# ***Friley Hall Constitution***

We, the residents of Friley Hall, in order to establish a more effective organization, ensure equal representation of each residence hall member, promote individual self development, secure an environment stimulating intellectual, social and recreational integration and interaction, and provide each independent residence hall member an effective voice in the University Community, do establish this Constitution of Friley Hall.

**Article 1: Name**

1. The name of this organization shall be Friley Hall, hereafter referred to as the Hall.

**Article 2: Affiliation**

1. The Hall shall be affiliated with the Inter-Residence Hall Association and Iowa State University.
2. The Hall abides by and supports established Iowa State University policies and State and Federal Laws.

**Article 3: Membership and Authority**

1. Membership
   1. All undergraduate residents of the Hall shall be members.
2. Authority
   1. All members shall be bound by the provisions of this Constitution and by the acts of Friley Senate.
   2. At no time shall the Hall assume any power or duty specifically designated to the house cabinets or to the residents as a whole.

**Article 4: Statement of Compliance**

1. Friley Senate abides by and supports Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.
2. Friley Senate agrees to annually complete President’s Training, Treasurer’s Training and Advisor Training (if required).

**Article 5: Non-Discrimination Policy**

1. Non-Discrimination Statement
   1. Iowa State University and Friley Senate do not discriminate on the basis of pregnancy, physical or mental disability, genetic information, ethnicity, sex, race, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

**Article 6: Advisors**

A. The advisors of the Hall consist of both the Hall Directors. Advisors are appointed by virtue of their hiring and placement as the Friley Hall Directors.

**Article 7: Friley Hall Council**

1. Composition and Authority
   1. Composition
      1. Friley Hall Council, hereafter referred to as the Council, shall consist of two branches, the Executive Branch and the Legislative Branch.
   2. Authority
      1. The Council shall be the governing body of the Hall.
2. Meetings
   1. The Hall Council shall convene on Mondays at 8:30pm

**Article 8: Executive Council**

1. Membership
   1. The Executive Council shall consist of at least the following members: President, Vice President, Finance Director, and Social Chair.
   2. The Executive Council shall have two Advisors who will be ex-officiomembers.
   3. Members of the Executive Council must meet the following requirements:
      1. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum cumulative GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate 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. 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.
      3. Shall not hold an executive position in a House (President or Treasurer) or IRHA.
      4. Shall not be a CA or RA.
      5. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed above.
   4. The Executive Council shall meet with the Advisors before the first senate meeting of the fall semester to learn and review Robert’s Rules of Order.
   5. Should any member of the Executive Council leave office, he or she must submit a transition report to the Advisors.
2. Term of Office
   1. The term of office for Executive Council members shall be held from the last Council meeting of the year in which they are selected until, but not including, the week of the last Friley Senate meeting of the following year. If a new officer has not been selected the current officer’s term shall be extended until the end of the school year.
3. Powers and Duties
   1. Administration
      1. The Executive Authority of the Hall shall be vested in the President. The Vice President, Finance Director, Social Chair, and Secretary shall assist the President in carrying out the affairs of the Hall.
   2. Meetings
      1. Members of the Executive Council are expected to attend the weekly Senate meetings
      2. Each student member of the Executive Council shall be compelled to attend meetings of the IRHA Parliament each week, or to find a suitable substitute.
   3. President
      1. All Executive Powers and responsibilities of the Council herein shall be vested in the President, who shall be the Chief Administrator of the Government.
      2. The President shall have the ability to establish administrative procedures, job descriptions, and/or committees as he/she deems necessary through the use of Executive Orders.
4. Executive orders shall be written in the same fashion as a parliamentary bill, but do not require sponsorship from voting members of the senate.
   * 1. Executive Orders are permanent, unless modified or revoked by two-thirds majority of the Senate or by a succeeding Executive Order.
     2. The president shall either sign legislation into law or veto the bill within fourteen days of approval of the bill in the Senate.
        1. Should the President do neither, the bill shall automatically become law.
        2. If the President vetoes a bill, he/she must return the legislation to the senate with his/her objections
           1. The Senate may reconsider vetoed legislation and may override the veto with a two-thirds majority.
   1. Vice President
      1. The Vice President shall serve as chair of the Senate.
      2. The Vice President shall be a voting member of the Senate, but shall only cast his/her vote if it would affect the outcome of the vote.
      3. The Vice President is designated as the Risk Management officer. The Risk Management officer’s duties include minimizing potential risks for club activities, recommending risk management policies or procedures to officers and members of Friley Senate, submitting documentation to ISU’s Risk Management Office for travel and/or the proper handling of food, ensuring that Iowa State University policies are followed at all of the organization’s events and ensuring that necessary waivers and background checks are on file with Risk Management for events (if applicable)
      4. The Vice President shall educate the Legislative Brand on Robert’s Rules of Order within the first four meetings of the fall semester and at the beginning of the spring semester if new members are present.
   2. Finance Director
      1. The Finance Director shall hold all Financial Authority of the Council.
      2. With the approval of the Advisors and or the President, the Finance Director may veto legislation which he/she deems fiscally irresponsible.
         1. If the Finance Director vetoes a bill in this manner, he/she must return the bill to the Senate with his/her objections
            1. The Senate may reconsider legislation vetoed in this manner and may override the veto with a three-quarters vote.
      3. Shall present a verbal report that includes the current balances in each of Friley Hall’s account and any other relevant information pertaining to the current state of the Budget at each meeting when money has been taken out of or put into the budget.
   3. Social Chair
      1. The Social Chair shall have all Social Authority of the Hall, meaning that no Hall-wide social program may be held without the consent of the Social Chair, and the Social Chair shall have the authority to hold such an event.
   4. Secretary
      1. The Secretary shall be the official Custodian of Records for the Council.
5. Normal Election Procedure
   1. At the close of each academic year, the Executive Council shall notify the Legislative Branch that applications for President, Vice-President, and Financial Director for the next academic year are available and when the applications are due.
   2. At the meeting following the application deadline, the candidates for the next academic year will present their platform and answer any questions that the Legislative Branch may have for them.
   3. The Executive Council shall hold elections for at least the Social Chair, and Secretary positions at the beginning of each academic year. These positions will be elected based on popular vote.
   4. The current Executive Council shall establish a method for voting and announce a time period when all hall members will be able to vote.
   5. At the meeting following the closure of the voting period, the Executive Council candidates who had a majority of the votes will be announced.
6. Succession of Office
   1. Should the office of the President be vacated at any time during his/or her term, the order of succession shall be as follows: Vice President, Finance Director, Secretary, Social Chair, Sustainability Coordinator.

**Article 9: Legislative Branch**

1. Legislative Body
   1. The Senate shall be the Legislative Body of the Council.
2. Membership
   1. The Senate shall consist of one representative from each house in the Hall and the Vice President.
   2. Senate may also have at most two Staff Liaisons who shall be non-voting members of the Senate.
3. Voting Rights
   1. All members of the Senate shall have one vote in the Senate.
4. Powers of the Legislative Branch
   1. All legislative powers and authority of the Hall shall be vested in the Senate.
   2. The Senate shall have the right consider proposals regarding the Hall budget and distribute the Hall’s funds as it sees fit, in accordance with this Constitution, through appropriate legislation.
   3. Senate may enact other legislation as needed to ensure the effective operation of the Hall.
5. Written Legislation
   1. All voting members of the Senate shall have the right to present legislation to the Senate upon issues, which they consider pertinent to the affairs of the residents of the Hall. All bills and orders presented before the Senate shall be considered legislation.
   2. All legislation must be sponsored by at least two voting members of Senate to receive consideration.
   3. All legislation must receive an affirmative vote of a majority of voting members of Senate to be approved, except where otherwise noted in this Constitution.
6. Meetings and Quorum
   1. Meetings
      1. The Senate shall convene during meetings of the Council.
   2. Quorum
      1. Quorum of the Senate shall consist of two-thirds of the members of the Senate.
   3. Attendance
      1. For every two absences a member house is charged in one semester, that house shall be charged $20.00. This money shall be placed in Friley Hall’s discretionary account.
      2. An absence consists of one meeting of the Senate at which the house does not have a representative.
      3. If the representative of a member house arrives more than ten minutes late to a meeting of the Senate, or leaves more than ten minutes before the end of a meeting of the Senate, the house shall be charged one-half of one absence.

Article 10: Committees

1. Friley Hall shall have two standing committees
   1. Social Committee
      1. Shall be responsible for helping to plan, organize, and execute social events within the halls
      2. Shall have the power to spend money from the Hall’s social budget without presenting legislation before Senate
      3. The Friley Social Chair is the chair of this committee
   2. Hall Improvement Committee
      1. Shall be responsible for finding ways to improve Friley in the long-term
      2. Shall have the power to spend money from the Hall’s hall improvement budget without presenting legislation before Senate
      3. The Friley President is the chair of this committee
2. Committees are to consist of the members of the Hall Council
   1. Each house representative is expected to join at least either the Social or Hall Improvement Committee
3. Additional committees may be created as deemed necessary by the Hall Council

**Article 11: Removal/Resignation from Office**

1. Any person elected by the Hall or appointed by the President may be removed from office.
   1. The Senate must formally charge the person for allegedly failing to perform his/her duties satisfactorily.
      1. A signed letter from the accusing Senators shall be sent to the Advisors, President, Vice President, and the accused.
      2. The Vice President shall read the letter to the Senate, which will be followed by limited debate. This will be followed by a vote to formally charge the accused.
      3. A simple majority is required to charge the accused.
      4. One week after the accused is charged, he/she will be allowed to give a statement lasting no longer than ten minutes in his/her defense.
      5. Immediately following the statement a vote of removal shall be called.
      6. A two-thirds majority of all Senators is necessary to remove the accused from office.
2. The officer shall give the Hall a two-week notice before resignation. A special election/appointment will be held within two weeks of this notice. This election/appointment will follow special election procedures.
3. Special Election Procedure
   1. The Executive Council shall notify the Legislative Branch of an open executive position. The Legislative Branch shall also receive instructions for the application process and a deadline for applications
   2. The Executive Council shall be responsible for selecting two qualified candidates from all the received applications.
   3. The Executive Council shall present the candidates to the Legislative Branch. The candidates will then be responsible for presenting their platforms.
   4. The Legislative Branch will then vote on the candidates by secret ballot and their appointment shall be effective at the next meeting.

## Article 11: Finances

1. The Hallcollects dues through the mandatory student government dues each year. Of this, the amounts paid to the House and Hall accounts are to be determined by IRHA. These dues contribute to programming. All student government dues will be billed through the Accounts Receivable Office. These are mandatory dues. No refunds of House dues will be paid.
2. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.
3. Hall Budget
   1. The Treasurer will propose the Hall budget for the academic year.
   2. The budget must consist of at least the following
      1. Discretionary fund
      2. Social fund
      3. Hall Improvement fund
   3. This budget must be presented to the Hall Council.
   4. The budget must be approved by the Hall Council.
   5. Once approved, the budget must be posted. The budget will be voted on within one week after the discussion.
   6. The budget must receive two-thirds of the vote in approval in order to pass. The Hall must have two-thirds participation.
   7. The Financial Director may redistribute the budget between funds. He or she must inform the Senate before doing so.

**Article 13: Amendments**

1. Amendments to this constitution, not in conflict with any local, state, or national law, may be proposed as legislation before the Senate.
2. Ratification of Amendments
   1. The proposed amendments shall first be approved by an affirmative vote of two-thirds of the voting members of the Senate.
   2. Voting on amendments in Senate shall take place no sooner than one week following the presentation of the proposed amendment.

**Article 14: Ratification**

1. This Constitution shall take effect upon ratification by a two-thirds affirmative vote of the Senate.