

Oak-Elm Hall Council Constitution

Article I: Name

The name of this organization shall be Oak-Elm Hall Council. Oak-Elm Hall Council is a representative body of the Department of Residence at Iowa State University. The Oak-Elm Hall Council abides by and supports Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

Article II: Purpose and Goals

The purpose of this organization is to create a welcoming environment that upholds the five pillars of The Department of Residence, which are as follows:

Academic Skills: Students will develop the academic skills and abilities to succeed at Iowa State University.

Personal Skills: Students will be aware of the resources and strategies that will further their sense of identity, self-esteem, confidence, emotional and physical wellbeing, and integrity.

Understanding and Appreciation of Human Differences: Students will recognize that their community is composed of diverse individuals and that their experience is enhanced by civilly engaging and considering multiple perspectives and viewpoints.

Leadership Skills: Students will practice sound leadership principles as they exercise leadership in their campus and community.

Civic and Community Responsibility: Students will develop the skills to be responsible for their community (residential, local, and global).

The Oak-Elm Hall Council is one of several councils established in the residence hall and apartment communities to serve as representatives of the general residents in governing, programming, and financial matters. Councils also are able to contribute to programming causes on campus.

The Oak-Elm Hall Council agrees to annually complete President's Training, Treasurer's Training and Advisor Training (if required).

Article III: Membership

Membership is open to all residents of Oak-Elm and “Iowa State University Oak Elm Hall Council 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. All members must currently be enrolled as students.”

Election of officers or other members of the council shall be elected and voted in by current residents of the hall via a paper vote at the hall desk or via electronic survey. Candidates with the majority of votes will be appointed to the position. Elections shall occur in the month of September for all open positions.

In the instance that an office needs to be filled, members of the council shall nominate a member or one shall be appointed by the president and approved by the council.

As a member, one is required to attend organization meetings regularly and actively support organization projects.

Meetings

The organization shall hold regular weekly meetings in the designated area during the academic term except when holidays, dead/finals week or other events make meeting impractical. There is also the option for advisor meetings with different members of the council.

Organization meeting day/time will be determined by elected members of Hall Council. They will then be advertised after elections.

Attendance at organization meetings is required by all Hall Council Officers and House Presidents (or a house rep/co-President if the House President cannot attend). If a member must miss a meeting, correspondence with an executive member is required. Repeated absences will be adequately handled by the executive team. Disciplinary action will be taken at the discretion of Hall Council. The person in question will not be included in decision making.

Officers and House Presidents (or a representative of the floor) should miss no more than 2 unexcused meetings of the 16 week semester. If more are missed a warning will be issued by a member of the executive team with the advisor(s) CC'd. Further action will be determined by the Hall Council.

A quorum shall consist of a simple majority of the membership plus one officer.

Meetings can be canceled by the President or Advisor(s).

Committees shall be called by any coordinator, and should have several representatives (preferably one from each house) to achieve the common goal. Committees shall be dissolved when the task is completed.

Article IV: Officers

The term of office will be one full academic year (August to May) unless other circumstances are present. They should work with and keep open lines of communication with Oak-Elm CA's.

Eligibility

The officers of this organization must meet the following requirements:

- I. Have a minimum cumulative grade point average 2.5 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. In order for this provision to be met, at least 12 credit hours must have been taken for the semester under consideration.
- II. Be in good standing with the university and enrolled: as a full time student, 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.
- III. Will be expected to attend all Hall Council Events, unless excused by an executive member or advisor.

Removal from Office

An officer will become ineligible to hold an office should the student fail to maintain the requirements as prescribed.

Officers may be removed from office by $\frac{1}{2}$ vote of the other officers if actions are deemed inappropriate by the membership. The officer is permitted to speak before the general membership about the charges made concerning their performance. The officer is not permitted to participate in the deliberation regarding the charges. Removal will be suggested in consultation with the Advisor(s). If an officer has three unexcused absences per semester they can be removed from office. Officers can be removed from office in the case of insubordination, unwillingness and incompatibility with other officers (intimidation etc), and other reasons deemed inappropriate by other officers and advisors.

In the case of removal from office, another officer(s)/advisor(s) will balance the open position until a longstanding officer is found.

Cabinet Officers

President

Duties

- All executive powers and authorities shall be vested in the President
- Shall ensure that the Oak-Elm Hall Council abides by all rules of the Student Activities Center.
- Has the power to delegate any duties to other officers other than those stated in the by-laws.
- The president must prepare an agenda before every meeting.
- Shall facilitate all meetings
- Is the primary communicator between officers and advisor(s).

Vice President/Risk Management Officer

Duties

- Should the position of President be vacated, the Vice President shall assume the position of President immediately.
- Shall assemble an annual constitutional and by-laws review committee.
- Shall attend and lead Programming Board meetings with House Vice Presidents.
- Will facilitate meetings in absences of the president.
- Become educated on ISU risk management procedures
- Help minimize potential risks for club activities
- Share applicable procedures as needed with the council in order to meet ISU guidelines and expectations
- The role of the risk management officer is [a] to recommend risk management policies or procedures to (Oak Elm Hall Council), [b] to submit documentation to ISU's Risk Management Office and [c] to ensure that Risk Mgt. procedures are implemented at all of the Hall Council events.

Treasurer

Duties:

- Must register the Oak-Elm Hall Council with the Iowa State University Student Activities Center.
- Shall ensure that the club abides by all rules of the Student Activities Center.
- Shall present a treasurer's report at every meeting to notify the Council of its financial status.
- Shall handle all transactions of Council monies.
- Shall be responsible for the management and dispersion of the annual hall and house dues to the appropriate funding accounts in conjunction with the Advisor(s).

Amended and Ratified: November 2022

- Shall be responsible for the management and organization of all financial affairs and go through mandatory Campus Organization Accounting training every fall.

Secretary

Duties

- Shall keep a record of the proceedings of each meeting.
- Shall send out minutes after every meeting to all council members, floor presidents, and advisor(s).
- Shall create an Oak-Elm list at the beginning of each year as needed.
- Shall maintain and keep the active Oak-Elm Hall Council Constitution and by-laws, and shall ensure passing it on to the next Secretary.

CA Liaison

Duties

- Attend Hall Council/Programming Board weekly meetings.
- Keep open lines of communication between CA and Hall Council members.

IRHA Representatives

Duties

- Attend weekly IRHA meetings
- Email Oak-Elm Hall Council (House Presidents included) no later than Friday noon on IRHA bills that will be voted on at the next IRHA meeting.
 - The purpose of this email is so that the House Presidents can email their residents and can collect input from their residents on how to vote on the IRHA bills that are on the table at the next Oak-Elm Hall Council meeting. At the following Oak-Elm Hall Council meeting, the House Presidents will vote on whether or not to pass or veto a bill. The consensus is how the two IRHA reps must vote at the following IRHA meeting.

Member at Large

Duties

- attend weekly meetings and preside over an absent officer
- will vote in the occurrence of a tie amongst the executive members

Advisors

Eligibility: must be the current Oak-Elm Hall Director and a full-time employee of Iowa State University. If the Hall Director is unable to fulfill these duties, another full-time employee within the Department of Residence shall be designated as advisor.

Duties

- Maintain communication with President regularly
- Inform the President of current events, policies, and practices on campus.
- Awareness and approval of financial expenditures
- Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.
- May not vote in any council matters.
- A new advisor shall be recognized when the employment of the Hall Director changes.

Removal of Advisor

In the case of a removal of an Advisor(s), officers will meet with the another advisor (Resident Assistant incase of no second advisor) on the charges. Advisor(s) will be made aware of charges, and given time to speak on their behalf.

Advisor(s) may be removed by at least $\frac{3}{4}$ vote if actions are deemed inappropriate. Advisor(s) in question will be asked to leave during deliberation and voting (meetings will be supervised by Resident Assistant or someone of equal standing).

Advisor(s) can be removed based upon any improper use of power within the group or any legal charges such harassment, sexual misconduct, or other actions deemed inappropriate.

Article V: Finances

In the residence halls, residents will be assessed \$42 in mandatory student government dues each year (\$10 to house, \$7 to hall, \$9 to Inter-Residence Hall Association (IRHA), and \$16 to the IRHA-sponsored USA Today Newspaper Readership Program).

These dues contribute to programming, and upkeep of house and hall-owned equipment.

All student government dues will be billed through the Accounts Receivable Office beginning in July.

The Hall Council shall maintain a minimum \$150 from the end of the academic year to the beginning of another academic year.

All financial affairs shall be passed by a two thirds vote by the council.

Amended and Ratified: November 2022

All monies belonging to this organization shall be deposited and disbursed to a bank account established for this organization at the Campus Organization Accounting Office and/or approved institution/office (must receive authorization via Campus Organization Accounting office). All funds must be deposited within 24 hours after collection.

Article VI: Amendments and Ratifications

Any amendments or ratifications to the constitution shall be voted on and passed by a two-thirds vote by the council. In special circumstances, the constitution may be voted on and ratified by the executive council, with approval from advisor(s).

This constitution may be amended and subsequently ratified at any time, with the unanimous approval of the President, Vice President, and Treasurer and with a simple majority of the membership, no co-abstainers.

Members will be provided with an electronic copy of the proposed amendment. The authors shall read the amendment at Council meetings. Members will be given one week to consider amendments and vote on them in the next meeting.

Amended or ratified constitution will be submitted within 10 days to the Student Activities Center for approval.