

Geoffroy Hall Constitution

Article I Name

The name of this organization shall be Geoffroy Hall Parliament at Iowa State University. Hereafter, will be referred to as Parliament.

Article II Purpose

The goal of Parliament is to create a strong inclusive and welcoming community within Geoffroy Hall and 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 Geoffroy Hall have a voice and are given equal opportunity for those voices to be heard.

Article III Statement of Compliance

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

Article IV Nondiscrimination Statement

Parliament does not and will never 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 currently contracted to live in Geoffroy Hall and who are in good standing with the Department of Residence and Iowa State University.
Refer to Article VII.

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 Parliament, (c) to submit documentation to ISU's Risk Management Office, (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 (if applicable). The role of Risk Manager falls under the President's duties.

Article VII Officers

The officers of this organization must meet the following requirements:

- (a) Be in good standing with the university and enrolled in at least half time (six or more credit hours) for 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) for 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) Must be a full time resident of Geoffroy Hall for the full academic year.
- (d) Be ineligible to hold a position should the student fail to maintain the requirements as stated in (a), (b), and (c).
- (e) Officers of Parliament shall not hold any other positions within Geoffroy Hall. The only exception to this would be if an officer is also a member to the Social Committee.
- (f) All Officers are required to attend the Officer meetings and Parliament meetings.
- (g) Normal Election Procedure
 - 1. The President and Treasurer shall be elected in the spring semester prior to their term.
 - 2. All other members of Parliament shall be elected in the fall, at the beginning of their term.
 - 3. All residents in good academic standing of Geoffroy are eligible to vote in elections.
- (h) Removal/Resignation of Office
 - 1. Any person elected or appointed by Geoffroy Hall may be removed from Office.
 - a. The Parliament must formally charge the person for allegedly failing to perform his/her duties satisfactorily.
 - b. A signed letter from the accusing Senators shall be sent to the Advisors, President, Vice President, and the accused.
 - c. 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.
 - d. A simple majority is required to charge the accused.
 - e. One week after the accused is charged, he/she will be allowed to give a statement lasting no longer than ten minutes on his/her defense.
 - f. Immediately following the statement a vote of removal shall be called.
 - II. A two-thirds majority of all Senators is necessary to remove the accused from office.

III. The officer shall give Parliament 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.

g. Special Election Procedure

I. The Executive Council shall notify Geoffroy Hall of an open executive position.

II. Geoffroy Hall shall also receive instruction and a timeline for the election.

III. Geoffroy Hall will hold an election. The popular vote will take the open position.

1. President

a. The President acts as a figurehead for the residence hall. It is important that they set a good example and maintain an upstanding code of conduct.

b. All Executive Powers and responsibilities of the Council herein shall be vested in the President, who shall be the Chief Administrator of the Government.

c. The President shall have the ability to establish administrative procedures, job descriptions, and/or committees as he/she deems necessary through the use of executive orders.

d. Executive order

1. Executive Orders are permanent, unless modified or revoked by two-thirds majority of the Parliament or by a succeeding Executive Order.

e. The president shall either sign legislation into law or veto the bill within seven days of approval of the bill in the Parliament.

2. Should the President do neither, the bill shall automatically become law.

I. If the President vetoes a bill, he/she must return the legislation to the Senate with his/her objections.

a. The Parliament may reconsider vetoed legislation and may override the veto with a three-quarters majority.

f. 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 Parliament, 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.

g. If one of the IRHA position are not filled then the responsibility to fill the positions will fall to the President and Vice President of Parliament for the academic year. If two of the IRHA chairs are available then the President and the Treasurer shall fill the positions for the academic year. If all three positions are available then the President, Treasurer, and any other available Officers must fill the position.

i. Succession of Office

1. 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, Social Chair, Sustainability Coordinator.

j. Shall be elected in the spring semester prior to their term.

2. Vice President

a. The Vice President shall serve as chair of Parliament.

b. The Vice President shall only vote in Parliament in the case of a tie.

c. The Vice President shall educate Parliament on Robert's Rules of Order at the first meeting of the fall semester and at the first meeting of the spring semester if new members are present.

d. Shall be voted into position at the beginning of the academic year.

3. Treasurer

a. The treasurer is to keep and maintain the accounts and finances for Geoffroy Hall.

b. The treasurer is to inform the members of the hall of any and all financial changes within the Geoffroy hall accounts.

c. In order for funds to be used from the Geoffroy account, a money request form must be filled out (either via bill or money request form) one week prior to the funds being required.

d. Keep a detailed list of all the purchases made.

e. If the Treasurer should need to step down immediately, the Advisor shall take all responsibility until a new treasurer is elected.

f. If one of the IRHA positions are not filled then the responsibility to fill the positions will fall to the President or Treasurer for the academic year. If two of the IRHA chairs are open then the President and the Treasurer shall fill the positions for the academic year. If all three positions are available then the President, Treasurer and any other available Officers must fill the position.

g. Shall be elected in the spring semester prior to their term.

4. Secretary

a. The Secretary shall be the official Guardian of Records for the Council.

b. Shall be the distributor of records.

c. Responsible for reporting House Meeting Attendance fines to Treasurer.

d. Shall be voted into position at the beginning of the academic year.

5. Social Chair

a. The two Social Chairs shall plan and execute hall-wide social events. No hall wide social program receiving hall funding shall be held without the consent of the social chairs with the exception of CA Liaison and Hall Director planned events.

i. Social Committee

1. The Social Committee shall plan and run all hall funded events.
2. The committee shall consist of anyone willing and wanting to get involved with planning events.
 - ii. If the Social Chair(s) should need to step down immediately the Executive Board as a whole shall take all responsibility until a new social chair is elected.

b. Shall be voted into position at the beginning of the academic year.

6. Sustainability Chair

- a. Shall be responsible for all issues regarding recycling and green initiatives in Geoffroy.
- b. Shall be in charge of the sustainability committee.
- c. Shall have access to all recycling rooms for the purposes of recycling management, rewards systems, and keeping the hall recycling chairs accountable.
- d. Shall be voted into position at the beginning of the academic year.

8. IRHA

- a. The IRHA chairs shall be required to attend the IRHA meetings
 - i. If Geoffroy IRHA representatives are unable to attend a meeting, the responsibility to attend will fall onto the members of Parliament, meaning any Executive Board member or House President may fill in for said meeting.
- b. Represent Geoffroy hall during voting
 - i. The votes of the IRHA chairs should be representative of the needs and wants of the hall as a whole.
- c. The IRHA chairs report back all the information discussed at the IRHA meetings
- d. Shall be voted into position at the beginning of the academic year.
 - i. There will be three open chairs at the start of each academic year.
- e. If one of the IRHA positions are not filled then the responsibility to fill the positions will fall to the President or Treasurer for the academic year. If two of the IRHA chairs are open then the President and the Treasurer shall fill the positions for the academic year. If all three positions are available then the President, Treasurer and any other available Officers must fill the position.

9. CA Liaison

- a. The CA Liaison is responsible for distributing information discussed in Parliament to fellow Community Advisers.
- b. Shall speak on behalf of other Community Advisers.
- c. CA Liaison shall be designated at the beginning of the academic year.

10. Public Relations Chair

- a. Is to be in charge of advertising events, which includes making and distributing posters for said events.
- b. Shall be responsible for working a portion of “The Stall Seat Journal”
- c. Manager of Social Media accounts (if applicable).
- d. Shall have the power to establish a Window Art Committee
 - 1. The committee shall consist of anyone willing and wanting to get involved with planning and applying window art.
- e. Shall be voted into position at the beginning of the academic year.

11. Committees

- a. Geoffroy Hall shall have two standing committees:
 - i. Social
 - 1. Shall be responsible for helping to plan, organize, and execute social events within the halls.
 - 2. The Co-Social Chairs will be the chairs of the committee.
 - 3. The committee will consist of anyone who is seeking to help plan events.
 - ii. 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.
- c. The President shall have the ability to establish committees as he/she deems necessary through the use of executive orders. Stated in Article VII, Section 1.

Article VIII Adviser

- a. The advisor of Parliament shall be one or both of the Geoffroy Hall Directors (HD). The HD is responsible for authorizing all purchases of Parliament through both the Voucher system and the Purchasing Card system
- b. Additional responsibilities of the Advisor are:
 - 1. Attend executive council meetings and Parliament 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

- a. Geoffroy collects dues through the mandatory student government dues each year. Of this, the amounts paid to the House and Parliament accounts are 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.

b. 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.

c. Hall Budget

1. The Treasurer will propose Geoffroy's budget to Parliament, within the first few meetings, for the academic year
2. The budget must consist of at least the following:
 - I. Discretionary fund
 - II. Social fund
 - III. Hall funds
3. This budget must be presented to Parliament.
4. The budget must be approved by Parliament.
5. Once approved, the budget must be posted. The budget will be voted on within one week after the discussion.
6. The budget must receive over 2/3rds on the vote in approval in order to pass.
7. Parliament must have over 2/3rds participation.
8. The Treasurer may redistribute the budget between funds. He or she must inform Parliament before doing so.

Article X Meeting Procedure

a. Parliamentary Procedure

1. The president of each House shall attend Parliament meetings each week
 - I. If the president is unable to attend, then a representative must attend in their place, for example their Vice President or Treasurer.
 - II. If a president cannot attend Parliament for 3 consecutive meetings, a replacement needs to be voted upon.
 - III. If a representative is not present from the same house for 2 consecutive meetings, \$20 will be taken from their account and placed in the Geoffroy discretionary account. This is also known as the House Meeting Attendance fine.

b. Parliament shall follow a rough outline of Robert's Rules of Order as decided upon and presented by the Vice President.

c. The Vice President shall be the Chair of Parliament.

Article XI Amendments

- a. Amendments to this constitution, not in conflict with any local, state, or national law, may be proposed as legislation before Parliament.
- b. Amendments may only be proposed and voted upon once a semester.
- c. Ratification of Amendments
 - 1. The proposed amendments shall first be approved by an affirmative vote as follows:
 - I. Majority of the voting members of Parliament.
 - II. Voting Members of Parliament consist of a Representative from each house and Treasurer, Secretary, and CA Liaison of Parliament.
 - 2. Voting on amendments in Parliament shall take place no sooner than one week following the presentation of the proposed amendment.

Article XII Voting

- a. Only three designated Executive Board members are able to vote in Parliament, which includes the Treasurer, Secretary, and CA Liaison. All other members of the Parliament Executive Board are unable to vote.
- b. The Vice President shall only vote in Parliament in the case of a tie.
- c. All other Parliament Meeting attendees, each house representative, are eligible to vote.
- d. When voting in meetings, quorum is decided upon simple majority pass or not pass.
- e. After a bill has already been voted upon, if the bill is to be brought back for reconsideration, there must be a two-thirds majority vote to even bring said bill back to the floor for discussion and once again be voted upon.
- f. After the President's veto, the Parliament may reconsider vetoed legislation and may override the veto with a three-quarters majority.
- g. After the President's Executive Order, the Parliament may override the order with a two-thirds majority.

Article XIII Mid-Term Election Procedure

- a. President
 - 1. 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, Social Chair, Sustainability Coordinator. Stated in Article VII., Section 1.
- b. Vice President
 - 1. Should the office of the Vice President be vacated at any time during his/or her term, the executive board members will conduct interviews with applicants interested for the position. Parliament shall then vote a new VP into office based upon the applicants given to the Executive Board.

- c. Treasurer
 - 1. Should the office of Treasurer be vacated at any time during his/or her term, the order of succession shall be as follows: Secretary, Sustainability Coordinator, Social Chair(s), IRHA member.
 - 2. If necessary, the President may elect a temporary replacement to the Treasurer position, through an Executive Order.
- d. Secretary
 - 1. Should the office of the Should the office of the Secretary be vacated at any time during his/or her term, the executive board members will conduct interviews with applicants interested for the position. Parliament shall then vote a new Secretary into office based upon the applicants given to the Executive Board.
- e. Social Chair

Should the office of the Social Chair(s) be vacated at any time during his/ her/ their term, the Executive Board members will accept applicants interested in the position. Geoffroy Hall shall then vote new Social Chair(s) into office based upon the applicants given to the Executive Board.
- f. Sustainability Chair
 - 1. Should the office of the Sustainability Chair be vacated at any time during his/or her term, the Executive Board members will accept applicants interested in the position. Geoffroy Hall shall then vote a new Sustainability Chair into office based upon the applicants given to the Executive Board.
- g. IRHA
 - 1. If one of the IRHA position are not filled then the responsibility to fill the positions will fall to the President and Vice President of Parliament for the academic year. If two of the IRHA chairs are available then the President and the Treasurer shall fill the positions for the academic year. If all three positions are available then the President, Treasurer, and any other available members of Parliament must fill the position. Stated in Article VII, Section 1, 3, and 8.
- h. Public Relations
 - 1. Should the office of the Public Relations Chair be vacated at any time during his/or her term, the Executive Board members will accept applicants interested in the position. Geoffroy Hall shall then vote a new Public Relations Chair into office based upon the applicants given to the Executive Board.