**Maple Hall Student Government**

**Constitution**

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**History**

***Version 1***

Written March 24, 2001

Ratification process begun March 26, 2001

Ratified by signature of 42 of 423 residents on April 25, 2001

***Version 2***

Written April 3, 2006

Ratified by vote of two-thirds vote during general Hall Council Election on April 4, 2006

***Version 3***

Written August 31, 2009

Ratified by vote of two-thirds vote during Executive Council Special Meeting on August 31, 2009

***Version 4***

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Ratified by vote of two-thirds vote during general Hall Council Meeting on November 3, 2010

***Version 5***

Written September 10, 2012

Ratified by vote of two-thirds vote during general Hall Council Meeting on September 10, 2012

***Version 6***

Written February 4, 2013

Ratified by vote during general Hall Council Meeting on February 11, 2013

# Preamble

We, the residents of Maple Hall at Iowa State University, in order to form a more effective organization; to ensure adequate representation to each resident; to promote individual self-development; to secure an environment stimulating intellectual success as well as social and recreational interaction; to promote civic awareness, civic pride, and self-governess; and to provide each resident an effective voice in the University community; do establish this Constitution of the Maple Hall Student Government.

# Composition, Name, and Authority

## Composition

* 1. The Richardson Court Association (RCA) shall refer to the RCA Residence Area, as defined by the Department of Residence.
  2. Maple Hall (MH) shall refer to the Maple Hall Residence Area, within the RCA.
  3. House(s) shall refer to the eight (8) Houses of MH: Cranor House, Forbes House, Friant House, Hayden House, Knowles House, Shilling House, Walls House, and Young House.
  4. Any student who resides in a House is a member of MH.
  5. Any student who is enrolled for an upcoming fall semester and intends to live in MH shall be considered a member for the summer session.

## Name

* 1. The name of the governing body of MH shall be the Maple Hall Student Government, hereafter referred to as the MHSG.
  2. The name of the executive body of the MHSG shall be the MH Executive Council, hereafter referred to as the Cabinet.
  3. The name of the legislative body of the MHSG shall be the MH Council, hereafter referred to as the Council.

## Authority

* 1. In a commitment to developing a safe and supportive climate for all members of the ISU community, Iowa State University and MHSG do not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information or status as a U.S. Veteran.
  2. The MHSG abides by and supports established Iowa State University policies, state and federal laws, and follows local ordinances and regulations. MHSG agrees to annually complete President’s training, Treasurer’s training, and Advisor Training (if required).
  3. The MH Constitution shall not violate any law or policy of the Government of the Student Body (GSB) or of the Inter-Residence Hall Association (IRHA).
  4. All members of MH shall be bound to the provisions of the Constitution and by the acts, policies, and rulings of the MHSG.
  5. The Houses shall not establish any policy, action, constitution, or bylaws contrary to the MH Constitution, Bylaws, any act of the Cabinet or Council, or ruling of the Board.

# House Government

## Authority

* 1. The House shall be empowered to formulate policies that shall govern the House within the limitations specified by the MH Constitution and Bylaws.
  2. The House shall have a Constitution and Bylaws approved by a majority of the House.

## Duties

* 1. Each House Government shall be responsible for its action to the members of that House.
  2. Each House Government shall provide for representation where required by the MH Constitution and Bylaws, including regular attendance at Council meetings.
  3. Membership of the House executives shall be left to the discretion of that House but must contain at least a President, Vice-President, Treasurer, Recycling Chair and Secretary.
     1. House executives may serve in more than one role.
  4. The names of the House executives must be turned into the MH Advisor within one week of the elections and upon changing.

## House Dues

* 1. The House Government shall have the right to assess and collect voluntary House dues, subject to the approval of the members of that House and the MH Treasurer. Mandatory House dues are collected annually through the University and dispersed to Houses based on occupancy.

## Finances

* 1. All monies belonging to MHSG shall be deposited and disbursed through a back account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office.)
  2. All funds must be deposited within 48 hours after collection.
  3. The Adviser, Treasurer, and Presidence of MHSG must approve and sign each expenditure before payment.

# Cabinet

## Executive Body

* 1. All executive powers shall be vested in the Cabinet.

## Composition

* 1. The Cabinet shall be comprised of the:
     1. President
     2. Vice President
     3. Secretary
     4. Treasurer
     5. Programming Board Chair
     6. Sustainability Coordinator
     7. Cabinet Advisor
  2. Chairs of MHSG Committees are ex-officio members of the Cabinet.

## Duties

* 1. The Cabinet shall be responsible for the administration of the MHSG and for other duties, as specified in the MH Constitution, Bylaws, and Council Law.
  2. The Cabinet shall have the right to make expenditures as appropriated in the MHSG Budget, hereafter referred to as the Budget.
  3. The Cabinet shall have the responsibility to train the newly elected Cabinet members during the first three weeks after the MH General Elections.
  4. The Cabinet shall have the right to hold authority over the actions of the new Cabinet until the completion of their term.
  5. The Cabinet members shall serve as ex-officio, nonvoting members of the Council, except where specified in the MH Bylaws.
  6. The Cabinet members shall perform other duties, as their respective offices require.

## Selection

* 1. The President, Vice President, Secretary, Treasurer, Sustainability Coordinator, and Programming Board Chair shall be selected by direct election, as specified in the MH Bylaws.
  2. The Cabinet Advisor shall be selected in accordance with the policies of the Department of Residence.
  3. Any additional Cabinet members shall be appointed by the President, in accordance with the MH Bylaws, upon approval by the Council.

## Term of Office

* 1. The term of office for all Cabinet members (except the Cabinet Advisor) shall be one year in length, from undergraduate commencement in the semester in which they were elected until graduate commencement the following year.
  2. The term of the Cabinet Advisor shall be defined by the policies of the Department of Residence.

## Eligibility

* 1. Any student holding a position in the Cabinet or as a presiding officer of the Council must reside in MH during his/her term of office.
  2. The Maple Hall IRHA Representative may not be a Community Advisor (CA) hereafter referred to as staff member.
  3. Up to one non-ex-officio Cabinet member may be a staff member, with the approval of the Cabinet Advisor.
  4. Violation of the above constitutes immediately removal from office.

## Cabinet Compensation

* 1. Cabinet members shall be compensated in accordance with the Budget.

*H.        Academic Qualifications*

1.             Cabinet members must have a minimum cumulative grade point ratio (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.

2.             Cabinet members must 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.

# Council

## Legislative Body

* 1. All legislative powers shall be vested in the Council.

## Composition

* 1. The Council shall be composed of one voting representatives from each House, hereafter referred to as Representatives.
     1. It is highly recommended that the House President be the Representative of the House.
  2. Each Representative shall have one vote in the Council.

## Duties

* 1. The Council shall create and enact such legislation as may be necessary to establish and advance the policies of the Government.
  2. The Council shall consider and approve a budget submitted annually by the Treasurer.
  3. The Council shall have the power to collect dues from MH.
  4. The Council shall have the power to override any Presidential veto by an affirmative vote of two-thirds of the Council when quorum is present.
  5. Appointments made by the President are subject to the approval of the Council.
  6. The Council shall have the power to impeach Cabinet and Board members.
  7. The Representatives shall be responsible for providing information given at the Council meetings to their respective Houses.

## Selection and Term of Office

* 1. The selection and term of office for Representatives shall be in accordance to their respective House Constitution and Bylaws.

## Eligibility

* 1. All Representatives must be residing in the House that s/he represents.
  2. Violation of the above constitutes immediate removal of all voting and speaking rights for that individual.

# Bylaws

## Approval

* 1. MHSG Bylaws or amendments to the MHSG Bylaws not in conflict with this Constitution may be made by a two-thirds vote the Council when quorum of present.

## Procedure

* 1. The Council’s final vote proposing the Bylaws or amendments to the MHSG Bylaws shall take place no sooner than one regular meeting after the presentation of the proposed amendments to the MHSG Bylaws to the Council.

# Constitution Supremacy

* 1. Wherever there is a conflict between the Constitution or the Bylaws of MHSG and the Constitution or the Bylaws of the IRHA Government (hereafter referred to as the Government), the Constitution and Bylaws of the Government shall always be supreme.
  2. Whenever there is a conflict between laws of the Council, the higher-ranking law shall take precedence over the lower-ranking law.
  3. The following shall be the rank of Council Laws, from highest rank to lowest rank:
     1. Constitution.
     2. Bylaws.
     3. Council Legislation, when made law by the President and not overturned by the Board.
     4. Executive Orders.
     5. Parliament Orders.
  4. Parliament Orders shall take precedence over Executive Orders in the event that a Parliament Order is used to reverse and/or modify an Executive Order

# Freedom of Information

## Access

* + 1. All residents of MH, all higher governing bodies, and the general public has the right to request copies of the information listed in this section of the MH Bylaws.

## Council Meetings

* + 1. A notice of the date and location of the first Council Meeting shall be prepared and distributed to staff before the first House Meeting of each semester.
    2. All regular and special Council Meetings will be open to all residents of MH and the general public, unless executive session is called, in which case a transcription of the meeting must be available upon request by a resident of MH or a higher governing body.

## Copies of the MH Constitution and Bylaws

* + 1. One (1) complete copy of the Constitution and Bylaws shall be kept on file by the MH Hall Director (HD).
    2. One (1) complete copy of the Constitution and Bylaws shall be kept on file by the Executive Council.
    3. One (1) complete copy of the Constitution and Bylaws shall be kept on file by the Council.
    4. One (1) complete copy of the Constitution and Bylaws shall also be kept online.

## Copies of Cabinet Minutes

* + 1. One (1) complete copy of the Cabinet Minutes shall be kept on file by the Executive Council.
       1. One (1) complete copy of the Cabinet Minutes shall be kept on file by the Council.
       2. One (1) complete copy of the Cabinet Minutes (as approved by the Council) shall also be kept online.

## Copies of Cabinet Reports

* + 1. One (1) complete copy of the Cabinet Reports shall be kept on file by the President.

## Copies of Council Minutes

* + 1. One (1) complete copy of the Council Minutes shall be kept on file by the Executive Council.
       1. One (1) complete copy of the Council Minutes shall be kept on file by the Council.
    2. One (1) complete copy of the Council Minutes (as approved by the Council) shall also be kept online.

## Copies of Council Legislation

* + 1. One (1) complete copy of the Legislation passed or under consideration by the Council shall be kept on file by the Executive Council.
    2. One (1) complete copy of the Legislation passed or under consideration by the Council
    3. One (1) complete copy of all passed Legislation shall also be kept online.

## Copies of Committee Minutes

* + 1. One (1) complete copy of all Committee Minutes shall be kept on file by the Committee Members.
    2. One (1) complete copy of all Committee Minutes shall also be kept online.

## Copies of Committee Reports

* + 1. One (1) complete copy of the Committee Reports shall be kept on file by the President.
    2. One (1) complete copy of the committee reports shall be kept on file by the Committee Members.

# Council Operating Procedures

## Parliamentary Authority

* + 1. The parliamentary authority for the Council and all Council Committees shall be the Scott, Foresman Robert’s Rules of Order Newly Revised, 2000 Edition, 10th Edition, unless special rules are established elsewhere in this chapter.
    2. The following special rules supersede the Parliamentary Authority of the Council:
       1. After being recognized by the Chair of the Council, hereafter referred to as the Chair, any resident of MH shall be allowed to speak on behalf of any bill or resolution provided s/he first states his/her name and House. Such speakers are expected to follow the same rules for speaking as Council members.
       2. A quorum shall consist of two-thirds of seated Council members.
       3. Consent of the Council shall consist of the following:
          1. Without objections.
          2. Unanimous consent.
          3. Majority vote of the Council.

## Regular Meetings of the Council

* + 1. The Council shall meet at least once every week during the fall and spring academic terms.
    2. The Council shall not meet during Dead Week or Finals Week, unless a special session has been called.
    3. In the event that a regular Council Meeting falls on a University holiday, a regular Council Meeting will be held on the first non-holiday business day.

## Special Meetings of Council

* + 1. Special Meetings of Council may be called by the MH President, the MH Vice-President, or by the petition of one-third of the voting members of the Council.
    2. The call for a Special Meeting must indicate a recommended agenda.
    3. All Council and Cabinet members must be notified twenty-four hours prior to the special meeting.

## Guidelines for Submission of Legislation and Special Guests

* + 1. The agenda for the regular Council meeting shall be available for visual examination the day prior to any Council meeting.
    2. All Council legislation shall be typewritten and submitted no later than two (2) days prior to the Council meeting for which it shall be presented if it is to be on the agenda.
       1. Any Council legislation that is not on the agenda may be added by a motion to amend the agenda, providing that there is a copy of the bill or resolution for all Council and Executive Council members, by a two-thirds affirmative vote of the Council.
    3. Council meetings provide the opportunity for special presentations; requests to present at the Council meetings shall be approved by the Chair at least two (2) days prior to the meeting.

## Council Agendas

* + 1. The Agenda shall consist of the following components:
       1. Roll Call
       2. Approval of the Minutes
       3. Comments from the President
       4. Reports of the Cabinet
          1. Vice President
          2. Treasurer
          3. Secretary
          4. Sustainability Coordinator
          5. Cabinet Advisor
          6. Any additional Cabinet members
       5. Reports of Special Committees, which shall consist of:
          1. Special Committees, as created by a Council Order and presented by the committee chair.
          2. Ad-hoc committees, as created by the Vice President and presented by the committee chair.
       6. Open Forum, which shall be a set aside for residents to discuss topics of which they feel are important.
       7. Programs, which shall be special presentations given to the Council for informational purposes.
       8. Special Orders, which shall consist of:
          1. Seating Bills.
          2. Confirmations of Executive Nominations and Appointments
          3. Council Orders to Seat Committees and Personnel.
          4. Council Orders to Review Cabinet Orders or Actions and Council Orders to Review Board Actions.
          5. Motions to override executive vetoes.
          6. Legislation placed on the agenda by the motion to “Amend the Agenda by Adding to Special Orders.”
       9. General Orders, which shall consist of all legislation currently being considered in its second reading or legislation that has been postponed from an earlier meeting of the Parliament.
          1. New Business, which shall consist of all legislation being considered in its first reading.
          2. Closing Announcements.
    2. The Agenda for a meeting of the Parliament and legislation placed on the Agenda shall be available for visual examination by 3:30 PM the day prior to any meeting of the Parliament.

## Final Votes on Legislation

* + 1. The final vote of all non-financial Council Legislation shall be done by vote or by unanimous consent.
    2. All financial Council Legislation shall be done by a roll call vote.
    3. All roll call votes shall be recorded as to the vote of each voting member of the Council on each question.
    4. Roll call votes shall be considered a part of the permanent record of the meeting of the Council at which the vote was taken.
    5. The Chair of the Council meeting at the time of when the legislation was disposed shall sign the legislation within three (3) class days to attest to the final outcome of the legislation. In the event that the Council adopted the legislation, the Chair’s signature shall also:
       1. If the legislation is a bill, release the legislation from the Council.
       2. If the legislation is a Council Order, begin implementation and/or distribution, when appropriate, of the Council Order.
          1. The time period for a presidential veto commences when the Chair of the Council meeting at the time of when the legislation was disposed signs and delivers the bill to the President.

## Special Rules and Procedures for the Review of Cabinet Orders or Actions

* + 1. Any Council review of the Cabinet shall be done by introducing and disposing of a Council Order to Review Cabinet Orders or Actions.
    2. Such Council Orders shall be debatable but not amendable.
    3. Such Council Orders shall require a two-thirds vote in the affirmative of present and voting members of the Council for ratification.
    4. The motion to waive the second read on such orders shall not be in order.

## Special Rules and Procedures for Review of Board Actions

* + 1. Any Council review of the Judicial Branch shall be done by introducing and disposing of a Council Order for Review of Board Actions.
    2. Such Council Orders shall be debatable but not amendable.
    3. Such Council Orders shall require a two-thirds vote in the affirmative of present and voting members of the Council for ratification.
    4. The motion to waive the second read on such orders shall not be in order.

## Special Rules and Procedures for Impeachment

* + 1. Special rules and procedures for Impeachment shall be delineated by a separate chapter of the Bylaws.

## Attendance Policy

* + 1. Any Representative who leaves a Council meeting before adjournment without notifying the Chair prior to the meeting or without adequate excuse shall be charged with an unexcused absence. The Chair shall have discretion in determining the acceptability of an excuse.
    2. Consistent tardiness is defined as being fifteen (15) or more minutes late to more than two (2) Council meetings during a semester without being excused by the Chair.
    3. Representatives who are consistently tardy to Council meetings shall be charged with an unexcused absence.
    4. Representatives are permitted to leave for short periods.
    5. In the case of unexcused absences at meetings of the Council, the following provisions shall apply:
       1. Upon the first unexcused absence, the Chair shall contact the Representative in question and remind them of the Bylaws concerning Council attendance, and request that they attend the next Council meeting.
       2. Upon the second unexcused absence, the Chair shall arrange a meeting with the Representative in question to discuss his/her violation of the MHSG Bylaws.
       3. Upon the third unexcused absence, the Representative has committed serious nonfeasance of duties and/or responsibilities.

## Request for Removal

* + 1. Council requests for removal of Representatives shall be limited to serious malfeasance, misfeasance, and/or nonfeasance of duties and/or responsibilities.
    2. Failure to abide by MHSG law and policy shall be considered serious malfeasance, misfeasance, and/or nonfeasance of duties and/or responsibilities.

# MSHG Committees

## House Responsibilities to MHSG Committees

* + 1. All Houses will have at least one (1) representative in all MHSG Committees.
    2. All Committee Members shall maintain representative attendance at all meetings and shall fulfill their representative duties.

## Committee Policy

* + 1. Each Committee shall have a Chair nominated by the President and confirmed by the Council if one is not otherwise specified.
    2. Each Committee shall nominate a Committee Member to act as Clerk, to record minutes of the Committee.
    3. The Chair will submit a monthly report delineating the activities of the Committee to the Secretary, who will distribute it accordingly.
    4. The Chair will set Committee meeting times and locations, with no less than 24 hours advance notification.
    5. All Committee Members have full voting rights in the Committee.

## Standing Committees

* + 1. The Standing Committees of the MHSG shall be:
       1. Programming Board (PB)
       2. Academic and Cultural Affairs Committee (ACAC)
       3. Community Service Committee (CSC)
       4. Elections Committee (EC)
       5. Appeals Committee (AC)

## PB

* + 1. The PB shall be comprised of eight (8) House Representatives. There is no limit to the number of at-large individuals.
    2. The PB shall be responsible for:
       1. Planning social and recreational events for the residents of MH.
       2. Aiding in the event planning, set-up, and tear-down of events sponsored by the PB.
       3. Participating in the programs sponsored by the PB.
       4. Promoting the events sponsored by the PB.
       5. Meeting weekly.

## ACAC

* + 1. The ACAC shall be comprised of eight (8) House Representatives and no more than four (4) at-large individuals.
    2. The President shall nominate the Chair of the ACAC.
    3. The ACAC shall be responsible for:
       1. Planning academic and cultural events for the residents of MH.
       2. Aiding in the event planning, set-up, and tear-down of events sponsored by the ACAC.
       3. Participating in the programs sponsored by the ACAC.
       4. Promoting the events sponsored by the ACAC PB.
       5. Meeting weekly.
       6. Meeting no less than twice a month.

## CSC

* + 1. The CSC shall be comprised of eight (8) House Representatives and no more than four (4) at-large individuals.
    2. The President shall nominate the Chair of the CSC.
    3. The CSC be responsible for:
       1. Finding Community Service (CS) activities.
       2. Informing the residents of MH of these activities.
       3. Working with staff on creating CS activities.
       4. Meeting no less than twice a month.

## EC

* + 1. For regular elections, the EC shall be a minimum of two individuals nominated by the President.
    2. The EC will be formed in the event a special election will occur.
    3. The Chair shall be appointed by the President. The Chair must be affirmed by the Council.
       1. The EC must fulfill the responsibilities outlined by the Article on Elections.
       2. Determining if candidates violate the Election Law within twenty four (24) hours of a reported infraction, and
       3. Determining the consequence of violating the Election Law.

## AC

* + 1. The AC will be formed in the event an election occurs.
    2. The AC will consist of eight (8) At-Large individuals, one from each floor, appointed by the House, separate from the individuals from the EC.
    3. The Chair shall be appointed by the President. If no President is seated, the IRHA President shall appoint the Chair. The Chair does not need to be affirmed by the Council if appointed by the IRHA President.
    4. The AC shall be responsible for:
       1. Determining if candidates violate the Election Law within twenty four (24) hours of a reported infraction, and
       2. Determining the consequence of violating the Election Law.

# Cabinet

## Membership

* + 1. The officers of the executive branch are the President, the Vice President, the Treasurer, the Secretary, the Sustainability Coordinator, and the Cabinet Advisor. Need to include all three VPs.

## Qualifications

* + 1. President and Vice President:
       1. Shall have been a resident of a MH before his/her seating in office.
       2. May not be a House President or House Representative during their term of office.
       3. May not be a member of the Executive Council of IRHA while in office.
       4. May not be a member of the Government of Student Body Executive Cabinet while in office.
       5. Must maintain a cumulative grade point average of 2.00 or better while in office.
    2. Treasurer, Secretary, Sustainability Coordinator, and Programming Board Chair:
       1. Shall have been a resident of a residence association.
       2. May not be a House President or House Representative during their term of office.
       3. May not be a member of the Executive Council of IRHA while in office.
       4. May not be a member of the Government of Student Body Executive Cabinet while in office.
       5. Must maintain a cumulative grade point average of 2.00 or better while in office.
    3. Officers
       1. Duties of the Vice President, Treasurer, Secretary, Sustainability Coordinator, and Programming Board Chair:
       2. Shall have one vote in the Cabinet.
       3. Shall be a non-voting member of the Council.
       4. Shall assist the President in the administration of the affairs of MH.
       5. Upon resignation, removal from office, or completion of elected term of office, shall prepare a written report for his/her successor relating the current status of projects and futuristic outlook and goals of his/her office.
       6. Shall assume any other duties specified by the President.
    4. President:
       1. Shall be the chief administrator and official representative of MH.
       2. Shall preside over the Cabinet.
       3. Shall have one vote in the Cabinet.
       4. Shall be a non-voting member of Council.
       5. Shall assume all duties specified by the Council.
       6. Shall preside over meetings of the Council.
       7. Shall be responsible for the Council Agenda.
       8. Shall have veto power over Council legislation (line item and full).
       9. Shall make appointments as necessary.
       10. Shall be the co-chair of the IAC.
       11. Shall be accountable to MH.
       12. Upon resignation, removal from office, or completion of elected term of office, shall prepare a written report for his/her successor relating the current status of projects and futuristic outlook and goals of his/her respective office.
    5. Vice President:
       1. Shall assist the President in the administration of the affairs of MHSG.
       2. Shall serve as the risk management officer. The role of the risk management officer is [a] to recommend risk management policies or procedures to (name of student organization), [b] to submit documentation to ISU’s Risk Management Office and [c] to ensure that Risk Mgt. procedures are implemented at all of the orgs. Events.
       3. Shall be responsible for handling of issues brought up in Council that do not fall under the jurisdiction of other committees and do not require formation of a temporary committee.
       4. In case of temporary inability of the President to perform the duties of his/her office, the Vice President shall assume the duties of the President.
       5. In case the President resigns, is removed from office, or is permanently unable to serve the duties of his/her office, the Vice President shall become the President for the remainder of the term.
    6. Treasurer:
       1. Shall ensure that all bills incurred by MHSG are paid.
       2. Shall be responsible for the distribution of funds allocated to organizations under the authorization of MHSG.
       3. Shall be responsible for keeping the MHSG accounts up-to-date.
       4. Shall prepare an annual budget with the assistance of the Cabinet, which will be submitted to the Council for approval.
    7. Secretary:
       1. Shall record, publish, and distribute the minutes of all regular and special meetings of the Council and Cabinet.
       2. Shall be responsible for the written communication of MHSG.
       3. Shall maintain the records and files of MHSG.
    8. Programming Board Chair:
       1. Shall be the chair of the Programming Board.
       2. Shall assist the President in the administration of the affairs of MHSG.
    9. Sustainability Coordinator:
       - 1. Shall be the chair of all recycling programming efforts.
         2. Shall represent the MHSG at GreenHouse Group meetings.
    10. Cabinet Advisor:
        1. Shall be the MH HD, unless s/he is unable to fulfill his/her duties.
        2. Shall advise the MHSG.
        3. Shall include the MHSG in their transitional building report
        4. Shall act as liaisons with the Iowa State University Administration and in any other situation where a non-student spokesperson is needed.
        5. Shall serve without veto or voting power in MHSG.
    11. Additional Cabinet Members:
        1. Additional members of the Executive Branch shall be established by executive order, to assist the President in fulfilling their duties of serving the Maple Hall students.
        2. These positions shall address a specific interest or concern pertaining to the Government.
        3. The responsibilities and duties shall be outlined in the executive order that establishes the position.

## Vacancies

* + 1. In the event of the president's resignation, removal from office, or if s/he is permanently unable to serve the duties of his/her office the next person in the order of succession, as listed below, shall assume the office of president and shall fill vacant positions through an open application and appointment process.
    2. The succession of office shall be as follows: the President, the Vice President, the Treasurer, the Secretary, the Sustainability Coordinator, and the Programming Board Chair.
    3. In the event of a Vice President, the Treasurer, the Programming Board Chair, the Sustainability Coordinator, or the Secretary resignation, removal from office, or if s/he is permanently unable to serve the duties of his/her office, the President shall appoint a replacement for the remainder of the term, subject to the approval of the Council.
    4. Should the entire Cabinet be vacant at once, a Chair Pro-Tempore will be nominated and elected by the Council. The Chair Pro-Tempore will call a special election and act as Election Committee Chair.

## MHSG IRHA Representative

* + 1. The President shall be the official representative of the MHSG to the IRHA.
    2. If additional representation is required, the Vice President shall also be an official representative of the MHSG to the IRHA.

# Impeachment

## Grounds for Impeachment

* + 1. The grounds for impeachment and removal from office shall be serious malfeasance, misfeasance, or nonfeasance of duties and responsibilities related to the office held, or failure of an elected official to remain a student during the term of office.
    2. Impeachment by a higher legislative body in which an officer represents the MHSG is grounds for impeachment and removal from office.

## Request for Impeachment

* + 1. A "Request for Impeachment" is the first stage in the Impeachment process.
    2. Any registered Maple Hall student may file a "Request for Impeachment" according to the specifications set forth below.
    3. A "Request for Impeachment" may be filed by:
       1. Two (2) current Cabinet members by delivering, by hand or via certified mail, the alleged violation to the Advisor.
       2. A petition signed by one-tenth of the residents of Maple Hall delivered to the Advisor.
    4. A "Request for Impeachment" shall include:
       1. The Plaintiffs’ names, as defined as those persons delivering the "Request for Impeachment" to a Maple Hall government Advisor.
       2. The Plaintiffs’ signatures.
       3. The Plaintiffs’ addresses and telephone numbers where the Plaintiffs can be reached.
       4. The name of the alleged elected official and the office held.
       5. A statement of charges.
          1. In the case of a student petition, the charges shall be exactly as stated on the petition.

## Impeachment Hearing

* + 1. The Maple Hall Vice President shall call a meeting of each individual listed on the "Request for Impeachment" within five (5) class days of receiving the "Request for Impeachment".
    2. The Maple Hall Vice President shall be the Chair of this hearing unless he/she is the plaintiff, then a Chair pro-tem shall be nominated from the floor.
    3. Those attending the Hearing shall be:
       1. Representatives for the accused Official(s) and Plaintiffs and/or the parties themselves.
       2. Others at the request of the Chair of this hearing.
    4. The purpose of the Hearing shall be:
       1. To ascertain whether the charge(s) is/are clear in the minds of both parties.
       2. To inform the Defendant and the Plaintiff of their respective rights and responsibilities.
       3. To explain the trial procedure to both parties.
       4. To inform both parties of the rights and restrictions placed on witnesses.
       5. To decide matters involving publicity and possible gag orders.
    5. The Hearing shall be closed to the public at the written request of any party delivered to the Chair prior to the Hearing.

## Impeachment Trial

* + 1. The Council shall set a time and place for a special meeting to conduct the Impeachment Trial. The Impeachment Trial shall take place no earlier than five (5) class days after completion of the Impeachment Hearing and no later than ten (10) class days after the completion of the Impeachment Hearing.
    2. In the Impeachment Trial, the Council shall serve as the Court of Impeachment.
    3. Rights of the Parties Involved
       1. The Rights of the Defendant
          1. Any person from within the university community (faculty, staff, and student), or outside the university community may counsel the accused.

The "counselor" may:

Counsel the accused on the preparation and presentation of the case.

Accompany the accused to all judicial hearings.

The "counselor" may not:

Present the case for the accused.

Directly examine and/or cross-examine the witnesses.

Present the summary of case for the accused.

The chair shall remove a "counselor" not complying with university hearing procedures from the judicial proceedings.

* + - * 1. The Defendant has the right to call and question witnesses.

Additional witnesses may be called with the approval of the Court.

* + - * 1. The Defendant has the right to confront and cross-examine witnesses called by other parties.
        2. The Defendant has the right to recall witnesses for the purpose of reexamination.
      1. The Rights of the Plaintiff
         1. The Plaintiff has the right to testify on his/her own behalf.
         2. The Plaintiff has the right to call and question witnesses.

Additional witnesses may be called with the approval of the Court.

* + - * 1. The Plaintiff has the right to confront and cross-examine witnesses called by other parties.
        2. The Plaintiff has the right to recall witnesses for the purpose of reexamination.
      1. The Rights of Witnesses
         1. Witnesses shall have the right to be informed by a written request for testimony, which shall include:

The name of the case.

The name or names of the parties requesting testimony.

The location and time of the Trial.

* + - * 1. Witnesses shall have the right to refuse to answer questions that are of an irrelevant nature, as deemed by the Chair.
      1. The Rights of the Court
         1. The Court has the right to call and question witnesses.
         2. The Court has the right to recall witnesses for the purpose of reexamination.
         3. The Court has the right to dismiss the charge(s) of the accused by a simple majority vote.
    1. Court Procedures
       1. The Court shall adhere to all generally accepted judicial procedures when conducting the Impeachment Trial, with the following exceptions:
          1. A majority of seated Council members shall constitute a quorum of the Court.
          2. The Court may adjourn, recess, or close the meeting at any point.
          3. The Court may ask questions of clarification.
          4. If a Council member is acting as the plaintiff, that Council member shall forfeit his/her right to deliberate and vote.
       2. The Court shall adhere to the following order of events when conducting the Impeachment Trial:
          1. A simple majority vote of the Council members present shall be taken to open the Impeachment Trial.
          2. The Chair shall read the charge(s).
          3. The Plaintiffs shall briefly present what they intend to prove.
          4. The Defendant shall briefly present what he/she intends to prove.
          5. The Plaintiffs shall present their evidence and witnesses.
          6. The Defendant shall present his/her evidence and witnesses.
          7. The Plaintiffs shall present their rebuttal evidence.
          8. The Defendant shall present his/her rebuttal evidence.
          9. The Plaintiffs shall summarize their case.
          10. The Defendant shall summarize his/her case.
          11. The Court shall start debate and deliberation.
          12. The Court shall conduct a roll call vote on each charge brought before the Court.

The vote is to be either guilty or not guilty to the charge.

An affirmative vote of two-thirds of seated Council members is required to convict the Defendant of the charge.

* + - * 1. The Chair shall announce the decision of the Court.
        2. Upon the announcement of the decision of the Court, the Court shall immediately initiate the "Hearing on Sanctions".
      1. Hearing on Sanctions
         1. The Court shall adhere to the following order of events when conducting the "Hearing on Sanctions", in the delineated order:

The Plaintiffs shall be allowed to make a statement no longer than ten (10) minutes.

The Defendant shall be allowed to make a statement no longer than ten (10) minutes.

The Court shall start debate and deliberation.

The Court shall conduct a roll call vote on possible penalties for each violation upheld by the Court.

A simple majority vote of seated Council members shall be required to impose the penalty/penalties.

* + - * 1. The Court may impose either or both of the following penalties:

Removal from office.

Denial of holding any further office within the Government.

# Elections

## Elections Defined

* + 1. The MHSG Regular Election shall be defined by IRHA. If the MHSG decides to not use the IRHA election process, the MHSG Regular Elections shall be held on Tuesday during the first semester of classes. The MHSG Regular Election exists for the purpose of electing the President, Vice President, Secretary, Sustainability Coordinator, and Treasurer.
    2. The MHSG Special Election shall be defined as the Election held on the day(s) established by the Council. If the Council has not been seated, the Special Election shall be defined as the Election held on the day(s) established by the IRHA President.

## Voter and Candidate Eligibility

* + 1. Any resident of MH on the date of the election shall be eligible to vote.
    2. Anyone intending to live in MH for the fall semester is eligible to run for office.
       1. In regular and special elections, a statement of intent and a ballot is required to be on the ballot. The Statement of Intent is due one week before the Election to the Maple Hall Director.

## Election Procedures

* + 1. The President, Vice President, Treasurer, Secretary, Sustainability Coordinator, and Programming Board Chair shall run as individuals.
    2. Campaigning for the election may begin the day after the statements of intent are due.
    3. Each student shall be allowed one vote.
    4. Voting procedure will be through paper ballot or online method.
    5. Procedure for voting consists of the following:
       1. The official ballot shall bear the names of all persons, in the order that the statement of intent was received
       2. The polling place shall be the MWL Commons or secure online pole.
       3. If held in MWL Commons, a table will be set up, with ballots and a ballot box. It shall be supervised at all times, by the Election Committee Chair or by a designee who is not on the ballot.
       4. If held in MWL Commons, each resident must present a current ID card. ID cards will be compared to the master roster for Maple that is provided by the Advisor.
       5. If held in MWL Commons, The polling place shall open no later than 4:30 PM and close no sooner than 7:00 PM.
       6. If conducted online, each resident will receive an email with a link allowing them to place their vote.
       7. The Election Committee Chair and the Advisor shall count the ballot the night of the election.
       8. The results shall be announced no later than twenty four (24) hours after the conclusion of the elections.
    6. The candidate for each respective office receiving the highest number of votes in the election shall be elected.
    7. In the event of a tie for the highest number of votes, the Election Committee Chair shall hold a run off election.

## Special Elections

* + 1. The Special Election shall consist of only those that sign statements of intent for unoccupied positions.
    2. Campaigning for the run off election may begin the day after the statements of intent are due.
    3. The statements of intent are due two (2) days prior to the election.
    4. Each student shall be allowed one vote.
    5. Procedure for voting for Special Elections consists of the following:
       1. The official ballot shall bear the names of all persons, in the order that the statement of intent was received
       2. The polling place shall be the MWL Commons or secure online pole.
       3. If held in MWL Commons, a table will be set up, with ballots and a ballot box. It shall be supervised at all times, by Election Committee Chair or by a designee who is not on the ballot.
       4. If held in MWL Commons, each resident must present a current ID card. ID cards will be compared to the master roster for Maple that is provided by the Advisor.
       5. If held in MWL Commons, the polling place shall open no later than 4:30 PM and close no sooner than 7:00 PM.
       6. If conducted online, each resident will receive an email with a link allowing them to place their vote.
       7. The Election Committee Chair and the Advisor shall count the ballot the night of the election.
       8. The results shall be announced no later than twenty four (24) hours after the conclusion of the elections.
    6. The candidate receiving the highest number of votes in the run off election shall be considered the winner.
    7. In the event of a tie for the highest number of votes, a die will be cast, with each die face representing one candidate, distributed in alphabetical order by the last name of the person running for president.

## Run-off Elections

* + 1. A run off election shall consist of the tied candidates.
    2. The run off election shall be held within two (2) weeks, in which classes are in session, but no earlier than one (1) week after the close of the election polls.
    3. Campaigning for the run off election may begin immediately after the announcement of the Election results and end the midnight prior to the first day of the run off election.
    4. The candidate receiving the highest number of votes in the run off election shall be considered the winner.

## Write-in Candidates

* + 1. Write-in candidates shall be allowed.
    2. Write-in candidates are subject to the same rules and regulations as individuals on the ballot.
    3. To be elected as a write-in candidate, a candidate must receive at least one (1) vote.
    4. All write-in candidates shall sign a Statement of Intent within twenty-four (24) hours of the closing of the polls.

## Spending Limits and Contributions

* + 1. Candidates may spend a maximum of $20 on their campaigns.
    2. Candidates during special elections may spend a maximum of $10 on their campaign.
    3. Financial contributions to a candidate by individuals or organizations shall be allowed.
  1. Additional election rules may be established by an Act of the Council.

# Ratification and Amendments

* 1. These Bylaws may be ratified and amended by an affirmative roll call vote of two-thirds of seated Council members at a meeting of the Council.
  2. Upon ratification or amendment, all previous versions of Bylaws are null and void.

# Amendments

## Proposal of MHSG Amendments

* 1. A petition bearing the signatures of one-fourth of the residents of MH may propose amendments to this Constitution.
  2. The Council may also propose amendments to this Constitution, when quorum is present.

## Ratification of MHSG Amendments

* 1. The Council’s final vote proposing on the proposed amendments shall take place no sooner than one regular meeting and no later than two regular meetings after the presentation of the proposed amendment to the Council.
  2. To be considered ratified by the Council, the proposed amendments shall require an affirmative two-thirds vote of Council when quorum is present.
  3. If ratified by the Council, the proposed amendments shall be put forth for ratification by the Houses. To be considered ratified, two-thirds of the Houses must vote to ratify the proposed amendments.

# Ratification

1. This Constitution and its Bylaws will be considered ratified upon submission to the IRHA Elections Commissioner.
2. If a new or different Constitution is proposed, it will considered ratified upon a two-thirds affirmative vote of those MH residents that vote in the MH general elections or upon submission to the MHSG a petition baring the signatures of no less than one-fourth of the residents of MH.