**Tiffany House Constitution**

**Article I Name:**

The name of this organization shall be Tiffany House at Iowa State University.

**Article II Purpose:**

To comply with Geoffroy Residence Hall and Department of Residence rules and regulations, and promote an inclusive environment that focuses on the success and well-being of its residents.

**Article III Statement of Compliance:**

Tiffany House abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Tiffany House agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training.

**Article IV Non-Discrimination Statement:**

Iowa State University and Tiffany House 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 V Membership:**

Members must be residents of Geoffroy-Tiffany House.

**Article VI: Risk Management:**

The role of the risk management officer is to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to Tiffany House, [c] to submit documentation to ISU’s Risk Management Office and [d] to ensure that Iowa State University policies are followed at all of the organization’s events and [e] to ensure that proper waivers and background checks are on file with Risk Management for events.

**Article VII Officers:**

* Officer Duties and Term of Service— Terms of service for all positions will be for the academic year. House cabinet meetings will be every Sunday at 8 p.m.
* Method of election of officers— Elections will be held via online google or qualtrics polls that will be emailed to the entire house.
* Date(s) for election of officers— Elections must hold place within three weeks of the beginning of the fall semester.
* Impeachment/Removal of officers— If an officer has more than two unexcused (not excused by CA) absences, violates federal laws or Iowa State and Department of residence policies, is not in good academic standing, or does not meet the position on expectations and requirements after one warning from the adviser, the officer is subject to the impeachment process. The impeachment would take place via a House Cabinet and CA meeting, and two-thirds of cabinet members must approve of officer impeachment.
* Replacement of officers— Interested house members would attend the next house meeting after the position in question was vacated, and must explain why they want this position and what they will offer to the organization. The interested house members would have one week to campaign for the position. Another election would be held for the position that was vacated by the previous officer, and the election would take place the following Friday after the house meeting.
* The officers of this organization must meet the following requirements:
  + (a) 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.
  + (b) 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.

President: Will supervise all cabinet members and is responsible for leading cabinet meetings. They will attend all meetings (unless approved absences from CA), and oversees Tiffany House. They will meet with the CA and Vice President weekly. They will uphold the house constitution, by-laws, and Department of Residence and Iowa State University policies.

Vice President: Will supervise the Executive Board (Cabinet members) and

Cabinet Meetings in the absence of the President. If the House President vacates their position, the Vice President will acquire their responsibilities for the remainder of the term. Will announce important campus activities and events at house

meetings. They will meet weekly with CA and President.

Secretary: Will keep minutes of Tiffany House meetings. They are responsible for all posts or emails of meeting minutes to house members (within 24 hours of the meeting). They will facilitate all correspondence between the house and outside entities. They will record attendance at house meetings and keep track of perfect attendance by residents. They are responsible for communicating with Deloria House to organize monthly meetings with them.

Treasurer: They will maintain all financial records for the House. They will collect any dues or payments for the House. They will pay all House bills along with the House President and the Community Adviser. They will attend the mandatory treasurer training session each year (provided by the Campus Organizations Accounting Office)

Recycling Chair: Monitors the recycling location daily, up-keeping the area

to ensure that it has clean containers and is not overflowing. They will ensure that the recycling locations are clean and clear for summer storage at the end of Spring Semester. They will enlist volunteers to assist Tiffany House members with their recycling needs. They are responsible for keeping track of how much is recycled per month, as well as funds collected from recycling.

Birthday Chair: Is responsible for knowing when House Resident’s birthdays are and whether or not they would like it to be celebrated. They will be responsible for decorating a resident’s door for their birthday and/or is responsible for baking or buying birthday treats. They will attend weekly house meetings to keep the house updated on upcoming birthdays.

Intramural Chair: Promotes intramural programming within the House and will represent Tiffany House at intramural meetings on campus. They will maintain house athletic equipment and awards/trophies.

Social Chair(s): Plans and implements social programs for the House (at least one per month). They will work with other Houses to plan social events. They will ensure that events planned are in accordance with University and Department of Residence policies. They will develop a calendar of social events (weekly, biweekly, or monthly) within the first three weeks of the semester and keep the House informed of other campus social events.

Risk Management Chair: See Article VI of this constitution for Risk Management Chair responsibilities.

**Article VIII Adviser:**

* Adviser Duties—The Adviser is the Geoffroy East Hall Director who oversees the Co-Adviser, the Community Adviser of that house. The Co-Adviser oversee the House Cabinet, meet weekly with the House Cabinet, communicate meeting times, organize House Cabinet elections.
* Method of election/selection of adviser(s)— The Adviser is the Geoffroy East Hall Director and appoints the CA as the co-Adviser at the beginning of the academic school year.
* Adviser(s) Term of Service—The Adviser’s term of service will be the academic school year.
* Impeachment/Removal of Advisers—The removal of the Co-Adviser is at the discretion of the Geoffroy East Hall Director.
* Replacement of Advisers—The replacement of the Co-Adviser is at the discretion of the Geoffory East Hall Director.

**Article IX Finances:**

* 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.
* Description of dues— no dues will exist for this organization. Money will be collected via LLL funding, money from recycling certain materials, or existing house funds. Dues cannot be negative if there are dues.

**Article X:**

Amendments & Ratification:

There must be a formal verbal or written proposal for amendments and ratifications to the constitution that will be presented at Tiffany House meetings. The community adviser must approve of the amendment or ratification before voting. Two-thirds of the house must vote on the amendments or ratifications. Voting will take place via an online poll emailed to all house residents.