Richey House Constitution



# Preamble

We, the members of Richey House of the Union Drive Association, establish this constitution to guide the house in its various activities. The structure of the house cabinet, duties of the house officers, and the formation of house policies shall be in accordance with this constitution. The intention of this constitution is to assure each house member an equal voice in decisions on house affairs.

# Article I, Organization

The official name of said organization is Richey House.

# Article II, Affiliation

Our organization is affiliated with the Union Drive Association (herein UDA), and Iowa State University. Richey House abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Richey House agrees to annually complete President’s and Treasurer’s Training.

# Article III, 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.

# Article IV, Membership

Section I – Membership shall be restricted to those residing within the boundaries of Richey House as set by the Department of Residence. Each member shall have one vote.

Section II – All current house members shall accept the title as an active member within the house.

Section III -- Both the House and Iowa State University does 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 V, Officers

Section I, Eligibility – "The officers of this organization must meet the following requirements:

1. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional 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.
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.
3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

Section II, Duties –

(1) The President shall be chief executive officer and shall preside over all house meetings, cabinet meetings, and Presidents Council meetings. He shall coordinate all house activities and appoint individuals to house committees subject to cabinet approval. He shall vote only in the case of a tie when he shall cast the deciding vote. The president shall be responsible to the members of the house and to the government of the UDA.

(2) The Vice President shall act as assistant to the President. The Vice President shall take the place of the President when the President is absent. When acting for the President, the Vice President assumes all the powers, duties, and responsibilities of the President. In the event that the office of President is vacated, the Vice President shall fulfill the term of office. The Vice President shall be chairman of the constitution committee.

(3) The Secretary shall keep the minutes of each house meeting and perform other secretarial duties as designated by the President. He shall be responsible for all correspondence pertaining to the house. He shall be responsible to the President.

(4) The Treasurer shall be responsible for all financial records and is authorized to collect all dues and assessments, which have been approved, by the house. He shall serve as financial chairman on all committees. He shall be responsible to the President.

(5) The Social/Risk Management Chairmen, with a maximum of three, shall be responsible for the arrangement and coordination of all house social activities. They shall also be responsible for informing the house on UDA social activities. The role of the risk management officer is to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures, [c] to submit documentation to ISU’s Risk Management Office and [d] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

(6) The Intramural Chairman shall be responsible for arranging house participation in intramural recreation and shall represent and vote for the house at all UDA Intramural Council meetings. He shall be responsible for all athletic equipment owned by the house. He shall be responsible to the President.

Section III, Specific Duties – When the need arises, the house may, by simple majority vote, elect house members to carry out specific duties as needed.

Section IV, Method of Election - Election of officers will require a majority vote from the general membership. If a candidate fails to receive a majority of votes, a run off election will be held with the top two candidates that received the most votes. Members interested in becoming an officer must meet academic requirements as established by the Student Organization Recognition Policy. All cabinet positions are elected in the first three weeks of the fall semester. The terms of office begin immediately after elections date and last to the last day of the spring semester.

Section V, Powers –

(1) The cabinet members will act as official representatives of Richey House.

(2) The cabinet shall design and supervise a program of house activities with the approval of a majority of house members.

(3) The cabinet may authorize any single expenditure of less than ten dollars from the house treasury. Any expenditure of more than ten dollars must be approved by a majority of those present at a house meeting.

Section VII, Resignation and Impeachment of Officers –

(1) Impeachment proceedings of an officer may be initiated by a petition signed by fifty percent of the house members. Final removal of an officer will require a vote of seventy-five percent of the house members. Voting will take place after a specially publicized house meeting. Officers in the process of being impeached may speak and defend themselves during the impeachment meeting. Impeachable offenses include but are not limited to; failure to comply with house or other established policies, failure to fulfill official duties, and/or failure to act or perform duties in the best interests of the house.

(2) Resignation of officers will be submitted to the cabinet for approval.

(3) Vacancies left in the cabinet by either resignation or impeachment shall be filled by special elections as set by the cabinet.

**Article VI, Advisors**

Advisor Duties - The advisors of the House consist of both the Community Advisors (CA) who live in 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’s carry 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.

Method of Election/Selection of Advisor(s) – The Hall Director is appointed by the University. The Community Advisors are typically the Residence Assistants appointed by the Residence Hall. Additional advisors may be selected through consent of the advisor and majority House vote.

Advisor(s) Term of Service - The Advisor of this organization shall serve an indefinite term length at their leisure.

Impeachment/Removal of Advisors - Impeachment proceedings for the Advisor shall follow the same format as Officer impeachment proceedings (see Article V, Section VII).

Replacement of Advisors – Should a major vacancy occur, the Residence Hall Director (or acting Director) will be consulted about appointing new advisors.

# Article VII, House Meetings

A regular house meeting shall take place on a regular basis as designated by the cabinet, with no house meeting to take place during Finals Week. Special house meetings may be called at any convenient, publicized time for business whose immediate importance requires a house meeting. Notification of all house meetings shall be twenty-four hours in advance of the time of the meeting.

**Article VIII, Finances**

A. Campus Organizational Accounting Statement:

"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."

B. Dues

Mandatory dues are not to exceed twenty dollars.

# Article IX, Ratification

Ratification of this constitution shall consist of an affirmative vote of eighty percent of the members of the house. The revised constitution must be posted for at least one week prior to voting. The House President must submit the ratified constitution to stuorg.iastate.edu within 10 days of being ratified.

**Article X, Den**

The use of the house den, Room 4793 of Helser Hall, shall be unrestricted to all house members except, by simple majority vote at a house meeting, members choose to utilize the den for an organized house function.