

**The Constitution of the
Schilletter & University Village (SUV)
Community Council**

Table of Contents

Constitution of the SUV Community Council	
Article 1	Documents & Definitions
Article 2	Membership & Non-Discrimination Statement
Article 3	Organization
Article 4	SUV Community Council Officer Eligibility
Article 5	Elections, Appointments, & Vacancies
Article 6	Removal from Office
Article 7	Legislation
Article 8	Dues & Revenues

Article 1: Documents & Definitions

The SUV Community Council abides by and supports established Iowa State University policies, State and Federal Laws.

1. The Bylaws are to consist of the details of operation of the SUV Community Council under the Constitution.
2. The Bylaws shall prescribe:
 - a. Selection, election, or enactment
 - b. Powers, duties, responsibilities, or actions
 - c. Vacancy, removal, or revocation
3. Definitions:
 - a. The residence area of the Schilletter & University Village shall be referred to herein as SUV.
 - b. A resident shall be a person who is contracted to live in SUV through the Department of Residence (DOR).
 - c. An adult resident shall be a resident who is 18 years of age or older.
 - d. A visitor shall be any person who is a guest of an SUV resident, overnight or otherwise, and uses any of the SUV facilities.
 - e. The elected and appointed representatives shall be known as the SUV Community Council Officers and shall be voting members of the SUV Community Council.
 - f. The assemblage of the representatives of the areas shall be known as the SUV Community Council.

Article 2: Membership

All residents of Schilletter & University Village, who are enrolled in classes at Iowa State University, are eligible to be members of the SUV Community Council. Any non-student adult family member residing with an SUV resident is also eligible to be a part of the SUV Community Council.

“Iowa State University and the SUV Community Council do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.”

Article 3: Organization

1. The SUV Community Council may be composed of the following officers:
 - a. President (required)
 - i. Completes all required university trainings
 - ii. Works with the Advisor to facilitate SUV Community Council meetings
 - iii. Meets with the Advisor at least once a month to discuss business of the SUV Community Council
 - iv. Calls all Council meetings in accordance with the Constitution.
 - v. Presides, and is in attendance at, all Council meetings.
 - vi. Acts as the representative of the community to other groups and organizations and to the university community.
 - vii. Serves as the ex-officio member of all Council committees.
 - viii. Recommends directions and action for the SUV Community Council and committees.
 - ix. Communicates with SUV Community Advisers.
 - x. Serves as a contact person for resident and non-resident concerns regarding SUV.
 - xi. Actively participates in SUV Community Council and SUV activities.
 - xii. Involves other residents of the community in SUV Community Council and SUV activities.
 - b. Treasurer (required)
 - i. Completes all required university trainings.
 - ii. Manages all SUV Community Council funds with integrity.
 - iii. Meets with the Advisor at least once per semester.
 - iv. Attends all SUV Community Council meetings.
 - v. Keeps financial records for the SUV Community Council.
 - vi. Performs all accounting procedures in conjunction with current University regulations.
 - vii. Maintains consistent communication regarding matters with the SUV Community Council Advisor and Campus Organizations office.
 - viii. Submits a report on financial status at each Council meeting.
 - ix. Submits a yearly budget to the SUV Community Council for approval.
 1. Prepares the budget with the executive officers and Advisor
 2. The budget shall be for the period of July 1 - June 30.
 - x. In conjunction with the executive officers and Advisor, prepares a budget request for financial assistance from the Student Government.
 - xi. Actively participates in SUV Community Council and SUV activities.
 - xii. Involves other residents of the community in SUV Community Council and SUV activities.
 - c. SUV Representative as a Student Government Senator (required)
 - i. Represents SUV residents at all student government meetings.
 - ii. Advocates for the benefit of SUV residents.
 - iii. Meets with the Advisor at least once per semester.

- iv. Actively participates in SUV Community Council and SUV activities.
 - v. Involves other residents of the community in SUV Community Council and SUV activities.
- d. Vice President
- i. Supports the President
 - ii. Confirms that all information related to SUV Community Council activity is distributed to all SUV Community Council Officers, Community Advisers, and Apartment Community Managers, as appropriate, as well as to other residence area governments.
 - iii. Edits all special Council publications used to inform the SUV residents of Council activity.
 - iv. Helps Community Advisers and individuals plans advertising for their events within SUV.
- e. Secretary
- i. Takes roll and keeps minutes at all SUV Community Council meetings.
 - ii. Records all votes and actions taken by the SUV Community Council.
 - iii. Reports activities of the SUV Community Council to appropriate individuals (i.e. SUV Voices)
 - iv. Additional duties as deemed necessary by the SUV Community Council or as assigned by the SUV President.
 - v. Actively participates in SUV Community Council and SUV activities.
 - vi. Involves other residents of the community in SUV Community Council and SUV activities.
2. Additional representation on the SUV Community Council may be as follows:
- a. Representative from University Village
 - b. Representative from Schilletter Village
 - c. Family Advocate
 - d. Community Adviser Representative (required)
 - i. Attends all SUV Community Council meetings.
 - ii. Communicates SUV staff updates with all SUV Community Council Officers.
 - e. Advisor (required)
 - i. The Advisor to the SUV Community Council is the Apartment Community Manager (ACM). They are responsible for all communication to campus partners and for providing required signatures.
 - ii. The day-to-day advising of the SUV Community Council will be delegated to the Assistant Apartment Community Manager (AACM).
 - iii. Maintains communication and meet with officer(s) regularly.
 - iv. Maintains an awareness and approval of financial expenditures for the SUV Community Council.
 - v. Ensures that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.
3. The SUV Community Council

- a. Meetings: Regular meetings shall be held at least every other week during the fall and spring semesters. The dates and times for these meetings will be set each semester by SUV Community Council Officers.
 - i. The President may direct the SUV Community Council to hold additional meetings as necessary.
 - ii. Meetings shall be open to all adult residents of the Community.
 - iii. Any adult resident may place an item of business on the agenda by presenting in writing the item 24 hours in advance of the meeting to the President or the Advisor.
 - iv. Items of business submitted just prior to the SUV Community Council meeting shall be heard at the discretion of the SUV Community Council.
 - v. Council may vote to use secret ballot or roll call vote as necessary.

Article 4: SUV Community Council Officer Eligibility

1. All residents of Schilletter & University Village, who are enrolled in classes at Iowa State University, are eligible to be SUV Community Council Officers. Any non-student adult family member residing with an SUV resident is also eligible to be an SUV Community Council Officer.
2. At least five of the council members, including the Treasurer and President, must be students as well as 80% of the total membership.
3. The SUV Community Council Officers, who are students, must meet the following requirements:
 - a. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
 - b. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
 - c. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

Article 5: Elections, Appointment, & Vacancies

1. General Elections
 - a. If membership is low (5 members or under), the Advisor and the Apartment Community Manager at SUV will appoint a President through an application and interview process.
 - b. If membership is above 5 members, the SUV Community Council shall have a general election of the President and other council persons as set forth by the SUV Community Council.
 - c. The election for the SUV Representative as a Student Government Senator shall be held each year during the Student Government general elections as established in the Bylaws of Student Government and the Election Commission.
2. Appointments
 - a. The Advisor to the SUV Community Council is the SUV ACM, who is appointed by the Department of Residence.
 - b. The Advisor shall serve in this role for as long as they maintain their position as the ACM of SUV.
 - c. All other SUV Community Council Officers shall be appointed by the President. Appointments must be approved by the Advisor.
 - d. SUV Community Council Officers shall serve until they resign, move out of SUV, or are removed by the SUV Community Council Officers.
3. Voting Procedure
 - a. Each SUV Community Council Officer (excluding the President) shall have one vote.
 - b. In case of a tie vote, the President will vote to break the tie.
 - c. Method of Council voting
 - i. SUV Community Council Officers will vote by a show of hands and a verbal confirmation.
4. Vacancies
 - a. The Vice President shall succeed the President in the event of a vacancy. The Vice President shall hold that office until a new President is appointed or elected. If the Vice President position is vacant, the Community Adviser Representative shall succeed the President.
 - b. The Coordinator of Residence Life (CRL) for the Apartment Neighborhood shall succeed the Advisor in the event of a vacancy. The CRL shall hold the position until a new ACM for SUV is hired.
 - c. In the event of an Officer vacancy, the President will appoint a successor that shall be approved by two-thirds vote of the current SUV Community Council Officers. The appointment shall last the term of which the vacating person was appointed or elected.
5. Substitutions
 - a. Long-term substitutions: A SUV Community Council Officer, excluding the President and Treasurer, may select an eligible substitute to act in their place for a period of no less than thirty days nor more than one school semester during their

term, subject to Officer approval. This substitute shall fulfill all requirements and have all privileges and duties of a regular SUV Community Council Officer.

- b. Short-term substitutions: A SUV Community Council Officer may designate a proxy to any SUV adult resident for one Council meeting by notifying the President or the Advisor in writing prior to the SUV Community Council meeting at which the substitution is to take place. This substitute shall fulfill all requirements and have all privileges and duties of a regular SUV Community Council Officer.

Article 6: Removal from Office

1. Any SUV Community Council Officer can remove themselves from office. This shall be done through a formal statement to the President.
2. Whenever SUV Community Council Officers elect to remove an Officer from the council, it shall be done in the following manner:
 - a. Request for removal from office shall be made in writing, to the President, who will bring it up as the first order of business, under "new business." The formal request shall state the name of the person and the specific reasons why removal is desired.
 - b. At the next regularly scheduled SUV Community Council meeting, a "secret ballot" vote will be taken to determine if removal is mandated.
 - i. The vote shall be by a two-thirds vote of the current SUV Community Council Officers to determine whether or not the motion passes.
 - ii. The vote shall be tallied by the Advisor for the SUV Community Council, who shall then announce the verdict.
 - c. If the vote of Council is to remove from office, then the removal shall become effective immediately upon announcement of the verdict.
 - d. If an Officer has been removed from a position, they will not be eligible for another SUV Community Council position until the following academic year.
3. Whenever SUV Community Council Officers elect to remove the Advisor from the position, it shall be done in the following manner:
 - a. Request for removal from the position shall be made in writing, to the CRL for the Apartment Neighborhood. The formal request shall state the name of the person and the specific reasons why removal is desired.
 - b. The CRL for the Apartment Neighborhood will process the request with the Associate Director of the Department of Residence.

Article 7: Legislation

1. The SUV Community Council shall have the power to adopt legislation and resolutions pursuant to SUV consistent with the Iowa State Student Organization and Department of Residence regulations.
2. Resolutions, Bylaws, and Bills
 - a. Resolutions, bylaws, and bills shall be passed by a simple majority of those SUV Community Council Members present unless otherwise specified in the Constitution.
 - b. Resolutions, bylaws and bills may only be presented for vote when a quorum of SUV Community Council Members is present.
3. Amendments or revisions to Constitution or the Bylaws shall be made by a two-thirds majority on a second reading of the proposed change of the total voting SUV Community Council Officers at a regularly scheduled meeting.

Article 8: Dues & Revenues

SUV Dues shall not exceed \$10.00 per academic year and be billed through accounts receivable to each contracted resident's university account. Dues will be used by the discretion and vote of the SUV Community Council Officers for community improvement and programming purposes.

All money belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 24 hours after collection. The SUV Community Council Advisor to this organization must approve and sign each expenditure before payment.