

Roderuck House (Geoffroy) Constitution
Updated March 2026

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Constitution of Roderuck House (Geoffroy)

Article I – Name

The name of this organization shall be Roderuck House (Geoffroy) at Iowa State University.

Article II – Purpose

The purpose of Roderuck House (Geoffroy) is to create a positive community among the residents living on the west side of the third floor of Geoffroy Hall. The goals of Roderuck House (Geoffroy) are to have residents know each other, maintain a safe and clean community, and to encourage academic and personal growth. To achieve these goals, Roderuck House (Geoffroy) will create opportunities for residents to interact with each other; keep the bathrooms, den, and hallways clean; encourage door locking and accompanying guests; and report issues to hall staff.

Article III – Statement of Compliance

Roderuck House (Geoffroy) abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Roderuck House (Geoffroy) agrees to annually complete President's and Treasurer's Training.

Article IV – Non-Discrimination Statement

Iowa State University and Roderuck House (Geoffroy) 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.

Article V – Membership

Requirements

Membership in Roderuck House (Geoffroy) is limited to residents who have a housing contract on the west side of the third floor of Geoffroy Hall, Roderuck House.

Removal

As a condition of having a housing contract on the west side of the third floor of Geoffroy Hall, Roderuck House, this results in all residents being a part of the Roderuck House (Geoffroy) student organization. Due to this automatic membership, removal from Roderuck House (Geoffroy) would come from the resident moving out of Roderuck House. This removal could come from the resident choosing to move out or having their housing contract terminated due to violations in the housing contract.

If a member is having conflict with other members of Roderuck House (Geoffroy), the President and/or Resident Assistant should speak with the members involved. If the issue cannot be resolved, the issue should be escalated to the advisor.

Article VI – Officers

Officer Positions and Duties

President

- Serve as a role model for Roderuck House (Geoffroy).
- Represent Roderuck House (Geoffroy) at weekly Geoffroy Hall Council meetings.
- Facilitate officer meetings and general meetings.
- Oversee the activities of the officers and general membership.
- Maintains record of membership in the student organization database.
- Serve as the Risk Management Officer to:
 - (a) help minimize potential risks for club activities,
 - (b) recommend risk management policies or procedures,
 - (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 for events (if applicable).
- Maintain contact with the Advisor regarding organization activities and concerns.
- Complete all trainings as required by Iowa State University policy.

Vice President

- Serve as a role model for Roderuck House (Geoffroy).
- Serve as the first substitute to represent Roderuck House (Geoffroy) at weekly Geoffroy Hall Council meetings if the president is unable to attend.
- Maintain contact with the Advisor regarding organization activities and concerns.
- Complete all trainings as required by Iowa State University policy.

Treasurer

- Track the budget and spending for Roderuck House (Geoffroy).
- Have the option to request a purchasing card (p-card) and/or assign additional p-card(s) to other designated organization members.
- Work with Advisor to approve each expenditure before payment.
- Complete all trainings as required by Iowa State University policy.

Secretary

- Keep records or minutes of discussions at officer meetings and full organization meetings.
- Keep attendance records for officer meetings.

Social Chair

- Plan, organize, and promote active or passive events for members to get to know each other.
- Ask members of the organization for input on event ideas and refreshments for events.
- Ensure spaces are clean after hosting events.

Terms of Office

The terms of office for all officers shall be held from the time they are elected until the end of the last meeting of the academic year.

Elections

Election Timelines

Elections can occur in April to elect officers who will serve starting in August. This April election is open to current members who will continue to live in Roderuck House for the next academic year. If no members are interested in officer positions for the next academic year, elections will occur in August. If an elected member resigns over the summer, whether due to personal choice or changing housing assignments, elections will wait until August.

If elections happen in April, members should be informed of the elections and intent to run form by Friday of week #11 in a 16-week semester, 15 weeks of classes and one week of final exams. Voting should occur no later than the Sunday going into week #15 of the semester, which is prep week or study week. Voting can be done by a paper ballot or a digital ballot.

If elections happen in August, advertising and the intent to run form can be posted approximately eight days before classes start, as early arrival students may already be moving into Roderuck House. Voting should occur no later than the Sunday going into week #3 of the semester.

Intent to Run Form

If elections happen in April, members who are interested in running for an officer position should fill out a form created by the current President.

If elections happen in August, members who are interested in running for an officer position should fill out a form created by the current President, if applicable, the Resident Assistant, or advisor.

The intent to run form can be a physical form posted in a common area of Roderuck House, such as in the den or outside the den. The intent to run form can also be a digital form shared with all eligible members to declare their intent to run.

Elections and Voting

Voting can be done by a paper ballot or a digital ballot.

Impeachment/Removal

Impeachment or removal of an officer may be considered if an officer fails to uphold the duties of their position or commits wrongdoing against another member. Impeachment proceedings may be initiated by a written complaint submitted to the President. If impeachment charges are being brought against the President, the written complaint should be submitted to the Vice President. To move forward with impeachment proceedings, 2/3 of executive officers must vote to continue the removal process. The officer being impeached should be notified at least two weeks before the general impeachment hearing. The officer will have five minutes to speak in front of the general membership, then a secret ballot will be held. An officer can be impeached by a simple majority vote of due-paying members.

Replacement of officers

To fill an officer vacancy, a special election will be held within two weeks of the previous officer's leave. The special election will follow the same procedures as general elections.

Officer Requirements

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.
- (c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

Article VII – Advisor

Duties

The duties of the advisor are to provide general oversight to the group and to ensure that the organization is complying with the standards set forth by Iowa State University and Memorial Union Student Engagement.

Method of Selection

The advisor for Roderuck House (Geoffroy) is the Geoffroy West Hall Director, hired by the Department of Residence in the Division of Student Affairs at Iowa State University.

Terms of Service

The advisor is expected to advise Roderuck House (Geoffroy) as a part of their work requirements.

Impeachment/Removal

If there are concerns around availability, guidance, support, or anything else from the advisor, members of Roderuck House (Geoffroy) should first attempt to bring those concerns to the advisor during a meeting. If no improvements are made after the meeting, members should raise their concerns to a Coordinator or Associate Director of Residence Life. If members are unsure how to contact a Coordinator or Associate Director of Residence Life, they can e-mail housing@iastate.edu and ask for contact information.

Replacement

In the event the advisor leaves the Hall Director role or is unable to continue advising Roderuck House (Geoffroy), advising will be done by the Geoffroy East Hall Director and/or a Coordinator of Residence Life within the Department of Residence.

Article VIII – Finances

Dues

Dues will be determined by the Inter-Residence Hall Association (IRHA). Students living in residence halls are assessed \$40.00 in dues each year, in which:

- \$18.00 goes to IRHA
- \$12.00 goes to the “Hall Council”
- \$10.00 goes to “House Cabinet”

For Roderuck House (Geoffroy), “Hall Council” is the Geoffroy Hall Parliament student organization and “House Cabinet” is Roderuck House (Geoffroy).

- a. Dues will be collected through the U-bill by the Department of Residence.

Purchases and Spending

Purchases that make up over 20% of the remaining balance of funds should be shared with all members of Roderuck House (Geoffroy). These purchases could be a single item, or a combination of purchases done at one time.

Restitution

Damage, vandalism, neglect, or deep-cleaning costs in spaces that only Roderuck House (Geoffroy) members have access can result in restitution charges to funds if a specific member cannot be found responsible.

Fundraising or additional member contributions

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.

Organization Disbandment

- b. Upon disbandment of Roderuck House (Geoffroy) all funds and properties in excess of liabilities and expenses of dissolution will be distributed as determined by a majority of officers.

Article IX – Amendments and Ratification

Amendment Proposal

- The amendment process may be initiated by any club member.
- Requests for an amendment must be submitted in writing to the organization officers.
 - This should be sent in an e-mail to all officers, including the RA.
- The officers must have a majority vote of approval to move the amendment to a general membership vote.
- Officers will vote through a show of hands.

Amendment Presentation

- The proposed amendment must be presented to general membership at least one week before the vote.
- The proposed amendment should be e-mailed to the organization by the members initiating the amendment.
 - The initiator should also offer availability to talk about their rationale for the amendment.

Amendment Voting

- The constitution may be amended by a majority vote of club membership present at the meeting, as long as 20 members are present.
- Voting will take place at a club meeting.
- Voting will be conducted by show of hands, or by a paper ballot.

Constitution Updates

- Amendments to the organization's constitution must be submitted to Student Engagement within 10 days of approval by the organization.

Constitution Review

- In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur.
 - Any changes to bring the constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor.
 - Notification of these changes must be communicated at the next full organizational meeting.