

Frederiksen Court Community Council Constitution

*Bylaws Updated by Council October 25th, 2022
Constitution Updated during the April 2023 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

A. Name

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

B. Membership

Membership shall be open to all students currently living in Frederiksen Court. Members must 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 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.

C. Statement of Compliance

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

Article II - The Council

1. 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."
2. 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 \$15 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.
9. These bylaws may be amended by an affirmative two-thirds vote of seated Council members.
10. The Council shall hold regularly scheduled meetings at least monthly when classes are in session, with the exclusion of 'Prep Week' and 'Finals Week.'
11. One-third of seated Council members or the Council Chairperson may call a special meeting with 48 hours written notice.
12. Quorum shall be defined as two-thirds of seated Council members.
13. The Council may consider any matters that it deems necessary.

2. Membership

1. The Council shall be comprised of the following regular voting members.
 - a. The Chairperson (hereafter referred to as "the Chair")
 - b. Treasurer
 - c. Secretary
 - d. Webmaster
 - e. 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.
 - f. Three At-Large representatives.
2. All members of the Leadership Core not acting as Chair, Treasurer, Secretary, Webmaster, Cluster Representatives or At-Large representatives to the Council shall be ex-officio members of the Council.

3. Term of Office

1. The term of office for the Chair, Treasurer, Secretary, Webmaster, Representatives, excluding the Student Government 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 Student Government Representative shall be in accordance with the Student Government Law.

D. Removal

1. Council members shall be removable only by their resignation, impeachment or by special election.
2. 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, Webmaster and Representatives shall be vested in the Council.
 - b. 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 Chair, Treasurer, Secretary, Webmaster, and Representatives.
2. The Frederiksen Court Community shall have a Student Government 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 Student Government 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 Student Government Representative shall be in accordance with the Student Government Law.
3. The term of office for the Summer Chair shall be from the end of the spring semester to the start of the fall semester.
4. 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, Webmaster, 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.
 1. 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.
 - d. The Chair shall have the power to make all appointments necessary to fulfill Community law, subject to the approval of the Council.
 2. Treasurer
 - a. The Treasurer shall be the chief financial officer of the Council.
 3. 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.
 4. Webmaster

- a. The Webmaster shall be responsible for creating and maintaining a Frederiksen Court resident information web page.
 - i. 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 Webmaster shall be responsible for creating graphics necessary for the Council.
5. Student Government Representative(s)
- a. The Frederiksen Court Community Student Government Senator(s) shall serve as the official representative(s) of the community in all manners relating to Student Government.
 - b. All provisions relating to Student Government Representatives shall take effect immediately following the appropriate actions taken by the Student Government.
6. Resident Assistant Liaisons (hereafter referred to as "RA Liaisons")
- a. The RA Liaison(s) shall be selected by the Department of Residence. The Department of Residence will determine the official duties of the RA Liaisons and will be responsible for the replacement of this individual should they leave and/or be removed as the Liaison for the organization. The RA Liaison will serve at their leisure.
 - b. The RA Liaison shall help minimize potential risks for the Council's activities.
 - c. The RA Liaison shall recommend risk management policies or procedures.
 - d. The RA Liaison shall submit documentation to ISU's Risk Management Office.
 - e. The RA Liaison shall ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).
7. Summer Chair
- a. The Summer Chair shall be responsible for addressing any issues that occur during his/her term of office.
 - b. The Summer Chair shall be the official representative of the residents of Frederiksen Court during his/her term of office.
8. 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. The advisor will be selected by the Department of Residence. The Department of Residence will determine the official duties of the advisors and will be responsible for the replacement of this individual should they leave and/or be removed as the advisor for the organization. The advisor will serve at their leisure.

D. Selection

1. Frederiksen Court Community Council shall select the Chair, Treasurer, Secretary, Webmaster, and Representatives, as specified in the bylaws.
2. The residents of Frederiksen Court, as prescribed in Student Government law, shall elect (a) Student Government 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.

1. If the Treasurer is unable to assume the position of Chair, the Secretary shall then assume the position.
2. 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.
3. In the event of resignation, removal, or incapacitation of the Treasurer, Secretary, or Student Government 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.
 1. 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
 1. Special Elections shall occur as called for by the Council majority.
 2. Special Elections shall be carried out as delineated in the bylaws and the election code.
6. General Elections
 1. The elections of the community shall be held at least two weeks before 'Prep Week' (the fourteenth week) of the spring semester.
 2. 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 protection 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.
- 3. 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.
- 5. Amended Constitutions will be submitted within 10 days to Student Activities Center for approval.

Approved by Frederiksen Residents on April 17, 2023

Frederiksen Court Community Council Bylaws

Article I –Membership Selection

A. 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.

B. Officer Selection Process

1. When a new council is seated, the Student Government Senator shall be acting chair of the first meeting until a new chair is elected. If a Student Government 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:
 - a. Become educated on ISU risk management procedures
 - b. Share applicable procedures with the Council as needed in order to meet ISU guidelines and expectations
 - c. Submit documentation to ISU's Risk Management Office as needed

C. 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.

D. 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 Student Government Senator and Advisor are non-voting members of Council.

Article II - Committees

A. 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.

B. Committee Powers

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

C. Committee Duties and Responsibilities

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

D. Selection of Committee Chairs

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

Article III - Meetings

A. Attendance

1. All voting 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, using email.
 - a. Some examples of excused absences may include sicknesses, class/school activities, religious accommodations, inclement weather, and other instances on a case-by-case basis as discussed with the Chair via email.
 - b. If less than 24 hours' notice is given, the Chair must determine if the absence is excused based on the Council member's ability to have notified previous to the 24-hour window.
2. Voting members will work with the Chair and Council at the beginning of their terms, or each University semester to clarify their attendance.
 - a. RA Liaisons shall rotate between themselves to have one Liaison attend each meeting. RA's shall communicate with the chair prior to meetings as to who will attend.
 - b. The Student Government Representative shall keep the Council updated on Student Government activities. Attendance to meetings shall be required the first meeting of each month, and all other meetings shall be attended by communicating the updates to the Chair a minimum of 24 hours before the Council meeting.
3. The secretary will keep a record of unexcused and excused absences, as reported by the Chair, in the minutes.
4. Three unexcused absences per semester may result in removal from the Council.
5. Being 15 minutes late to meetings, unless previously excused, will result in an unexcused absence, on a case-by-case basis. Communicate with the Chair using email or GroupMe.

B. Order of Supremacy of Council Laws

1. Constitution

2. Initiatives by residents
3. Bylaws
4. Legislation

C. 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.

D. Monetary Issues

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

E. 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

Updated September 11, 2022

Updated October 25, 2022