**Article I - Name:**

The name of this organization shall be Residence Leadership Conferences at Iowa State University.

**Article II - Purpose:**

The purpose of the Residence Leadership Conferences is to create delegations of student leaders to plan and implement leadership conferences and/or to attend residence-based leadership conferences. To achieve these goals, Residence Leadership Conferences will maintain a constitution and operations manual with clear guidelines.

**Article III - Statement of Compliance:**

The following statement is required:

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

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

The following statement is required.

Iowa State University and Residence Leadership Conferences 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 registered students in good standing at Iowa State University.

**Article VI - Officers:**

**President:** The term of service shall be one academic year.

* Presides over meetings of the organization
* Calls special meetings of the organization
* Facilitates executive board meetings
* Oversees the activities of officers and general members
* Prepares and files any required reports
* Maintains membership records in the student organization database
* Maintains contact with the organization’s Advisor
* Maintains contact with affiliated University department or community partner
* Maintains contact with (inter)national organization
* Represents the organization to the University

**Treasurer:** The term of service shall be one academic year.

* Works with Advisor to approve each expenditure before payment
* Keeps all financial records of the organization
* Prepares an annual budget
* Holds the purchasing card (p-card) for the organization
* Prepares all funding requests
* Advises members on financial matters
* Collects member dues
* Prepares purchase orders or supply requests
* Coordinates fundraising drive
* Maintains an inventory of all organization equipment and property

**Risk Management Officer:** The term of service shall be one academic year.

(a) help minimize potential risks for club activities,

(b) recommend risk management policies or procedures,

(c) to submit documentation to ISU’s Risk Management Office and

(d) to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

[**Method of selection or election of officers**](https://studentengagement.iastate.edu/additional-constitution-resources)

Candidates will each have 5 minutes to speak with club membership during a general meeting. After candidates speak, voting will occur by secret ballot. A simple majority vote is required to elect an officer.

[**Date(s) for selection or election of officers**](https://studentengagement.iastate.edu/additional-constitution-resources) - Elections will occur annually in August/September.

[**Impeachment/Removal of Officers**](https://studentengagement.iastate.edu/additional-constitution-resources)

Impeachment or removal of an officer may be considered if an officer fails to uphold the duties of their position or commits wrongdoing against another club member. Impeachment proceedings may be initiated by a written complaint submitted to the President. If impeachment charges are being brought against the President, the written complaint should be submitted to the Treasurer. To move forward with impeachment proceedings, 2/3 of the general members must vote to continue the removal process. The officer being impeached will be notified at least 2 weeks before the general impeachment hearing. The officer will have 5 minutes to speak in front of the general membership, then a secret ballot will be held. An officer can be impeached by a 2/3 vote of members.

**Impeachment/Removal of Advisor**

The advisor is appointed by the Department of Residence. Impeachment or removal of the advisor may be considered if the advisor fails to uphold the duties of their position or commits public wrongdoing. Impeachment proceedings may be initiated by a written complaint submitted to the President. To move forward with impeachment proceedings, 2/3 of the general members must vote to continue the removal process. The advisor being impeached will be notified at least 2 weeks before the general impeachment hearing. The advisor will have 5 minutes to speak in front of the general membership, then a secret ballot will be held. An advisor can be impeached by a 2/3 vote of members and a recommendation will be forwarded to the Director of Residence.

**Replacement of officers**

To fill an officer vacancy, a special election will be held within two weeks of the previous officer’s leave. The special election will follow the same procedures as general elections.

**The officers of this organization must meet the following requirements:**

(a) 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.

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

**Article VII - Advisor:**

The Advisor of this organization shall attend executive meetings, maintain communication with university administration, and assist with the leadership development of the organization’s officers.

* Method of Election/Selection of Advisor(s) - The advisor shall be appointed by the Department of Residence.
* Advisor(s) Term of Service – The advisor shall serve until a new advisor is appointed by the Department of Residence.

**Impeachment/Removal of Advisors**

Replacement of Advisors - The advisor shall serve until a new advisor is appointed by the Department of Residence.

**Article VIII - Finances:**

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 Advisor to this organization must approve and sign each expenditure before payment.

Dues are not assessed for organization members. Funding shall come from the Inter-Residence Hall Association, the National Residence Hall Honorary, and/or outside donors.

This article should include any other relevant information about the organization’s finances if not present in the bylaws. This can include:

Should the organization be dissolved, remaining funds shall be transferred to the Inter-Residence Hall Association.

**Article IX - Amendments and Ratification:**

A proposal to amend this constitution may be extended to Officers by any voting member of the organization. Proposals should be presented to the general membership at least one week before the vote. A constitution may be amended with a 2/3 vote of members. The amended constitution will be submitted within 10 days to Student Engagement for approval.