

The University of Iowa
Constitution of the
Associated Residence Halls
Board of Directors
Updated April 2019

In no aspect of Associated Residence Halls' programs shall there be any difference in the treatment of persons because of race, creed, color, national origin, sexual orientation, disability, age, gender, any consideration based on affiliation or associational preference, or any other consideration which would deprive the person consideration as an individual. Associated Residence Halls will guarantee the equal opportunity and access to programming, facilities, and benefits shall be open to all persons.

Preamble:

Members of the Associated Residence Halls establish this Constitution, to provide student voice in Residence Halls and University policy concerning their environment, to enable the student to further develop through educational, social, and recreational interaction, and to effectively represent the Residence Hall student at all levels of student and university government.

Article I: Name and Composition

- A. The name of the organization shall be the Associated Residence Halls Board of Directors, hereinafter referred to as ARH, and shall be composed of all members of the University Residence Hall system.
- B. All members shall be bound by the provisions of this Constitution, and by the acts of the governing bodies of this group.

Article II: Executive Branch

A. Officers

- 1. Composition-The following shall be the officers of ARH:
 - a. Executive Director
 - b. Associations Director
 - c. Student Life Director
 - d. Financial Services Director
 - e. National Communications Coordinator
 - f. Co-Programming and Marketing Directors (2)
- 2. Selection - Officers are elected or appointed as specified in the By-Laws.
- 3. Duties - Officers shall be responsible for the administrative function of ARH and for such other duties as specified in the By-Laws.
- 4. Compensation - Officers shall be compensated as specified in the By-Laws.
- 5. Accountability - Officers shall be accountable to the senate for all official acts. Executive actions may be nullified by a two-thirds (2/3) vote of the entire senate.

B. Cabinet

- 1. Composition
 - a. Building Association Presidents
 - b. ARH Associations Director
- 2. The Constitution, By-Laws, and acts of the Cabinet shall not conflict with the Constitution and By-Laws of ARH.

C. Building Associations

- 1. Building Associations shall exist under the guidelines of the By-Laws.
- 2. The Constitution, By-Laws, and acts of the Building Association shall not conflict with the Constitution and By-Laws of ARH.

Article III: Legislative Branch

- A. The ARH Senate, hereinafter referred to as the Senate, shall be the legislative body of ARH.

B. The senate shall be composed of twenty-seven representatives, three voting members per hall and up to five representatives per building.

C. Selection

1. Representatives shall be elected in the fall by the residents of their respective Residence Halls, as specified in the By-Laws.
2. The appropriate Hall Associations shall appoint representatives of vacant seats.
3. Representatives and alternates shall be residents of their respective constituencies.

D. Vacancies

1. Absences at a meeting may be filled from a list, as specified in the By-Laws for each Hall Association submitted by the Hall Association President within two weeks after ARH representative elections. The list of alternates may not exceed five (5) names.
2. A representative's seat shall be declared vacant upon the Executive Director's receipt of a written resignation.
3. If a member does not show up to 3 meetings in a semester without clear communication and no proxy, this will be assumed as a voluntary resignation.
4. Seats not filled in the fall elections should be declared vacant.

E. Duties

1. The senate shall formulate and enact such legislation as shall be necessary to establish and perpetuate the policies of ARH.
 2. The senate shall consider for amendment and approval the recommendations of the Financial Board, as specified in the By-Laws.
 3. The senate shall consider for approval or nullification executive appointments made by the Executive Director.
 4. Each representative will be allowed no more than three absences each semester; if violations occur, the seat shall be declared vacant.
 5. Each Hall Association shall be responsible for ensuring that 3 representatives or alternates are in attendance at each Senate Meeting.
 6. After three (3) meetings where three (3) senators are not in attendance, the Hall Association's funds shall be frozen for further use for programs until three (3) senators are present for three (3) consecutive weeks.
 7. ARH shall send a probation letter after two (2) meetings in which three (3) senators are not present to the Hall Coordinator and President.
 8. The freezing of Hall Funds shall not affect Resident Assistants in any form.
 9. A valid excuse would not count an individual, but ARH reserves the right to investigate the validity of claims if it feels they are invalid or excessive in quantity.
- A. Amendments to this Constitution must be proposed either by the senate or by petition.
1. Amendments may be proposed by any member of the senate.
 2. Amendments may be proposed by a petition bearing the signatures of fifty (50) members of ARH. Any Residence Hall member may bring forth a petition.
- B. Amendments must be proposed in writing.
- C. Proposed amendments presented at one meeting of the senate shall be considered no sooner than the following meeting.
- D. Approval shall require a two-thirds (2/3) vote.

Article V: Parliamentary Procedure

This organization shall follow Robert's Rules of Order when voting, Newly Revised for parliamentary procedure except where other procedures are specified in the Constitution or By-Laws.

Article VI: Ratification

- A. This Constitution shall take effect if approved by two-thirds (2/3) of the Constitutional Convention.
- B. The members of the Constitutional Convention shall become representatives to the senate by ratification of this Constitution.
- C. This Constitution shall void all previous ARH Constitutions and By-Laws

The University of Iowa
By-Laws of the
Associated Residence Halls
Board of Directors

Updated April 2019

Section I: Executive Officer

A. Board of Directors

1. The Board of Directors consists of the ARH executive directors listed herein.

B. Residency and Eligibility

1. The Board of Directors must live in a University of Iowa residence hall for the duration of their term and must be in good standing with University and Housing & Dining.
2. Resident Assistants, Community Assistants, Residence Hall Association executives, and NRHH executives are ineligible to serve on the ARH Board of Directors.

C. Voting

1. The Board of Directors shall not vote in a Senate meeting in regards to proposed amendments, main motions or elections, except for the ARH Board of Directors in the event of a tie between voting senate members.

D. Accountability

1. The Board of Directors shall be held accountable to the Senate for all required duties and official acts.
2. The Board of Directors shall be familiar with the ARH Constitution and By-Laws.
3. Board of Directors wrongdoing may be nullified by a 2/3's majority vote of the Senate.

E. Compensation

1. The Board of Directors shall be compensated for their term of office in the amount of \$1,000.00, except the Executive Director, who shall be compensated in the amount of \$1,500.00.
2. The ARH summer contact person shall be compensated \$100.00, which will be subtracted from the Executive Director's total compensation.
3. University Housing & Dining shall pay the early move-in fees for the Board of Directors from fall training forward.
 - a. The per-day rate shall be determined by University Housing & Dining.
 - b. Upon expressed written and signed consent, the Executive Director and ARH Advisor shall have the ability to allow designated members of the Board of Directors to have additional early move-in days paid for prior to fall training as is necessary pertaining to the duties of their position.
4. The Board of Directors shall be awarded with a scholarship provided by University Housing & Dining in the amount of \$4,000.00 (\$2,000.00 per semester) during their term of office.

F. Board of Directors Meetings

1. The Board of Directors shall have as many weekly meetings as they deem necessary to discuss the agenda and other related subjects for upcoming ARH meetings and events.
2. The Board of Directors shall be responsible for meeting with the ARH Advisor on a weekly basis or as deemed necessary.

G. Committees

1. Membership

- a. Shall consist of members from the University of Iowa residence halls.
- b. Shall be coordinated by the Executive Director, with the exception of the Election Committee (whose membership is defined herein, By-laws Sec. X-E.) Cabinet, Programming Board, and Financial Board.

2. Chairperson(s) or ad-hoc officer.

- a. Shall consist of one ARH Board of Director and one Hall Association Member assigned by the Board of Directors based on application.
 - i. Board of Directors will decide who will serve as a co-chair for each committee.
- b. Duties
 - i. Shall preside over all meetings of the committee.
 - ii. Shall be available for committee discussion.

- iii. Shall call all meetings of the committee, both regular and special.
- iv. Shall be responsible for the research, preparation, and presentation of committee work.
- v. Shall be a standing member of the nine Hall Associations listed in section VII part A.
- c. Shall be accountable to the ARH Executive Director and the Senate.
- d. Shall be removed by the Executive Director upon a vote for removal by a majority of the voting members of the senate that are present.

3. Standing Committees

- a. The Student Life Committees consist of the Dining Committee, the Diversity and Inclusion Committee, and the Housing and Sustainability Committee.
 - i. The Executive Director shall oversee all above mentioned committees and councils.
 - iii. The Student Life Director shall oversee all of the Student Life Committees, with the remaining ARH Board of Directors being Chairpersons for the Dining Advisory Committee, Diversity and Inclusion Committee, and Housing Committee.
- b. Shall meet during each ARH Senate Meeting for a designated duration of time set by the ARH Executive Director.
 - i. The Executive Director will decide and be responsible for informing committee chairs regarding meeting dates.

4. Ad Hoc Committees

- a. The Board of Directors shall have the power to create ad hoc committees as they deem necessary.
- b. All ad hoc committees will stand only for the remainder of the ARH yearly term in which they were created, and at the end of which, they shall be disbanded; or they may be disbanded before such time by act of the ARH Senate.

5. Section VI, Part B, does not apply to Chairs of ad hoc committees.

H. Board of Directors Responsibilities

1. Perform the administrative functions of ARH.
2. Make the ARH office available to the ARH constituency.
3. Have the right to make expenditures as approved by the ARH Advisor and the ARH Financial Services Director.
4. Maintain a minimum of two office hours per week, except for the Executive Director who will maintain a minimum of four. An additional hour of out of the office work is required. This hour may be used for other ad-hoc meetings or work that may not be able to be completed in the office.
5. Attend all scheduled retreats which may include but are not limited to the Pre-Fall Executive Meeting, the Winter Break Retreat, and/or other retreats as established by the Board of Directors, exceptions to be discussed by the Board of Directors.
6. Work with and attend all ARH sponsored functions, exceptions to be discussed by the Board of Directors
7. Board of Directors members shall be expected to submit Of The Month Awards; the respective number of the Of The Month Awards will be at the discretion of the Executive Director after discussion with the Board of Directors.
8. Board of Directors shall be expected to attend cultural diversity events; the respective number of the cultural diversity events will be at the discretion of the Executive Director after discussion with the Board of Directors.
9. Perform other duties as specified by the Executive Director.
10. Pass down necessary information to the incoming board member.
11. Shall be responsible for submitting an end of the year report.

Section II: Duties of the Executive Officers

A. Executive Director:

1. Responsible for proper conduct as outlined in the Constitution, fulfilling the duties of the office and reporting to the Senate on important issues pertaining to ARH.
2. Has the power to make all necessary appointments except as specified elsewhere in the By-Laws.
3. Will establish and preside over regularly scheduled meetings of the ARH Senate during the fall and spring semester.
4. Has the ability to call special meetings of the Senate.
5. Has the ability to call special Board of Directors meetings.
6. Responsible for following up with members of the Board of Directors individually on a monthly basis or as deemed necessary.
7. Will meet monthly with the President of The University of Iowa and other campus-wide

leaders or as scheduled by the President.

8. Will be the contact person for the organization, and will be responsible for handling all pertinent and necessary business between the end of the spring semester and the beginning of the fall semester, or will appoint (with the approval of the Board of Directors) a person to be responsible for being the ARH contact person, serve as the President from the University of Iowa to the MACURH Region and fulfill all requirements duties required by MACURH.
9. Facilitate elections in accordance with election guidelines.
10. Conduct meetings in a professional manner.
11. Assumes the duties of any vacated executive position until such time that the position is filled.
12. Responsible for recruiting members of the Senate and Board of Directors.
13. Meet regularly with the Director of University Housing & Dining and the Director of Residence Education.
14. Coordinate and direct actions of the Board of Directors to ensure progress.
15. Responsible for being in close communication with the ARH Advisor by making oneself available by text, email, phone, etc.
16. Will assist the other ARH Board Members with leadership and professional growth and development.
17. Responsible for setting up the ARH attendance system at meetings and maintaining the database. At the end of each semester, will provide attendance updates for all hall associations.

B. Associations Director:

1. Monitor the workings of the various residence hall associations through the Presidents.
2. Educate fellow Board members regarding the ARH Constitution, By-Laws, and the Community Development Resource Manual and how to access it electronically.
3. Provide all association presidents with an electronic version of their Constitution and/or By-Laws.
4. Responsible for coordinating the Association of the Year Award process and coinciding point system.
5. Conduct monthly meetings/electronic communications between hall associations, their advisors, and the ARH Board of Directors. Keep them informed about current ARH topics, activities and opportunities for involvement.
6. Has the power to preside over the Cabinet.
7. Establish a consistent meeting time for the Cabinet and provide a list of all meeting times and locations to Resident Assistants, advisors, and other student leaders at the beginning of each semester.
8. Has the power to call special meetings of the Cabinet.
9. Assist presidents of hall associations with developing programs for their halls.
10. Assist presidents in collaborating with other student organizations, governments, and departments.
11. Assist presidents in developing leadership skills for their hall associations.
12. The chief executor of the ARH George Droll scholarship and will administer it within the guidelines set forth by the Bylaws and Constitution of ARH, and outline of the scholarship.
13. Shall send probationary letters to hall association's advisor when a hall gets in bad standing.
14. Shall maintain updated contact lists for each Hall Association.

C. Student Life Director:

1. Monitor the workings of the various residence hall associations through the Vice Presidents.
2. The ARH liaison to the Director of University Dining and will be the head of the ARH Student Life Committee.
3. Will meet with hall advisors as needed to discuss improvements and suggestions for ARH.
4. Will promote residence hall improvements by touring residence halls and talking to residences about improvements that can be made in housing.
5. Will lead special projects performed by the Vice Presidents throughout the year.
6. Will coordinate and lead committees on an as needed basis.
7. Will be held responsible ensuring that committees are active and functioning in a manner that is educational and beneficial for the residents and committee members.
8. Plan and execute one event per semester for international students.
9. Will work to plan international student events during international student move in week and

winter break.

10. Will assist in the planning and execution of the Just Iowa Identity and Leadership Summit.

D. Financial Services Director:

1. Responsible for enforcing all ARH financial guidelines.
2. Responsible for all financial correspondence.
3. Prepare, publish, and distribute a complete financial budget to the Senate before the third Senate meeting of each semester.
4. Responsible for updating the ARH Board of Directors regarding the current financial status of ARH.
5. Ensure that all approved expenditures incurred by the Senate and committees are paid in full.
6. Advise the Financial Board, educating hall associations regarding effective ways to use their money.
7. Meet with the financial representatives from each association on a biweekly basis.
8. Follow all guidelines as established by the student organization auditor.
9. Responsible for closing the financial books at the end of each semester, and preparing a detailed report of the organization's expenditures.
10. Responsible for collecting and retaining each hall association's semester budget, and all funding proposal requests in accordance with standards and procedures as set forth by the ARH Financial Board.
11. Plan one event each academic year with the assistance of the Co-Programming and Marketing Directors.
12. Work with the advisor on the continuation of all fundraising initiatives.
13. Coordinate a spring and fall care package program, with delivery scheduled prior to final exam week.
14. Work with current care package vendor to choose contents of the care packages.
15. In collaboration with members of the Board of Directors and the Senate, coordinate the processing of orders and the delivery of the care packages.
16. Serve as the chief administrator of all fundraising programs.
17. Serve as a fundraising liaison/resource to the Hall Associations.
18. Coordinate the delivery and retrieval of MicroFridges in the fall and spring semesters by collaborating with BedLoft or any other outside vendors.

E. National Communications Coordinator:

1. The current/outgoing NCC is responsible for attending the annual national conference (NACURH) prior to the end of his/her term. The NCC-IT does not officially take office until the end of the annual national conference.
2. Keep members of the ARH Senate and Cabinet informed about events and issues that occur on the national and regional level.
3. Coordinate, prepare, and lead delegation meetings and the ARH delegations to national and regional conferences (NACURH and MACURH, respectively) in conjunction with the NRHH-CC and the NCC-IT.
4. Responsible for submitting the annual report to the National Information Center so that The University of Iowa remains a member in good standing of NACURH.
5. Attend all official MACURH/NACURH business meetings to represent the voting interests of The University of Iowa.
6. Responsible for communicating with the NCC's in the region on a bi-weekly basis (via Skype, emails and other agreed upon forms of communication).
7. Responsible for re-affiliating with NACURH through the National Information Center every year.
8. Must organize the writing and submission of at least one bid to the region or national that take place throughout the year as a way to increase the status of, and gain recognition for, our institution.
9. Coordinate and plan Residence Hall Leadership Retreat.
10. Liaison to NRHH and other housing organizations.
11. Responsible for taking and distributing minutes at all official Senate and Board of Directors meetings.

F. Co-Programming and Marketing Directors:

1. Responsible for coordinating all programmatic initiatives for ARH. The Co-Programming and Marketing Directors will coordinate all activities through ARH, University Housing & Dining, and

assist other board members with programming initiatives.

2. Create and serve as the co-chairs to the ARH Programming Board.
3. Responsible for planning and implementing a minimum of two events (one during the fall semester, and one during the spring semester) in addition to planning and implementing one large event for the spring semester at the discretion of the ARH Board of Directors.
5. Assist other members of the Board of Directors in planning and implementing events.
6. One or both will serve as the PCC to the MACURH Region and fulfill duties required by MACURH.
7. Oversee the ARH Programming Board in their implementation of 2 collaborative events. One will be a collaboration of all the programming directors of the West side and one for East side, which will occur in the Fall semester. The second will be a collaboration of all the halls, which will be in the Spring semester.
8. Coordinate and implement all advertising and marketing for ARH events.
9. Collaborate with University Housing and Dining Marketing to incorporate ARH updates into the Life@Iowa student newsletters.
10. Create and distribute table tents for all ARH events.
11. Responsible for creating posters for all major ARH events, in collaboration with board members.
12. Work with any interested members of the Hall Associations in promoting events.
13. Assist all other members of the Board of Directors with the marketing and promotion of their events.
14. Responsible for updating all social media accounts and campaigns related to ARH.

J. National Communications Coordinator- In Training

1. The NCC-IT will be appointed in December at the discretion of the NCC in discussion with the ARH Board of Directors.
2. The NCC-IT will be treated as an additional member of the Executive Board.
3. Attend the Annual Winter Business and Budgetary conference and the annual national conference (No Frills and NACURH, respectively) as an incoming, in-training NCC.
4. Participate in ARH sponsored events as a member of the board
5. Shadow and collaborate in the coordination, planning, and leading of The University of Iowa delegations to the annual national conference.
6. Attend Board of Directors retreats as the NCC-IT at the discretion of the Executive Director and the ARH Adviser.
7. Work with the outgoing NCC to plan the basis of the following year's Residence Hall Leadership Retreat during the spring semester.

Section III: Senate Representation

A. Representation

1. Each hall will be allowed up to three voting representatives to the ARH senate. Additional members may attend, however they may not vote.
2. It is necessary to have quorum to vote on any issue. Quorum is fifty percent of the ARH Senate plus one.

B. Election of Senate

1. Hall associations will be responsible for the election or appointment of ARH Senators as stated within each individual Hall governments constitutional guidelines.
2. An ARH representative term shall be for the academic year.

C. Representative Responsibilities

1. Will report the views and concerns of the building residents of which they are representing, at the ARH Senate meetings.
2. Will report the activities of the hall association they are representing at the ARH senate meetings.
3. Will report the activities and issues discussed at the regularly scheduled ARH Senate meetings at the hall association meetings.
4. Will recommend and help institute plans of action in response to resident concerns.
5. Will actively help plan events for fellow residence hall students at regular ARH house meetings.
6. Will assist in forming inter-building collaborations and connections between hall

governments.

D. Quorum

Shall consist of a simple majority of the filled votes of the senate. The ARH senate may undertake no official actions in the absence of quorum. The Quorum may be called by any member. Resident Assistants may not vote if sent by the hall association.

E. Voting

1. Only the senate may vote on an issue.
2. Senators shall vote as individuals. Each Senator may vote one time and will represent their own vote, not necessarily the vote of their respective hall associations. Senators may not vote if they themselves or their hall association is in bad standing.
3. Approval of a measure of legislation concerning the policies of ARH shall be achieved by a vote of approval by the simple majority.
4. Voting is done online through their smartphones or computers.
5. Absent Senators may send a proxy in their place. Proxies must be a member of the hall association they represent.

F. Veto

1. Measures passed by the Senate must be presented to the Executive Director of ARH.
2. If approved, the measure must be signed.
3. If vetoed, the measure must be returned, with objections, to the senate for reconsideration at its next meeting.
4. If after such reconsideration, two-thirds of the voting members of the senate can approve the measure, then it shall become the policy of ARH.

Section IV: Cabinet

A. Membership

1. Defined in the ARH Constitution.

B. Accountability

1. The Cabinet shall be directly responsible to the Senate, members of which may question the actions of the Cabinet.
2. The Cabinet shall be responsible for the planning and executing of one educational event each year.

C. Voting

1. Only a Cabinet member may vote on an issue.
2. Approval of a measure of legislation concerning the Cabinet shall be achieved by a vote of approval by the simple majority.

D. The Chair

1. The Associations Director shall preside over the Cabinet.
2. Shall call special meetings of the Cabinet when necessary, or at the request of any two standing members of the Cabinet.
3. Is responsible for the preparation of the agenda for Cabinet meetings.
4. Is responsible for the conveyance of information concerning the Cabinet.

Section V: Financial Board

A. Membership

1. At least one member of each hall association will be present at Financial Board meetings.
 - i. Each hall association will have one voting member as a representative of their respective hall.
 - ii. The association representative will be the elected financial officer for that association.
 - iii. The financial officer is the primary representative from an association with voting rights.
 1. A hall association executive board member will be granted voting rights, even in the absence of the primary voting representative with notification (via E-mail) sent to the ARH Financial Services Director one day prior to the financial board meeting.
 2. If the Financial Board Chairperson expels a hall associations' primary voting member, a new voting representative will be selected by the hall association's executive board.

- iv. The chair person of the Financial Board will be the ARH Financial Services Director, who is responsible for setting the meeting's time and location.

B. Voting

1. Quorum will be required for all votes for funding.
 - i. Quorum will consist of at least one-half of all recognized voting members of the Financial Board.
2. Meetings are open to all residents of The University of Iowa residence halls.
3. A simple majority vote will be necessary for the approval of all funding requests.
 - i. Votes will be recorded as "in favor," "not in favor," or "abstention."
 - ii. An abstention vote should be recorded as present, but withholding their vote.
 - iii. The Chairperson will not vote, unless a tie occurs.
4. Senate Approval
 - i. The ARH Senate must approve all funding requests approved by the Financial Board, with the exception of the following.
 - ii. If the approved amount of funding for any one event is less than or equal to \$600.00, no Senate approval is required.
5. Funding Request Voting Procedures
 - i. Funding Requests shall primarily be voted on in person, but can be voted in other mediums in extreme circumstances at the discretion of the ARH Financial Services Director. The Chairperson shall forward all Funding Requests to all Financial Board members at least two days before the meeting. Any Financial Board member who does not attend the meeting will be considered abstaining from the vote.
 1. The Chairperson shall be responsible for tabulating votes and announcing results.
 - ii. Any Financial Board member may request a special meeting of the Board to discuss and vote on funding requests. If a Special Meeting is requested, the Chairperson must provide a meeting time and location within one week. The only parties that must attend Special Meetings are the Chairperson, the Special Meeting Requestor, and the Funding Requestor.
 - iii. Special Meeting procedures shall be as follows:
 1. Debate
 - a. The Chairperson can establish time limits on debate. If a limit is not established by the chair, total debate cannot exceed thirty minutes.
 - b. The Chairperson can recognize who has the floor. The chairperson can also establish time limits spent for any individual with the floor. If a limit is not established by the chairperson, no one individual shall exceed ten consecutive minutes.
 2. Voting Procedures
 - a. The requesting party will be required to leave the room.
 - b. Voting will be conducted verbally, unless requested otherwise by any Financial Board member.
 - c. Each voting member will be granted one vote.
 - d. If a seat is vacant at the time of voting, the Chairperson can establish a period of time to wait for the absent member. An absence will be counted as an abstention.
 - e. The Chairperson will be responsible for tabulating votes and announcing results.
6. Submission of Funding Requests
 - i. Funding requests must be submitted to the ARH Financial Board Funding Request Website .
 - ii. Funding requests must be submitted at least two weeks in advance of a Financial Board meeting, unless under certain circumstances with approval by the Financial Services Director.
 - iii. The Financial Services Director can stipulate the proper format of a funding request, as well as the information a request should include.
 1. A funding request must include the following items: organization/group name, event name, type of event, name of event presenter and/or organizer, amount

requested, the date and location of the event, how the event will be advertised, number of people expected to attend, requester's name, phone number and email, MFK info, and purpose of the event.

2. Failure to follow proper format or failure to include the required information can result in a dismissal of consideration.

7. Acknowledgement of Funding

- i. For any event where the ARH Financial Board provides funding, ARH must be listed as a sponsor on all printed advertisements. An approved ARH logo alone on all printed advertisements can act as sufficient acknowledgement for the funding.
- ii. Any voting member of the Financial Board can request that a vote be held to either not require mention of ARH, or not allow mention of ARH on printed advertisements. Voting shall follow standard voting procedures.
- iii. Failure to acknowledge ARH as a sponsor, as specified above, can result in loss of funding for the event in which funding was already approved, or loss of access to future Financial Board funding requests.

C. Expectations of the Financial Board Chairperson/ARH Financial Services Director

1. The Chairperson will remain unbiased in favor of a program/event, unless there is a tie in a vote.
2. Send a reminder to the Financial Board Members two (2) business days prior to each meeting.
3. Provide notification to the funding requestor about attending the Financial Board and ARH Senate Meetings (if necessary).
4. Be the primary collector of the monthly transaction register reports and stipulate the proper format of the transaction registers.

D. Expectations of Financial Board Members

1. Conduct
 - i. During Financial Board meetings, all attendees are expected to behave in a courteous manner.
 1. No actions, comments, or attacks upon a person's gender, ethnicity, creed, age, or sexual orientation will be permitted.
 2. Such an action will result in the dismissal from the Financial Board meeting.
 3. The Financial Services Director may choose to take further action, including permanent removal from their Financial Board position.
 - ii. All attendees are to listen respectfully to the individual with the floor.
 - iii. Members of the Financial Board will be responsible for updating the ARH Financial Director of their specific hall association budget at each semester.

E. Amendments

1. Amendments to these above By-Laws can be proposed by voting members of the Financial Board of Associated Residence Halls.
2. All proposed amendments must be submitted to the Financial Services Director in writing at least one week prior to the desired date of consideration of the amendment.
3. Amendments shall be voted on by the Financial Board and if passed then voted on by the ARH Senate for two-thirds majority.

F. Ratification

1. By-Laws shall be ratified by the voting members of the Financial Board
2. Ratification of the amendments to these By-Laws requires a two-thirds majority of voting members present, and then voted by the ARH Senate for a two-thirds majority.
3. Upon ratification, these By-Laws will become effective immediately.

Section VI: Hall Association

A. The following Associations are acknowledged and recognized by ARH as subordinate governing bodies of the UI Residence Hall system.

1. BASH (Burge Associated Student House) for Burge Hall.
2. HA (Hillcrest Association) for Hillcrest Hall.
3. MayCo (Mayflower Council) for Mayflower Hall.
4. OSCAR (Organized Stanley and Currier Associated Residents) for Stanley and Currier Halls.
5. USA (United Slater Association) for Slater Hall.
6. AD (Associated Daum) for Daum Hall and its dependents.

7. ROAR (Residents of Associated Rienow) for Rienow Hall.
8. PoP (People of Petersen) for Petersen Hall.
9. Cat. (Literally Catlett) for Catlett

B. Hall Association

1. Election process of officers
 - a. Advisors shall oversee elections for their specific hall by a date determined by the ARH Board of Directors.
 - b. Elections must take place at the beginning of the academic school year.
 - c. If a hall association member is returning from the previous year, they must re-run for their position.
2. Duties: To formulate policies which shall govern the Hall Association within the limitations specified by the ARH Constitution and By-Laws.
 - a. Each Hall Association government shall provide representation where required by its By- Laws.
 - b. A Hall Association government shall provide representation to the members of that Association.
 - c. Association officers shall live in the hall they represent.
 - d. The Building Association shall consist of, but is not limited to, the duties of the positions described in order to best fulfill their purpose.
 - e. An Association government shall have the right to establish and collect Association dues subject to Association approval.
 - f. Hall executive board members must attend two-thirds ($\frac{2}{3}$) of their positional meetings through ARH unless specified elsewhere in the constitution.
 - g. Each hall association member will be allowed no more than three unexcused absences to positional meetings each semester; if violations occur, the seat shall be declared vacant.

C. Hall Association Executive Board Responsibilities and Duties

1. President
 - a. Shall be the administrator and official representative.
 - b. Shall have the power to make all necessary appointments.
 - c. Shall preside over all meetings of the Hall Association Executive Board.
 - d. Shall not have a vote in the Hall Association Meetings with the exception of a tie.
 - e. Shall have the power to call special meetings of the Board.
 - f. Shall attend all meetings, or designate an alternate attendee of the ARH Cabinet, general assembly, executive board, and one-on-one meetings with the Hall Association Advisor.
 - g. Each president must attend three-fourths ($\frac{3}{4}$) of the meetings in order to be in good standing in
 - h. Shall handle all correspondences between the hall association and other offices located on the University of Iowa campus.
 - i. Shall keep updated transitional materials of suggestions and procedures that will be passed on to successors.
2. Vice-President
 - a. Shall be responsible for serving in the absence of the President.
 - b. Shall oversee all ad-hoc committees approved by the hall associations
 - c. Shall oversee all recommendations of future hall improvements.
 - d. Shall directly oversee that proceedings of the Hall Association are being conducted based on the Hall Association's Constitution and serve as the Parliamentarian.
 - e. Shall be held responsible for completing special projects led by the Student Life Director each year.
3. Finance Director
 - a. Shall oversee all the expenses of their respective Hall Association.
 - b. Shall present the Hall Association with a complete and itemized financial statement at the request of any member. At the same time reporting the balance of each account monthly.

- c. Shall attend meetings of the ARH Financial Board or designate an alternate if unable to attend.
 - d. Shall keep annual budgets that will be passed on from year to year.
 - e. Shall keep a detailed and up-to-date ledger of all financial records.
 - f. Report income, expenditures, and current balances in the 450 and 950 accounts.
 - g. Shall prepare and publish a complete annual financial budget for the members of the Executive Board one month after Residence Hall Leadership Retreat.
 - h. Must comply with the ARH Financial Board By-laws.
4. Communications and Marketing Director
- a. Shall be responsible for taking, distributing, and posting minutes of all meetings.
 - b. Shall coordinate and oversee all advertising and marketing tasks.
 - c. Shall be responsible for creating marketing materials for all major hall events in collaboration with board members.
 - d. Shall be responsible for updating all documents related to their respective Hall Associations.
 - e. Shall keep records of the phone numbers of important contacts of the Hall Association members.
5. Program Director
- a. Shall be responsible for all aspects of programs unless otherwise discussed by the Executive Board.
 - b. Shall work with the Communications and Marketing Director on publicity and advertising of all programming initiatives.
 - c. Shall attend meetings of the ARH Programming Board or shall specify an alternate for said meeting.
 - d. Shall serve as chair of the Programming Committee of their hall if deemed necessary by the Executive Board.
 - e. Shall keep track of hall points for the Hall Association, and will report these back to the ARH Executive Board
6. ARH Senators
- a. A minimum of three (3) and a maximum of five (5) Senators shall be elected for each hall association.
 - b. Shall attend the ARH Senate Meetings on Monday nights from 5:30-7:00 PM.
 - c. Shall report back to their Executive Board of what is taking place within ARH (Associated Residence Halls).
 - d. Shall be required to attend and be a part of an ARH committee. The different committees include the following: the Dining Committee, the Diversity and Inclusion Committee, and the Housing and Sustainability Committee.
7. Resident Assistant (RA) Co-Advisor
- a. The RA Co-Advisor for a respective Hall Association shall be the designated RA(s) of said residence hall.
 - b. Shall not vote in the House Senate meetings, Executive Board meetings or elections.
 - c. Shall remain an unbiased party.
 - d. Shall assist and advise their respective Hall Association Executive Board in matters pertaining to board activities on a bi-weekly basis.
8. Liaison
- a. **Definition:** A director from the ARH Executive Board who acts as a resource to the Hall Association assigned to them by the ARH Associations Director.
 - b. **Duties:**
 - 1. Shall attend Executive Board and Hall Association meetings based on the expectations set by the Liaison, Hall Association President, and Hall Association Advisor.
 - 2. Does not have a vote in hall matters.
 - 3. Shall provide updates to their respective Hall Associations regarding ARH development and activities.
9. Advisor

- a. The primary advisor for a Hall Association shall be the Hall Coordinator or Assistant Hall Coordinator of said residence hall.
- b. Shall not vote in the House meetings, Senate meetings, Executive Board meetings, or elections.
- c. Shall remain an unbiased party.
- d. Shall conduct one-on-one meetings with the President on a bi-weekly basis and with the Finance Director on a monthly basis.
- e. Shall maintain transitional materials and assist in the execution of the elections processes provided by the Board of Directors.
- f. Shall attend the first senate meeting of each semester, totaling 2 meetings per year.
- g. Shall ensure senators are relaying information from senate meetings to the hall association.

D. Good vs. Bad Standing

- 1. Attendance
 - i. After three (3) meetings where three (3) Hall Association Members are not in attendance, the Hall Association's funds shall be frozen for further use for programs until three (3) senators are present for three (3) consecutive weeks.
 - ii. ARH shall send a probation letter after two (2) meetings in which three (3) senators are not present to the Hall Coordinator and President.
 - iii. The freezing of Hall Funds shall not affect Resident Assistants in any form.
 - iv. A valid excuse would not count an individual, but ARH reserves the right to investigate the validity of claims if it feels they are invalid or excessive in quantity.
- 2. Bad standing is defined as insufficient attendance by any individual position within the hall association that is previously described in the by-laws.
- 3. When a hall association gets into bad standing, hall funds for that hall association are frozen.
 - i. RA funds will not be affected
- 4. In order for a hall to get back into good standing, all positions must attain the threshold of attendance explained earlier in the by-laws.
- 5. If a position is vacant, that position's attendance will not be accounted for towards bad standing. The vacant position must be filled in three weeks. If not, the position will be accounted for towards bad standing.
- 6. The first week in office shall be a grace period where no consideration toward bad standing shall be counted
- 7. The first month of office, hall funds will not be frozen, but attendance will count towards the threshold.

Section VII: Board of Director Election Guidelines

- A. Prospective candidates must attend a mandatory informational session where they must sign up for positions that they are interested in running in, which shall take place at least a week before the voting.
- B. Candidates must be a current resident and live at the University of Iowa's residence halls during the term of office to qualify.
- C. After the informational session, each candidate must complete one election packet.
 - a. Completed election packet shall be returned to the Election Committee Chair prior to election.
 - b. The Election Packet shall consist of the following:
 - 1. Positions that the candidate is interested in running for.
 - 2. General information about the candidate.
 - 3. A copy of the applicant's current resume.
- D. Campaigning
 - a. The Elections Committee will present the elections process three weeks prior to the election and will require Senate approval.
- E. Election Procedures

- a. The Election Committee shall be comprised of the ARH Executive Director, or one member of the ARH Board of Directors who is not seeking office in the new term if the Executive Director is seeking office, who will serve as the chair; as well as members of the Board of Directors who are not seeking office in the new term, and selected members of NRHH.
- b. This elections committee will be a maximum of 6 people. If 6 eligible people cannot be found, the elections committee will be made up of 4 people.
- c. This elections committee will hold interviews and facilitate the election process. Each member gets one vote, combined with senate's 3 votes, making a total of 7 votes.
- d. Elections committee will be advised by the ARH advisor(s), however advisors do not have a say in voting
- e. The Election Committee will provide a note sheet for voting members that shall consist of the following:
 - i. Name and photo of the candidate
 - ii. Positions interested in
 - iii. Space for notes
- f. The election process will consist of two components:
 - i. Individual interviews:
 - 1. Candidates will be interviewed by the elections committee
 - 2. Candidates will all be asked the same questions; the elections committee will take notes and discuss each candidate
 - ii. Senate presentations:
 - 1. Individuals will be given a maximum of 5 minutes to speak about themselves and qualities for specific positions. The candidates may choose how they use their time.
 - 2. Candidates will be allowed to use visual aides, PowerPoints, etc.
 - 3. No discussions will be had until all candidates present, and voting members are strongly encouraged to take notes throughout on a notes sheet provided by the Election Committee.
 - 4. After all candidates have presented, senate will discuss the pros and cons of each candidate.
 - 5. Voting will occur (See point J)
- g. Each hall association must have three (3) voting members in attendance. If three (3) members are not present from each hall association, hall point reductions will be made (See Hall Points System for further details).
- h. The three (3) voting members must stay for the entirety of voting.
- i. The voting and speaking rights shall be given to the other hall association members if three (3) senators from a hall cannot attend.
- j. The 3 voting members will be divided into 3 groups, made up of one member from each hall. Each group will discuss and come to a consensus vote on each position. Those votes will go towards the grand total, along with the (4 or 6) votes from the elections committee.
- k. A voting representative may vote for any of the candidate eligible for the position, abstain, or vote for none of the candidates (vote of no confidence). If the votes of no confidence are the majority of counted votes, then the position shall remain unfilled until otherwise filled. If a candidate receives such a vote of no confidence they will thusly be rendered ineligible for appointment to that position for the current term.
- l. In the event of multiple candidates running for specific office, with none of whom receives a majority vote, a run-off election between the two highest voted candidates shall decide the election.
- m. If a tie occurs in the vote, then the voting body will reenter discussion and vote for a second time. If a tie occurs after the revote, then the decision will go to the Elections Committee.
- n. Board of Directors may run for reelection

F. Special Election (Officer Vacancies)

- 1. A special election or appointment shall be held in case of a vacancy on the ARH Board of Directors, or in the case of the election of the NCC-IT at the end of the fall semester
- 2. A special Election Committee shall be formed
- 3. Executive Director is responsible for interviewing and finding a replacement for that position, unless in the case of the NCC-IT, in which the ARH Board of Directors all take part in the discussion and decision. The Senate must vote to approve that position by majority vote at the next Senate Meeting.

G.Election Deadline

1. ARH Board of Directors elections shall take place no later than four academic weeks prior to the end of the spring semester

Section VIII: Transitional Period

A. Outgoing Administration

1. After the election of the “new” ARH executive officers, the existing executive officers of the previous year will maintain their offices until the end of the academic year, July 1st- June 30th, from the date of the elections.
2. During this period, the two sets of executive officers will work together in the administration of affairs of ARH.
3. The existing Executive Director during the period of transition will maintain the duty of chief administrator of the affairs of ARH.
4. The transition period is to be designated as an orientation period for the “new” executive officers.
5. During this time, it is the responsibility of the outgoing Executive Director and Executive Director-elect to organize, with the help of the ARH advisor, a mini-workshop for the new officers.

Section IX: Vacancies and Removals

A. Vacancies in Executive Offices

1. Vacancies in executive offices shall be filled by a special election (subject to the same provisions as regular officer elections) or by appointment by the Executive Director and subject to the approval of the senate.
2. If senate is not in session, vacancies are appointed by the Executive Director and approved by the rest of the executive board.
3. The Associations Director shall serve as the acting Executive Director should the office of the Executive Director become vacant.
4. The decision to appoint or hold an election shall be the reserved right of the Executive Director. All necessary guidelines apply to either pursuant.

B. Vacancies in appointment offices shall be filled in the same manner as the appointments were made.

C. Impeachment and Removal from Office

1. Any elected or appointed official of ARH, not to include voting senate representatives, may be brought to trial for removal. This may be done with a majority of the voting members of the senate.
2. The Assistant Director of Operations of the Office of Residence Education shall preside over the removal proceedings.
3. The Senate shall sit as a jury for these proceedings.
4. A vote by secret ballot of two-thirds of all the voting members of the Senate is necessary for removal from office.

D. Any elected ARH officer may be removed from office by a petition signed by three-fourths of the members of the ARH Senate.

E. Any elected hall association member may be removed from ARH in totality if the ARH Board of Directors, ARH Advisor or Hall Association Advisor feels that the particular individual is not adhering to the standards, expectations and mission of ARH. The removal will be handled by communication between the ARH Advisor, ARH Executive Director, and the Hall Association Advisor of that individual's particular hall association.

Section X: Financial Guidelines

A. University Account

1. Each Association will have a 450 and 950 account designated as “ARH-Association.”
2. The 450 will hold student fees from ARH; 450 funds may not be used for profit. The 950 will hold Hall Associations fees, which students opt in to paying at the beginning of the academic year.
3. Authorized signatures will be Finance Directors. In case of emergency, signatures of other authorized Association executives will be accepted.
4. The Hall Association Advisor will check the balance of Association accounts before allowing a transaction to pass through.

5. Both the Association and ARH will receive a copy of the monthly statement.
 6. The Association Finance Director will be responsible for maintaining a positive balance.
 7. Associations may not engage in any transaction which will overdraw this account.
 8. Any violation of these guidelines may result in the freezing of Association accounts.
 9. Hall Associations currently receive \$1.00 per student for floor funds (RA usage) into their 450 account and approximately \$1.50/\$2.00 in Hall Association Funds per semester. These will be deposited in approximately October and February.
- B. Petty Cash is not allowed. Any Association using petty cash will have its accounts frozen.
- C. Financial Reports and Records
1. Ledger
 - a. Each Association must keep a detailed and up-to-date ledger.
 - b. Maintaining the ledger will be the responsibility of the Finance Director.
 2. Monthly Financial Reports
 - a. Report current income, expenditures, and balances in the 450 and 950.
 - b. Submit monthly report in written form to the Association to explain current financial status.
 - c. A copy of the written report must be submitted to the ARH Office by the fourteenth day after the start of the fall semester. The December statement is due fourteen days after the start of spring semester classes.
- D. Compliance
1. These guidelines are intended for the protection of all students living in the residence halls.
 2. Failure by an Association to comply with these guidelines will result in the loss of recognition for that Association, and freezing of the Association's accounts.
- E. ARH General Purpose Account
1. Shall be the account for incoming fundraisers and other monies deposited to ARH 950.
 2. Shall be used to reduce the costs of delegates, including the NCC, attending conferences and other exchanges. Such costs include but are not limited to the following:
 - a. Transportation expenses via vans, mini-vans, train, bus, airplane, and cars.
 - b. Delegate fees for conference to include food, lodging, entertainment, and t-shirts.
 - c. NCC fees for conferences, semi-annual meetings, and NCC business retreats.
 - d. Expenses pertaining to conference committees.
 3. Shall be used for the purchase of educational equipment and other such resources for ARH.
- F. Floor Activity Fund
1. Purpose- The Floor Activity Fund shall be a monetary resource available to floors for use in social or recreational activities as regulated by these guidelines.
 2. Appropriation of Funds
 - a. The funds shall consist of moneys allocated by Associated Residence Halls, from their mandatory student fees.
 - b. Money shall be allocated to floors on a representative basis. That is, funds shall be placed in the account, and be available to the floors.
 - c. The Floor Activity Fund shall be available to the floor governments through the Finance Director of the individual Building Associations.
 - d. No floor activity funds may be restricted by Building Associations of Associated Residence Halls.
 3. Fund Management
 - a. The Finance Director shall be directly responsible for the management of and the allocation of monies to floor governments.
 - b. Each Finance Director shall be advised regarding Floor Activity Funds guidelines by the ARH Financial Services Director.
 - c. The Finance Director shall be responsible for reporting the allocation of these funds to the ARH Financial Services Director.
 4. Limitations
 - a. No Floor Activity Fund money shall be used for the purchase of illegal controlled substances.
 - b. Activities must be open to all members of the floor.

c. Floor events must be held at such a time convenient to as many members of the floor as possible.

d. No activity receiving money from the Floor Government Fund shall be for profit.

G. Associated Residence Halls Scholarship in honor of George Droll

1. The financing for the Associated Residence Halls Scholarship in honor of George Droll shall come from the account currently designated as '950.' Monies from the account will be distributed according to the scholarship outline.

2. Each scholastic year, approximately \$1,000 will be 'set-aside' in addition to what will be given as scholarship money. This is in addition to what is necessary for care package maintenance and leadership conferences.

3. It is expected that scholarships will be diminished until such time as this article is fulfilled. It is expected that once enacted and executed, this article will be adjusted to provide for the administration of the scholarship and will no longer be used as a fundraising initiative. The amount of the scholarship will be in proportion to what is available and as not to hinder normal functions of the '950' account and the accumulation of annuity funds.

4. This money will accumulate and at such time as \$5,000 is reserved, it will be deposited into an interest-bearing account with the UI Foundation.

5. Additional monies will be deposited until Principal + Interest = approximately \$20,000 and scholarships will be drawn from the interest this account generates.

6. Academic and fiscal year 1996-1997 will 'set-aside at least \$2,000 to begin the process of reserving funds to begin the aforementioned annuity.

7. As a note, additional funding for the account will continue to accumulate bearing receipt of continued final-exam support revenue and the exclusive funding of refrigerator rental receipts, pending approval.

H. Fundraising Initiatives

1. The Financial Services Director will be the coordinator of the fundraising initiatives.

2. The net profit of the program will be divided into thirds and equally allocated to the Financial Board.

3. This allocation is contingent upon the refrigerator/freezer rental program, Care Package program, and/or the Bedloft program raising enough funds to be able to support the scholarship as previously outlined in paragraph G.

Section XI: Amendments

A. Amendments to these By-Laws must be proposed either by the Senate or by petition.

1. Amendments may be proposed by any member of the Residence Halls.

B. Amendments must be proposed in writing.

C. Circulation of Amendments

2. Proposed amendments may be presented at a previous meeting for consideration at another meeting. The decision to do this, or move a proposed amendment's consideration date is the reserved right of the ARH Senate.

D. Approval of an amendment is achieved by a vote of approval by two-thirds of the voting members of the Senate that are present.

E. Members of the executive board may propose amendments, subject to the approval of the Senate.

Section XII: Ratification of These By-Laws

A. These By-Laws shall be ratified by a vote of approval of two-thirds of the voting members of the Senate.

B. These By-Laws shall become effective immediately upon ratification.

C. The By-Laws, upon ratification, shall make void all previous ARH policies in conflict with these By- Laws

Human Rights Clause:

In no aspect of its programs shall there be any difference in the treatment of persons on the basis of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, associational preferences, or any

other classification which would deprive the person of consideration as an individual. The organization will guarantee that equal opportunity and equal access to membership, programming, facilities, and benefits shall be open to all persons. Eighty percent (80%) of this organization's membership must be composed of UI students.

Financial Clause:

Associated Residence Halls is required to deposit all receipts in and make disbursements through the Student Organization Business Office, Fraternity Business Services, or Recreational Services. Upon dissolution, state money and mandatory student fees revert back to the granting organization. Inactive organizations will be considered dissolved after five years of no account activity. Revenue generated dollars or "00 funds" must be divided as stated in this Constitution and carried out by our leadership. Our organization's remaining revenue generated dollars or "00 funds" will be divided or disbursed to **University Housing & Dining Residence Education**. If this organization has dissolved and revenue generated dollars or "00 funds" have not been divided as stated in this Constitution by five years from last account activity, funds in our "00 account" will revert to an account specified for this purpose within student government(s). These funds will then be available for distribution through student government(s) guidelines in accordance with University of Iowa policy.

Revised 5/1/2007
Revised 3/6/2011
Revised 3/19/2012
Revised 5/15/2013
Revised 2/17/2014
Revised 2/24/2014
Revised 2/16/2015
Revised 5/4/2015
Revised 8/28/2015
Revised 9/12/2015
Revised 4/25/2016
Revised 6/26/2016
Revised 9/15/2016
Revised 10/11/2017
Revised 2/27/18
Revised 4/23/18
Revised 4/18/19
Revised 8/12/19