

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

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Article I - Name

The name of this organization shall be the Cabinet, as is specified in the Constitution of the Associated Residence Halls (ARH).

Article II - Purpose

The purpose of this organization shall be to serve as an inter-communicator between ARH and the individual Hall Association to provide a coordination of efforts, events and activities between Hall Associations and the ARH; and to review and distribute educational funding requests for the betterment of community and residents of the University of Iowa Residence Halls.

Article III - Membership

- A. Voting Members of the Cabinet shall consist of:
  - a. Acting Hall Association Presidents
  - b. ARH Standing Committee Chairpersons
  - c. Acting President of the International Crossroads Committee
- B. Non-Voting Members of the Cabinet shall consist of:
  - a. Executive Members of the ARH
  - b. Executive and Non-Executive Members of Hall Associations
  - c. Executive and Non-Executive Members of the NRHH
- C. Infractions
  - a. Members of the Cabinet who show disregard for these Constitution and By-Laws, for the By-Laws and Constitution of the ARH, or of written guidelines of the Department of Residence Services, or who fail in their explicit duty are subject to the following procedures:
    - i. Minor Infraction: verbal warning by the Cabinet Chairperson or clarification of action.
    - ii. Moderate Infraction: written warning and appropriate actions to be taken by the Cabinet Chairperson.
    - iii. Major Infraction: reprimand by the Cabinet Chairperson and by the ARH, removal of voting rights or positions within the Cabinet.
  - b. Repeated Absenteeism
    - i. Voting Members of the Cabinet are expected to attend all Cabinet meetings.
    - ii. Voting Members of the Cabinet who fail to attend official meetings are subject to the following procedures, unless excused by the Cabinet Chairperson before the meeting:
      - 1. First Absence: Verbal clarification of action by the Cabinet Chairperson.
      - 2. Second Absence: Written Reprimand by the Cabinet Chairperson, a copy of which shall be sent to the member's Advisor, which details actions taken and consequences of further absences; A Verbal warning by the Cabinet Chairperson.
      - 3. Subsequent Absences: Removal of members voting rights.
  - c. Reinstatement of voting rights: Voting rights can be reinstated by 2/3rds majority of the Cabinet.

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Article IV - Chairperson of the Cabinet

- A. The Chairperson of the Cabinet shall be the ARH Vice-President of Association Relations (VPAR).
- B. Duties of the Cabinet Chairperson can be delegated to another member of the Cabinet by the ARH VPAR.
- C. Duties of the Cabinet Chairperson:
  - a. Shall be the official representative of affairs of the Cabinet.
  - b. Shall establish and preside over regularly scheduled meetings of the Cabinet during the fall and spring semester.
  - c. Shall have the power to call special meetings of the Cabinet.
  - d. Shall abide by the Constitution and By-Laws of the Cabinet, and the Constitution and By-Laws of the ARH.
  - e. Shall establish and distribute the minutes of the Cabinet.
  - f. Shall be responsible for keeping and archiving the records and proceedings of the Cabinet.
  - g. Shall not have the power to vote upon Cabinet proceedings, unless the voting of the Cabinet has occurred in a tied or hung decision.
  - h. Shall be responsible for the interpretation of the Constitution and By-Laws of the Cabinet.
  - i. Shall be responsible for the representation of the sentiment of the Cabinet before the ARH House of Representatives and their various meetings and proceedings.
  - j. Shall prepare and report the various expenditures and appropriations of the Cabinet to the Cabinet, and to the ARH House of Representatives.
- D. Accountability
  - a. The Cabinet Chairperson shall be held accountable to the Cabinet and the ARH House of Representatives for all official duties.
  - b. Chairperson wrongdoing shall be nullified by a 2/3rds majority vote of the Cabinet.

Article V - The Legislative Procedure

- A. Quorum
  - a. Quorum shall be defined as one-half of the recognized voting members of the Cabinet.
  - b. No official action shall take place without Quorum.
- B. Submission of Legislation, Proposals, and Requests
  - a. Legislation
    - i. All legislation to be introduced to the Cabinet shall be submitted the Chairperson of the Cabinet no less than one week prior to date of introduction, unless approved by Chairperson.
    - ii. All legislation shall follow forms and guidelines to be determined by the Chairperson. Deviations from the form shall be noted, and if not amendable shall be removed from the agenda until correctly formed.
  - b. Proposals
    - i. All proposals to be introduced to the Cabinet shall be submitted the Chairperson of the Cabinet no less than one week prior to date of introduction, unless approved by Chairperson.
    - ii. All proposals shall follow forms and guidelines to be determined by the Chairperson. Deviations from the form shall be noted, and if not amendable shall be removed from the agenda until correctly formed.
  - c. Requests
    - i. All requests for educational and supplemental funding to be introduced to the Cabinet shall be submitted the Chairperson of the Cabinet no less than one week prior to date of introduction, unless approved by Chairperson.

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- ii. All requests for educational and supplemental funding shall follow forms and guidelines to be determined by the Chairperson. Deviations from the form shall be noted, and if not amendable shall be removed from the agenda until correctly formed.

Article VI - Educational and Funding Guidelines

- A. Cabinet Educational Program Fund
  - a. Appropriated funds must be spent only on an educational activity that imparts information or knowledge to its participants.
  - b. Appropriated funds may be spent on the following items, provided they have some positive impact on the educational value of the program:
    - i. Educational materials
    - ii. Food
    - iii. Miscellaneous items that have a reasonable to the program
  - c. The program must be alcohol-free, non-profit, and open to all residents of the University of Iowa Residence Halls.
  - d. The program should be likely to be attended by a large number of Residence Hall residents.
  - e. No program can receive more than \$200 of funding from the Cabinet Educational Program Fund, unless approved by unanimous consent of Voting Members of the Cabinet and the Chairperson.
  - f. Additional stipulations may be added to funding to be received, if approved by a majority of Voting Members of the Cabinet.
- B. Questionable Funding Procedures
  - a. Questionable funding can be subject to review by the Cabinet at the request of two members of the Cabinet, or the Chairperson of the Cabinet.
  - b. If Cabinet deems the program funding is not within the stated guidelines, the Cabinet Educational Program Fund shall be reimbursed for the amount of the funding.

Article VII - Parliamentary Authority

The Cabinet shall follow the newest edition of Robert's Rules of Order for parliamentary procedure, except where other procedures are specified.

Article VIII - Amendments

- A. Amendments to the Constitution and By-Laws of the Cabinet may be proposed by any member of the Cabinet.
- B. Amendments must be proposed in writing
- C. Proposed amendments must be presented to the Cabinet no less than one meeting prior to consideration.
- D. Amendments must be approved by a 2/3rds majority of Voting Members of the Cabinet for ratification.

Article IX - Ratification

- A. This Constitution and By-Laws shall be ratified by a vote of approval of 2/3rds of the voting members of the Cabinet.
- B. This Constitution and By-Laws shall become effective immediately upon ratification.
- C. This Constitution and By-Laws, upon ratification, shall make void all previous Cabinet policies that conflict.