

## **Geoffroy – Cavazos House Constitution**

All portions outlined in the following link MUST be included for us to get a P-Card

<https://www.sac.iastate.edu/student-organizations/resources-for-organizations/constitution-guidelines/>

### **Preamble**

We, the members of Cavazos House in Geoffroy Hall, do establish and adopt this constitution in order to form an efficient house, ensure equal representation of each resident, and secure an environment that stimulates intellectual, social, recreational integration and interaction. In order to make ours 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 Cavazos House at Iowa State University. Informal names may include Cavazos or Geoffroy-Cavazos. The name is pronounced CAH – VAH – ZOS.

### **Article II: Purpose**

The goal of Cavazos Cabinet 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. The purpose of Cavazos Cabinet is to create a welcoming and engaging community that strives to make all residents feel included and to promote their general wellbeing.

### **Article III: Statement of Compliance**

Cavazos House abides by and supports established Iowa State University policies, state and federal laws and follows local ordinances and regulations. Cavazos House agrees to annually complete President's training and Treasurer's training.

### **Article IV: Statement of Non-Discrimination**

"Iowa State University and Cavazos 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**

The house shall be comprised of the individual residents assigned to and living within the limits of the house as defined by the Department of Residence. Active members include all of the residents living in the house. Any member of the house for any semester or part thereof shall be bound to the contents of this constitution until their assignment is changed otherwise, either at the end of the year, semester, or at a point chosen by the resident.

## **Article VI: Risk Management**

The Community Adviser will be responsible for risk management, in conjunction with the hall director responsible for this house as noted above.

## **Article VII: Officers**

### **Section 1: Positions**

The House Cabinet will be comprised with a President and Treasurer, at minimum. The House Cabinet is fully comprised of the following offices: President, Vice President, Treasurer, Secretary, two Social Chairpersons, Intramural 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 and Community Adviser, 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 Adviser is a non-official member of the cabinet and possesses no voting rights.

### **Section 2: 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, and Intramural 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 3: Eligibility**

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

- (a) 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/appointment 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.
- (b) 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.

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

#### **Section 4: Terms of Office**

For all cabinet positions, elections will take place at the beginning of each fall semester, in accordance with Geoffroy Hall Town Hall meetings and procedures. The president and their cabinet will take office on their election date.

#### **Section 5: Offices and Responsibilities**

##### **President**

- -Presides over the Cabinet and Cabinet Meetings.
- -Presides over the House 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 Resident Assistant/Community Adviser.
- -Plans and executes a house and/or cabinet retreat (along with the CA).
- -Maintains House constitution and by-laws.
- -Picks up house mail and reports on their contents at house meeting
- -Votes only to serve as tie-breaking vote in House proceedings.
- -Take care of floor mail and post important flyers.
- -Shall call house meetings and post notification of house meetings twenty-four hours in advance of meetings.
- -Shall be responsible for knowing all university and Department of Residence policies and procedures for House functions.
- -Is responsible for knowing and presiding over House elections processes including ballot counting.

##### **Vice President**

- Shall attend all training sessions required.
- Shall assist the President in the administration of House affairs.
- Shall assume the office of President should that office be vacated. Shall be responsible for representing the
- house at all Geoffroy Town Hall Meetings if the President cannot attend.
- Shall serve on the programming committee within Geoffroy Parliament to help plan and execute all hall
- programs.

##### **Treasurer**

- Shall attend all training sessions and complete treasurer's training online.
- Shall assist the President in the administration of House affairs.

- Shall be responsible for maintaining the house budget.
- Shall be responsible for holding a purchasing card and following the appropriate procedures for handling
- purchases.

#### **Secretary**

- Shall attend all training sessions required.
- Shall assist the President in the administration of House affairs.
- Shall take minutes during cabinet meetings and send information out to residents of the house.
- Shall record updates of the house constitution.

#### **Intramural Chair(s)**

- Will coordinate teams for house for intramural events.
- Will stay updated on intramural events on campus and advertise for them.
- Will work with Intramural Chair on Geoffroy Parliament to coordinate teams.

#### **Recycling Chair(s)**

- Shall be responsible for removing all recycling from the recycling room to the appropriate cy-cyte outside.
- Will work with the other house on floor's recycling chair to coordinate when recycling gets taken out.
- Will coordinate with Sustainability Coordinator on Geoffroy Parliament on sustainable efforts in Geoffroy Hall.
- Will inform house of any sustainability events or efforts happening on Campus.

#### **Academic Chair**

- Design and implements an academic success program for the house.
- Arranges for guest speakers to give presentations on academic success to the house.
- Arranges for guest speakers to give presentations on career planning to the house.
- Shall work with the cabinet and house members to set a house GPA goal.
- Shall recognize house members who achieve their academic goals.
- May choose to create study groups or study hours for the house.

#### **Birthday Chair(s)**

- Shall inform the house of upcoming birthdays at house meetings or can create a birthday calendar.
- Shall work with cabinet and CA to prepare decoration or other way to recognize someone(s)' birthday(s).

### **Section 6: Selection**

All Cavazos executive board officers will attend a Geoffroy Hall Town Hall Meeting prior to their campaign. This is a prerequisite for all positions within Geoffroy Hall. Once a member has attended this meeting, they may campaign on the house for their desired position(s). A list of those running for each position will be sent to the Community Adviser, who will then send out an electronic ballot for residents to vote. This policy is in accordance with Geoffroy Town Hall Meeting policies. Upon election, the officers take effect immediately.

## **Section 7: Removal of Officers**

Failure to complete the tasks listed above and/or failure to maintain academic requirements listed above in this constitution can and will result in removal from office. The removal process is as follows:

1. Any member of the house or cabinet may inquire that the duties of an officer are not being completed. This inquiry will be made directly to the Community Adviser.
2. The CA will approach the individual being accused and inform them of the accusations.
3. The accusations will be discussed at the next house cabinet meeting.
4. A  $\frac{2}{3}$  majority of the cabinet is required to vote against the officer in question, and all cabinet members must be present. The CA and the accused are not permitted to vote. The accused will be expected to leave the room at the time of the vote.

## **Section 8: Replacement of Officers**

If at a feasible time during the semester, as determined by the cabinet, an election will be held to fill the vacancy. If not at a feasible time, as determined by the cabinet, other cabinet members will assume and share the duties of the individual removed. No officer will be replaced after Fall Break or after April 1 to avoid unnecessary elections and stress during these times.

## **Article VIII: Advisers**

**Section A:** The Hall Director is the official adviser of the house. Given that Geoffroy Hall has two (2) hall directors, the West-Side hall director will serve as the official adviser for this house. This individual is responsible for authorizing purchases of the house and advising the CA appropriately to in turn advise the house cabinet.

**Section B:** The Community adviser carries out many of the advisory roles to the house and the cabinet. The CA will advise the cabinet, be present for meetings, and handle any risk management concerns.

## **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. 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**

The Treasurer and volunteering 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 be 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% 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: Amendments and Ratification**

In the event that an Amendment needs to be made, the resident will need to contact the cabinet and express their idea or concern. One of the Cabinet Members will need to second the motion. Then the entire Cabinet will meet and vote on the motion. For the motion to pass as an amendment the Cabinet vote will need to be unanimous in favor of said motion.

**Submitted this day, the 29 of September, 2017.**