

Constitution of the Information Sciences and Technology (IST) Special Living Option

- I. Purpose
 - A. To bring together the common interest of IST, representing diverse backgrounds,
 - B. To promote an intimate learning environment conducive to overall academic success of the student,
 - C. Offer a realistic working environment fostering student interaction, both social and academic,
 - D. Participation in programming designed to enhance general knowledge and well-being through a variety of topics, and
 - E. Advocate a greater appreciation for the future of technology and its real-world applications.

- II. Requirements of Membership
 - A. Each member must be enrolled in the School of IST or residing on the floor(s) considered the IST house,
 - B. Each member of the IST interest house must sign an agreement term indicating that they have read through the constitution and understand the terms of requirements of membership indicated by Article II of the constitution,
 - C. Each member of the IST interest house is expected to pay dues which will be set by the IST house officers at a determined time,
 - D. Each member of the IST interest house must attend a minimum of 50% or 10 events per semester, whichever is less, of all house-sponsored programs, which includes both social and academic programming,
 - E. Each member of the IST interest house is required to respect the property belonging to other members of the IST interest, of the floor, and all facilities utilized by other members of the IST interest house on the floor.
 - F. Violation of any university policy will result in the review of the member's SLO eligibility standing
 - G. All interest house meeting are mandatory. A member must see a resident assistant or a house officer if unable to attend the house meeting. The member must also see a resident assistant to be updated on IST interest house events.
 - H. Attendance consists of staying at least 15 minutes or the duration of the event/meeting. Signing in and leaving and failing to meet the attendance requirement will result in no point credit for that event/meeting.
 - I. Each person is required to sign his or her own name for each event/meeting. Failure to individually sign in will result in no point credit for that event/meeting, and
 - J. Failure to the above requirements may result in expulsion from the IST interest house at the end of that academic year.

- III. Excuses Protocol
 - A. All university recognized excuses shall be honored as an excuse for an IST interest house event/meeting,

- B. Other excuses that shall be honored as an excuse for an IST interest house event/meeting that do not fall under university recognized excuses include,
1. Academic
 - a. Class meetings
 - b. Classes
 - c. Class required attendance to University events
 - d. Review sessions
 - e. Exams
 2. Club/IFC/PHC/NPHC/NIFC
 - a. Meetings
 - b. Functions
 3. Athletics
 - a. Athletics is defined as any sport organized by the university
 - b. Excuses include
 - i. Games
 - ii. Meetings
 - iii. Practice
 - iv. Demonstrations
 - v. Tournaments
 - vi. Competitions
 - c. All excuses must be submitted 24 hours prior to the IST interest house meeting/event via email or some form of written documentation to the resident assistants, D. If a written excuse is submitted 24 hours before and event/meeting, a 1/2 point will be awarded.
- E. Unforeseeable events shall be dealt with on an individual basis at the discretion of the resident assistants, house officers, and/or the building coordinator.

IV. Officers

A. Offices

1. All IST interest house officers must maintain active status throughout their term. IST interest house officer terms are for 1 academic year and are eligible to hold multiple terms, and
2. All IST interest house officers must attend all IST interest house and government meetings or be excused before hand.

B. Positions

1. President

- a. Delegates tasks to IST interest house government, follows up with their progress to ensure their timely completion,
- b. Schedules and conducts IST interest house meetings and IST interest house government meetings, both on a monthly basis, or as deemed necessary by the house officers,
- c. In conjunction with other officers, creates agendas for all IST interest house government meetings and IST interest house meetings and is responsible for sending them to the resident

assistants, building coordinator, faculty associate, and IST interest house officers,

- d. Serves as the IST interest house representative within the IST student government.

2. Vice President

- a. Maintains regular contact with the faculty associate,
- b. Must plan and implement at least one academic program per month working in conjunction with the IST interest house officers and the faculty associate.
- c. Reports to the IST interest house and the resident assistants about IST College issues,
- d. In the case that the President cannot attend a meeting/event, the Vice President shall oversee and run IST interest house meetings and IST interest house government meetings, and shall serve as the substitute as the IST interest house representative within the IST student government.

3. Secretary

- a. Keeps the minutes of all meetings held with the IST interest house government and the IST interest house,
- b. E-mails timely updates concerning the IST interest house events and constitution, IST interest house website updates, and maintains basic correspondence to the whole IST interest house via e-mail using a mailing list created by the resident assistants,
- c. Manages sign-ins at programs including setting up sign-ins, picking up sign-ins, and maintaining IST interest house attendance records with the resident assistants, and
- d. Assists the other IST interest house officers relative to secretarial duties

4. Treasurer

- a. Collects dues as deemed necessary by the IST interest house officers,
- b. Keeps track of current balance in the IST interest house treasury,
- c. Reports at IST interest house government and IST interest house meetings with current balance, outstanding expenses, upcoming expenses, along with any other financial information relative to the IST interest house, and
- d. Keeps receipts and updated records of all expenses.

C. Election

1. Election for president and vice president offices will be held during the spring semester of the prior academic year, the date to be determined by the IST interest house officers. The election process includes,
 - a. An email sent out by the secretary, including a form, which must be filled out and returned to the resident assistants or

- b. Candidates must be active IST interest house members planning on returning to the IST interest house the following year,
 - c. A run off election for any positions will be held, if necessary,
 - d. A transition meeting for new officers will be held before the end of the year,
 - e. The election process will be determined by house government officers prior to the election,
 - f. The results of the election will be made no later than two days following the election.
2. Elections for other offices will be held at the beginning of the academic year following similar processes as the president and vice president.

V. Committees

- A. IST interest house committee chairs shall be decided at the start of the academic year.
- B. IST interest house committee chairs will be a self appointment to be approved by the house officers.

C. Committee Positions

- 1. Web Page Chair
 - a. Must maintain the IST interest house website,
 - b. Must keep the IST interest house website up-to-date with current information regarding the IST interest house and the IST interest house calendar of events,
 - c. Must inform IST interest house secretary of all updates to the IST interest house website,
 - d. Must maintain constant contact with the IST interest house officers to obtain the most current IST interest house information, dates, and any other important information deemed necessary to add by the IST interest house officers and resident assistants, and
 - e. Must keep IST interest house government abreast of current information.
- 2. Fire Marshal Committee
 - a. Must participate in semester fire drills, at least one per semester, and
 - b. Must maintain contact with building coordinator to receive fire drill dates.
- 3. WHRA
 - a. Must attend weekly WHRA meetings,
 - b. Must inform WHRA secretary if unable to attend meetings,
 - c. Must abide by the WHRA constitution and rules, and

- d. Must keep IST interest house government abreast of current information.

4. IM

- a. Must post IM events provided by IM sports and sign up sheets in a timely manner,
- b. Must abide by IM rules and regulations,
- c. Must pick up team fees from the IST interest house treasurer,
- d. Must provide a committee report to the IST interest house vice president prior to IST interest house and IST interest house government meetings,
- e. Must keep IST interest house government abreast of current information.

5. Birthday

- a. Must retrieve and updated birthday list from the resident assistants,
- b. Must make birthday sign ups, one per each resident,
- c. Must decorate for each person prior to their birthday within a reasonable time frame, and
- d. Must keep IST interest house government abreast of current information.

VI. Meetings

- A. There shall be at least one mandatory IST interest house meeting per month for the entire house or as deemed necessary by the IST interest house officers,
- B. There shall be at least one mandatory IST interest house government meeting per month, which require attendance by the IST interest house President, IST interest house Vice President, IST interest house Secretary, and the IST interest house Treasurer, or as deemed by the IST interest house officers and resident assistants.

VII. House Funds

- A. All purchases and expenditures made for the IST interest house using IST interest house funds must be approved by the IST interest house officers and the resident assistants, and
- B. Receipts and change of all purchases must be presented to the IST interest house treasurer.

VIII. Resignation

- A. If for any reason the President should resign; the IST interest house Vice President shall assume the responsibilities of the presidency. Should the IST interest house Vice President not desire the position, the IST interest house officers will make an immediate appointment following the guidelines specified in Article IV, Section C.
- B. If for any reason an IST interest house officer should resign or assume another position, then

1. Any current IST interest house officer will be given priority to assume the open IST interest house position pending on approval by the majority of the remaining IST interest house officers,
 2. Following the placement of all open IST interest house officer positions, the secretary shall send out to the IST interest house a form for any interested IST interest house member to fill out, indicating their intent to run for the available IST interest house office position,
 3. IST interest house members interested in running for an IST interest house office must currently be an active IST interest house member,
 4. Based upon the special election results, the IST interest house officers shall appoint a member to the open IST interest house office.
- C. If an IST interest house officer is not fulfilling their duties outlined in Article IV, they will be requested to resign by the IST interest house officers.
1. If the IST interest house officer fails to comply with the request for resignation, the case will be brought before the building coordinator and will fall under the building coordinator's direction, and
 2. The building coordinator shall inform the IST interest house officers and the resident assistants of the decision, and if resignation of the officer in question results, a new IST house officer shall be selected based upon Article VIII, Section B.
- IX. Interpretations and Updates of the IST interest house Constitution
- A. All final interpretations of the house Constitution will be determined by the building coordinator and the department of residence life following a meeting between the IST interest house officers, resident assistants, and the building coordinator,
 - B. Updates to the IST interest house Constitution should be made yearly or by the discretion of the IST interest house officers and resident assistants,
 - C. All updates to the IST interest house Constitution shall be presented to the IST interest house at the next IST interest house meeting, and
 - D. All updates shall adhere to the IST interest house Special Living Option requirements/guidelines.
- X. Availability of the IST interest house Constitution
- A. The IST interest house Constitution is available by request,
 - B. The IST interest house Constitution is available on the IST interest house website, and
 - C. The IST interest house Constitution is available on the IST interest house Special Living Option bulletin board on the IST interest house floor.