Birch-Welch-Roberts

Hall Government



Constitution

3/20/2018

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**Preamble**

We, the Students of Birch-Welch-Roberts Hall, hereafter referred to as BWR Hall, do hereby form the BWR Hall Government, hereafter referred to as the Government, as our representative body. The mission of the Government is to serve as the collective voice of the BWR Hall student body, in order to maximize the quality of the Iowa State University experience, to foster academic excellence, and to improve the quality of residential life within BWR Hall. Every community of people carries within it certain inherent rights. These rights include, but are not limited to, the right to be free from discrimination on the basis 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. The Government shall make no laws that deny or abridge those rights guaranteed by the United States Constitution, the State of Iowa Constitution, the Government of the Student Body Constitution, and/or federal, state, and local law. The Government shall abide by and support established Iowa State University policies, local, state, and federal law.

**Statement of Compliance**

BWR Hall Council abides by and supports Iowa State University Policies, State and Federal Laws and follows local ordinances and regulations.

## **Article I. Name and Affiliation**

The name of the organization shall be BWR Hall Council, hereafter referred to as the Council or Hall Council. The Council shall be affiliated with IRHA, the Department of Residence, and Iowa State University. At no time shall this constitution or the Hall Council make procedures that are contrary to an affiliated organization’s constitution/by-laws or are unsupportive of the Department of Residence Policy Handbook or Terms and Conditions.

## **Article II. Non-Discrimination Policy**

## In a commitment to developing a safe and supportive climate for all members of the ISU community, the Council does not discriminate with regards to race, color, national origin, ethnicity, age, religion, physical or mental disability, status as a U.S. veteran, genetic information, sex, gender identity, sexual orientation, pregnancy, or marital status.

## **Article III. Purpose**

A. It is the purpose of the Hall Council and constitution to create an atmosphere of fellowship among the members as well as to help improve the scholarly, social, culture awareness, and personal development of each Hall member and the Hall as a unit. The Hall Council will provide the members with a positive living environment and studying environment that promotes and recognizes the need of all its members.

B. The Hall Council abides by and supports established Iowa State University policies, State and Federal Laws.

**Article IV. Membership**

All currently enrolled students of Iowa State University, which reside in BWR Hall, shall be considered members of the Government.

**Article V. Legislative Branch**

A. Powers and Responsibilities

1. All legislative power and authority shall be vested in the Hall Council.

2. The Council shall act as the collective voice of all BWR students, through the elected house presidents.

3. The Council shall have the power to enact such laws and legislation that pertain to BWR students.

4. The Council shall have the power to allocate funds, as it sees fit, to the benefit of its constituents.

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

6. The Council shall have the power to override a veto of the President by an affirmative vote of two- thirds of seated Council members.

7. The Council may propose amendments to this Constitution by an affirmative vote of two-thirds the seated Council members. The proposed amendment(s) shall be included on the ballot for the

consideration of BWR students at the next general election.

8. The Council shall hold regularly scheduled weekly meetings whose postponement shall be left to the President's discretion.

9. A special meeting shall be held if one-third of the seated Council members request the meeting or at the request of the President.

B. Apportionment and Membership

1. Voting shall be divided into two separate chambers with two separate votes requiring a two-thirds majority in both chambers for a piece of legislation to be passed.

2. There will be eleven house-representative voting Council members that shall serve one-year terms that will constitute one chamber.

3. There will be fifteen members consisting of the following to form the second chamber.

a. BWR Government Executive members.

b. BWR Government Advisor(s).

c. Iowa State University staff member(s) appointed to serve BWR students.

C. Impeachment

1. The power to impeach and remove the President and the Vice President shall be vested in the Council.

2. Grounds for impeachment shall be limited to malfeasance, misfeasance, or nonfeasance of duties

prescribed by this Constitution and other Government laws.

3. An affirmative vote of two-thirds of seated Council members is required to convict and remove

any of the above officials.

4. Judgments in all cases of impeachment shall include, but shall not exceed removal from office and prevention of holding any further Government office within BWR.

5. Impeachment procedures shall be described in the bylaws.

D. Vacancies

1. In the event that a seat of the floor's representation becomes vacant, that floor shall be responsible for replacing that Council member in accordance with that floor's Constitution and pertinent bylaws.

2. In the event that the Council has less than six seated members, the Council shall be considered deficient.

3. The powers of a deficient Council are limited to the following:

a. A deficient Council may allocate funds to maintain minimum operations.

b. The deficient Council shall seat a President to serve until the next general election in the event that the offices of President, Vice President, and Secretary are vacant.

**Article VI. Executive Branch**

A. Powers and Responsibilities

1. All executive powers and authority of the Government shall be vested in the President.

2. The President shall be responsible for the fulfillment of all laws and actions of the Government as prescribed by this Constitution and the bylaws.

3. The Vice-President and IRHA Representative shall be the official representative of the BWR Hall students of Iowa State University to the Inter-Residence Hall Association.

4. The President shall have the power to either approve or veto a Council act. If after six days when classes are in session the legislation is neither approved nor vetoed, the said legislation shall

become law.

5. The President shall have the power to veto specific line items within appropriation acts.

6. The President and Treasurer agree to annually complete required trainings in order to be able to hold office.

7. The President shall be responsible for organizing a meeting with a Student Government representative each semester.

B. Cabinet

1. The President shall have an elected cabinet to assist in the efficient operation of the Executive Branch with the possible exception of BWR Challenge Chairs, which may be Community Advisers.

a. Vice-President

b. Secretary

c. Treasurer

d. Academic Chair

e. BWR Social Chair

f. At-Large representative to the IRHA Assembly

g. BWR Challenge Chair/s

h. Sustainability Chair

i. Information Technology Chair

2. The President has the authority, or ability to request a removal/impeachment to remove any executive officers subject to bylaws.

C. Succession

1. Should the office of the President become vacant, the Vice President shall assume the title, duties, and responsibilities of the President.

2. Should the office of the Vice President become vacant, the President shall nominate a replacement to be confirmed by a majority vote of seated Council members.

3. Should the offices of President and Vice President become vacant, the Secretary shall assume the title, duties, and responsibilities of the President.

4. In the event that the offices of President, Vice President, and Secretary become vacant, the Council shall seat a President by an affirmative two-thirds vote of seated Council members to serve until the next general election.

5. At the end of each term all members of the Council shall write a report detailing the responsibilites of their current position(s) to be given to successors and these shall be known as transition reports.

**Article VII. Elections Act**

A. Administration

1. The Hall Director shall act as the Election Commissioner to conduct the elections of the Government.

2. In the event that the Vice President or President is seeking an elected position in the Government, the Council shall appoint an Election Commissioner by a majority vote of the seated Council members to conduct the elections of the Government.

3. The Election Commissioner shall work in cooperation with the IRHA Election Commission.

B. Requirements for Office

1. To hold or seek any seat, office, or appointment on any Government body, students must be currently enrolled in at least twelve credits at Iowa State University, be designated as a BWR Hall student, maintain a grade point average equivalent to that required by the University for eligibility in student activities, and maintain representative attendance, as delineated by an act of the Council.

2. To hold or seek any seat, office, or appointment on any government body, students must 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.

3. All elected offices shall be elected by plurality.

4. Current executive members shall be allowed to hold other vacant executive positions temporarily until a permanent member is elected.

C. Inauguration

1. Inauguration shall be held the last Wednesday in April.

2. Inauguration shall signify the end of the term for all outgoing Government members.

3. Inauguration shall signify the beginning of the term for all incoming Government members.

D. Recall Elections

1. A recall election is an election for the purpose of opening a Government seat to new candidates.

The individual currently holding the office shall be placed on the ballot with any other nominated

candidates.

2. A recall election may be requested by a petition signed by twenty (20) percent of BWR Hall students of Iowa State University.

3. The minimum petition shall include the seat to be recalled and the printed names and signatures of those BWR Hall students supporting the recall election.

4. The election process shall be the same as during the general election with the exception of dates and times.

5. The winner of the recall election shall take office for the remainder of the term immediately following the announcement of the election results.

E. Election Limitations

1. All elections shall take place at the time of the general election with the exception of a recall or resignation election.

2. No individual shall hold the office of the President for more than two terms.

**Article VIII. Finances**

A. Account Establishment

1. All monies belonging to this organization shall be deposited and disbursed through a bank account at the Campus Organization Accounting Office and/or approved institution/office which must receive authorization via Campus Organization 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.

B. Income

1. The funding for the activities of the Government comes primarily from the IRHA and the Department of Residence.

2. Mandatory dues will not be collected directly from any resident.

C. Deposits

1. All funds collected by this organization must be deposited within 24 hours after collection.

D. Expenditures

1. The adviser must approve and sign all expenditures before payment.

E. Dues

1. The Hall Council collects dues through the mandatory student government dues each year. Of this, $5 per member is transferred into the Hall account. These dues contribute to programming and upkeep of hall-owned equipment. All student government dues will be billed through the Accounts Receivable Office. These are mandatory dues. The Hall may collect social dues for Hall social functions. Social dues are not mandatory. The Hall will vote on the social due amount during the second or third Hall Council meeting, needing a simple majority to set the maximum collected amount. All social dues will be collected by the Secretary. No refunds of Hall dues will be paid.

**Article IX. Powers of the BWR Hall Students**

A. Constitutional Referenda

1. BWR Hall students retain the right to propose to amend this Constitution, propose to override any

actions of the Government, and propose to pass their own laws.

2. A petition signed by ten percent of BWR Hall students shall put forth any of the above questions to BWR Hall students at the next general election.

3. The minimum petition shall include the proposed question and the printed names and signatures of those BWR Hall students supporting the proposed question.

**Article X. Implementation and Ratification Procedures**

A. Implementation

1. Upon ratification, all previous constitutions of the BWR Hall Government shall be considered null and void.

2. Upon ratification, all previous bylaws of the BWR Hall Government shall be considered null and void.

3. Upon ratification, all executive orders and council legislation of the BWR Hall Government, adopted prior to ratification, shall be considered null and void.

B. Ratification

1. This Constitution shall be considered approved for ratification upon an affirmative two-thirds vote of all Council members and approval of a simple majority of houses via a vote of the residents of a house per established house procedures.

2. Any further constitutions shall be ratified by a plurality obtained through the general election.

3. This Constitution shall become law immediately following ratification.

Birch-Welch-Roberts

Hall Government



Bylaws

3/20/2018

Article I - Copies of the Bylaws

Article II - Constitutional Supremacy

Article III - BWR Hall Council Operating Procedures

Article IV - Council Policy

Article V - Financial

Article VI - BWR Hall Council Executive Cabinet

Article VII - Impeachment Procedures of the Officers of the Council

Article VIII - Election Rules

Article IX - BWR Hall Government Advisors

Article X - Amending the Bylaws

Article XI - Ratification

**Article I - Copies of the Bylaws**

A. One copy of the Bylaws shall be kept on file with the Government Advisor.

B. Each member shall have the complete copy of the Bylaws, and a copy shall be distributed to every floor president.

C. One copy of the Bylaws shall be kept online.

**Article II - Constitution Supremacy**

A. Wherever there is a conflict between the Constitution or Bylaws of the BWR Hall Government and the Constitution or Bylaws of the IRHA Government, the Constitution and Bylaws of the IRHA Government shall always be supreme.

B. Wherever there is conflict between the Constitution and Bylaws of the BWR Hall Government, the Constitution of the BWR Hall Government shall always be supreme.

**Article III - BWR Hall Council Operating Procedures**

A. Parliamentary Authority

1. The parliamentary authority for the Hall Council and all Hall Committees shall be the Robert's Rules of Order Newly Revised, 2000 Edition, 10th Edition, unless otherwise noted.

2. The following special rules supersede the Parliamentary Authority of the BWR Hall Council:

a. All BWR Hall Students are members of the BWR Hall Government (Article 1 of the Constitution). After being recognized by the Chair for the Council, hereafter referred to as the Chair, any member of the BWR Hall student body shall be allowed to speak to any bill or resolution provided they first states their name and House. Such speakers are expected to follow the same rules for speaking as Council members.

b. Council meetings provide the opportunity for special presentations; requests to present at the Council meetings shall be approved by the Chair at least two days prior to the meeting.

c. For the purpose of impeachment procedures, ex-officio members of the Hall Council may sponsor the appropriate legislation required to fulfill their responsibilities, as described by the Bylaws.

d. A quorum shall consist of a majority of seated Council members.

B. 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, Finals Week, or University Holidays

C. Guidelines for Submission of Bills and Resolutions

1. All Council bills and resolutions shall be typed prior to the meeting or written during the meeting in an emergency.

D. Council Bill Numbering System

1. All Council bills and resolutions shall be referenced by a five digit number with the first two digits being the year the Council term begins, divided by a dash from the last three digits which are consecutively numbered for bills, separate from the numbering of resolutions.

2. A suffix shall be attached to each five digit number and these suffixes shall be used as codification as follows:

A - Council Policy and Procedures

B - Executive Policy and Procedures

D - General Governmental Policy

E - Election Rules

F - Financial Legislation

R - Resolution

S - Seating Legislation

X - Bylaw Amendments

Y - Constitutional Amendments

E. Final Votes on Bills and Resolutions

1. The final vote of Council bills and resolutions shall be done by vote or by unanimous consent.

2. All bills relating to funding shall not be passed by unanimous consent and only by a roll call vote.

3. Copies of roll call votes shall be furnished upon request to the Iowa State Daily, members of the media, and the members of the general public.

4. Roll call votes shall be made part of the permanent record of the Council meeting at which the vote was taken.

5. All bills and resolutions shall be voted on one week after they are first read except in the following situation:

A motion is made by a member of either chamber to waive the second reading and to vote immediately on the legislation, and is seconded by another member of either chamber which can result in the following circumstances:

1. An objection occurs to the motion to waive second reading in which the initial motion-

bringer can either “rescind” his/her motion or “not withdraw” his motion of which

if the motion is “rescinded” the vote on the original legislation will occur in one

week, and if the motion is “not withdrawn” a role call vote will be taken determining

whether or not each chamber would like to accept the motion to vote on whether or

not to vote to decide the fate of the resolution at the current meeting.

2. No objections occur and there is immediately a role call vote in both chambers to determine whether or not the council will vote on the legislation at the current meeting.

6. At any point in time during the voting process, and not before it has begun, a member of either council can motion for Unanimous Consent (UC) of which can result in two scenarios:

a. The motion is seconded and not objected to and the legislation is passed immediately

b. The motion is objected to and voting on the legislation or motion will take place in both chambers

**Article IV - Council Policy**

A. Council Members' Responsibilities to Hall Committees

1. All council members shall maintain attendance at all meetings and do reasonable research in fulfilling their representative duties.

2. Non-attendance shall be defined as missing more than two meetings of any committee during a scholastic year without being excused by the Vice President or President or refusing to do reasonable work on that committee.

B. Council Committee Policy

1. TheSecretary member shall type reports of all meetings. These reports shall be available for public inspection.

2. Each Council committee shall submit a final typed report as to its activities at the end of the term. A copy of this report shall be submitted to the Secretary at this time.

3. The Vice President or President, by recommendation of the committee chair, shall appoint student members.

4. All committee members who are not council members shall be eligible for full voting right in the committee.

5. All committee members who are not council members shall be required to meet the same attendance requirements as council members.

6. The chair of each committee shall report to the Vice President or President any violation of this article.

C. Attendance Policy

1. Any Council member who leaves an official Council meeting before adjournment without notifying the chair prior to the meeting and without adequate excuse shall be charged with an unexcused absence. The Chair shall have ultimate discretion in determining the acceptability of an excuse.

2. An unexcused absence occurs when a Council member fails to fulfill either of the following criteria:

a. The Council member must notify and obtain approval of the Chair regarding their absentia.

b. The Council member must provide a knowledgeable representative for their position.

3. Tardiness is defined as being fifteen or more minutes late to more than two Council meetings during a semester without being excused by the Chair.

4. Council members are permitted to leave for short periods.

5. In the case of unexcused absences at the meetings of the Council, the following provisions shall apply.

a. Upon the first unexcused absence, the Vice President or President shall contact the Council member in question and remind them of the Bylaws concerning Council attendance and request that they attend the next Council meeting.

b. Upon the second unexcused absence, the Vice President or President shall publicly reprimand the violating house before the Council and shall remind the house of the attendance policies.

c. Upon the third unexcused absence, the house not in attendance shall be fined $10 and the Vice President or President shall publicly reprimand the violating house before the Council.

d. Upon the fourth unexcused absence, the house not in attendance shall be fined $20 and the Vice President or President shall publicly reprimand the violating house before the Council.

e. Upon the fifth unexcused absence, the house not in attendance shall be fined $30 and the Vice President or President shall publicly reprimand the violating house before the Council.

6. A Community Adviser may sit in for their floor for the purpose of returning information, but shall not be counted in the official attendance and may not vote.

D. Removal

1. Grounds for removal shall be limited to serious malfeasance, misfeasance, and/or nonfeasance of duties and/or responsibilities.

2. Failure to abide by the Constitution, the Bylaws, and/or other Council law shall be considered serious malfeasance, misfeasance, or nonfeasance of duties and/or responsibilities.

E. Organizations Associated with the Council

1. The organizations associated with the Council shall be determined by an act of the Council.

**Article V - Financial**

A. Duties and Responsibilities of the Hall Council Treasurer

1. The Treasurer shall be responsible for the proper financial handling of all Hall Council funds.

2. The Treasurer shall be responsible for the creation of a budget outlining the planned usage of the BWR Hall funds.

3. The Treasurer, in cooperation with the President, shall represent the Council during any funding agreements concerning an entity outside of the Council.

4. The Treasurer shall monitor Council funds and sign vouchers for all Council expenditures.

5. Further responsibilities concerning Council financial affairs may be outlined by an act of the Council.

B. Hall Council Generated Funds

1. The Treasurer shall monitor Council financial affairs may be outlined by an act of the Council.

2. Assessment Policy

a. The total amount of funds from assessments expected for the year's budget shall be determined with the Office of Registrar's estimate of the number of students living in BWR Hall for the fall and spring semesters.

b. The assessment per student shall be determined by the Council.

c. BWR Hall students enrolled solely in distance learning classes shall not be assessed this fee.

3. Acts of the Council may establish further methods of generating funds from within the BWR Hall Council.

C. Funding from Entities Outside the Council

1. Funding from the IRHA or an Outside Source

a. The Treasurer, along with the President, shall be responsible for collecting all information pertaining to allocation of funds.

b. The Treasurer shall manage all allocated funding in accordance with all applicable law.

c. The Treasurer, upon the direction of the Council, shall take all necessary and proper steps to receive funding from allocation procedure.

D. The BWR Hall Council General Allocations Bill

1. The BWR Hall Council General Allocations Bill shall include the following:

a. The current balances for all BWR Hall Council accounts.

b. A statement of general income, which shall include the following subsections:

i. Assessment revenue.

ii. Other BWR Hall Council generated funds.

iii. Funding from the IRHA

iv. Funding from other Iowa State University sources

c. A statement of account allocations, which shall include the following subsections:

i. BWR Hall Council Discretionary Account

ii. BWR Hall Council Operation Budget Account

d. A budget for the BWR Hall Council Operating Account for the next fiscal year.

E. BWR Hall Council Accounts Policy

1. Council Discretionary Account

a. At any time throughout the year, the Council may allocate funds from the Council Discretionary Account towards projects that it deems appropriate.

b. Restrictions on the Council Discretionary Account:

i The Council Discretionary Account shall not fund purchases of controlled substances.

ii. The Council Discretionary Account shall not fund any service, project, or activity that would be normally funded by the ISU Student Union Board.

c. Each Council Discretionary Account bill shall include:

i. A statement of expected profit, if any.

ii. A complete line item budget, which shall include:

1) All expected revenue.

2) All expected costs.

3) Any other relevant information.

d. Allocations from the Council Discretionary Account require a simple majority vote.

e. Any unused funds from the Council Discretionary Account at the end of the fiscal year shall be carried over to the Council Discretionary Account for the next fiscal year.

2. BWR Hall Council Operating Budget Account

a. The Council may outline items of the BWR Hall Council operating budget by an act of the Council.

F. Financial Powers of the Deficient Council

1. A deficient Council may table all finance bills currently being considered by the Council.

2. A deficient Council shall have the authority to allocate funds for the holding of elections.

3. A deficient Council shall introduce and dispose of all finance bills with the intent of filling vacant elected offices.

**Article VI - BWR Hall Council Executive Cabinet**

A. The President of BWR Hall Council shall:

1. Be the chief administrator of the BWR Hall Council.

1. Have the power to make all necessary appointments, subject to BWR Hall Council approval, except as specified elsewhere in the BWR Hall Council By-laws.
2. Preside over meetings of the Executive Council.
3. Coordinate the work of the committees of the BWR Hall.
4. Have the power to veto BWR Hall Council legislation.
5. Be accountable to the members of the BWR Hall Council.
6. Attend or designate an Executive Council member to attend all other required meetings.
7. Deliver all executive orders to the Vice President or President of the Council within two class days.
8. Have been a resident of BWR Hall at least one semester before taking office.
9. Be responsible for the BWR Hall Council agenda.
10. Be the chairperson to the BWR Hall Council meetings and perform all duties accorded to the chairperson.

B. The Vice-President of BWR Hall Council shall:

1. Assume the responsibilities of the BWR Hall President in the temporary absence of the BWR Hall President.
2. Assist the BWR Hall President in the administration of the affairs of the IRHA.
3. Be accountable to the BWR Hall President.
4. Be responsible for assisting the BWR Hall President in coordinating any special projects.
5. Serve as the Risk Management Officer for the BWR Hall Council by recommending risk management policies to the Hall Council, submit documentation to the Risk management office, and ensure that Risk Management procedures are followed at all BWR sponsored events, including BWR Challenges.
6. Be the officer representative of the BWR Hall Council to the IRHA.

C. The Treasurer of BWR Hall Council shall:

1. Be accountable for paying all debts incurred by the BWR Hall from BWR Hall accounts.
2. Be responsible for the collection of dues for the BWR Hall.
3. Work with the BWR Hall President in preparing the annual BWR Hall budget.
4. Assist the BWR Hall President in the administration of the affairs of the BWR Hall.
5. Be accountable to the BWR Hall President.
6. Be responsible to update the BWR Hall Council on the status of the BWR Hall accounts twice a month.
7. Be responsible for keeping the BWR Hall accounts up to date.
8. Perform further duties of the office of the Treasurer as outlined by executive order.

D. The Secretary of BWR Hall Council shall:

1. Record, publish, and distribute the minutes of all regular and special meetings of the Executive Council.
2. Be responsible for the written communication of the BWR Hall.
3. Maintain the records and files of the BWR Hall.
4. Assist the BWR Hall President in the administration of the affairs of the BWR Hall.
5. Be accountable to the BWR Hall President.
6. Perform further duties of the office of Secretary as outlined by executive order.

E. The Social Chairperson of BWR Hall shall:

1. Organize, administer, and promote social programs for the members of BWR Hall.
2. Assist the BWR Hall President in the administration of the affairs of the BWR Hall.
3. Be accountable to the BWR Hall President.

F. The Academic Chairperson of BWR Hall shall:

1. Organize, administer, and promote educational programs for the BWR Hall.
2. Assist the BWR Hall President in the administration of the affairs of the BWR Hall.
3. Serve as advisor to the Academic Committee, which shall be composed of the BWR Hall academic chairs.
4. Be accountable to the BWR Hall President.
5. Have at least one meeting with the BWR Hall House academic chairs each semester.
6. Represent the BWR Hall to Academic organizations of the University.

G. The BWR Hall IRHA Representative shall:

1. Serve as a representative to IRHA.
2. Act as a liaison between the BWR Hall Council and the IRHA Government.
3. Assist the BWR Hall President in the administration of the affairs of the BWR Hall.

H. The BWR Community Advisor Liaison shall:

1. Serve as a liaison between the Residence Hall staff and the BWR Hall Council.
2. Be responsible for the reporting to the Council any concerns that the Residence Hall staff may have.

I. The BWR Hall Marketing Chair shall:

1. Collaborate with all event sponsors to sponsor events as specified by the promotions criteria.
2. Advise the BWR Hall of non-sponsored events at their discretion.
3. Advise the BWR Hall regarding promotion resources, including flyers, table tents, campus radio, and local newspapers.
4. Be responsible for the distribution of approved promotional materials in BWR Hall.
5. Organize, administer, and promote the BWR Hall Challenge.

J. The BWR Information and Technology Chair shall:

1. Advise the Council on technological issues.
2. Advise the Council on upkeep of the Cyber Lounge

K. The BWR Sustainability Chair shall:

1. Be responsible for upkeep of BWR recycling resources
2. Advise the Council on sustainability issues.

L. Additional Members of the Executive Branch:

1. Additional members for the Executive Branch shall be established by executive order to assist the President in fulfilling their duties of serving the BWR Hall students.
2. These positions shall address a specific interest or concern pertaining to the Council.
3. The responsibilities and duties shall be outlined in the executive order that establishes the position.
4. Each additional member of the Executive Branch may recommend to the President a committee to assist them in fulfilling their duties.

**Article VII - Impeachment Procedures of the Officers of the Council**

A. 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.

B. Request for Impeachment

1. A "Request for Impeachment" is the first stage in the impeachment process.

2. Any registered BWR Hall student may file a "Request for Impeachment" according to the specifications set forth below.

3. A "Request for Impeachment" may be filed by:

a. Two current members of the Government by delivering, by hand or certified mail, the alleged violation to the BWR Hall Council Advisor.

b. A petition signed by 150 of the residents of BWR Hall.

4. A "Request for Impeachment" shall include:

a. The plaintiffs' names, as defined as those persons delivering the "Request for Impeachment" to the BWR Hall Council Advisor.

b. The plaintiffs' signatures.

c. The plaintiffs' addresses and telephone numbers where the plaintiffs can be reached.

d. The name of the alleged official and the office held.

e. A statement of charges

i. In the case of a student petition, the charges shall be exactly as stated on the petition.

C. Impeachment Hearing

1. The BWR Hall Vice President or President shall call a meeting of each individual listed on the "Request for Impeachment" within five class days of receiving the "Request for Impeachment".

2. The BWR Hall Vice President or President shall be the Chair of this hearing unless they are the plaintiff, then a Chair pro tem shall be nominated from the floor.

3. Those attending the hearing shall be:

a. Representatives for the accused official(s), plaintiff(s), and/or the parties themselves.

i. Others at the request of the Chair of this hearing.

4. The purpose of the hearing shall be:

a. To ascertain whether the charge(s) is/are clear in the minds of both parties.

b. To inform the accused and the plaintiff of their respective rights and responsibilities.

c. To explain the trial procedure to both parties.

d. To inform both parties of the rights and restrictions placed on witnesses.

e. To decide matters involving publicity or 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.

D. Impeachment Trial

1. The Council shall set a time and place for a special meeting to conduct the Trial. The Trial shall take place no earlier than five class days after the completion of the impeachment hearing and no later than ten days after the completion of the impeachment hearing.

2. In the Trial, the Council shall serve as the Court of Impeachment.

3. Right of the Parties Involved

a. The Rights of the Accused

i. Any person from within the University community (faculty, staff, and student) or outside the community may counsel the accused.

1. The "Counselor" may counsel the accused on the preparation and presentation of the case.

2. The "Counselor" may accompany the accused to all judicial hearings.

3. The "Counselor" may not present the case for the accused.

4. The "Counselor" may not directly examine or cross-examine the witness.

5. The "Counselor" may not present the summary of the case for the accused.

6. The Chair shall remove a "Counselor" not complying with University hearing procedures from the judicial proceedings.

ii. The accused has the right to call and question witnesses.

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

iii. The accused has the right to confront and cross-examine witnesses called by other parties.

iv. The accused has the right to recall witnesses for the purpose of reexamination.

b. The Rights of the Plaintiff

i. The plaintiff has the right to testify on their own behalf.

ii. The plaintiff has the right to call and question witnesses.

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

iii. The plaintiff has the right to recall witnesses for the purpose of reexamination.

c. The Rights of the Witness

i. Witnesses shall have the right to be informed by the written request for testimony which shall include:

1. The name of the case.

2. The name or names of the parties requesting testimony.

3. The location and time of the Trial.

ii. Witnesses shall have the right to refuse to answer questions that are of an irrelevant nature as deemed by the Chair.

d. The Rights of the Court

i. The Court has the right to call and question witnesses.

ii. The Court has the right to recall witnesses for the purpose of reexamination.

iii. The Court has the right to dismiss the charges of the accused by a simple majority vote.

4. Court Procedures

a. The Court shall adhere to the generally accepted judicial procedures when conducting the

Trial with the following exceptions:

i. A majority of seated Council members shall constitute a quorum of the Court.

ii. The Court may adjourn, recess, or close the meeting at any point.

iii. The Court may ask questions of clarification.

iv. If a Council member is acting plaintiff, the Council member shall forfeit their right to deliberate and vote.

b. The Court shall adhere to the following order of events when conducting the Trial:

i. A simple majority vote of the Council members present shall be taken to open the Trial.

ii. The Chair shall read the charge(s).

iii. The plaintiffs shall briefly present what they intend to prove.

iv. The accused shall briefly present what they intend to prove.

v. The plaintiffs shall present their evidence and witnesses.

vi. The accused shall present their evidence and witnesses.

vii. The plaintiffs shall present their rebuttal evidence.

viii. The accused shall present their rebuttal evidence.

ix. The plaintiffs shall summarize their case.

x. The accused shall summarize their case.

xi. The Court shall start debate and deliberation.

xii. The Court shall conduct a roll call vote on each charge brought before the Court.

1. The vote shall be either guilty or not guilty to the charge.

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

xiii. The Chair shall announce the decision of the Court.

xiv. Upon the announcement of the decision of the Court, the Court shall immediately initiate the "Hearing of Sanctions".

c. Hearing on Sanctions

i. The Court shall adhere to the following order of events when conducting the "Hearing on Sanctions" in the delineated order:

1. The plaintiffs shall be allowed to make a statement no longer then ten minutes.

2. The accused shall be allowed to make a statement no longer than ten minutes.

3. The Court shall start debate and deliberation.

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

5. An affirmative vote of two-thirds of seated Council members shall be required to impose the penalty/penalties.

ii. The Court may impose either or both of the following penalties:

1. Removal from office.

2. Denial of holding any further position on the Council.

**Article VIII - Election Rules**

A. Elections Defined

1. The Presidential election shall be defined as the election held on the day or days established by the IRHA Election Commission for the purpose of electing the President.

2. The Council elections shall be defined as that election held within the first two weeks of the fall semester for the Vice President and offices established by the Council.

3. Voting and Candidate Eligibility

a. Any currently enrolled student of BWR Hall shall be eligible to vote or run for office.

4. Election Procedures

a. Each student shall be allowed a vote for President, Vice President or President, and offices established by the Council.

b. The candidate for each respective office receiving the highest number of votes in the election shall be elected.

c. In the event of a tie for the highest number of votes, the Hall Director shall hold a runoff election.

5. Runoff Election

a. The runoff election shall consist of only the tied candidates.

b. The runoff election shall be held within one to two weeks of the election polls.

c. Campaigning for the runoff election may begin immediately after the announcement of the election results and end the day before the day of the runoff election.

d. The candidate receiving the highest number of votes in the runoff election shall be considered the winner.

6. Write-in Candidates

a. Write-in candidates shall be allowed.

b. Write-in candidates are subject to the same rules and regulations as individuals on the ballot.

c. To be elected as a write-in candidate, a candidate must receive at least one vote.

d. All candidates shall sign a Statement of Intent within twenty-four hours of the closing of the polls.

7. Election Contestations

a. Only the candidates themselves may file contestations.

b. The Hall Director shall have final authority in all cases alleging violations of the Election Rules.

8. Spending Limits and Contributions

a. Spending limits and contributions shall be defined according to the IRHA election code.

9. Additional election rules may be established by an Act of the Council.

**Article IX - BWR Hall Government Advisors**

A. Selection and Term

1. The Advisor shall be the Hall Director unless they are unable to fulfill the position, then the Advisor shall be selected from the administration or the faculty of Iowa State University.

2. The term of office shall extend until new Advisors are either approved or removed by the Council.

B. The Advisors shall serve on the Cabinet at the request of the President.

C. The Advisors shall attend Council meetings unless prior notice of the conflict has been given to the Vice President or President.

D. The Advisor shall be available to provide advice to all BWR Council members.

E. The Advisors shall be asked to include the Hall Council in their transitional building reports.

F. The Advisors shall act as liaisons with the Iowa State University Administration and in any other situation where a non-student spokesperson is needed.

G. The Advisors shall maintain confidentiality when fulfilling the duties prescribed by their position described herein, except where a violation of law or University policy is at issue.

H. The Advisors shall serve without veto or voting power in the organization.

**Article X - Amending the Bylaws**

A. These Bylaws may be amended by an affirmative roll call vote of two-thirds of seated Council members at a meeting of the BWR Hall Council.

**Article XI - Ratification**

A. These Bylaws shall be ratified by an affirmative roll call vote of two-thirds of the seated Council members at a meeting of the BWR Hall Council.

B. All previous versions of Bylaws are null and void upon ratification.

Glory be to *Kittens*.

Prepared and updated by President Anthony LoCurto, Chairman Cole Kuethe, Chairman Jonah Verner, GSB Senator Austin Thielmann, Councilman Erik Schaeffer, Councilman Andy Korpan, and Councilman Michael Fannin of the BWR Hall Council (February 15, 2015)

Prepared and updated by President Calvin Wildeboer and the 2017-2018 BWR hall Council

(March 20, 2018)