# **Freeman, Vollmer Constitution**

# **Updated December 3, 2019**

**Article I - Name:**

The name of this organization shall be Stonewall House at Iowa State University. Stonewall shall be affiliated with (BLF aka Barton Lyon Freeman), IRHA, the Department of Residence, and Iowa State University. At no time shall this constitution or Stonewall 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:**

We are dedicated to a welcoming, accepting, and inclusive community. We are to provide LGBTQIA+ members a safe and comfortable living environment. We are also proactive in discussing and attending LGBTQIA+ topics/ events. We have a strong relationship with the Center for LGBTQIA+ Success.

**Article III - Statement of Compliance:**

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

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

Iowa State University Stonewall 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 VI - Membership:**

Membership shall be open to all registered students living within the Spectrum community at Iowa State University

**Article VII - Officers:**

All officer terms of service are academic yearly. Dates for elections are in the beginning of each new academic year, and are chosen by popular vote, unless in the case of 0 competition, which will be handled first-come-first-serve.

Minimum GPA for officers is a 2.00. If an officer steps down another formal election will be held, unless in the case of 0 competition, which will be handled first-come-first-serve.

**Section A: Positions**The Stonewall House Cabinet will be comprised with a President and Treasurer, at minimum. The Stonewall House Cabinet is fully comprised of the following offices: President, Vice President, Treasurer, Secretary, Social Chairperson, Intramural Chairperson and Academic Chairperson. Other positions determined necessary may be created by a majority vote of the Stonewall Legislative Body. All cabinet positions are elected positions and are subject to removal procedures as detailed below. All members of the Stonewall House Cabinet, including the President, shall be voting members of Stonewall. All members of the Stonewall House Cabinet, including the President, shall be voting members of the Stonewall House Cabinet Meetings.

**Section B: Duties**

1. The Stonewall Cabinet will consist of all elected Stonewall Officers and the Community Advisor.
2. The Stonewall Cabinet will serve as the official representatives of Stonewall in any situation which pertains to Stonewall.
3. The Stonewall Cabinet will collectively discuss and execute any Stonewall House business.
4. The Stonewall Cabinet shall meet with 24 hours as needed prior to regular Stonewall House meetings.
5. The Stonewall Cabinet will design and supervise any programs desired by Stonewall. Programs should effectively serve the needs and desires of Stonewall.
6. All Stonewall Cabinet members are expected to regularly attend Stonewall House meetings.

**Section C: Eligibility**The Cabinet Members of Stonewall must meet the following requirements:

(a) Have a minimum cumulative grade point average (GPA) of 2.00 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.

(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 D: Terms of Office**

All Stonewall Cabinet Positions are elected in the *first three weeks 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.

**Section E: Offices and Responsibilities**

**President**

* Presides over the Stonewall Cabinet Meetings.
* Presides over Stonewall House Meetings.
* Shall attend BLF Presidents' meetings, as determined by the Hall Director or Hall Council. If the Stonewall President cannot attend it is their responsibility to find a suitable replacement
* Meets weekly with Community Adviser.
* Plans and executes a house and/or cabinet retreat (along with the CA).
* Maintains Stonewall House Constitution and by-laws.
* Shall call Stonewall House meetings and post notification of Stonewall House meetings forty-eight hours in advance of meetings.
* Shall be responsible for knowing all University and Department of Residence policies and procedures for Stonewall functions.
* Is responsible for knowing and presiding over Stonewall elections processes including ballot counting.
* Is required to take the Presidents training
* Work with the Vice President to create and fill committees

**Vice President**

* Presides over the Stonewall Cabinet Meetings and Stonewall House Meetings in the absence of the President.
* If the Stonewall President vacates his/her position, the Stonewall Vice-President assumes their responsibilities for the remainder of the term.
* Oversees Stonewall House committee structure.
* Meets from time to time with Stonewall House committee chairs.
* Announces campus activities at Stonewall House meetings (educational programs, leadership and involvement opportunities, etc.).
* Will be the House’s risk management officer, The role of the risk management officer is [a] to recommend risk management policies or procedures to Stonewall, [b] to submit documentation to ISU’s Risk Management Office and [c] to ensure that Risk Management procedures are implemented at all of the organization events.
* Picks up house mail and reports on their contents at house meeting.
* Take care of floor mail and post important flyers.
* Will create and maintain a social media page for the floor.

**Treasurer**

* Discuses with the rest of the Cabinet a general plan for spending house money.
* Maintains financial records for Stonewall.
* Applies for and obtains a house Purchasing Card. Must pass the Campus Organizations Accounting Office purchasing card training.
* Collects any additional social fees and other payments as necessary.
* Pays all Stonewall House bills (upon approval of the Stonewall House parliament)
* Completes mandatory treasurer training session each year (provided by the Campus Organizations Accounting Office).
* Maintains records of purchases.

**Secretary**

* Keeps minutes of Stonewall Cabinet and Stonewall House meetings.
* Posts and distributes meeting minutes to Stonewall House members (within 24 hours of the meetings).
* Is responsible for all correspondence between Freeman and outside entities.
* Keeps track of attendance at Stonewall House meetings and events.
* Is responsible for tallying and presenting results of Stonewall House voting.
* Submits, maintains, and updates the House Student Organization database information through the Student Activities Center website.
* Shall keep records of Stonewall Cabinet members and committee chairpersons.
* Shall keep records of updates to the Stonewall House Constitution.

**Academic Chairperson**

* Designs and implements an academic success program for Stonewall.
* Arranges for guest speakers to give presentations on academic success to Stonewall.
* Arranges for guest speakers to give presentations on career planning to Stonewall.
* Helps to arrange study groups.
* Works with the Stonewall Cabinet and Stonewall members to set a house GPA goal.
* Recognizes Stonewall members who achieve their academic goals.
* Attends hall council academic events.

**Social Chairperson(s)**

* Shall consist of up to *two* members.
* Plans and executes a social programming that promotes interaction of members.
* Plans events in accordance with University and Department of Residence policies.
* Develops a calendar of social events within *first three weeks of each semester*.
* Informs Stonewall of other social events on campus.
* Collects Information about ordering group tickets for events.

**Intramural Chairperson**

* Promotes and executes an intramural program.
* Represents Stonewall at intramural meetings on campus.
* Maintains Stonewall athletic equipment and trophies.
* Informs Stonewall of intramural opportunities on campus.
* Provides sign up sheets
* Assists in registration of teams for intramural events.

**Section F: Creating Cabinet Positions**

Other cabinet positions may be created at any time during the academic year if deemed necessary by Stonewall cabinet.

**Section G: Resignation of Stonewall Cabinet Members**

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

**Section H: Removal of Officers**

* Any elected Stonewall Cabinet Member may be impeached.
* Request for impeachment must be brought to the attention of the CA to be voted on in the next house meeting.
* Impeachment proceedings may be initiated by a majority vote of Stonewall.
* A Stonewall House meeting shall be called one week after the initiation of impeachment proceedings. At this time the Stonewall Cabinet Member in question may present his/her defense to the Stonewall members. A secret ballot shall then be made. A vote of 75% of all Stonewall 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 advisor of Stonewall house is the Coordinator of Residence Life (CRL) for Leadership, as appointed by the Department of Residence. The term of service is continuous. Although the CRL serves as the official advisor to the House, the CA carries out many advisory roles including working with the Cabinet, meeting weekly with the President, assisting with elections, etc. The CA, having paid the same dues as all other residents and living on the same house is considered a member of the parliament and as such may vote on bills/legislation.

**Article IX: Legislative Body**

**Section B: Members**The Legislative Body will be composed of all Stonewall members. All members attending an official Stonewall House meeting have the right to vote.

**Section C: Procedures**

Stonewall will provide opportunities during regularly scheduled Stonewall House meetings for new legislation to be brought forward by any member of Stonewall. Legislation may also be submitted to a member of the Stonewall House Cabinet prior to a Stonewall House Meeting.

**Section D: Stonewall House Meetings**

Regularly scheduled meetings will be held at a time and place determined by a majority vote of the Parliamentary Body. Special meetings may be called by the Cabinet. Notice of all special meetings will be posted at least twenty-four (24) hours in advance of the meeting.

**Section E: Voting**

The quorum necessary to conduct business at a house meeting shall be 50% of the current Stonewall membership as listed on the student organization database. All Stonewall policies and election procedures must have a 67% house participation to be considered valid. During the Stonewall House meetings, voting will be based on a majority poll of those present. When a vote is brought to question, the voting members will raise their hands for, against, or abstaining from the vote. Non-student members cannot vote.

**Article X: Elections**

**Section A: Candidates**

* All members of Stonewall are eligible for all positions given he/she has a GPA of 2.0 or higher.
* Nominations will be requested at a house meeting
* Nominations may be made by individual candidates or can be initiated by other Stonewall members.
* Nominees may accept or decline nomination.

**Section B: Procedures**

* Every position will be elected at least once a year.
* Campaigning is allowed, but must abide by ISU and Department of Residence policies, rules, and regulations.
* Nominees will be given an opportunity to present a brief speech during a Stonewall House meeting before voting commences.

**Section C: Selection of Officers**

* The President and CA will monitor election procedures.
* Special Elections, to fill new or vacant positions, may be held when necessary.
* Vote will be conducted by write in ballot. Ballots will include space for write in candidates.
* The candidate receiving the greatest number of votes shall be elected. In the event of a tie, the President shall cast a vote to resolve the tie.
* For offices with more than one seat, Stonewall members will vote for one individual and the positions will be filled according to the highest number of votes.
* Should an office other than President be vacated, a special election shall be held consistent with the aforementioned procedures.
* A member may only hold one Cabinet position. If a person is elected to more than one Cabinet position they may choose which position they are going to fill.
* If a person is running for a position unopposed, a vote of confidence can be called to elect him or her to the position without the use of secret ballot.

**Article XI: Finances**

**Section A: Stonewall House Dues**Stonewall collects dues through the IRHA-approved government dues each year. $10 per member is transferred into the Stonewall account. These dues contribute to programming and upkeep of house-owned equipment. Stonewall may collect social dues for Stonewall social functions. Stonewall social dues are not mandatory. No refunds of Stonewall 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 C: Expenditures**The Stonewall Cabinet may spend up to 25 dollars without house approval for house activities. Anything more than 25 dollars must be approved by the house.

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

**Section A: Proposal**

One or more members of Stonewall may form an ad-hoc committee to draw up an amendment to this constitution at any time. The amendments must be presented to Stonewall 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 Stonewall members respondents within two weeks of its proposal. The ratification can be done in a Stonewall House meeting or by petition. The constitution shall become effective upon ratification and shall supersede 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. Amended or ratified constitution contents shall be submitted within 10 days to Student Activities Center for approval.