

**BY - LAWS**  
*OF THE*  
**CABINET**  
*OF THE*  
**ASSOCIATED RESIDENCE HALLS**

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*Preamble:*

Members of the Cabinet establish these By-Laws to serve as a unified and comprehensive system of procession, for which all the Cabinet, and all of its members shall abide by. These following rules governing the methodology and procession shall serve in the fullest to provide for the needs, understandings and desires of the Student Residents of the University of Iowa, for the various Floor Organizations providing for them, for the collective Hall Associations and for the Associated Residence Hall [ARH] Government of the University of Iowa.

Section I. - The Legislative Procedure.

- A. A quorum shall be necessary and proper for the ratification of all action of the Associated Residence Hall's Cabinet.
  - a. The number of requisite members in attendance to meet quorum shall be no less than one-half of the recognized Voting Members of the Cabinet, to not include the Chairperson or the Chief Executive of the Cabinet.
- B. Ratification of all actions by the Associated Residence Hall's Cabinet shall be considered complete by a majority vote, where the affirmative votes must be of greater magnitude than the negation votes, and the votes of abstention shall be tabulated as neither affirmative nor negative. At any point in time, during the consideration of a question, the Voting Members of the Associated Residence Hall's Cabinet do reserve the right to vote in affirmation, negation, or in abstention.
- C. Debate.
  - a. The Associated Residence Hall's Cabinet establishes the following rules pertaining to the debate of the consideration of questions;
    - 1. The Chairperson shall establish a time frame of debate, of which the time for debate may not exceed. Suspending these rules may however, extend the established time of debate. In the instance the Chairperson does not issue a time limit upon the debate by Members and Delegates to the Cabinet, then the issue is to be debated for a period of time to not exceed one hour.
    - 2. The Chairperson shall establish a system of recognition and precedence upon the Members and Delegates to the Cabinet, when dealing with situations of debate. The Chairperson shall recognized members of privilege as priority, then members of precedence to include the Voting Members of the Cabinet, then to recognize Delegates and Non-Voting Members of the Cabinet.
    - 3. When two or more Members or Delegates rise at once, the Chairperson shall name the Member or Delegate who is first to speak.
  - b. The Associated Residence Hall's Cabinets establishes the following guidelines and provisions towards the debate of the consideration of questions;

1. Members, Delegates, and Privileged Guests shall be expected to represent opinion in a fair manner; ad homonym attacks will not be tolerated by any person in attendance.
2. Members, Delegates, and Privileged Guests are not guaranteed the right to speak before the Cabinet outside of debate upon considerations of questions, and they shall then be expected to be prepared and professional in the endeavors and pursuits of interest by Cabinet in to Associated Residence Hall's Cabinet activities and proceedings.

D. Voting.

The Voting done by Voting Members of the Associated Residence Hall's Cabinet, shall take place, unless otherwise stated by the Chairperson, by Roll Call. Alternatives to the Roll Call vote shall be limited to; a recorded vote, a verbal non-specific member vote. A Voting Member may move the vote be taken in an alternative form by motion, and ratification by 1/3 [one-third] the members present. All voting procedures, regardless of form, allow for one vote, and only one voter per Voting Member, per each consideration. If a seat would be vacant during the procession of voting, it will be the discretion of the Chairperson to wait an indefinite period of time to assess or await the return of the absent member. If the seat remains vacant, and the Chairperson has made the discretion to continue with the voting procedure, then the vacancy shall be tabulated as an abstention in all matters germane.

E. Submission of Legislation, Proposals and Requests.

The Associated Residence Hall's Cabinet shall ordain the following procedures and guidelines concerning the submission of materials before the Cabinet for consideration.

a. Legislation.

1. All legislation to be introduced to the Cabinet shall be submitted to the Chief Executive and to the Chairperson no less than one week prior to date of introduction.
2. All legislation shall follow the established form and guidelines to be determined by the Chairperson and the Chief Executive. Deviations from the form will be noted, and if not immediately amendable, legislation will be removed from the agenda until correctly formed.

b. Proposals.

1. All proposals to be made before the Cabinet shall be submitted in written form to the Chairperson and to the Chief Executive no less than one week prior to the date of delivery.
2. All proposals shall follow the established form determined by the Chairperson and the Chief Executive. Exceptions to this may be made under extraneous circumstances to be noted by the Chairperson or Chief Executive.

c. Requests.

1. All requests for Educational and Supplemental Funding from the Cabinet funds shall be submitted to the Chairperson and to the Chief Executive no less than one week prior to the date of introduction.

2. All requests shall follow the established form determined by the Chairperson and the Chief. Requests for funding deviating from the correct form will not be recognized.

## Section II. - Educational Funding Guidelines.

### A. The Association Educational Program Fund and the Cabinet Reserve Fund

1. The Cabinet Association Educational Program Fund and the Cabinet Reserve Fund are to be used for educational based programming or educational based events sponsored by a University of Iowa Student Government [UISG] recognized organization. The activity should, in the least, impart or attempt to impart knowledge or information to the participants. In addition, we the Associated Residence Hall's Cabinet, do establish the following restrictions for fiscal appropriations from the Association Educational Program Fund and from the Cabinet Reserve Fund:
  - a. Appropriated funds may be spent only on an educational activity that imparts information or knowledge to the participants.
  - b. Appropriated funds may be spent on: educational materials, food or other miscellaneous items of reasonable relation to the program provided these items have some positive impact on the educational value of the program.
  - c. The Educational Program must be alcohol free, non-profit, open to all residents of all University of Iowa Residence Halls, and should likely be attended by significant number of Residence Hall residents.
  - d. Appropriated funds may be rescinded if and only if; the Educational Program would violate the above or below stipulations, if the Educational Program would violate the guidelines of the Department of Residence Services, or if the organization seeking funding violates additional stipulations to be made, on specific case basis, by the Associated Residence Halls or the Associated Residence Hall's Cabinet.
2. At the first of each month, the Chief Executive of the Cabinet shall prepare and report the various expenditures and appropriated financial requests of the previous month to the Associated Residence Hall's Cabinet. The report shall be made accessible to the Associated Residence Halls through the ARH Vice President of Association Relations.

### B. Questionable Funding Procedures

1. Questionable funding by any association can be subject to review by the Cabinet at the request of any two members of Cabinet or Cabinet Chairperson.
2. If Cabinet deems the program funding is not with in the stated guidelines, the Association shall reimburse the amount funded from the Association 950-Account into the Cabinet Reserve Fund.

## Section III. - Reprimands and Related Procedures.

- A. The following procedures can be administered to Members failing in explicit duties, or by member who show blatant disregard for these By-Laws, for the Cabinet

Constitution, for the By-Laws and Constitution of the Associated Residence Halls, and of the expected and written guidelines issued by the University of Iowa Department of Residence Services.

- a. Minimal Infraction: verbal warning by ARH V-PAR or clarification of action.
  - b. Moderate Infraction: written warning and appropriate actions to be undertaken by the ARH V-PAR.
  - c. Major Infraction: reprimand by V-PAR and by the Associated Residence halls, removal of Voting rights or positions within Cabinet.
- B. The following procedures can be administered to Members failing to attend meetings;
- a. Excusing an absence
    1. An absence that is excused will not be held against the Cabinet member, nor will it be taken into consideration in any other Cabinet disciplinary action.
    2. The Cabinet Chairperson can excuse the absence of an Association President or a Standing Committee Chairperson if a legitimate conflict occurs with class, illness or any other circumstances deemed worthy.
    3. All absences wishing to be excused must be done so before the Cabinet meeting in question except in extreme cases, which shall be reviewed by the Chief Executive.
    4. The Cabinet Chairperson may only receive an excused absence if the Chief Executive approves the conflict and a temporary substitute can be found to take over the chairmen duties.
  - b. President.
    1. If an Association President, whose attendance is required at all Cabinet meetings, is not in attendance for two meetings, without having excused the absences, then the Chairperson and Chief Executive shall issue a written reprimand, and a copy will also be sent to that Association's Advisor outlining the absences and the actions undertaken.
    2. If an Association President, whose attendance is required at all Cabinet meetings, is not in attendance following the written reprimands, the Cabinet as a whole shall consider and review the Association's President and their position on the Cabinet in accordance with the Cabinet Chairperson and Chief Executive.
    3. If upon the recommendation of the Cabinet in whole, continues with action and a vote of no-confidence against the delinquent Association President, then the ARH V-PAR shall handle the situation with the ARH Executive Board, and may recommend the dismissal of the delinquent member from the Cabinet.
  - b. Standing Committee Chairperson.
    1. If a Committee Chairperson, whose attendance is required at all Cabinet meetings, is not in attendance for two meetings, without having excused the absences, then the Chairperson and Chief Executive shall issue a written reprimand, and a copy will be sent to ARH Executive who serves as an Advisor to the Committee outlining the absence and the actions undertaken.
    2. If a Committee Chairperson, whose attendance is required at all Cabinet meetings, is not in attendance following the written reprimands, the

Cabinet as a whole shall consider and review the Committee Chairpersons and their position on the Cabinet in accordance with the Cabinet Chairperson and Chief Executive.

3. If upon the recommendation of the Cabinet in whole, continues with action and a vote of no-confidence against the delinquent Committee Chairperson, than the ARH V-PAR shall handle the situation with the ARH Executive Board, and may recommend the dismissal of the delinquent member from the Cabinet.

#### Section IV. - Amendments

- A. The Voting Members of the Associated Residence Hall's Cabinet shall propose amendments to these By-Laws.
- B. All amendments to be considered to these By-Laws shall be proposed in writing.
- C. Proposed amendments must be presented no less than one meeting previous to the desired date of consideration of the amendment.
- D. Ratification of amendments to these By-Laws shall be approved by a 2/3 [two-thirds] majority of the Voting Members of the Associated Residence Hall's Cabinet.

#### Section V. - Ratification.

- A. These By-Laws shall be ratified yearly, by the members of the Associated Residence Hall's Cabinet, by a 2/3 [two-thirds] majority of the Voting Members.
- B. These By-Laws, upon ratification, shall become effective immediately.

[12/2001]

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