE organizations.

## **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 Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

## **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. 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

## **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 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 at least 15 members of the current house membership. Members not attending are considered to be abstaining from the vote, unless their vote is submitted in advance to the CA or the president. 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. The CA may declare a vote to be invalid if it does not appear to be fair or does not follow this constitution.

## **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, two or more Social Chairpersons, Environmental Chairperson, Intramural Chairperson, and Academic Chairperson. Other positions determined necessary may be created by a majority vote of the House Cabinet. All cabinet positions are elected positions and are subject to removal procedures as detailed below. The Community Advisor is not able to be removed from the Cabinet through the normal removal procedures. 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 with 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 House Cabinet.
7. If available, special parking permits will be assigned in the following order to cabinet members: President, Vice President, Treasurer, Secretary, Academic Chairperson, Social 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.

**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).

(d) The President must have been a member of the house for more than one semester, unless this condition is waived by the CA.

**Section D: Terms of Office**

For the Presidency, Vice-Presidency, and Treasurer positions, the election is held at the second to last House meeting of the semester. Other positions deemed necessary may also hold elections. Our House agrees to annually complete President’s Training, Treasurer’s Training and Advisor Training (if required).

All other Cabinet Positions are elected in the first or second House meeting 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, Responsibilities and Expectations**

**All Members**

* Be on time to all House Meetings and all Cabinet Meetings, unless excused.
* Show respect to all O’Bryan residents, other Friley residents, Friley staff, and the building.
* Be a good role-model for members of the House.
* Work well as a team.
* Help fellow cabinet members when they need assistance.

**President**

* Presides over the Cabinet and Cabinet Meetings.
* Presides over the House and House Meetings.
* Hold House Meetings at least once every two weeks.
* Meets weekly with Community Adviser.
* Regularly post relevant materials received in the house mailbox, or relay important information to the House members.
* Meet weekly with the Community Advisor (CA).
* 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.
* Maintains House constitution and by-laws.
* Votes only to serve as tie-breaking in House Meetings.
* Calls House Meetings and notifies residents in advance at least twenty-four hours, unless a shorter time is approved by the CA.
* 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.
* Helps plan and promote house activities.
* Shall have an awareness of and express approval or disapproval of all house spending and social activities.
* Be visible on 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, or until a new President is elected.
* 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.).
* Help plan and promote House activities.
* Be visible on the House.
* Assist the president in all duties, as needed.

**Treasurer**

* Oversee House spending.
* Keep a budget for the House, created under the advice of the Cabinet.
* 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
* Attends mandatory treasurer training session each year (provided by the Campus Organizations Accounting Office).
* Maintains records of House Purchasing Cards.
* Informs the Cabinet of the balance of the House via a weekly e-mail.

**Secretary**

* Keeps minutes of cabinet and house meetings.
* Distributes meeting minutes to house members via email (usually within 24 hours of the meetings).
* Is responsible for all correspondence between the house and outside Houses.
* Create flyers and signs as needed.
* Keeps track of attendance at house meetings and events, when requested to do so.
* Submits, maintains, and updates the House Student Organization database. information through the Student Activities Center website.
* Shall keep records of cabinet members and committee chairpersons that exist.
* Shall keep records of updates to the House Constitution.

**Academic Chairperson**

* Designs and implements an academic success program for the house.
* Coordinate Friley Hall academic events for O’Bryan, as needed.
* Arranges events to help the House with academics or learn about academics.
* 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 Chairperson(s)**

* Shall consist of two members or more if needed.
* Plans and executes a social programming for the house that promotes interaction of house members.
* Plans and executive 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.
* Required to plan at least one social event per semester.
* Shall periodically survey the House for interest in activities.
* Shall inform house members of other social events on campus and purchase group tickets to events for the house, when needed.
* Work closely with the Treasurer during planning.
* Works with other officers of other houses for joint-house events, as requested by the President or Vice Presidents.

**Intramural Chairperson**

* Organize and informs house about intramural events.
* Represents the house at intramural meetings on campus.
* Collect intramural dues, as needed.
* Assists in registration of teams for intramural events.
* Works with other officers of other houses for joint-house events, as requested by the President or Vice Presidents.

**Environmental Chairperson**

* Shall be in charge of recycling.
* Shall keep the House vacuum in working order.
* Inform the House of available community service projects.
* Addresses sanitary concerns.

**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.
* 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.

**Article VII: Risk Management**

**Section A: Designation**

The House Community Adviser will be designated as the risk management authority. The role of the CA as a Risk Management officer is [a] to recommend risk management policies or procedures to the House, [b] to submit documentation to ISU’s Risk Management Office when needed and [c] to ensure that Risk Mgt. procedures are implemented at all of the organization's events. The House can identify an existing position to manage this function or they can create a new one if the House would rather not have the CA serve in this role.  [For example, the vice-president will serve as the risk management officer and will oversee all risk management responsibilities]

**Section B: Duties**

* Become educated on ISU risk management procedures
* Share applicable procedures as needed with the council in order to meet ISU guidelines and expectations
* Submit documentation to ISU’s Risk Management Office as needed

## **Article VII: Committees**

**Section A: Names**The House has created the following committees that may be activated or deactivated by a simple majority vote. 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**

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

**Education Committee:**

* Plans the educational activities for the house, including programs on academics, diversity, leadership, and personal development.
* Invites guest speakers to house meetings.
* Chaired by the Academic Chairperson, if the position exists.

**Philanthropy/Community Service Committee:**

* Plans service activities for the house.
* Chaired by one or more of the Social Chairpersons.

**Environmental Committee:**

* Coordinates a house recycling program, if it exists.
* Discusses issues related to a clean and healthy house environment.
* Chaired by the Environmental Chair.

**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.
* Chaired by the Secretary.

**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**

* Every position will be elected at least once a year. The Offices of the President, Vice-Presidents, and Treasurer are elected at the second-to-last House Meeting of the spring semester. All other Cabinet Positions are elected at the first or second house meeting of the fall semester.
* 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 the secret ballot method. Absentee voting may be made to the CA or President up to the time of the actual election.
* 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, an amount determined by the DOR is assessed per member and 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 Secretary. 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 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 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 a secret ballot.
* The budget must receive 60% on the vote in approval in order to pass. The house must have 50% participation.

**Section C: Expenditures**The Cabinet, when following the House approved budget, does not need any further approval of House members to spend House money. The Cabinet may make purchases under $25 with a unanimous Cabinet Vote. To reallocate House funds, a meeting must be held where the new budget must receive 60% on the vote in approval in order to pass. The house must have 50% participation.

## **Article X: House Policies**

During the first or second House Meeting, the House will vote on House Policies. This at a minimum must include the incense policy and the quiet hours policy.

## **Article XI: Amendments to the Constitution and Ratification**

**Section A: Proposal**

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**

Once in its final form, the amendment must be approved by 60% 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.