

Bean House Constitution

Fall 2018

Article I Name:

The name of this organization shall be Bean House of Geoffroy Hall at Iowa State University. Hereafter will be referred to as the House.

Article II Purpose:

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

Article III Statement of Compliance:

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

Article IV Nondiscrimination Statement:

The 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:

Membership is granted to all residents contracted to live in Bean House and who are in good standing with the Department of Residence and Iowa State University. See Article VII.

Article VI 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 the House.

4. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in 1, 2, and 3.
5. Officers of the House shall not hold any other positions within Geoffroy Hall.
6. All Officers are required to attend the cabinet and house meetings
7. Normal Election Procedure
 - a. The President and Treasurer shall be elected, if possible, in the spring semester prior to their term. Returning members of the house can run for returning positions in the spring semester, prior to their term.
 - b. All other members of the cabinet shall be elected in the fall, beginning their term, if not previously elected.
 - c. All residents of the House in good academic standing are eligible to vote in elections.
8. Removal/Resignation of Office
 - i. Any person elected or appointed to the cabinet may be removed from office.
 1. The cabinet must formally charge the person for allegedly failing to perform his/her duties satisfactorily.
 - a. A signed letter from the accusing Senators shall be sent to the Advisors, President, Vice President, and the accused.
 - b. The Vice President shall read the letter to the Senate, which will be followed by a limited debate. This will be followed by a vote to formally charge the accused.
 - c. A simple majority is required to charge the accused.
 - d. 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.
 - e. Immediately following the statement a vote of removal shall be called.
 - f. A two-thirds majority of all members is necessary to remove the accused from office.
 - ii. The officer shall give the 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.
 - iii. Special Election Procedure
 1. The house cabinet shall notify Bean House of an open cabinet position. The House shall also receive instruction and a timeline for the election.
 2. Bean House will hold an election. The popular vote will take the open position.

- **President**

- The President acts as a figurehead for the house. It is important that they set a good example and maintain an upstanding code of conduct.
- The President is designated as the Risk Management officer. The Risk Management officer's duties include minimizing potential risks for club activities, recommending risk management policies or procedures to officers and members of the cabinet, submitting documentation to ISU's Risk Management Office for travel and/or the proper handling of food, ensuring that Iowa State University policies are followed at all of the organization's events and ensuring that necessary waivers and background checks are on file with Risk Management for events (if applicable). The President may designate this responsibility to another council member.
- Succession of Office
 - Should the office of the President be vacated at any time during his/or her term, the order of succession shall be as follows: Vice President, Treasurer, Secretary/Historian, Social Chair, Recycling Chair, etc.

- **Vice President**

- The Vice President shall serve on a Parliament committee of their choosing.
- The Vice President shall attend Parliament meetings if the President cannot.
- The Vice President shall hang up posters and check the house mailbox weekly.

- **Treasurer**

- The treasurer is to keep and maintain the accounts and finances for the House.
- The treasurer is to inform the members of the house of any and all financial changes within the account during each house and cabinet meeting.
- Keep a detailed list of all the purchases made.
- If the Treasurer should need to step down immediately, the Community Advisor shall take all responsibility until a new treasurer is elected.
- The treasurer shall compile all receipts and accounts within the deadline.
- The treasurer shall maintain organized and easy to read records in their treasurer's binder.

- **Social Chair(s)**

- The social chair shall plan and execute house and floor social events.
- The social chair shall consider all allergies, dietary restrictions, disabilities, etc. of the house when planning events.
- If the social chair should need to step down immediately the Intramural Chair shall take all responsibility until a new social chair is elected.

- The social chair may be held by multiple people.
- **Secretary/Historian**
 - The Secretary shall be the official Custodian of Records for the Council.
 - The secretary shall keep and record events, activities, etc. in the house scrapbook.
- **Recycling Chair**
 - The recycling chair shall be responsible for all issues regarding recycling and green initiatives in the house.
 - The recycling chair shall take out the recycling when necessary.
 - The recycling chair shall coordinate with the Berry Recycling Chair on recycling practices and removal.
 - The recycling chair notifies the house of recycling/sustainability events on campus.
 - The recycling chair shall
- **Birthday Chair**
 - The birthday chair shall decorate one's door on their birthday unless they would prefer that their birthday is not celebrated.
 - The Birthday chair shall consider all allergies, dietary restrictions, and whether or not one wants their birthday celebrated when celebrating birthdays.
 - If the birthday chair should need to step down immediately, a new chair may be elected if the house wishes.
- **Intramural Chair**
 - The Intramural Chair shall set up and head intramural teams for the house.
- **Health and Wellness Chair**
 - The health and wellness chair will be of availability if anyone wants to speak about physical/mental health.
 - Potential to hold get-togethers during dead week to help reduce stress levels
 - The health and wellness chair will hold no judgment over any topic that may be uncomfortable to talk about with others.
- **Other Positions**
 - Other cabinet positions may include wellness chair, birthday chair, photographer, holiday chair, food chair, etc.
 - Residents may invent their own positions if they are willing to attend meetings and come up with a list of tasks for themselves.

Article VIII Adviser:

The advisor of house and cabinet shall be the Community Advisor (CA). The responsibilities of the CA are:

- Attend cabinet and house meetings.
- Share information about the university and Department of Residence.
- Serve as a liaison to the Department of Residence.
- Serve as a leadership mentor and guide leaders to make responsible, ethical, and purposeful decisions.

Article IX Finances:

1. The house collects dues through the mandatory student government dues each year. Of this, the amounts paid to the House account is to be determined by IRHA. These dues contribute to programming. All student government dues will be billed through the Accounts Receivable Office. These are mandatory dues. No refunds of House dues will be paid.
2. 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.
3. House Budget
 - a. The Treasurer will propose the house budget for the academic year.
 - b. The budget must consist of at least the following:
 - i. Discretionary fund
 - ii. Social fund
 - iii. Hall funds
 - c. This budget must be presented to the cabinet.
 - d. The budget must be approved by the cabinet.
 - e. Once approved, the budget must be posted. The budget will be voted on within one week after the discussion.
 - f. The budget must receive over 2/3rds on the vote in approval in order to pass.
 - g. The cabinet must have over 2/3rds participation.
 - h. The treasure may redistribute the budget between funds. He or she must inform the cabinet before doing so.

Article X:

- Amendments to this constitution, not in conflict with any local, state, or national law, may be proposed as legislation before cabinet.
- Ratification of Amendments
 - The proposed amendments shall first be approved by an affirmative vote of two-thirds of the voting members of the cabinet.
- Voting Members of cabinet consist of all cabinet officers.
- Voting on amendments in cabinet shall take place no sooner than one week following the presentation of the proposed amendment.