Frederiksen Court Community Council Constitution

*Bylaws Updated by Council October 8, 2012*

*Constitution Updated during the April 2013 General Elections*

**Preamble**

 We, the residents of the Frederiksen Court Community, in order to form an effective voice to the Iowa State University community, to ensure the rights and privileges of Frederiksen Court residency, and to create a forum for discussion of issues pertaining to life in the Frederiksen Court Community, do establish this constitution of the Frederiksen Court Community Council.

**Article I - Name and Membership**

1. Name

 The name of this organization shall be the Frederiksen Court Community Council, hereafter referred to as the "Council."

1. Membership

Membership shall be open to all students at Iowa State University who meet the eligibility requirements to live at Frederiksen Court as determined by the Department of Residence. Iowa State University does not discriminate on the basis of race, ethnicity, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, genetic information, mental or physical disability or status as a U.S. Veteran.

1. Statement of Compliance

The Council abides by and supports Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The Council agrees to participate in President’s Training, Treasurer’s Training, and Adviser’s Training, if required.

**Article II - The Council**

 A. Powers and Responsibilities

1. All legislative powers of the government shall be vested in the Frederiksen Court

Community Council, hereafter referred to as the "Council."

1. The Council may pass legislation affecting the Frederiksen Court Community with regards to the policies of Iowa State University, Department of Residence, State and Federal Laws.

 3. The Council shall act as the collective voice of all Frederiksen Court residents.

 4. The Council may make proposals concerning the Community budget and assess dues no

 greater than $*7* per *year* to the residents of Frederiksen Court. The Council shall not

 assess dues over the summer semester.

 5. All monies belonging to this organization shall be deposited and disbursed through a bank

 account established for this organization at the Campus Organization Accounting Office

 and/or approved institution/office (must receive authorization via Campus Organizations

 Accounting Office). All funds must be deposited within 24 hours after collection. The

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

6. The Council may allocate its funds, as it sees fit, to the benefit of its constituents.

 7. The Council shall have the power to create additional Leadership Core positions as they

 deem necessary to carry out the business of the Council.

 8. The Council shall create governing bylaws by an affirmative two-thirds vote of seated

 Council members.

1. These bylaws may be amended by an affirmative two-thirds vote of seated Council

members.

 9. The Council shall hold regularly scheduled meetings at least monthly when classes are in

 session, with the exclusion of 'Dead Week' and 'Finals Week.'

10. One-third of seated Council members or the Council Chairperson may call a special

 meeting with 48 hours written notice.

11. Quorum shall be defined as two-thirds of seated Council members.

12. The Council may consider any matters that it deems necessary.

13. The Frederiksen Court Community Council abides by and supports established Iowa State

 University policies, State and Federal Laws.

 B. Membership

 1. The Council shall be comprised of the following regular voting members.

 a. One representative from each cluster of buildings.

 i. A cluster shall be defined as the set of buildings in Frederiksen Court Community that

 have addresses beginning with the same number.

 ii. The representative from a cluster must reside in that cluster during his/her term of

 office.

 b. Three At-Large representatives.

 2. All members of the Leadership Core not acting as cluster representatives or At-Large

 representatives to the Council shall be ex-officio members of the Council.

 C. Term of Office

1. The term of office for Representatives, excluding the GSB representative, shall be from the

 last day of the spring semester in the year they are selected until the last day of the following spring semester.

 2. The term of office for the GSB representative shall be in accordance with the GSB Law.

 D. Removal

1. Council members shall be removable only by their resignation, impeachment or by special

election.

1. If a Council member resigns from his/her position, the Chair shall nominate an appropriate

replacement for approval by majority of the Council.

 3. Impeachment & Removal

 a. The power to impeach and remove the Chair, Treasurer, Secretary and Representatives

 shall be vested in the Council.

1. Grounds for impeachment shall be limited to serious malfeasance, misfeasance, or

 nonfeasance of duties prescribed by Community law.

 c. A majority vote of the Council is required to begin impeachment hearings.

 4. A verdict may not be voted for at least six days after the beginning of impeachment

 hearings.

 5. An affirmative two-thirds vote of seated Council members shall be required to convict and

 remove any of the above officials. The Council member facing impeachment shall not be

 eligible to vote on his/her own impeachment. If the Treasurer or Secretary is removed from

 their position, he/she is also removed from his/her seat on the Council.

 6. Penalties in all cases of impeachment shall not exceed removal from office and prevention of

 holding any further Community office.

 7. Impeachment procedures shall be delineated in the bylaws.

**Article III - Leadership Core**

 A. Membership

 1. The Leadership Core of the Council shall consist of the Chairperson hereafter

 referred to as the "Chair", Treasurer, and Secretary.

 2. The Frederiksen Court Community shall have a GSB representative who shall be

 an ex-officio member of the Leadership Core.

3. The Leadership Core shall also contain any positions created by the council as

 stated in the Community law.

 4. The Advisor shall be an ex-officio member of the Leadership Core.

 B. Term of Office

 1. The term of office for Leadership Core members, excluding the GSB

 representative, shall be from the date of their election to the last day of the

 following spring semester.

 2. The term of office for the GSB representative shall be in accordance with the

 GSB Law.

1. The term of office for the Summer Chair shall be from the end of the spring

 semester to the start of the fall semester

1. The term of office for the Advisor shall be designated by the Department of

 Residence.

 C. Leadership Core Powers

 1. All Core powers and authority shall be vested in the Chair, Treasurer, Secretary

 and other members of the Leadership Core who shall assist the Chair in

 carrying out the affairs of the Council.

 2. The outgoing Leadership Core shall train the newly elected Leadership Core and

 Council until the completion of the term in the spring semester.

 3. The Leadership Core shall be responsible for creating and maintaining a

 Frederiksen Court resident information web page.

 a. This web page shall contain a minimum of past and current legislation,

 meeting dates, places, times, contact information for Council members,

 feedback forms, agendas for meetings, and minutes of past meetings.

 b. The Council shall also be responsible for the publication of the web page to

 the residents of the Frederiksen Court Community

 4. Chair

 a. The Chair, along with the other members of the Leadership Core, shall be

 responsible for the fulfillment of all laws and actions of the Council, as

 prescribed by this Constitution, the Bylaws, and Acts of the Council.

 b. The Chair shall be the official representative of the residents of Frederiksen

 Court.

 c. The Chair shall have the power to call the Leadership Core or the Council to

 a special meeting with 48 hours written notice.

1. The Chair shall have the power to make all appointments necessary to fulfill Community

 law, subject to the approval of the Council.

 5. Treasurer

 a. The Treasurer shall be the chief financial officer of the Council.

 6. Secretary

 a. The Secretary shall act as the official record keeper of the Council.

 b. The Secretary shall be in charge of all public relations for the Council.

 c. The Secretary shall take minutes at all Council and Leadership Core

 meetings.

 7. GSB Representative(s)

 a. The Frederiksen Court Community GSB Senator(s) shall serve as the official

 representative(s) of the community in all manners relating to GSB.

 b. All provisions relating to GSB Representatives shall take effect immediately

 following the appropriate actions taken by the GSB.

8. Summer Chair

 a. The Summer Chair shall be responsible for addressing any issues that

 occur during his/her term of office.

1. The Summer Chair shall be the official representative of the residents of

Frederiksen Court during his/her term of office.

1. Adviser

a. The Adviser shall maintain communication and meet with the Leadership

 Core regularly.

b. The Adviser shall be aware of and approve financial expenditures.

c. The Adviser shall ensure the Council is operating in conformity with the

standards set forth by Iowa State University and the Student Activities Center.

 D. Selection

 1. Frederiksen Court Community Council shall select the Chair, Treasurer, and

 Secretary, as specified in the bylaws.

 2. The residents of Frederiksen Court, as prescribed in GSB law, shall elect (a)

 GSB Senator(s) to the Council.

3. The Council Adviser responsibility is part of the job description of the

 Frederiksen Court Apartment Community Director and this person shall be

 selected in accordance with the policies of the Department of Residence and

 Iowa State University.

 E. Succession of Office

 1. In the event of the resignation, removal, incapacitation, or impeachment of the

 Chair, the Treasurer shall assume the position of the Chair.

 2. If the Treasurer is unable to assume the position of Chair, the Secretary shall

 then assume the position.

 3. If both Secretary and Treasurer are unable to assume the position of Chair, a

 member of the Council shall be chosen by a majority vote of the Council to

 assume the position of Chair.

 4. In the event of resignation, removal, or incapacitation of the Treasurer,

 Secretary, or GSB Representative, the Chair shall nominate a candidate for

 approval by the majority vote of the Council.

**Article IV - Judicial Branch**

 All judicial matters related to the Council shall be referred to the Government of the Student Body

 Supreme Court.

**Article V - Elections**

 A. Administration

 1. By five (5) weeks before the Frederiksen Court Council election, the Chair shall

 nominate an Election Commissioner for approval by majority vote of the

 Council.

 B. Requirements for Office

1. To seek or hold any seat on the Council, candidates must be an ISU student, a

resident of Frederiksen Court Community, and maintain a cumulative GPA of 2.00 or greater. Candidates must meet the minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. A Candidate must be in good standing with the university and enrolled at least a half-time (six or more credit hours) student unless fewer credits are required to graduate.

 a. The candidate with a plurality of votes shall win the election.

 2. Students may only vote for Council candidates in their respective cluster and

 any At-Large candidates.

3. The Council, at one of their first meetings in the fall semester, will elect from

 among themselves a new Chair, Treasurer, and Secretary as prescribed in the

 bylaws.

 4. No individual may hold more than one position in the Council, with the

 exception of committee appointments.

 5. Special Elections

 a. Special Elections shall occur as called for by the Council majority.

 b. Special Elections shall be carried out as delineated in the bylaws and the

election code.

 6. General Elections

 a. The elections of the community shall be held at least two weeks before 'Dead

Week' (the fourteenth week) of the spring semester.

 b. General elections shall be carried out as delineated in the bylaws and the election code.

**Article VI - Powers of the Frederiksen Court Residents**

 A. The residents of Frederiksen Court Community retain all rights and protections

 provided by the United States Constitution and the Constitution of the State of

 Iowa.

 B. A petition signed by 10% of the residents of Frederiksen Court shall put forth any

 initiatives to the entire resident body in the next general election.

 C. The minimum petition shall include the proposed question and the printed names

 and signatures of those supporting it. Other acceptable means of petitioning may

 be established through bylaws.

 D. These initiatives, if adopted by the resident body, shall take precedence over all

 Community laws, with the exception of this Constitution.

**Article VII - Ratification and Amendment Process**

 A. Ratification

1. This constitution shall take effect upon ratification by a majority vote of the residents of Frederiksen Court .

 2. Upon ratification, all previous constitutions, bylaws, executive orders, and

 legislation of Iowa State University Frederiksen Court Community shall be

 considered null and void.

1. Upon ratification the constitution must be submitted to Student Activities

 Center within 10 days for final approval.

 B. Amendments

 1. Amendments to the Constitution may be proposed by the residents of the

 Frederiksen Court Community or by the Council, as prescribed in the

 Constitution.

 2. Proposed amendments shall be placed on the ballot in the next General

 Election, and shall require an affirmative two-thirds vote of Frederiksen Court

 students voting in the election. Amendments required by the University shall be

 automatically added to the Constitution.

 3. The Council may propose amendments to this Constitution by an affirmative

 two-thirds vote of seated Council members. The proposed amendment(s) shall

 be included on the ballot for the next Community elections.

 4. Any amendment to the maximum level of dues charged to residents by

 the Community must be proposed as a separate question on the ballot, aside

 from any other Constitutional changes.

1. Amended Constitutions will be submitted within 10 days to Student Activities

 Center for approval

*Approved by Frederiksen Residents on September 7, 2008*

**Frederiksen Court Community Council Bylaws**

**Article I –Membership Selection**

* 1. Council Selection Process
		1. A new council is selected through a General Election at the end of the spring semester. Persons selected shall serve on Council for the following school year. All Frederiksen Court residents shall vote for candidates by filling out a ballot which can be in either paper or electronic form.
		2. If Council seats need to be filled at a time other than general elections, a Selection Process shall be held. In this type of selection, candidates fill out applications provided by Council and attend an interview with current Council members. A sub-committee shall be enacted to determine the exact interview process and to select the new Council members. They will then bring their selections back to Council to be voted upon.
		3. Advertisement for both General Elections and Selection Processes shall consist of (but is not limited to) signs posted around Frederiksen Court and e-mail notices to Frederiksen Court Residents. Any other advertisements can be determined by either Council or a sub-committee. Residents shall be notified no later than 1 ½ weeks before elections take place.
		4. Sub committees shall consist of Council members selected by the Chair on a volunteer basis. If no Council members volunteer, the Chair may select Council members to serve on the subcommittee.
	2. Officer Selection Process
		1. When a new council is seated, the GSB Senator shall be acting chair of the first meeting until a new chair is elected. If a GSB Senator is not present, a council member not interested in seeking a position in the leadership core shall be acting chair. The first order of business shall be to elect a Chair. Any Council Representative may be nominated for Chair. Voting shall be by secret ballot, and ballots shall be counted by the acting chair. The Representative who receives the most votes shall assume the position of Chair immediately.
		2. After the Chair is seated, the Council shall elect a Treasurer and a Secretary. Any Council Representative may be nominated for Treasurer or Secretary. Voting shall be by secret ballot, and ballots shall be counted by the Chair. The Representative who receives the most votes for each position shall assume that position immediately.
		3. In the case of a tie which does not involve all candidates for a position, a runoff election shall be held among the parties who received the same number of votes.
		4. In the case of a tie which involves all candidates for a position, the Chair or acting chair shall cast the tie-breaking vote.
		5. After the members of the Leadership Core have been selected, the Council will select a Risk Management Officer. Any member of the Council (including members of the Leadership Core) may volunteer to be the Risk Management Officer and if no member volunteers the Chair may select a Council member to be the Risk Management Officer. Duties of the Risk Management Position will include:
1. Become educated on ISU risk management procedures
2. Share applicable procedures with the Council as needed in order to meet ISU guidelines and expectations
3. Submit documentation to ISU’s Risk Management Office as needed
	1. Replacing Representatives and Officers
		1. In the event of the resignation, removal, or incapacitation of a Representative during his/her term, the Chair shall nominate a candidate for approval by the Council.
		2. For the succession of officers, see Article III, section E of the Constitution.
	2. Officer Voting
		1. When a Representative is seated as Chair, his/her seat as a Representative becomes vacant and may be filled as prescribed by the Constitution. Since the Chair vacates his/her seat as a Representative, he/she does not vote except to break ties.
		2. When a Representative is seated as Treasurer or Secretary, he/she maintains his/her seat as a Representative. Since the Treasurer and Secretary do not vacate their seats as Representatives, they are still regular voting members of Council.
		3. The GSB Senator and Advisor are non-voting members of Council.

**Article II - Committees**

* 1. Committee Selection and Formation

Committees shall be proposed by any member of Council and approved by a majority vote. They shall consist of volunteering Council members and other residents of the community.

* 1. Committee Powers

Committees shall have power in the planning and execution of the project they are assigned, as approved by Council.

* 1. Committee Duties and Responsibilities

Committee duties and responsibilities shall be determined by the Council when the Committee is selected.

* 1. Selection of Committee Chairs

Committee Chairs shall be elected by a two-thirds vote of Council.

**Article III - Meetings**

* 1. Attendance
		1. Council members shall attend every meeting unless an absence is excused by the Chair. Council members who have planned absences shall notify the Chair 24 hours in advance.
		2. The secretary will keep a record of unexcused and excused absences, as reported by the Chair, in the minutes.
		3. Three unexcused absences may result in removal from the Council.
	2. Order of Supremacy of Council Laws
		1. Constitution
		2. Initiatives by residents
		3. Bylaws
		4. Legislation
	3. Parliamentary Rules of Order

Parliamentary authority for the Council shall be the Robert’s Rules of Order Newly Revised, 10th edition (ISBN 0-7382-0307-6), unless special rules are delineated in these bylaws.

* 1. Monetary Issues

All issues involving money shall be voted on by a roll call vote.

* 1. New Issues
		1. If there is an issue that a Representative would like to discuss in a Council meeting, that representative must notify the Chair no later than 24 hours before that meeting to place that issue on the agenda.
		2. Issues can also be brought up during the open discussion time during the meeting, and can be considered by the Chair or Council.

**Article IV – Impeachment Procedures**

Three unexcused absences may result in impeachment by Council through an appropriate motion by any Council member.

**Article IV – Enacting the Bylaws**

The Bylaws shall be enacted or amended only at a regular meeting of the Council.

*Approved by Council on April 16, 2007*

*Updated October 8, 2012*