

Freshmen Council Constitution

The Constitution of Freshmen Council

Iowa State University

Revised: March 5th, 2018

Preamble

Freshmen Council was created by the Student Government in 1996 due to the overwhelming desire of the freshmen class to form a distinct and unifying voice on the Iowa State University campus. Freshmen Council is dedicated to the task of educating, supporting and representing the freshmen class, as well as preparing them for future leadership roles at Iowa State University and beyond.

Article I: Establishment of the Freshmen Council

Section I: Name

The name of this body shall be the Freshmen Council of Iowa State University, hereafter referred to as Freshmen Council.

Section II: Jurisdiction

1. The selected members who comprise Freshmen Council by accordance of Article V shall be subject to this Constitution.
2. Freshmen Council agrees to abide by and support established Iowa State University policies, State and Federal Laws.
 - 2.1. Iowa State University and Freshmen Council do not discriminate on the basis of physical or mental disability, genetic information, pregnancy, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

Article II: Purpose

Section I

1. The purpose of the Freshmen Council shall be:
 - 1.1. to act as a representative body of the freshman class of Iowa State University.
 - 1.2. to unite the freshman class through social, philanthropic, educational, and social justice related programming.
 - 1.3. to provide the University with ideas and feedback for programs and projects that affect the freshman class.
 - 1.4. to encourage the members to acquire leadership skills through a better understanding of the University.

- 1.5. to act as a resource for first year students to turn to for advice, direction, and support.

Article III: Statement of Compliance

1. Our organization agrees to annually complete President's Training, Treasurer's Training and Advisor Training (if required).
2. Our organization agrees to abide by Iowa State University rules and policies as well as State and Federal laws and local ordinances or regulations.

Article IV: The Advisors

Section I: Qualifications

1. The advisors of Freshmen Council shall consist of:
 - 1.1. Two peer advisors who must:
 - 1.1.1. be a student who has served as a Freshmen Council Officer.
 - 1.1.2. have been appointed by the Officers and accepted the position.
 - 1.2. One staff advisor who is the Leadership and Service Program Coordinator in the Memorial Union.
 - 1.3. A maximum of two Graduate Assistant advisors who:
 - 1.3.1. are welcome as complimentary advisors to the staff advisor.

Section II: Selection

1. Appointment for the peer advisor positions shall be publicized and made available the second week in November of the year prior to which the peer advisors shall serve.
2. The peer advisors shall be selected by the current Officers of Freshmen Council.
3. In the case of impeachment, prospective peer advisors shall be interviewed by the Executive Board and appointed at their discretion.

Section III: Purpose

1. All advisors will:
 - 1.1. cultivate and expand leadership qualities in the Officers.
 - 1.2. provide historical accounts, experience, and advice when asked.
2. The peer advisors will:
 - 2.1. serve as ex-officio members of Freshmen Council.
 - 2.2. act as a resource for the Freshmen Council.
 - 2.3. provide support as deemed necessary.
3. The staff advisor will:
 - 3.1. serve as a risk management officer.
 - 3.2. recommend risk management policies or procedures to the Council.
 - 3.3. submit documentation to Iowa State University's Office of Risk Management.

- 3.4. ensure that Risk Management procedures are implemented at all of the organization's events.

Section IV: Term of Service

1. The staff advisor will serve at the leisure that they feel appropriate.
2. The graduate assistant advisor will serve at the leisure they feel appropriate.
3. The peer advisors will:
 - 3.1. serve one-year terms.
 - 3.2. be replaced at the end of the fall semester.

Section V: Peer Advisor Impeachment/Replacement

1. The peer advisor impeachment process is as follows:
 - 1.1. any Officer who would like to begin the discussion of impeachment shall introduce rationale at an Executive Board meeting.
 - 1.2. the staff or graduate assistant advisor will start the impeachment process at the request of the majority of the Executive Board.
 - 1.3. upon impeachment, the peer advisor will have a chance to present their case to the Executive Board.
 - 1.4. after the case has been presented, the Executive Board will discuss and vote on the outcome of the impeachment without the impeached peer advisor present.
 - 1.5. impeachment will be decided by a simple majority of the Executive Board.
2. In the event of a successful impeachment:
 - 2.1. the vacant peer advisor position will be publicized to past alumni of Freshmen Council.
 - 2.2. prospective peer advisors shall be interviewed by the Executive Board and appointed at their discretion.

Article V: The Members

Section I: Qualification

Any half time first year student in good standing with Iowa State University shall be eligible for the selection process as defined in Article V Section II. Iowa State University and Freshmen Council do not discriminate on the basis of physical or mental disability, genetic information, pregnancy, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

Section II: Member Selection

1. The selection process for Freshmen Council Members shall be under the jurisdiction of the Officers.
2. Applications shall be publicized and made available at the start of the spring and fall semesters.

3. The Executive Board and Public Relations Co-Chairs shall be responsible for publicizing the available positions.
4. All Officers are responsible for soliciting candidates.
5. Members shall be selected no later than two weeks after the event known as Clubfest in the fall semester, and no later than the first four weeks in the spring semester.
 - 5.1. Applications may be made available at a later date under the discretion of the Executive Board.

Section III: Size of Council

1. The Co-Chairs from each committee shall decide the number of members necessary for their committee to successfully carry out its responsibilities.
2. Members will serve until the end of the spring semester, unless selected to serve as an Officer.
3. In the event of a vacant officer position, it is at the discretion of the Executive Board to fill the vacancy of the position with a current member.

Section IV: Removal of Members

1. All members must remain in good standing with Iowa State University.
2. No more than three unexcused absences and three excused absences, for a total of six absences, shall occur for any one member during the semester term.
 - 2.1. Determining whether an absence is excused shall be under the jurisdiction of the Executive Board.
 - 2.2. Absences can include, but are not limited to, being absent from a general meeting, Executive Board meeting, Co-Chair meeting, or committee meeting.
3. Pending removal, the member should meet with the corresponding Co-Chairs, President, Vice President and Advisors to determine proper actions.

Section V: Vacancies

1. Member vacancies will be filled at the discretion of the Executive Board.

Article VI: Officers

Section I: Executive Board Selection

1. The selection process for the Freshmen Council new Executive Board shall be under the jurisdiction of the current Freshmen Council President, Vice President, and Advisors. They are to determine when the selection committee is to meet and organize the selection.
2. Applications for Executive Board shall be publicized within Freshmen Council and made available no later than two weeks before the due date.
3. The selection committee, consisting of the six exiting Executive Board members, peer advisors, and graduate assistant advisors, shall appoint the Executive Board of the Freshmen Council before the commencement of Thanksgiving break.

- 3.1. This appointment will take place after an application and interview, and will be fully under the discretion of the selection committee.
- 3.2. Applicants must have a minimum cumulative grade point average (GPA) as stated below and meet that minimum cumulative GPA in the semester of selection 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.
- 3.3. Applicant must 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.
- 3.4. Applicants will be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (3.2) and (3.3).

Section II: Co-Chair Selection

1. The Officers shall be composed of the Executive Board and the committee Co-Chairs.
2. The selection process for Freshmen Council committee Co-Chairs shall be under the jurisdiction of the newly appointed Freshmen Council Executive Board and must be approved by the Freshmen Council Advisors.
3. Applications for Co-Chairs shall be publicized to current members of Freshmen Council and made available the last Sunday in October. It shall remain open for a minimum of two weeks.
4. Co-Chairs of the Freshmen Council shall be appointed by the Sunday of Dead Week.

Section III: Terms of Office

The President, Vice President, Treasurer, Secretary, Director of Campus Relations, Director of Information Technology, and committee Co-Chairs shall serve from the spring semester until the end of the fall semester each year.

Section IV: Removal of Officers

1. All officers must remain in good standing with the University, abide by the Freshmen Council attendance policy, maintain a grade point average of 2.0, and fulfill all obligations stated in the below Articles. Failure to fulfill one or more of these conditions presents grounds for removal from office.
2. Pending removal, the officer will meet with all Advisors, the President, and Vice President to determine a proper course of action. If these mentioned decide on a vote for impeachment as the proper course of action, the simple majority of the Officers in favor of impeachment will finalize the decision.
3. If the party in question is either the President or Vice President, the Treasurer will fill their place during the preliminary hearing. If the party in question is another Officer, they

reserve the right to present their case but will not be present in the final removal decision or impeachment vote.

4. The removal process will begin when any Officer fails to comply with any of the aforementioned requirements. Following this failure, the impeachment process will begin with the President contacting the mentioned officer in writing and requesting a meeting with all Advisors, President, and Vice President as mentioned above.

Section V: Vacancies

1. In the event of a vacant officer position
 - 1.1. If a Co-Chair vacancy occurs, the President and Vice President shall first make the position open to members of that Co-Chair's committee. If the position is not filled, the position will be available to general members.
 - 1.2. If an Executive Board vacancy occurs, the President and Vice President shall first make the position open to Co-Chairs. If the position is not filled, the position will be available to general members.
 - 1.3. The President and Vice President shall conduct the interview process to select the new officer.
 - 1.4. In the Fall semester, it is at the discretion of the Executive Board whether or not a new officer shall even be sought.

Article VII: Officer Descriptions:

Section I: Presidential Responsibilities:

1. The President Shall:
 - 1.1. preside over the general meetings of Freshmen Council, the Executive Board, and Co-Chair meetings.
 - 1.2. be the official spokesperson for Freshmen Council.
 - 1.3. represent Freshmen Council to Iowa State University.
 - 1.4. carry out those duties, which Freshmen Council shall direct.
 - 1.5. call special meetings of the Freshmen Council.
 - 1.6. take part in the selection process for committee Co-Chairs.
 - 1.7. serve as a voting member of the Council in event of a tie.
 - 1.8. plan and organize necessary retreat activities for the Executive Board to be held prior to Spring ClubFest in the spring.
 - 1.9. plan and organize necessary retreat activities for the Officers to be held prior to Fall ClubFest in the fall.
 - 1.10. administer the Andy Albright Memorial Scholarship.

Section II: Vice Presidential Responsibilities:

1. The Vice President Shall:
 - 1.1. assist the President in carrying out his/her duties.
 - 1.2. assume the office of President should a vacancy occur.

- 1.3. preside over the meetings in the absence of the President.
- 1.4. carry out duties as delegated by the President.
- 1.5. take part in the selection process for committee Co-Chairs.
- 1.6. serve as a voting member of the Council.

Section III: Treasurer Responsibilities:

1. The Treasurer Shall:
 - 1.1. serve as chief financial officer of Freshmen Council.
 - 1.2. have an understanding of Student Government and Student Activities Center funding proposal procedures.
 - 1.3. work with the Executive Board and Co-Chairs to establish budgets.
 - 1.4. serve as a voting member of the Council.

Section IV: Secretary Responsibilities:

1. The Secretary Shall:
 - 1.1. take minutes at the general meetings of Freshmen Council, the Executive Board, and Co-Chair meetings.
 - 1.2. be responsible for the attendance procedures of Officers and general members.
 - 1.3. document events for archival.
 - 1.4. serve as a voting member of the Council.

Section V: Director of Campus Relations Responsibilities:

1. The Director of Campus Relations shall:
 - 1.1. coordinate guests to speak for Freshmen Council meetings.
 - 1.2. report to the Council announcements of major events of different organizations.
 - 1.3. work towards developing positive relationships with other student, professional, and university organizations.
 - 1.4. be responsible for leading or delegating written correspondence to and from Freshmen Council.
 - 1.5. represent Freshmen Council to Iowa State University in the absence of the President.
 - 1.6. help members become involved on campus through reporting current applications, position openings, and membership opportunities.
 - 1.7. manage a list of Freshmen Council Alumni.
 - 1.8. serve as a voting member of the Council.

Section VI: Director of Information Technology Responsibilities:

1. The Director of Information Technology shall:
 - 1.1. build and maintain the Freshmen Council website.
 - 1.2. maintain the Freshmen Council electronic mailing lists.
 - 1.3. have an understanding of the Student Marketplace.

- 1.4. maintain the official Google Drive.
- 1.5. serve as a voting member of the Council.

Section VII: Education Co-Chair Responsibilities:

1. The Education Co-Chairs shall:
 - 1.1. develop and implement educational programs for the freshman class and Freshmen Council.
 - 1.2. work with the Treasurer to establish a budget.
 - 1.3. appoint subcommittee members as needed to help carry out duties.
 - 1.4. serve as voting members of the Council.

Section VIII: Social Justice Co-Chair Responsibilities:

1. The Social Justice Co-Chairs shall:
 - 1.1. develop and implement programs for the freshman class and Freshmen Council which foster understanding, awareness, and communication about persons possessing different backgrounds.
 - 1.2. work with the Treasurer to establish a budget.
 - 1.3. appoint subcommittee members as needed to help carry out duties.
 - 1.4. serve as voting members of the Council.

Section IX: Philanthropy Co-Chair Responsibilities:

1. The Philanthropy Co-Chairs shall:
 - 1.1. develop and implement at least one philanthropic activity per semester that engages the student body.
 - 1.2. make the Freshmen Council aware of community and campus philanthropic events.
 - 1.3. work with the Treasurer to establish a budget.
 - 1.4. appoint subcommittee members as needed to help carry out duties.
 - 1.5. serve as voting members of the Council.

Section X: The Public Relations Co-Chair Responsibilities:

1. The Public Relations Co-Chairs shall:
 - 1.1. promote and provide promotional material for all programs sponsored by Freshmen Council.
 - 1.2. promote awareness of Freshmen Council.
 - 1.3. develop methods of recruiting members for Freshmen Council.
 - 1.4. grow and maintain Freshmen Council's social media presence.
 - 1.5. design t-shirts for the Council and its events.
 - 1.6. work with the Treasurer to establish a budget.
 - 1.7. appoint subcommittee members as needed to help carry out duties.
 - 1.8. serve as voting members of the Council.

Section XI: The Social Co-Chair Responsibilities:

1. The Social Co-Chairs shall:
 - 1.1. develop and implement social activities for the freshman class and the Freshmen Council.
 - 1.2. plan a banquet at the end of fall semester for members of the Freshmen Council.
 - 1.3. work with the Treasurer to establish a budget.
 - 1.4. appoint subcommittee members as needed to help carry out duties.
 - 1.5. serve as voting members of the Council.

Section XII: The Special Events Co-Chair Responsibilities:

1. The Special Events Co-Chairs shall:
 - 1.1. develop partnerships in order to successfully fund the Andy Albright Memorial Scholarship.
 - 1.2. organize, facilitate, and implement all duties necessary to successfully host the Andy Albright Jingle Jog.
 - 1.3. organize, facilitate, and implement all duties necessary to successfully host VolleyBrawl.
 - 1.4. work with the Treasurer to establish a budget.
 - 1.5. appoint subcommittee members as needed to help carry out duties.
 - 1.6. serve as voting members of the Council.

Section IX: The Fundraising Co-Chair Responsibilities:

1. The Fundraising Co-Chairs shall:
 - 1.1. organize fundraising to support Freshmen Council activities and philanthropic events.
 - 1.2. work with the Treasurer to establish a budget.
 - 1.3. appoint subcommittee members as needed to help carry out duties.
 - 1.4. serve as voting members of the Council.

Article VIII: Finances

Section I: Accounting

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 Advisor to this organization must approve and sign each expenditure before payment.

Section II: Dues

All Officers and General Members shall be required to pay \$15 in dues each semester to finance Freshmen Council activities. Exceptions can be made at the discretion of the Treasurer and Advisors on a case-by-case basis.

Article IX: General

Section I: The Constitution

1. Constitutional Revision Meetings shall be called by a simple majority vote of the Executive Board at their meeting.
 - 1.1. The Constitution shall be revised as needed by Freshmen Council upon agreement by a two-thirds affirmative vote by voting members present at a Constitutional Revision Meeting.
 - 1.2. Constitutional Revision Meetings shall be advertised two weeks before the vote.
 - 1.3. Constitutional Revision Meetings shall be open to all members of Freshmen Council.
2. This Constitution takes effect upon the ratification of it by a majority vote of voting members present at the Constitutional Revision Meetings.

Section II: The Meetings

1. The general meetings of Freshmen Council, the Executive Board, and Co-Chair meetings shall be held on a weekly basis.
2. The newly appointed Council may change the meeting times only in the event of two-thirds majority of all members in favor of the change.
3. Unless excused beforehand, it is assumed that each Freshmen Council member will attend the general Freshmen Council meetings and that each Officer will also attend their respective meetings. The Executive Board will also attend Co-Chair meetings.