

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

Updated May 2007

Section I: Executive Officer

A. Executive Board

1. The executive board consists of the ARH executive officers.
2. The ARH executive officers are the executive board of ARH.

B. Residency and Eligibility

1. The executive officers must live in a University of Iowa residence hall for the duration of their term.
2. Resident Assistants and Residence Hall Association executives are ineligible to serve as executives of ARH.

C. Voting

1. The executive officers shall not vote in a senate meeting, except for the Executive Director in the event of a tie between voting senate members.

D. Accountability

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

E. Compensation

1. The Executive Officers 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. The Executive Officers shall have the early move-in fees paid for by ARH.
 - a. The rate (per day) is as determined by the Housing Office of the Department of Residence Services.
 - b. ARH shall pay for the early move-in fees of the Executive Director for the entire early move-in period. The remaining members of the executive board shall have the early move-in fees paid for from the Pre-Fall Executive meeting forward.
 1. The date of the Pre-Fall Executive Meeting shall be as established at the Summer Meeting as determined by the Executive Board.
 - c. Upon expressed written and signed consent, the Executive Director and ARH Advisor shall have the ability to allow designated members of the Executive Board to have additional early move-in days paid for prior to the Pre-Fall Executive Meeting.

F. Executive Board Meetings

1. The Executive Board 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 Executive Board shall be responsible for meeting with the ARH advisor no less than twice a month, with the exception of the Executive Director, who will meet with the an ARH advisor on a weekly basis or as deemed necessary.

G. Committees

1. Executive Officers shall not be the chairperson or voting member of any standing or ad hoc committee, except for the Associations Director who shall preside over the Cabinet, and for the ARH Finance Director who will preside over the Financial Board.
2. The Executive Board will have the power to create ad hoc committees, as they deem necessary. Such committees will expire with the close of the ARH yearly term, or before by act of the ARH Senate.

H. Executive Officer Responsibilities

1. Perform the administrative function of ARH.
2. Makes the ARH office available to the ARH constituency.

3. Has the right to make expenditures as appropriated by the senate.
4. Maintain the minimum of two (2) office hours per week, except for the Executive Director who will maintain a minimum of four(4). 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 Summer Meeting, the Pre-Fall Executive Meeting, the Winter Break Retreat, and/or other retreats as established by the Executive Board, exceptions to be discussed by the Executive Board.
6. Works with and attend all ARH sponsored functions, exceptions to be discussed by the Executive Board.
7. Perform other duties as specified by the Executive Director.
8. Submit a monthly "Transition Times" article of the respective position.
9. 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.
7. Will meet monthly with the President of The University of Iowa and other campus-wide leaders.
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.
9. Facilitate elections in accordance with election guidelines.
10. The chief executor of the ARH George Droll scholarship and will administer it within the guidelines set forth by the By-Laws and Constitution of ARH, and the outline of the scholarship.
11. Conduct meetings in a professional manner; using Roberts Rules of Order when necessary and appropriate.
12. Assumes the duties of any vacated executive position until such time that the position is filled.
13. Responsible for recruiting members of the Senate and Board of Directors.
14. Meet regularly with the Director and Assistant Director of University Housing.
15. Coordinate and direct actions of the Board of Directors to ensure progress.

B. Associations Director:

1. Monitor the workings of the various residence hall associations through the presidents.
2. Coordinate committees on an as needed basis.
3. Responsible for making sure that committees are active and functioning in a manner that is educational and beneficial for the residents and committee members.
4. Educate fellow Board members regarding the ARH Constitution, By-Laws, and the Community Development Resource Manual and how to access it electronically.
5. Provide all association presidents and committee chairs with an electronic version of their Constitution and/or By-Laws.
6. Responsible for coordinating the Association of the Year Award process.
7. 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.
8. Has the power to preside over the Cabinet.

9. 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.
10. Has the power to call special meetings of the Cabinet.
11. Assist presidents of hall associations with developing programs for their halls.
12. Assist presidents in collaborating with other student organizations, governments, and departments.
13. Assist presidents in developing leadership skills for their hall associations.

C. Campus Affairs Director:

1. ARH liaison to other major campus organizations on The University of Iowa campus, including, but not limited to The University of Iowa Student Government, the Panhellenic Council (PHC), the Interfraternity Council (IFC), the National Pan-Hellenic Council (NPHC), and the Campus Activities Board (CAB).
2. Work to form collaborations with other student organizations in planning events and activities for residence hall students to get involved with on campus.
3. ARH liaison to the Resident Assistants, sending monthly updates, via emails, informing them of upcoming topics, activities and events.
4. Promote the role of ARH within The University of Iowa community.
5. Report to the ARH Executive Director, and ARH Senate regarding the events and proceedings of the various other campus organizations.
6. Plans two events, in collaboration with a campus organization, each academic year.

D. Finance Director:

1. Responsible for enforcing all ARH financial guidelines.
2. Responsible for all financial correspondence.
3. Prepare, publish, and distribute a complete financial report to the Senate before the third Senate meeting of each month.
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 monthly 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 Programming Director.

E. National Communications Coordinator:

1. During the transition, the current/outgoing NCC is responsible for attending the annual national conference (NACURH) prior to the end of his/her term. The new/incoming NCC 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 levels.
3. Coordinate, prepare, and lead the ARH delegation to national and regional conferences (NACURH and MACURH, respectively).
4. Responsible for submitting the annual report to the National Information Center so that The University of Iowa ARH 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 other NCC's in the region on a weekly basis (via IM chats, emails and other agreed upon forms of communication).
7. Attend the monthly meetings of NRHH and assist in the proper submission of all "Of the Month" (OTM) awards to the MACURH and NACURH regional directors.

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8. Responsible for re-affiliating with NACURH through the National Information Center every year.
9. Coordinate one volunteer/philanthropic activity (may be in conjunction with MACURH) for residence hall students each year.

F. Communications and Marketing Director:

1. Responsible for taking and distributing minutes at all official Senate and Board of Directors meetings.
2. Responsible for setting up the ARH electronic login system at meetings and maintaining the database. At the end of each semester, will provide attendance updates for all hall associations.
3. Coordinate and implement all advertising and marketing for ARH events.
4. Create monthly bulletins for the residence hall mailboxes, in collaboration with board members.
5. Create and distribute table tents for all ARH events.
6. Responsible for writing the University mass email for both the fall and spring semesters.
7. Responsible for creating posters for all major ARH events, in collaboration board members.
8. Responsible for writing paragraph updates for University Housing's "Transition Times" newsletters (weekly during the fall semester, and monthly during the spring semester).
9. Work with any interested members of the Senate in promoting events.
10. Assist all other members of the Board of Directors with the marketing and promotion of their events.

G. Programming Director:

1. Responsible for coordinating all programmatic initiatives for ARH. The Programming Director will coordinate all activities through ARH, University Housing, and assist other board members with programming initiatives.
2. Create and serve as the advisor to the ARH Programming Committee.
3. Work with the Communications and Marketing Director on publicity and advertising of all programmatic initiatives.
4. Keep records of all phone numbers of important contacts, expenses, donations from local businesses, and any other information that will assist future Programming Directors in maintaining ARH regularly sponsored events.
5. 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.
6. Assist other members of the Board of Directors in planning and implementing events.

H. Extended Services Director:

1. Work with the advisor on the continuation of the OCM linens program.
2. Coordinate a spring and fall care package program, with delivery scheduled prior to final exam week.
3. Work with current care package vendor to choose contents of the care packages.
4. In collaboration with members of the Board of Directors and the Senate, coordinate the processing of orders and the delivery of the care packages.
5. Serve as the chief administrator of the Micro-Fridge Rental program.
6. Responsible for planning one event during the academic year.

I. Outreach Director:

1. Responsible for planning Homecoming-related activities for the ARH constituencies.
2. Responsible for working with other hall associations in planning floats.
3. Encourage students to get involved with Homecoming activities.
4. Position will be further developed throughout the next several weeks. We invite you to share any ideas you may have for this position.

Section III: Senate Representation

A. Representation

1. Each hall will be allowed up to three representatives to the ARH senate. Additional members may attend however may not vote.
2. The maximum number of representatives is 27.
3. It is necessary to have at least 14 members to vote on any issue.

B. Election of Senate

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1. Hall associations will be responsible for the election or appointment of ARH representatives 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 weekly 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 seats of the senate (14). The ARH senate may undertake no official actions in the absence of quorum. The Quorum may be called by any member. Resident Assistants may vote if sent by the hall association.

E. Voting

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

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 consideration, 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

Defined in the ARH Constitution.

B. Accountability

The Cabinet shall be directly responsible to the Senate, members of which may question the actions of the Cabinet.

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. Composition

1. Shall consist of Finance Director presiding over it.
2. Shall consist of the Vice President of Finance from each association.
3. Shall or shall not consist of others, according to Financial Board By-Laws.

B. Accountability/Responsibilities

1. Responsible for reviewing all of the unbudgeted expenditures of the Senate.
2. Responsible for auditing expenditures and receipts.
3. Submit budget recommendations to the Senate for consideration.
4. Responsible for reviewing all expenditures through all accounts of ARH upon request of any resident.

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5. Responsible for holding meetings at least once a month during the months of September, October, November, February, March, and April
6. Responsible for setting up a system of By-Laws and procedures to facilitate all its responsibilities.

Section VI: Committees

A. Membership

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

B. Chairperson or ad-hoc officer.

1. Shall be appointed by the committee advisor, pending the approval of the Executive Board and Advisor. It is up to the discretion of the committee advisor and the rest of the Executive Board whether or not to appoint a chairperson(s) to a specific committee.
2. Duties
 - a. Shall preside over all meetings of the committee.
 - b. Shall be available for committee discussion.
 - c. Shall call all meetings of the committee, both regular and special.
 - d. Shall be responsible for the research, preparation, and presentation of committee work.
 - e. Shall be a standing member of the Cabinet.
 - f. Shall receive \$50 per semester compensation, pending the approval of the committee advisor, the ARH Executive Director, and the ARH Advisor.
3. Shall be accountable to the ARH Associations Director and the senate.
4. 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.

C. Standing Committees

1. Will be decided upon by the ARH Executive Board based on the needs of the ARH senate at the beginning of the academic year.

D. Ad Hoc Committees

1. The Executive Board shall have the power to create ad hoc committees as they deem necessary.
2. 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.
3. Section VI, Part B, does not apply to Chairs of ad hoc committees.

Section VII: Building Association

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

- a. BC (Burge Community) for Burge Hall.
- b. HA (Hillcrest Association) for Hillcrest Hall.
- c. MayCo (Mayflower Council) for Mayflower Hall.
- d. OSCAR (Organized Stanley and Currier Associated Residents) for Stanley and Currier Halls.
- e. HAWQ (Hall Association working for Quadrangle) working for QUAD.
- f. USA (United Slater Association) for Slater Hall.
- g. AD (Associated Daum) for Daum Hall.
- h. ASAP (Associated Students At Parklawn) for Parklawn Building.
- i. ROAR (Residence Organization Associated Reinow) for Reinow Hall.

B. Association Government

1. Duties: To formulate policies which shall govern the Association within the limitations specified by the ARH Constitution and By-Laws.
 - a. Each Association government shall provide representation where required by its By-Laws.
 - b. An 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.

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- e. An Association government shall have the right to establish and collect Association dues subject to Association approval.
 - f. The Association shall submit to Hallways an article pertaining to their activities on a monthly basis.
2. The Association President
 - a. Shall be chairperson of the Association's government.
 - b. Shall attend Cabinet meetings.
 - c. Shall be responsible for informing the Association of Cabinet activities.
 3. The Association Vice President of Floor Government
 - a. Shall be responsible for communicating with the ARH Associations Director and association Floor Executive Officers.
 - b. Shall assist with the training of Floor Executive Officers.
 4. The Association Vice President of Finance
 - a. Shall be responsible for all expenditures incurred by the Association.
 - b. Shall submit a monthly statement to the ARH Finance Director.
 - c. Shall be responsible for following the ARH Financial Guidelines.
 - d. Shall be required to attend Financial Board meetings.
 5. The Programming Director
 - a. Shall be responsible for coordinating all Association sponsored events.
 6. Association Communications Coordinator (ACC)
 - a. Shall notify representatives of all meetings.
 - b. Shall make an ARH report to the association executives and senate.

Section VIII: Floor Government

A. Floor Government

1. Definition: Is the recognized group of students within the residence hall floor.
2. Membership of the floor shall consist of all residents on the floor.
3. A Floor Government shall not carry any policy or action or set up any constitution contrary to the ARH Constitution and By-Laws or the constitution and by-laws of the specific building association.
4. The floor government shall consist of, but is not limited to, the duties of the positions described in order to best fulfill their purpose.

B. Floor officer election.

All election rules shall be designated by the floor government and the Resident Assistant.

C. Floor Officers

1. Floor President
 - a. Runs floor meetings.
 - b. Presides over the floor cabinet.
 - c. Represents floor and votes at association meetings.
 - d. Presents policies and runs elections for the floor.
 - e. Works with Resident Assistant to develop floor community.
 - f. Attends Hall Residence Life Staff meetings once a month.
2. Vice President of Communications
 - a. Keeps track of floor meeting minutes and posts promptly.
 - b. Creates a floor newsletter.
 - c. Represents floor at association meetings as a non-voting member.
 - d. Publicizes upcoming events.
 - e. Updates information on the bulletin board.
 - f. Communicates with other floors.
3. Vice President of Finance
 - a. Collects floor dues and activity fees.
 - b. Keeps track of floor funds and/or floor dues.
 - c. Informs cabinet and floor of account status.
 - d. Fills out all requisition forms.
 - e. Allocates spending of floor money.
4. Vice President of Athletics
 - a. Organizes teams/participants for campus, association, floor and inter-floor activities.

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- b. Promotes attendance and participation in other athletic events/activities.
 - c. Informs cabinet and floor of upcoming activities.
 - d. Collaborates with other floors to organize athletic activities.
5. Vice President of Activities
- a. Surveys residents to assess interest in activities.
 - b. Plans social, community service, educational and cultural activities for the floor.
 - c. Collaborates with other floors to organize social activities.
 - d. Promotes attendance and participation in all floor activities.

Section IX: Affiliates

A. Any campus organization, excluding building associations, which receives funding on a year or semester long basis will be recognized as an affiliate of the Associated Residence Halls.

Section X: Executive Officer Election Guidelines

A. Petitions shall be made available to prospective candidates two weeks prior to petition deadline.

B. Qualifications: Must be a current resident of the University of Iowa Residence Halls and live in the residence hall system during the term of office.

C. Petitions

- 1. Completed petitions shall be returned to the Elections Committee by at least one week prior to elections.
- 2. Fifty signatures of current resident hall students.
- 3. Petitions shall be verified by the Election Committee.

D. Campaigning

- 1. Each candidate will be allowed three minutes for a speech at the time of the election.
- 2. A candidate may have other people speak in favor of his/her candidacy but the total speech time for any one candidate is still three minutes.
- 3. Following the speeches by candidates for each individual office, there will be a time allowed for a question/answer period not to exceed fifteen minutes, which may be extended upon by a majority vote of the senate present.
- 4. Other rules may be added by the Elections Committee if they see fit with the approval of the Senate members present.

E. Voting

- 1. The Election Committee shall be comprised of the ARH Advisor; the members of the Executive Board, who are not seeking office in the new term; and no less than 2 Representatives from the ARH Senate, who are not seeking office in the new term.
- 2. And, in the event of multiple candidates running for specific office, and none of whom receives a majority vote, then a run-off election between the two highest voted candidates, shall decide the election.
- 3. The voting process shall take place by secret ballot, and the ballots shall be tabulated by the Elections Committee on election nights. All votes cast shall be kept for a period of one-week following the election for the possibility to senate examination and oversight.
- 4. Special Elections (Officer Vacancies)
 - a. A special election or appointment shall be held in case of a vacancy on the Executive Board
 - b. A special Election Committee shall be formed.
 - c. Executive Director is responsible for interviewing and finding a replacement for that position. The senate must vote to approve that position by a majority vote at the next senate meeting.

F. Election Deadlines

- 1. ARH executive elections shall take place no later than five academic weeks prior to the end of the spring semester.

Section XI: Lame Duck Administration

A. "Lame Duck" 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, 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.

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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 “lame duck” Executive Director and Executive Director-elect to organize, with the help of the ARH advisor, a mini-workshop for the new officers.

Section XII: 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.
The appointment should take place within three weeks of the announced vacancy.
2. The Associations Director shall serve, as the acting Executive Director should the office of the Executive Director become vacant.
3. Special elections shall be held no later than three weeks after the seat becomes 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. An assistant director of Residence Services 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 recalled from office by a petition signed by three-fourths of the members of the ARH senate.

Section XIII: 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.
3. Authorized signatures will be Association Vice Executive Directors of Finance. In case of emergency, signatures of other authorized Association executives will be accepted.
4. Residence Services 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.

B. Petty Cash 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 oral and 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.

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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.
 3. The first financial report will be due fifteen days following the date this bill takes effect.
 4. This bill takes effect April 1, 1984.
- 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.
 4. Expenses not related to the above issues but agreed to unanimously, in writing, by the ESD, the Finance Director, and the Executive Director of 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 fund 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 at the rate of not less than seventy-five (75) cents per resident per semester.
 - c. The Floor Activity Fund shall be available to the floor governments through the Treasures 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 moneys to floor governments.
 - b. The Finance Director shall insure that all Floor Activity Fund guidelines are followed.
 - c. Each Finance Director shall be advised regarding Floor Activity Funds guidelines by the ARH Finance Director or by the Vice President of Floor Government.
 - d. The Finance Director shall be responsible for reporting the allocation of these funds to the ARH Finance Director.
 4. Limitations
 - a. No Floor Activity Fund money shall be used for the purchase of alcohol.
 - 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 fund raising 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. (Currently this might be about \$500)

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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. Sheet Rental Program

1. The Extended Services Director will be the coordinator of the sheet rental program.
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 and/or Care Package program raising enough funds to be able to support the scholarship as previously outlined in paragraph G.
 - a. If the refrigerator/freezer rental program and/or Care Package program does not raise sufficient funds to meet the requirements of the scholarship, profit from this program will be used.
 - b. Once the minimum scholarship requirements are met using the sheet profits, the remainder of the profit will be allocated.

Section XIV: Amendments

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

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

B. Amendments must be proposed in writing.

C. Circulation of Amendments

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.

Section XV: 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