**Geoffroy Mack Constitution**

**Preamble**

We the members of Geoffroy Mack House, in order to ensure equal representation of each resident, and secure an environment that stimulates intellectual, and social interaction to establish and adopt this constitution for Geoffroy Mack House. In order to make our house a more efficient organization, this constitution will guide our actions and activities toward our best mutual interests.

**Article I: Name**

The name of this organization shall be Mack House at Iowa State University. Hereafter, will be referred to as Mack House.

**Article II: Purpose**

The goal of The Mack House is to create a strong inclusive and welcoming community within Geoffroy Hall and our affiliation within the Inter Residence Hall Association (IRHA) and Iowa State University and the state of Iowa. Our purpose is to ensure that all residents of Geoffroy Hall have a voice and are given equal opportunity for those voices to be heard.

**Article III: Statement of Compliance**

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

**Article IV: Nondiscrimination Statement**

Mack House does 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**

Active members: The House shall be composed of all the residents living within the physical limits as defined by the Department of Residence. Active members shall include all residents of the House. Anyone BHA shall be composed of all the residents living within the physical limits as defined by the Department of Residence. Both Mack House and Iowa State University does 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.

**Article VI: Risk Management**

The role of the risk management officer is to:

1. Help minimize potential risks for club activities
2. recommend risk management policies or procedures to Mack House
3. To submit documentation to ISU’s Risk Management Office
4. To ensure that Iowa State University policies are followed at all of the organization’s events
5. To ensure that proper waivers and background checks are on file with Risk Management for events

**Article VII: Officers**

The officers of this organization must meet the following requirements:

1. 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.
2. 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.
3. Must be a full time resident of Geoffroy Hall for the full academic year.
4. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a), and (b) and (c)
5. Officers of Mack House shall not hold any other positions within Geoffroy Hall
6. All Officers are required to attend the Officer meetings and Mack House meetings
7. Normal Election Procedure
   1. All other members of Mack House shall be elected in the fall, beginning their term
   2. All residents of Mack House in good academic standing are eligible to vote in elections

H. Removal/Resignation of Office

I. Any person elected or appointed by Mack House may be removed from office.

1. Mack House must formally charge the person for allegedly failing to perform his/her duties satisfactorily.
   * + - 1. A signed letter from the accusing Senators shall be sent to the Advisor, President, Vice President, and the accused.
         2. The Vice President shall read the letter to the Senate, which will be followed by limited debate. This will be followed by a vote to formally charge the accused.
         3. A simple majority is required to charge the accused.
         4. One week after the accused is charged, he/she will be allowed to give a statement lasting no longer than ten minutes in his/her defense.
         5. Immediately following the statement a vote of removal shall be called.
         6. A two-thirds majority of all Senators is necessary to remove the accused from office.

J. The officer shall give Mack House a two-week notice before resignation. A special election will be held within two-weeks of this notice. This election will follow special election procedures.

K. Special Election Procedure

A special election will be held within two weeks of removal. This election will follow normal election procedures.

**President**

1. Presides over the Cabinet and Cabinet Meetings.
2. Presides over the House and House Meetings.
3. Shall attend House Presidents' meetings, as determined by Hall Director or Hall Council. If The President cannot attend it is their responsibility to find a suitable replacement
4. Meets weekly with Resident Assistant/Community Adviser.
5. Plans and executes a house and/or cabinet retreat (along with the CA).
6. Maintains House constitution and by-laws.
7. Picks up house mail and reports on their contents at house meeting
8. Votes only to serve as tie-breaking vote in House proceedings.
9. Take care of floor mail and post important flyers.
10. Shall call house meetings and post notification of house meetings twenty-four hours in advance of meetings.
11. Shall be responsible for knowing all university and Department of Residence policies and procedures for House functions.
12. Is responsible for knowing and presiding over House elections processes including ballot counting.

**Vice President**

1. Presides over the Cabinet Meetings and House Meetings in the absence of the President.
2. If President vacates his/her position, Vice-President assumes their responsibilities for the remainder of the term.
3. Oversees house committee structure.
4. Meets from time to time with house committee chairs.
5. Announces campus activities at house meetings (educational programs, leadership and involvement opportunities, etc.).
6. Serves as the risk management officer by:
   1. A) recommending risk management policies and procedures to Linden Hall Council;
   2. B) Submitting documentation to ISU’s Risk Management Office, and;
   3. C) Ensuring that Risk Management procedures are implemented at all of the organization’s events.

**Treasurer**

1. Prepares and submits a proposed budget to the Cabinet and the House by the third week of each semester for approval.
2. Maintains financial records for the House.
3. Collects any additional social dues and any other payments as necessary.
4. Pays all house bills (upon approval of House President and CA)
5. Collects project statements from the Campus Organizations Accounting Office
6. Attends mandatory treasurer training session each year (provided by the Campus Organizations Accounting Office).
7. Maintains records of House Purchasing Cards.

**Secretary**

1. Keeps minutes of cabinet and house meetings.
2. Posts and distributes meeting minutes to house members (usually within 24 hours of the meetings).
3. Is responsible for all correspondence between the house and outside entities.
4. Keeps track of attendance at house meetings and events.
5. Is responsible for tallying and presenting results of House voting.
6. Maintains a house e-mail list and web page.
7. Submits, maintains, and updates the House Student Organization database information through the Student Activities Center website.
8. Produces and distributes a house newsletter
9. Shall keep records of cabinet members and committee chairpersons.
10. Shall keep records of updates to the House Constitution.

**Social Chair(s)**

1. May consist of up to two members.
2. Plans and executes a social programming for the house that promotes interaction of house members.
3. Plans and executive social events that promote interaction with other houses (i.e., sister and brother houses).
4. Plans events in accordance with university and Department of Residence policies.
5. Develops a calendar of social events within first three weeks of each semester.
6. Informs house of other social events on campus.
7. Shall survey the interest of the house by the second house meeting of the term of office.
8. Shall inform house members of events and purchase group tickets to events for the house.

**Recycling Chair(s)**

1. May consist of up to two members
2. Educates others on the correct way to and the importance of recycling.
3. Assures that the recycling is taken out and done properly.
4. Advocates for the entire house to participate in recycling.
5. Keeps accurate records.

**Academic Chairperson**

1. Designs and implements an academic success program for the house.
2. Arranges for guest speakers to give presentations on academic success to the house.
3. Arranges for guest speakers to give presentations on career planning to the house.
4. Maintains a list of house members' classes, and helps to arrange study groups.
5. Works with the cabinet and the house members to set a house GPA goal.
6. Recognizes house members who achieve their academic goals.

**Intramural Chairperson**

1. Promotes and executes an intramural program within the house.
2. Represents the house at intramural meetings on campus.
3. Maintains house athletic equipment and trophies.
4. Informs house of intramural opportunities on campus.
5. Assists in registration of teams for intramural events.

**Birthday Chair**

1. May consist of up to two members.
2. Plans and executes birthday celebrations and decorates doors as desired.
3. Mainly focuses on the idea of making every birthday a special one.
4. Makes a calender to show the members of Mack House when everyone else’s birthday is.
5. Shall know when a birthday is approaching in the House.
6. Shall come up with creative ideas for each member for each birthday.

**Social Media Chair**

1. May consist of up to two members.
2. Operate Mack social media accounts.
3. Will coordinate with Social Chair(s) to advertise events.
4. May work with Birthday Chair(s) to post birthday shout outs upon disclosure of resident.

**Committees**

1. Mack House Officer shall have committees upon request:
   1. Social
      1. Members of Social Committee will either be selected from the house
      2. Or, the Co-Socials Chairs will be the chairs of the committee.
      3. Shall be responsible for helping the Social Chair(s) plan, organize, execute social events within the house and hall.
      4. Sustainability
         1. Shall be responsible for planning and running green initiative events
         2. Make sure recycling is being kept up in each house
         3. The Sustainability Chair(s) will be the chair(s) of the committee

**Article VIII: Adviser**

The advisor of The Mack House shall be one or both of the Geoffroy Hall Directors (HD). The HD is responsible for authorizing all purchases of Mack House through both the Voucher system and the Purchasing Card system.

Additional responsibilities of the Advisor are:

1. Attend executive council meetings and Mack House meetings.
2. Share information about the university and Department of Residence.
3. Serve as a liaison to the Department of Residence.
4. Serve as a leadership mentor and guide leaders to make responsible, ethical and purposeful decisions.

**Article IX: Finances**

**Section A: House Dues**

The House collects dues through the mandatory student government dues each year. Of this, $10 per member is transferred into the House account. These dues contribute to programming and upkeep of house-owned equipment. All student government dues will be billed through the Accounts Receivable Office. These are mandatory dues. The House may collect social dues for House social functions. Social dues are not mandatory. The House will vote on the social due amount during the second or third House meeting, needing a simple majority to set the maximum collected amount. All social dues will be collected by the Secretary. No refunds of House dues will be paid. 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.

**Section B: Budget**

1. The Treasurer and volunteering members of the House will meet and purpose the House Budget for the academic year.
2. This budget must be presented to the Cabinet.
3. The budget must be approved by the House Cabinet.
4. Once approved, the budget must be posted. The budget shall be posted three days prior to discussion with the house.
5. The budget will be voted on within one week after the discussion with a secret ballot.
6. The budget must receive 67% on the vote in approval in order to pass. The house must have 67% participation.

**Section C: Expenditures**

The Cabinet, when following the House approved budget, does not need any further approval of House members to spend House money. The Cabinet may make purchases under $25 with a unanimous Cabinet Vote. To reallocate House funds, a meeting must be held where the new budget must receive 67% on the vote in approval in order to pass. The house must have 67% participation.

## **Article X: House Policies**

During the first House Meeting, the House will vote on House Policies. This at a minimum must include the incense policy and the noise policy.

**Article XI: Amendments to the Constitution and Ratification**

Amendments to this constitution, not in conflict with any local, state, or national law, may be proposed as legislation before The Mack House.

1. Ratification of Amendments
   1. The proposed amendments shall first be approved by an affirmative vote
      1. of two-thirds of the voting members of Mack House.
      2. Voting Members of Mack House consist of a Representative from each house and do not include Executive Members of The Mack House.
   2. Voting on amendments in Mack House shall take place no sooner than one
      * 1. week following the presentation of the proposed amendment.