

Rothacker House (Wilson) Constitution

Purpose

We, the students of Rothacker House do hereby form the Rothacker House (Wilson) as our representative body. The purpose of this Council shall be to act as the collective voice of Rothacker House residents. This Council shall seek to enhance the quality of the Iowa State University experience, to foster academic excellence, and to improve the quality of residential life within Rothacker House.

Article I: Organization

1.101 This organization shall hereby be known as the Rothacker House (Wilson) and shall be referred to hereafter as the Rothacker House Council, the House Council, or the Council.

1.102 Iowa State University and the Rothacker House Council do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, or status as a U.S. Veteran.

1.103 Rothacker House Council shall be affiliated with 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 Rothacker House Council functions. It shall also be consistent with the constitutions of the affiliated organizations stated in 1.103.

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

1.106 Our Rothacker House Council agrees to annually complete President's Training, Treasurer's Training and Advisor Training.

1.107 The Rothacker House Council shall be advised by the Rothacker House RA and Wilson Hall Director. Expectations and procedures regarding the advisor role can be found in Article 5 of the Rothacker House Bylaws.

Article II: Membership

2.101 The Executives of the Rothacker House Council shall be elected by the residents of Rothacker House. Their terms shall last from the time of their elections until the end of the Spring Academic Term, as defined by the Iowa State University Academic Calendar.

2.102 The members of the Rothacker House Council shall be made up of all residents living in Rothacker House in Wilson Hall.

2.103 The Rothacker House Council at Iowa State University is committed to creating an inclusive, respectful, and welcoming environment for all residents and members. All members and participants in Council activities are expected to uphold values of equity, inclusion, and mutual respect in their actions, decisions, and interactions. Rothacker House Council fully Rothacker to the Iowa State University Non-Discrimination and Affirmative Action Policy.

- **2.103.1** The Advisors shall have the authority to restrict an individual from acting as a voting member, shall they demonstrate significant moral ineptitude.
 - **2.103.1.1** Upon this action, the Advisors shall report their action to the Rothacker House Council, which can be overridden by a majority vote of voting members. The aforementioned voting member shall not be allowed to vote in such a motion, but another individual may represent the same floor as a temporary substitute.
 - **2.103.1.1.1** If the Rothacker House Council does not override the Advisor's action, typical procedures shall be used to decide the new voting member.
 - **2.103.1.2** If the Rothacker House Council does not restore the voting member of their position in the following four meetings following the Advisor's announcement of their termination in such role, the individual shall have have been fully removed as a voting member. That individual may not be appointed onto any position in any WilsonHall student organizations.
 - **2.103.1.3** Shall an individual be such removed, they may not return, unless so invited by the same Advisor, until the start of the following Fall Academic Term.

2.104 All current residents of Rothacker House shall be bound by all sections of this constitution.

Article III: Executives

Section I: Executive Board

3.101 The Executive Board of the Rothacker House Council shall consist of President, Vice President, Treasurer, Secretary, Academic Chair, and/or professional staff member advisers.

- **3.101.1** The voting members of the Executive Board of the Rothacker House Council shall consist of Vice President, Treasurer and Academic Chair.

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 Rothacker House Council and produce the agenda for Rothacker House Council meetings.

- **3.103.1** The President shall be a non-voting member of the Rothacker House Council 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 Rothacker House Council
 - **3.103.3.1** The President shall oversee the Constitution Committee.
 - **3.103.4.1** Should the President have a scheduling conflict, they may appoint a permanent representative.
- **3.103.5** The President shall have the ability to appoint any qualified resident to be the Secretary for the Rothacker House Council
 - **3.103.5.1** The Secretary is a non-voting member of the Rothacker House Council and Executive Board.
 - **3.103.5.2** The Secretary records and distributes meeting minutes, collects all proposed bills to the Rothacker House Council, and reads all bills proposed by the Executive Board and any bills where the writer is not present to the members of the Rothacker House Council. The Secretary shall also keep a record of attendance both within every meeting, and between them each semester, and notify the President when a Representative has poor attendance.
- **3.103.8** The President shall act as the Risk Management Officer.
 - **3.103.8.1** The role of the risk management Officer is [a] to help minimize potential risks for club activities, [b] recommend risk management policies or procedures to the Rothacker House Council, [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 procedures are implemented at all of the Rothacker House Council's events.

3.104 The duty of the Vice Presidents shall be to preside over meetings in the absence of the President.

- **3.104.1** The Vice Presidents shall oversee the election process as addressed in Article four (4), Section three (3).
- **3.104.3** The Vice Presidents shall divide the duties in the following subsection evenly at the beginning of each term.
 - **3.104.3.1** Advertising, social media management, communicating with outside organizations such as CyRide or ISU Dining, and photographing events.
 - **3.104.3.2** Host regularly schedule leadership development for their respective Rothacker House Council's representatives and student leaders at large in coordination with Resident Assistants and the Hall's Hall Director.
 - **3.104.3.3** Should the position of Secretary not be filled, it shall be added to the list above.
 - **3.104.3.4** Further duties may be added at the discretion of the Executive Board.
 - **3.104.3.5** Should the Vice President not be able to come to a decision, the duties shall be decided by drawing lots.

3.105 The duty of the Treasurer shall be to control the receipts and disbursement of all monies of the Rothacker House Council, maintain the ledger of the Rothacker House Council, and submit recommendations concerning the financial policies of the Rothacker House Council as necessary. The Treasurer shall keep a budget which shall be accessible to all members of the Rothacker House Council and Executive Board.

3.106 The duty of the Sustainability Coordinator shall be to organize Rothacker House Council sustainability events and programs, and to oversee the recycling program for Rothacker House.

3.107 The duty of the Events Coordinator shall be to schedule and coordinate events.

- **3.107.1** The Events Coordinator shall be required at minimum to plan and implement an event for each of the months of September, October, November, February, March, and April.

3.108 The duty of the Academic Coordinator shall be to coordinate academically focused events and expose Rothacker House residents to academic resources.

3.109 The Outreach Coordinator shall coordinate and promote service and diversity events as well as create community awareness of student support offices.

- **3.109.1** The Outreach Coordinator shall be responsible for updating the bulletin board with information/updates regarding the student support offices of, but not limited to, Multicultural Student Affairs Office, LGBT Student Services, and the Disability Office.

3.110 The Advisers act as consultants to the Rothacker House Council and assist the group in its growth and development. The Advisers provide guidance through advice, understanding, and clarification.

Section II: Succession

3.201 Should the position of President become vacant during a term, the vice president shall act as their successor.

3.202 Should any other position become vacant, an election will be held within four (4) weeks of the vacancy opening.

- **3.202.1** This election will follow normal election procedures stated in Article five (5).

Section III: Resignations of Executives

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

3.302 An election will be held within four (4) weeks of a resignation notice.

- **3.302.1** This election will follow normal election procedures.

Section IV: Removal of Executives

3.401 A Vote of No Confidence may be taken by the Rothacker House Council to begin impeachment proceedings on any one Executive. If two thirds ($\frac{2}{3}$) of voting members vote to begin the impeachment process, the process shall continue.

- **3.401.1** A House Council meeting shall be called one week after the initiation of impeachment proceedings.
 - **3.401.1.1** At this time, the Executive in question may present their defense to the House Council.
- **3.401.2** A secret ballot shall then be cast.
 - **3.401.2.1** All houses must send a representative to vote in the impeachment proceedings.
 - **3.401.2.2** A vote of seventy five percent (75%) is required for removal from office.

3.402 The Advisor and Vice Presidents shall conduct impeachment proceedings.

- **3.402.1** In the event that a Vice President is being impeached, the President will assist the Advisor in the proceedings.

3.403 An election will be held within four (4) weeks of removal.

- **3.403.1** Impeachable offences may include [a] repeatedly missing scheduled meetings or failing to provide notice of absence [b] failing to complete assigned responsibilities, committee work, or required duties, [c] ignoring or refusing to respond to official communication from the Executive Board or Hall Advisor [d] using Rothacker House Council funds or resources for personal benefit, [e] making unauthorized expenditures on behalf of the house council, [f] refusing to maintain accurate, transparent, or complete financial records when responsible for them, [g] engaging in harassment, bullying, or threatening behavior toward residents or council members, [h] making discriminatory remarks or taking discriminatory actions based on protected identity groups, [i] creating a hostile or disruptive environment during council meetings, events, or activities, [j] violating university, residence hall, or housing policies (including alcohol/drug rules), [k] damaging or vandalizing university, residence hall, or council property, and [l] engaging in conduct that violates the ISU Student Code of Conduct in a way that harms the house council’s reputation, integrity, or ability to function.

Section V: 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) 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.

- **3.501.2** 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.
- **3.501.3** Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in 3.501.1 & 3.501.2.

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

3.503 In order to avoid conflicts of interest, an Advisor may use their own discretion when allowing an individual to hold a position in their House Government as well as the Hall Executive Board. It is encouraged for an individual seeking multiple offices to discuss the situation with an Advisor before running or being appointed to either.

Article IV: Elections

Section I: Candidates

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

5.102 Nominations are to be submitted to a designated House Council member in written form (or electronic when requested) during the assigned nomination period.

Section II: Procedures

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

5.202 All positions should be elected within the first four weeks of the academic year, as defined by the beginning of classes for the Fall Term.

- **5.202.1** At minimum, a President and Treasurer must be elected in the first four weeks of the academic year.
- **5.202.2** In the event that not all positions are filled by the end of the Fall Semester, the open positions must be filled within the first four (4) weeks of the Spring Semester.

5.203 The first meeting of the Fall Semester shall be run with the assistance of the Advisors.

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

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

Section III: Selection of Executives

5.301 The Advisors will monitor the election procedures.

5.302 All elections will follow the procedures detailed in Article five (5), Section two (2).

5.303 The Candidate receiving the greatest number of votes by hands raised shall be elected.

- 5.303.1 In the event of a tie, the winner shall be decided by a revote, monitored likewise by the Advisors.
- 5.303.2 A minimum of six (6) votes must be cast for a write-in candidate to be considered.

5.304 Candidates may be nominated for any number of positions.

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

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

Article V: Meetings

Section I: Quorum

6.101 Quorum is defined as two-thirds (2/3) of voting members, and the number of votes required to meet quorum should be rounded up. No member of the Executive Board should be considered in quorum except in the method defined in 6.102.

Section II: General Assembly Meeting Frequency

6.201 The Rothacker House Council must meet within one week after two-thirds (2/3) of representatives have been elected.

6.202 The Rothacker House Council shall meet at least once every two (2) weeks during the academic school year while classes are in session with the exception of prep week, finals week, and University Holidays.

6.203 A meeting of the Rothacker House Council shall be called by the President with a minimum of five (5) days' notice.

6.204 A meeting of the Rothacker House Council shall be cancelled by the President with a minimum of twenty-four (24) hours' notice.

Section III: Executive Board Meeting Frequency

6.301 The Executive Board must meet within one (1) week after being elected.

6.302 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 prep week and finals week.

6.303 A meeting of the Executive Board shall be called by the President with a minimum of twenty-four (24) hours' notice.

6.304 A meeting of the Executive Board shall be cancelled by the President with a minimum of twenty-four (24) hours' notice.

Article VI: Finances

Section I: House Dues

7.101 The Rothacker House Council collects dues through the mandatory student government dues each year within housing. Of this, \$10 per resident is transferred into the House Council account & \$12 per resident is transferred into the Hall Council account. These dues contribute to programming and upkeep of Rothacker House Council-owned equipment. All student government dues will be billed through the Accounts Receivable Office. These are mandatory dues.

7.102 The Rothacker House Council may collect social dues for Rothacker House Council social functions. Social dues are not mandatory. The Rothacker House Council will vote on the social due amount during the second or third Rothacker House Council meeting, needing a simple majority to set the maximum collected amount. All social dues will be collected by the Treasurer.

7.103 The Rothacker House Council will not refund any dues.

7.104 All monies belonging to the House Council shall be deposited and disbursed through a bank account established for the Rothacker House Council 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.

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

Section II: Budget

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

7.202 The budget must be presented to and approved by the Rothacker House Council with a unanimous vote.

7.203 Once approved, the budget must be made available three days prior to discussion with the voting members.

7.204 The budget will be voted on at the following meeting after the discussion with a roll call vote.

- **7.204.1** The budget must receive a two-thirds (2/3) vote from all Representatives to pass.

Section III: Expenditures

7.301 All purchases must be approved unanimously by the Executive Board and must be within the approved budget.

7.302 To reallocate Rothacker House Council funds, a meeting must be held where the new budget must receive a two thirds (2/3) affirmative majority by all voting members in order to pass.

Article VII: Amendments to the Constitution and Ratification

Section I: Proposal

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

8.102 The amendments must be presented to the voting members at an official meeting and must be made public immediately after the presentation.

- *8.102.1* Posting must detail current language, proposed language, and purpose for the change or addition.

Section II: Ratification

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

- *8.201.1* If the finalized amendment is not passed in the two weeks following its proposal; the motion should be considered a failed motion.

8.202 The ratification can be done in a Rothacker House Council meeting.

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

8.204 The Secretary shall then be responsible for adding the amendment to the constitution and prompt submission of an updated constitution to the Student Engagement.

8.205 Once a ratification is processed and voted upon, it is required to be submitted as an updated constitution and bylaws to Student Engagement within 10 days.

8.206 In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur.

- *8.206.1* Any changes to bring the constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor.
- *8.206.2* Notification of these changes must be communicated at the next full organizational meeting.

Rothacker House (Wilson) Bylaws

Article I: Copies of the Bylaws

1.101 One (1) complete copy of the Bylaws shall be kept on file with the transitional report flash drive and the Advisor.

1.102 Each member of Rothacker House Council will be printed and given a copy of the bylaws at the beginning of their appointment.

1.103 One (1) copy of the Bylaws shall be kept online with the Rothacker House Council Constitution.

Article II: Constitutional Supremacy

2.101 Wherever there is conflict between the Constitution and Bylaws of the Rothacker House Council, the Constitution shall always reign supreme.

Article III: Proposal Guidelines

Section I: Submission

3.101 A template for all funding proposals shall be provided at the beginning of each semester.

- 3.101.1 Submitted funding proposals must follow the guidelines provided.
- 3.101.2 Submitted funding proposals must somehow benefit Rothacker House residents in the form of a social, program, event, initiative, or educational purpose.

3.102 Funding proposals must be submitted at minimum one (1) day prior to the meeting at which it will be initially read.

3.103 The second reading of any non-financial bill may be waived, if asked by the proposer and must be approved by a majority vote.

Section II: Approval

3.201 All funding proposals must be approved by the Executive Board.

3.202 Funding proposals must be read one (1) week prior to the meeting where it is to be voted upon.

- **3.202.1** Funding proposals must receive a majority vote of the Representatives to pass.

Article IV: Policies

Section I: Attendance

4.101 Any Representative member who leaves an official Rothacker House Council meeting before adjournment without notifying the President prior to the meeting and without adequate excuse shall be charged with an unexcused absence. The President shall have ultimate discretion in determining the acceptability of an excuse.

4.102 Consistent tardiness is defined as being fifteen (15) or more minutes late to more than two (2) Rothacker House Council meetings during a semester without being excused by the President.

- **4.102.1** Consistent tardiness results in an unexcused absence.

4.103 Council members are permitted to leave for short periods of time. If the President believes this to be too long, a discussion may be had with the Representative and Secretary to discuss meeting attendance.

- **4.104.1** Upon the first unexcused absence the Vice President shall contact the Representative in question and remind them of the Bylaws concerning Rothacker House Council attendance and request that they attend the next Rothacker House Council meeting.
- **4.104.2** Upon the second unexcused absence the Vice President and Secretary shall arrange a meeting with the Representative in question to discuss their violation of the House Council Bylaws.

4.105 In the fall semester, the attendance policy shall take effect during the fourth week of classes.

4.106 All attendance records are reset at the end of each semester.

Section II: Voting

4.201 In the event wherein a motion has been called to question, each voting member has the opportunity to vote either Yes, No, or Present.

- *4.201.1* Voting Present should be considered an abstention, with the vote not counting for or against the measure, but where the voting member will still be noted as in attendance to meet quorum.

4.202 In the event of a tied vote, the President shall be granted the ability to cast a vote. The President can never vote Present.

4.203 For a matter to pass, a majority of members who did not vote Present must vote Yes. If the bill requires funding, two thirds ($\frac{2}{3}$) of members who do not vote Present must vote Yes.

- *4.203.1* Similar to quorum, the number required for a motion to pass is rounded up. For example, with ten (10) votes cast either Yes or No, there must be seven (7) Yes votes for a financial measure to pass.

Article V: Advisors

5.101 The Advisor shall be the Hall Director(s) and chosen Resident Assistants for the duration of their employment unless they are unable to fulfill the position, and then the Advisor shall be selected from the administration or the faculty of Iowa State University.

5.102 The Advisors shall be asked to include the Rothacker House Council in their transitional building reports.

5.103 The Advisors shall act as liaisons with the Iowa State University Administration and in any other situation where a non-student spokesperson is needed.

5.104 The Advisors shall maintain confidentiality when fulfilling the duties prescribed by their position described herein, except where a violation of law or University policy is at issue.

5.105 If the Advisors are failing to complete their duties the following will occur:

- *5.105.1* If a Resident Assistant Advisor fails to complete their duties, the House President will reach out to the Wilson Hall Director to report the issue.

- *5.106.1* If the Hall Director Advisor is failing to complete their duties, the House President will reach out to their direct supervisor, the Union Drive Area Coordinator.

Article 6: Bylaws

Section I: Amendment

6.101 These Bylaws may be amended by an affirmative roll call vote of two thirds of seated voting members at a meeting of the Rothacker House Council.

Section II: Ratification

6.201 These Bylaws may be ratified by an affirmative roll call vote of two thirds of seated voting members at a meeting of the Rothacker House Council.

6.202 All previous versions of Bylaws are null and void upon ratification.