**Geoffroy Day, House Constitution**

**Article I: Name**

The name of the organization shall be Day House at Iowa State University. The House shall be affiliated with Geoffroy Hall, IRHA, the Department of Residence, and Iowa State University. At no time shall this constitution or the House make procedures that are contrary to an affiliated organization’s constitution/by-laws or are unsupportive of the Department of residence Policy Handbook or Terms and Conditions.

**Article II: Purpose**

**Section A:** It is the purpose of the House and constitution to create an atmosphere of fellowship among the members as well as to help improve the scholarly, social, culture awareness, ad personal development of each house member and the House as a unit. The House will provide the members with a positive living environment and studying environment that promotes and recognizes the need of all its members.

**Section B:** The house abides by and supports established Iowa State University policies, State and Federal Laws.

**Article III: Statement of Compliance**

Day house abides by and supports established Iowa State University policies, State and Federal laws and follows local ordinance and regulations. Day House agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training (if required).

**Article IV: Non-Discrimination Statement**

Iowa State University and Day 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**

Membership shall be open to all residents living in Day House and in good academic standing at Iowa State University. Anyone who is a member of the House for any semester or part thereof shall be bound by all sections of the constitution.

**Article VI: Risk Management**

The role of the risk management officer is [a] to recommend risk management policies or procedures to Day House, [b] to submit documentation to ISU’s Risk Management Office and [c] to ensure that Risk Mgt. procedures and implements at all of the organizations events.

* Become educated on ISU risk management procedures.
* Share applicable procedures as needed with the council in order to meet ISU guidelines and expectations.
* Submit documentation to ISU’s Risk Management Office as needed.

**Article VII: Officers**

**Section A: Positions**

The House Cabinet will be compromised with a President and Treasurer, at minimum. The House Cabinet is fully compromised of the following offices: President, Vice President, Treasurer, Secretary, Social Chairperson, Intramural Chairperson, Birthday Chairperson and Academic Chairperson. Other positions determined necessary may be created by a majority vote of the Legislative Body. All cabinet positions are elected positions and are subject to removal procedures as detailed below. All members of the House Cabinet, excluding the President, shall be voting members of the House. All members of the House Cabinet, including the President, shall be voting members of the House Cabinet Meetings. The Community Advisor is a non-official member of the cabinet and possess no voting rights.

**Section B: Duties**

1. The Cabinet will consist of all elected Officers and the Community Advisor.
2. The Cabinet will serve as the official representatives of The House in any situation which pertains to The House.
3. The Cabinet will collectively discuss and execute any House business.
4. The Cabinet shall meet with 24 hours as needed prior to regular house meetings.
5. The Cabinet will design and supervise any programs desired by The House. Programs should effectively serve the needs and desires of The House.
6. All Cabinet members are expected to regularly attend House meetings. If the Cabinet feels it is necessary, an officer may be removed by a majority vote of the Parliamentary Body.
7. If available, special parking permits will be assigned in the following order to cabinet members: President, Vice President, Treasurer, Secretary, Academic Chairperson, Social Chairpersons, Intramural Chairperson, and Birthday Chairperson followed by any other created cabinet position by chronological order of creation. House members with vehicles will be eligible to draw from the remaining permits.

**Section C: Eligibility**

The Cabinet Members of the House must meet the following requirements:

1. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum cumulative GPA in the semester immediately prior to the election/appointment, the semester of election/appointemnet 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.
2. 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 greaduate in the spring and fall semesters) during the term of office, and at least half time (for 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. Be ineligible to hold an office should the student fail to maintain the requirement as prescribed in (a) and (b)

**Section D: Terms of Office**

For the presidency, the election is held at the end of the spring semester.

All other Cabinet Positions are elected in the first three week of the Fall semester. The terms of office begin the first day of the fall semester (or election date) to the last day of the spring semester. Members of Day House agree to annually complete President’s training, Treasurer’s training and Adviser training (if required).

**Section E: Offices and Responsibilities**

**President:**

* Attend the hall meetings and relay the information back to the cabinet and the house
* Facilitate and help with the development of the council members
* Maintains house constitution and by-laws.
* Presides over the Cabinet and House Meetings.
* 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.
* Meets weekly with the Community Advisor.
* Maintains House Constitution and by-laws.
* Picks up house mail and reports on their contents at house meetings.
* Votes only to serve as tie-breaking vote in House proceedings.
* Shall call house meetings and post notification of house meetings twenty-four hours in advance.
* Shall be responsible for knowing all university and Department of Residence policies and procedures for House functions.

**Vice President:**

* If the president vacates their position, the Vice President takes on their responsibilities for the rest of the term.
* Fills in for the President when they are unavailable.
* Oversees House Community Structure.
* Assist the President in the running of cabinet meetings.
* Announces Campus Activities at House meetings.
* Meets with the house committee chairs from time to time.
* Posts important flyers.

**Treasurer:**

* Properly fill out the necessary forms for fundraisers and spending.
* Fill in for the Vice President when they are unavailable.
* Prepare and submits budgets to the Cabinet and House for approval.
* Maintain financial records for the House.
* Collects any additional social dues and any other payments as necessary.
* Pays all house bills (upon approval of House President and CA).
* Collects project statement from the Campus Organizations Accounting Office.
* Attends mandatory treasurer training session each year.
* Maintains records of House Purchasing Cards.

**Secretary:**

* Keep minutes of cabinet and house meetings.
* Distribute minutes to all members of the House.
* Is responsible for all correspondence between the house and outside entities.
* Produce and distribute house newsletter.
* Maintain house e-mail list.
* Is responsible for tallying and presenting results of House voting.
* Shall keep records of cabinet members and committee chairpersons.
* Submits, maintains, and updates the House Student Organization database information through the Student Activities Center website.
* Work with Social Chair to maintain house Facebook page.
* Keeps track of attendance at house meetings and events.
* Shall keep records of updates to the House Constitution.

**Sustainability Chair:**

* Coordinate with the other recycling chairs of Geoffroy Hall House system for sustainable efforts.
* Will participate in Sustainapalozza event on campus.
* Will keep members informed of sustainable efforts happening within the Department of Residence and on campus.
* Will keep record of how much recycling occurs within Geoffroy Hall for data retention.

**Academic Chair:**

* Designs and implements an academic success program for the house.
Arranges for guest speakers to give presentations on academic success to the house.
* Helps to arrange study groups.
* Recognizes house members who achieve their academic goals.
* Works with the cabinet and the house members to set a house GPA goal.

**Intramural Chair:**

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

**Birthday Chair:**

* Makes monthly poster for birthday and hang it in the entryway.
* Create door decorations for each birthday.

**Social Chair:**

* Shall consist of an least 1-2 people.
* Plans and executes social events in the house that promotes positive interaction between the hall and house members.
* Informs hall and house members of social events going on in campus with flyers, posters, etc.
* Creates a calendar that will be posted in the house of Campus events going on.
* Plans and executes social events with other houses that promotes positive interactions and a fun time.

**Section F: Creating Cabinet Positions**

Other cabinet positions may be created at any time during the academic year if deemed necessary by the House. Procedure for this is to be in keeping with all Cabinet positions and will abide by the election procedures details in Article VIII.

**Section G: Resignation of Cabinet Members**

The official shall give the house a two-week notice before resignation. A special election will be held within two weeks of the notice. This election will follow normal election procedures.

**Section H: Removal of Officers**

* Any elected House Cabinet Member may be impeached.
* Impeachment proceedings may be initiated by a majority vote of the House.
* A House meeting shall be called one week after the initiation of impeachment proceedings. At this time, the Cabinet Member in question may present their defense to the House members. A secret ballot shall then be made. A vote of 75% of all the House members is required for removal from the office.
* The CA and Vice President shall conduct impeachment proceedings unless the Vice President is being impeached, then the President will assist the CA in the proceedings.
* A special election will be held within two weeks of removal. This election will follow normal election procedures.

**Article VIII: Advisors**

The advisors of the House consist of both the Community Adviser (CA) who lives on the House and the Hall Director (HD) of the building that the House resides in. Although the HD serves as the official advisor to the House, the CA carries out many advisory roles including advising the Cabinet, meeting weekly with the House President, assisting with elections (including ballot counting), etc. The HD is responsible for authorizing all purchases of the House through the Purchasing Card systems.

**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 Receivables Office. These are mandatory dues. 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 Organization 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**

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

**Article X: 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: Ratifications**

**Section A: Proposal**

One or more members of the house may form an ad-hoc committee to draw up an amendment to this constitution at any time. The amendments must be presented to the House at an official meeting. Amendments must be posted immediately after presentation. Posting must detail current language, proposed language and purpose for the change or addition.

**Section B: Ratification**

Once in its final form, the amendment must be approved by 75% of all House members within two weeks of its proposal. The ratification can be done in a House meeting or by petition. The constitutions shall become effective upon ratification and shall superseded and make void any previous constitutions. The Secretary shall then be responsible for adding the amendment to the constitution and prompt submission of an updated constitution to the Student Activities Center.

**Article XII: Non-Discrimination Statement**

Iowa State University and Day House do 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.