

The University of Iowa
By-Laws for the Financial Board of
Associated Residence Halls (ARH)
May 3, 2009

Section I. Membership

- A. At least one member of each hall association will be present at Financial Board meetings.
 - 1. Each hall association will have one voting member as a representative of their respective hall.
 - 2. The association representative will be the elected financial officer for that association.
 - 3. The financial officer is the primary representative from an association with voting rights.
 - a) 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 Finance Director one day prior to the financial board meeting.
 - b) 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.
 - 4. The chair person of the Financial Board will be the ARH Finance Director, who is responsible for setting the meeting's time and location.

Section II. Voting

- A. Quorum will be required for all votes for funding.
 - 1. Quorum will consist of at least one-half of all recognized voting members of the Financial Board.
- B. Meetings are open to all residents of The University of Iowa residence halls.
- C. A simple majority vote will be necessary for the approval of all funding requests.
 - 1. Votes will be recorded as "in favor," "not in favor," or "abstention."
 - 2. An abstention vote should be recorded as present, but withholding their vote.
 - 3. The Chairperson will not vote, unless a tie occurs.
- D. Senate Approval
 - 1. The ARH Senate must approve all funding requests approved by the Financial Board, with the exception of the following.
 - 2. If the approved amount of funding for any one event is less than or equal to \$300.00, no Senate approval is required.
- E. Debate
 - 1. The Chairperson can establish time limits on debate. If a limit is not established by the chair, total debate cannot exceed thirty minutes.
 - 2. 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.
- F. Voting Procedures
 - 1. The requesting party will be required to leave the room.
 - 2. Voting will be conducted verbally, unless requested otherwise by any Financial Board member.
 - 3. Each voting member will be granted one vote.
 - 4. 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.
 - 5. The Chairperson will be responsible for tabulating votes and announcing results.
- G. Submission of Funding Requests

1. Funding requests must be submitted to the ARH Finance Director.
2. Funding requests must be submitted at least two days in advance of a Financial Board meeting, unless under certain circumstances approval by the Finance Director.
3. The Finance Director can stipulate the proper format of a funding request, as well as the information a request should include.
 - a) 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.
 - b) Failure to follow proper format or failure to include the required information can result in a dismissal of consideration.

H. Acknowledgement of Funding

1. 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.
2. 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.
3. 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.

Section III. Expectations of the Financial Board Chairperson/ARH Finance Director

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

Section IV. Expectations of Financial Board Members

A. Attendance

1. Voting members are expected to attend every Financial Board meeting.
2. If a voting member fails to attend one meeting without notice or replacement, the Finance Director will issue a written warning to the Financial Board member, their Hall Association President, and the Hall Association Advisor, citing failure of duty.
 - a) If a voting member is absent again after being warned, the Finance Director will withdraw their membership from their hall association's executive board.
 - b) The expelled member's hall association executive board will be responsible for filling the position by the following Financial Board meeting. Failure to fill the position will result in the suspension of the hall association's voting seat on the Financial Board for the remainder of the academic year.
 - c) If the new replacement is absent twice consecutively without notice or replacement, their hall association may not apply for any Financial Board funding until they attend two consecutive Financial Board meetings.

B. Conduct

1. During Financial Board meetings, all attendees are expected to behave in a courteous manner.

- a) No actions, comments, or attacks upon a person's gender, ethnicity, creed, age, or sexual orientation will be permitted.
 - b) Such an action will result in the dismissal from the Financial Board meeting.
 - c) The Finance Director may choose to take further action, including permanent removal from their Financial Board position.
2. All attendees are to listen respectfully to the individual with the floor.
 3. Members of the Financial Board will be responsible for submitting transaction registers to the Finance Director every month on a date the Finance Director decides upon. -

Section V. Amendments

- A. Amendments to these above By-Laws can be proposed by voting members of the Financial Board of Associated Residence Halls.
- B. All proposed amendments must be submitted to the Finance Director in writing at least one week prior to the desired date of consideration of the amendment.

Section VI. Ratification

- A. By-Laws shall be ratified by the voting members of the Financial Board.
- B. Ratification of the amendments to these By-Laws requires a two-thirds majority of voting members present.
- C. Upon ratification, these By-Laws will become effective immediately.

Amendments Approval and Changes:

- December 8, 2002
- November 11, 2007
- May 3, 2009