

# **The Constitution Of Habitat for Humanity Student Chapter**



Habitat for Humanity Student Chapter abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Habitat for Humanity Student Chapter agrees to annually complete President's and Treasurer's Training.

## **Preamble**

The organization aims to educate, advocate, fundraise, and build to support the mission of Habitat for Humanity. Educating is needed to spread the word about the need to end poverty housing. Advocating is needed to instigate action to help change policies with regards making affordable and decent housing. Fundraising is needed in order to give back to our affiliate, Habitat for Humanity of Central Iowa, send Iowa State students on service trips, and promote the mission of Habitat for Humanity. Lastly, building is needed to provide the affordable housing to families in our community and around the country. Building is the foundation from what Habitat for Humanity functions, by building houses, relationships are formed between students, homeowners, Habitat for Humanity staff, and the community. With this mission, we call for full participation of all Iowa State University (ISU) students, regardless of gender, race, color, ethnicity, national origin, religion, physical handicap, socioeconomic status, or sexual orientation. All are welcome to participate and learn.

Therefore, we hereby associate and adopt this Constitution for the Habitat for Humanity Student Chapter.

## **Article I – Name and Purpose**

### **A. Name**

1. The name of the organization shall be, "Habitat for Humanity Student Chapter," hereafter referred to as the HFHSC. "Habitat for Humanity for Humanity International" will be hereby referred to by HFHI. "Habitat for Humanity of Central Iowa" will hereby be referred to by HFHCI.
- B. Purpose
  1. The HFHSC pledges itself to educate, advocate, fundraise, and build.
  2. The HFHSC pledges itself to encourage and foster activities and relationships which promote the purposes and missions of the Habitat for Humanity International.
  3. ISU Habitat for Humanity abides by and supports established Iowa State University Policies, State and Federal Laws.
- C. The HFHSC abides by established Iowa State University policies, and local, state, and federal laws.

## **Article II – Membership**

- A. Membership shall be open to all registered students at Iowa State University. Membership in the HFHSC shall be open to anyone currently enrolled in Iowa State University who wishes to be known as a member and who wishes to join in the mission of HFHSC and Habitat for Humanity International. Membership will be based regardless of race, color, age, religion, national origin, sexual orientation, sex, marital status, disability or status as a U.S. Vietnam Era Veteran.
- B. Membership dues will be \$10 per semester or \$15 for the year.
- C. Members shall also be required to attend at least one meeting a semester, participated in one build day and, participate in one fundraising event, education event, or social event per semester.
- D. Membership in the organization may be revoked by a majority vote by the Executive Board and a 2/3 vote by organization members.
- E. Membership may be reinstated by a majority vote by the Executive Board and a majority vote by organization members.
- F. Members will be encouraged to join the Executive Board and given information on available positions.
- G. Iowa State University and Habitat for Humanity Student Chapter 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, gender identity, or status as a U.S Veteran.

## **Article III – Officers**

- A. There shall be an executive board, as defined by the Iowa State University Student Activities Center (the ISUSAC).
  1. These officers must meet the following criteria:
    - a. Have a minimum grade point average (GPA) of 2.25 overall, for the semester prior to assuming office, and for each semester while in office.
    - b. Be in good standing with the University and be enrolled at least full time (twelve or more credits for undergraduate students)

unless fewer credits are required for the completion of their degree within the academic year.

2. Officers must maintain these standards or be replaced using the vacancy policy of Article IV.
3. Officers are required to attend at least  $\frac{3}{4}$  of all exec meetings.
4. The officers of this organization must meet the following requirements:
  - a. 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 and, 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.
  - 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).

#### B. President

1. The President shall work with the Executive Board and define the meeting agendas of the HFHSC during his or her tenure.
2. The President shall preside over general and Executive Board meetings of the organization.
3. The President shall carry out the mandates, policies, and directive of the Executive Board.
4. The President shall be responsible for sending out emails about general meetings and Executive Board meetings in a timely manner.
5. The President shall plan yearly retreat for the Executive Board with the Vice President(s).
6. The President shall hold Executive Board elections in the month of April and outlined in Article IV Section A.
7. The President shall maintain open communication with the Advisor.
8. The President shall maintain open communication between HFHI, HFHI Youth Programs department, Campus Chapters, and Habitat for Humanity of Central Iowa and encouraged to join the Board of Directors for HFHCI.

9. The President shall ensure that the HFHSC is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center, as well as all local, state, and federal laws.
10. The President shall coordinate with the Vice President, Treasurer, Head Construction Coordinator, and Collegiate Challenge Trip Leader to ensure responsibilities are being fulfilled.
11. The President shall find, train, and mentor a replacement.
12. Responsible for risk management to help minimize potential risks for club activities, recommend risk management policies or procedures, to submit documentation to ISU's Risk Management Office and to ensure that proper waivers and background checks are on file with Risk Management for events.

C. Vice President

1. The Vice President shall assist the President in the fulfillment of all of his or her duties.
2. The Vice President shall assist the President in planning the yearly retreat for the Executive Board.
3. The Vice President shall stay informed of group activities in the event that he or she becomes President.
4. The Vice President shall ensure that all duties of Webmaster Chair, Social Chair, Fundraising Chair, Membership Chair are being fulfilled. If cabinet officers need help fulfilling a responsibility the Vice President will assist with responsibility.
5. The Vice President Shall be responsible for reserving rooms for general and Executive Board Meetings.
6. The Vice President shall be responsible for finding new Advisors if applicable.
7. The Vice President shall be responsible for submitting any amended Constitution to the Student Activities Center within one week of any amendment.
8. The Vice President shall be responsible for finding, training, and mentoring a replacement.

D. Treasurer

1. The Treasurer shall be responsible for maintaining an accurate record of organization transactions.
2. The Treasurer shall deposit with the university all funds raised by the group within twenty-four hours of receipt
3. The Treasurer shall maintain records of all receipts and monthly statements in the treasurer notebook.
4. The Treasurer shall distribute funds authorized by the Executive Board in a timely and quick manner.
5. The Treasurer shall be responsible for working with the the President to approve yearly budgets.

6. The Treasurer shall be responsible for finding, training, and mentoring a replacement.
- E. Construction Coordinator
1. The Head Construction Coordinator shall be responsible for working with local affiliates of HFHCI and Habitat for Humanity of Greater Des Moines to reserve spaces for volunteers on workdays.
  2. The Construction Coordinator shall be responsible for coordinating volunteer signup sheets, arranging transportation of volunteers to the build site, remind volunteers about build days, recording and tracking hours, and have liability waivers signed before the build day or at the site.
  3. It shall be permitted to have seven Construction Coordinators with one working as the head construction coordinator, one working with HFHCI and five with Habitat for Humanity of Greater Des Moines.
  4. The Head Construction Coordinator is responsible for overseeing that all construction coordinators are completing their respective responsibilities.
  5. The Construction Coordinator shall be responsible for finding, training, and mentoring another construction coordinator for their replacement.
- F. Webmaster
1. The Webmaster shall be responsible for updating the HFHSC website/social media accounts and keep them updated with relevant and important information and media so that it may be seen by all members of HFHSC.
  2. The Webmaster shall be responsible for facilitating online volunteer signups.
  3. The Webmaster shall be responsible for updating the HFHSC email list and the executive board email list, adding new members to the list, and deleting old members from the lists as necessary.
  4. The Webmaster shall be responsible for checking the official habitat email regularly and sift through junk mail to get to the important stuff.
  5. The Webmaster shall be responsible for taking cabinet meeting minutes and sending completed minutes to President for approval and to get sent out.
- G. Social Chair
1. The Social Chair shall be responsible for setting up special events around campus and the Ames community in order to raise awareness of HFHSC and educate about the need to end poverty housing.

2. The Social Chair shall be responsible for working closely with HFHCI to coordinate activities.
3. The Social Chair is responsible for setting up social events for club members.
4. The Social Chair shall set short term and long term goals for events within the first two weeks of each semester.
5. The Social Chair shall conform to all laws and policies governed by Iowa State University.

#### H. Fundraising Chair

1. The Fundraising Committee shall be responsible for contacting local businesses and organizations, writing and applying for grants, and working with the Social Chair to set up events to fundraise and educate about Habitat for Humanity.
2. The Fundraising Chair shall work with the treasurer to maintain records of monetary transactions and profits.
3. The Fundraising Chair shall set short term and long term goals for fundraising within the first two weeks of each semester.
4. The Fundraising Chair shall work with HFHCI to coordinate fundraising activities.
5. The Fundraising Chair shall be responsible for working closely with the Social Chair to plan and publicize fundraising events.
6. The Fundraising Chair shall conform to all laws and policies governed by Iowa State University.

#### I. Collegiate Challenge Trip Leader

1. The Collegiate Challenge Trip Leader must be on the Executive Board in order to lead a trip.
2. The Collegiate Challenge Trip Leader must be voted by the Executive Board.
3. The Collegiate Challenge Trip Leader are responsible for choosing a registering a team by late October.
4. The Collegiate Challenge Trip Leader are responsible for working with the Fundraising Committee and Treasurer to attain funds for the trip. In the event of low funds the Collegiate Challenge Trip Leader are responsible to fundraise funds for the team.
5. The Collegiate Challenge Trip Leader are responsible for reserving university transportation or setting up transportation for the trip.
6. The Collegiate Challenge Trip Leader are responsible for turning in all required documentation to HFHI and Iowa State University.
7. The Collegiate Challenge Trip Leader are responsible to plan events for the team while on the trip.
8. The Collegiate Challenge Trip Leader are responsible for attaining sending funds by the required dates as outlined by HFHI.

J. Advisor

1. The Advisor shall be available for consultation with the Executive Board and/or the President as necessary.
2. The Advisor shall be available for timely approval of expenditures and other events that require his or her assent.
3. The Advisor shall help the Executive Board in finding a replacement at any given time.
4. New Advisors will be nominated by the Vice President and must be approved by a simple majority vote at the following executive board meeting.

**Article IV – Elections and Vacancies**

A. Elections

1. Candidate Eligibility
  - a. Anyone running for a constitutional office must display enthusiasm for HFHSC and the leadership.
  - b. All applicants must display the minimum qualifications as outlined in Article III Section A.
  - c. All applicants must submit an electronic or paper copy of the official Executive Board Application.
2. Voter Eligibility
  - a. A voter must have active standing.
  - b. This requirement can be waived by a 2/3 vote of eligible voting members.
  - c. A voter must attend the meeting at which the vote takes place.
  - d. This requirement can be waived by a 2/3 vote of eligible voting members. If it is, the member shall receive an absentee ballot by email and shall designate a courier to bring that ballot to the voting meeting.
3. Timeline
  - a. Elections for officers shall be held each year at a meeting during the month of April. The particular meeting shall be at the discretion of the President.
  - b. Candidates shall be nominated at least one week before the election.
    - i. Nomination requires one member.
    - ii. Self-nomination is permitted.
    - iii. Those nominated must consent to being on the ballot.
  - c. Information provided by each candidate shall be made available to all organization members at least five days before the election.
4. Voting
  - a. All voting shall be conducted by secret ballot.
  - b. The voting method used shall be instant runoff.



- c. Absentee ballots not turned in prior to counting the votes shall be invalid.
- d. Ballots shall be made secure in some way to discourage fraud.

**B. Vacancies**

- 1. In the event of the vacancy of the Presidency, the Vice President shall immediately assume the position of President.
- 2. In the event of the vacancy of any other officer position, the President shall appoint an organization member to fill the position to be approved by 2/3 of the remaining Executive Board and a majority vote by organization members.
- 3. If it is found that an Executive Board Member is not fulfilling the responsibilities outlined in Article III, the Executive Board shall be permitted to vacate the position by a 2/3 majority vote.

**Article V – Meetings**

- A. General Meetings shall be held at least once a month or at the Executive Board's discretion.
  - 1. General Meetings shall be planned out at the beginning of each semester by the Executive Board. The plan will include a general outline of the meeting, date, time, and location.
- B. Executive Board Meetings shall be held a minimum of twice a month and preferably every week or as deemed necessary by the Executive Board.
  - 1. Executive Board shall be planned out at the beginning of each semester by the Executive Board. The plan will include a general outline of the meeting, date, time, and location.
  - 2. Proper notice will be sent out to the Executive Board to remind members of meetings by the President.
- C. Meetings for Collegiate Challenge planning shall begin within the first month of the fall semester. The trip leader(s) shall share planning information with the Executive Board on a monthly basis or as deemed necessary by the Executive Board.

**Article VI – Finances**

- A. Accounting
  - 1. All money belonging to HFHSC shall be deposited and disbursed through the bank account established for the HFHSC at the Campus Organizations Accounting Office.
    - a. All funds must be deposited within 24 hours after collection.
    - b. The Adviser to this organization must approve and sign each expenditure before payment.
    - c. The Executive Board must approve the yearly budget from the treasurer before submittal.
  - 2. Membership dues will be \$10 per semester or \$15 for the year or will be established by the current Executive Board of HFHSC.



- a. All membership dues will go towards functioning of HFHSC. These include but are not limited to printing, office supplies, banners, house sponsorship, yearly dues to HFHI, Iowa State University student organization fees, website fees, and sending ISU students on Collegiate Challenge.
- B. Dissolution
  1. If the organization is dissolved, all funds shall be donated to Habitat for Humanity of Central Iowa.

#### **Article VII – Issues Not Addressed**

- A. Any issue not addressed by this constitution shall be voted on by the Executive Board.

#### **Article VIII – Provisions for Amending this Constitution**

- A. Proposed Amendments must be publicized at least five days prior to adoption.
- B. Amendments must be approved by a 2/3 vote of executive board members.
- C. The Vice President(s) shall be responsible for submitting any amended Constitution to the Student Activities Center within one week of any amendment.

#### **Article IX – Ratification**

- A. This constitution shall become effective upon 2/3 affirmative vote by the Executive Board of HFHSC.