

INTER-RESIDENCE HALL ASSOCIATION
BYLAWS

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1. Chapter 1 – Copies of the Bylaws

1.1. Official Copies

1.1.1. An official copy of the Bylaws shall be kept in the legislation binder.

1.1.2. An official copy of the Bylaws shall be kept on the IRHA website

2. Chapter 2 – Order of Supremacy of Parliament Laws

2.1 Whenever there is a conflict between the laws of the Parliament, the higher-ranking law shall take precedence over the lower-ranking law.

2.2 The following shall be the rank of Parliament Laws, from highest rank to lowest rank:

2.1.1 Constitution

2.1.2 Bylaws

2.1.3 Parliament Bills

2.1.4 Parliament Orders

2.1.5 Executive Orders

3. Chapter 3 – Executive Council

1.1. Membership

1.1.1. The officers of the Executive Council shall be the President, the Vice President, Director of Finance, two (2) Directors of Events, Director of Information Technology, National Communications Coordinator, Director of Leadership Activities, and Director of Communications.

1.1.2. Any organization that receives primary funding will be required to send a representative of the organization to serve as a member of the Executive Council.

1.1.3. Shall have one vote on the Executive Council.

1.2. Qualifications

1.2.1. All Officers:

1.2.1.1. Shall reside in a Residence Hall while in office unless otherwise stated.

1.2.1.2. May not be a community advisor (CA).

1.2.1.3. May not be a member of the Student Government Executive Council while in office.

1.2.1.4. May not be a member of the Executive Council of a Residence Hall, Hall President, Hall Representative, or At-Large Representative during their term in office.

1.2.1.5. Shall have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half time credits) must have been taken for the semester under consideration.

1.2.1.6. Be in good standing with the University and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

1.2.1.7. Upon resignation, removal from office, or completion of elected term of office, shall prepare a written report for their successor relating the current status of projects and future outlook and goals of their respective office.

1.2.2. President and Vice President:

1.2.2.1. Shall have been a resident of a Residence Hall for at least one complete semester before their seating in office.

1.2.2.2. Shall run as a slate in the IRHA elections.

1.2.3. Directors

1.2.3.1. Shall be appointed by the President and Vice President and take office after being confirmed by the Parliament.

1.2.4. Enforcement

3.2.4.1. If an Executive member fails to meet these qualifications, they are immediately removed from office and the position is vacant to be filled by the President and VP.

3.3 Officers:

3.3.1. Duties of the Vice President and Directors

3.3.1.1. Shall be a non-voting member of the Parliament.

3.3.1.2. Shall assist the President in the administration of IRHA.

3.3.1.3. Shall assume any other duties specified by the President.

3.3.1.4. Shall not be allowed to disburse any amount of money from director-controlled account to any clubs, organizations, or committees not affiliated with IRHA that the Director serves on through direct participation or proxy without simple majority consent of seated IRHA representatives.

3.3.1.5. Must plan a minimum of two (2) active community service projects per session of office.

3.3.2. President

3.3.2.1. Shall be the chief administrator and official representative of IRHA.

3.3.2.2. Shall preside over the Executive Council and its meetings.

3.3.2.3. The President shall be responsible for the review, negotiation, and enforcement of all contracts and agreements ratified by the Parliament.

3.3.2.4. Shall be responsible for the correspondence with outside organizations including, but not limited to, the media, other campus organizations, and the University.

3.3.2.5. Shall be responsible for the timely delivery of all Parliament Orders and Resolutions.

3.3.2.6. The President, or their designee, shall represent Iowa State University at the NACURH, MACURH, and RBC conferences in the appropriate boardrooms, and regional weekly chats.

3.3.2.7. The President and Vice President shall be responsible for maintaining the Constitution and Bylaws. Each document shall have a yearly review with a report of recommended changes made to Parliament.

3.3.2.8. Shall be the holder and maintainer of all IRHA associated mailing lists and passwords.

3.3.2.9. Shall hold and maintain any and all official attendance records of IRHA.

3.3.2.10. Shall have at least four (4) office hours a week for the duration of his/her term.

3.3.2.11. May create Ad-Hoc Committees and Cabinet Members to work on projects as deemed necessary with a simple majority vote of the Executive Council.

3.3.2.12. Shall plan one (1) active community service project per term of office.

3.3.3. Vice President

3.3.3.1. Shall preside over meetings of the Parliament.

3.3.3.2. Shall coordinate the work of committees and councils of IRHA.

3.3.3.3. Shall assist the President in the administration of the affairs of IRHA.

3.3.3.4. Shall be responsible for the maintenance and design of the IRHA website, irha.iastate.edu.

3.3.3.5. Shall be required to relinquish control of web page and passwords at the request of an Executive Council member.

3.3.3.6. Shall create and distribute the agenda of all regular and special meetings of parliament.

3.3.3.7. Shall assist the President in the planning of community service events.

3.3.3.8. Shall have at least four (4) office hours a week for the duration of his/her term

3.3.4. Director of Finance

3.3.4.1. Shall be the treasurer of IRHA.

3.3.4.2. Shall ensure that all bills incurred by IRHA are paid.

3.3.4.3. Shall be responsible for the distribution of funds allocated to organizations under the authorization of IRHA.

3.3.4.4. Shall prepare an annual budget with the assistance of the Executive Council and the Finance Committee.

3.3.4.5. Shall be the chair of the Finance Committee.

3.3.4.6. The Director shall make regular inspections of the financial records of any organizations that have received funding.

3.3.4.7. The Director shall review all funding requests, with the President and VP, prior to being approved by Parliament to ensure compliance with the funding criteria established in the Bylaws.

3.3.4.8. The Director shall present a monthly budget update for parliament and Executive Council.

3.3.4.9. Shall plan one (1) active community service project event per term of Office.

3.3.5. Director(s) of Events

3.3.5.1. Shall be responsible for organizing and administering Fall Fest and Residence Hall Week.

3.3.5.2. Must have at least three events per semester, not counting Fall Fest or

Residence Hall Week.

3.3.5.3. Shall be the chairs of the Events Committee of IRHA.

3.3.5.4. Shall become educated on ISU risk management procedures and share applicable procedures as needed with the council in order to meet ISU guidelines and expectations.

3.3.5.5. Shall submit documentation to ISU's Risk Management Office as needed.

3.3.5.6. Shall plan one (1) active community service project event per term of Office.

3.3.6. Director of Information Technology

3.3.6.1. Shall have responsibility for the maintenance and design of the web page.

3.3.6.2. Shall act as the secretary of IRHA.

3.3.6.3. Shall maintain and update all IRHA email lists.

3.3.6.4. Shall record, publish, and distribute the minutes of all regular and special meetings of the Parliament.

3.3.6.5. Shall be required to relinquish control of mailing lists, web page, and passwords at the request of an Executive Council member.

3.3.6. Director of Leadership Activities

3.3.6.1. Shall be chair of the Leadership Committee.

3.3.6.2. Shall coordinate one leadership training activity per semester with the assistance of the leadership committee.

3.3.6.3. These activities should address the leadership training needs of the Parliament and/or Residence Hall student body.

3.3.6.4. Shall plan and host the annual House President's Retreat during the Fall Semester.

3.3.6.5. Shall plan one (1) active community service project every term of office.

3.3.6.6. Shall coordinate leadership and recognition efforts throughout the year including an end of the year Leadership Recognition Event.

3.3.7. Director of Communications

3.3.7.1. Shall act as the secretary of IRHA.

3.3.7.2. Shall be responsible for the creation and distribution of promotions and promotional items of IRHA.

3.3.7.3. Shall work to promote activities and opportunities deemed necessary by IRHA and other Residence Hall organizations.

3.3.8. National Communications Coordinator (NCC)

3.3.8.1. Shall be the liaison between IRHA and Iowa State University's MACURH/NACURH affiliates.

3.3.8.2. Shall coordinate delegations to RBC, MACURH and NACURH sponsored leadership conferences in cooperation with the conference advisor(s)

for Iowa State University.

3.3.8.2.1. Shall be allowed to take the maximum amount of delegates to NACURH and MACURH as allowed by the conference.

3.3.8.3. Shall participate in the regional weekly chats.

3.3.9. Representative of an Affiliated Organization:

3.3.9.1. Shall report to the IRHA Executive Council.

3.3.9.2. Shall be appointed in accordance with the policies of their organization.

3.3.9.3. May be required to attend regular and special meetings of the Parliament and Executive Council at the request of the President or Parliament.

3.3.9.4. May live outside of Iowa State Residence Halls if in accordance with the policies of their organization.

3.4. Organization of IRHA Offices

3.4.1. In the event of the President's resignation, removal from office, or if they are permanently unable to serve the duties of their office, the next person in the order of succession, as listed below, shall assume the office of president and shall fill vacant positions through an open application and appointment process.

3.4.2. The succession of office shall be as follows: the President, the Vice President, the Director of Finance, the Director of Leadership Activities, the more Senior Director of Events, the Director of Communications, the Director of Information Technology, the National Communications Coordinator, the more Junior Director of Events.

3.4.2.1. If any member in the Line of Succession should fail to meet the qualifications for the office of the President, they shall not be eligible to become President and the succession will continue until the next qualified candidate is reached.

3.4.2.2. Should no member in the listed Line of Succession meet the qualifications for President, the Parliament shall elect a member of the Parliament to serve as President.

3.4.3. In the event of a Vice President or a Director resignation, removal from office, or if they are permanently unable to serve the duties of their office, the President shall appoint a replacement for the remainder of the term, subject to the approval of the Parliament.

3.5. Advisors

3.5.1. Appointment

3.5.1.1. The advisor(s) shall be Coordinator(s) of Residence Life or designee(s) as determined by the Executive Council and the Director of Residence.

3.5.2. Duties

3.5.2.1. Shall serve as the advisor to both the legislative and Executive Council of IRHA.

3.5.2.2. Shall be an ex-officio member of the IRHA Executive Council and Parliament.

3.5.2.3. Shall perform all duties required of an advisor by the Campus Organizations Accounting Office and the Student Organization Recognition Policy

3.5.2.4. Shall be available to provide advice to all members of Parliament and the Executive Council.

3.5.2.5. Shall act as a liaison with University Administration and in any other situation where a non-student spokesperson is needed.

3.5.2.6. Shall update Parliament and the Executive Council on issues within the Department of Residence.

4. Chapter 4 – Parliament Standing Committees

4.1. Committee Appointments

4.1.1. Filling of committees shall be chosen by the basis of member preferences and seat availability, and shall be confirmed by the Vice-President.

4.2. Finance Committee

4.2.1. Membership

4.2.1.1. The committee shall consist of at least five members of Parliament.

4.2.1.2. The Director of Finance shall be the chair of the committee and vote only in the event of a tie.

4.2.2. Duties

4.2.2.1. The committee and the Executive Council shall assist the Director of Finance in preparing the annual budget.

4.2.2.2. The committee shall be convened regularly throughout the year.

4.3. Events Committee

4.3.1. Membership

4.3.1.1. The committee shall consist of at least five members of Parliament.

4.3.1.2. The more Senior Directors of Events shall be the chair of the committee until the more Junior Director feels prepared to step up.

4.3.2. Duties

4.3.2.1. The committee shall plan events for the Residence Hall community.

4.3.2.2. The committee shall be responsible for planning and executing Fall Fest and Residence Hall week each year.

4.3.2.3. The committee shall assist the Directors of Events in their duties.

4.3.3. Event Discretionary Spending

4.3.3.1. Events Committee may fund any event planned and led by the committee.

4.3.3.2. If the committee wishes to assume the leadership and planning of an event traditionally led by a single residence hall or organization, it must be approved by parliament.

4.3.3.3. All committee discretionary events must be proposed to the committee two weeks prior to the event.

4.3.3.4. Funds disbursed through the events accounts must be approved by simple majority of Events Committee.

4.4. Leadership Committee

4.4.1. Membership

4.4.1.1. The Director of Leadership Activities shall be the chair of the committee.

4.4.2. Duties

4.4.2.1. The committee shall help the Director of Leadership Activities in planning leadership activities and other events taken on by the leadership 10 committee.

4.4.2.2. The committee will communicate and cooperate with the National Residence Hall Honorary to coordinate leadership recognition activities.

4.4.2.3. The committee will assist in coordinating and leading the annual Residence Hall fall safety walk, at the request of Parliament.

4.5. Additional Committees

4.5.1. If a parliament member is appointed to a University committee outside of IRHA, it shall fulfill their committee requirement for IRHA.

4.5.2. Membership on Presidential Ad-Hoc Committees shall fulfill the IRHA Committee requirement.

5. Chapter 5 – Procedure of the Parliament

- 5.1. Parliamentary procedure for the IRHA Parliament and all Parliament committees shall follow Robert’s Rules of Order Newly Revised, 2000 10th Edition (ISBN 0-7382-0307-6).
- 5.2. Consent of the Parliament shall consist of the following:
 - 5.2.1. Unanimous consent.
 - 5.2.2. Majority vote of the Parliament.
- 5.3. Regular Meetings of the Parliament
 - 5.3.1. The Parliament shall meet each Thursday after 6 PM on the ISU Campus during the Fall and Spring semesters.
 - 5.3.2. The Parliament shall not meet during “Prep Week” or “Finals Week” of the Fall and Spring semesters, unless a special meeting is called.
- 5.4. Special Meetings of Parliament
 - 5.4.1. Special Meetings of Parliament may be called by the IRHA President, the IRHA Vice President, or by the petition of one-third of the voting members of Parliament.
 - 5.4.2. The call for a Special Meeting must be indicated an agenda.
 - 5.4.3. All Members and the Executive Council of Parliament must be notified twenty-four hours prior to the special meeting.
- 5.5. Legislation Codification System
 - 5.5.1. All legislation shall be referenced by an eight (8) digit number, with the first four (4) digits being the year the Parliament Sessions begins, followed by a dash and the session, followed by a dash, and the last three (3) digits that are consecutively numbered for legislation.
 - 5.5.2. A suffix shall be attached to each eight (8) digit number, and these suffixes shall be used as divisions for the codification as follows:
 - 5.5.2.1. Bills
 - 5.5.2.1.1. A – General Parliament Policy
 - 5.5.2.1.2. B – Policies and Procedures of the Executive Council
 - 5.5.2.1.3. E – Policies and Procedures for Elections
 - 5.5.2.1.4. F – Financial Legislation
 - 5.5.2.1.5. Y – Bylaw Amendments
 - 5.5.2.1.6. Z – Constitutional Amendments
 - 5.5.2.1.7. PR – Policy Recommendations to the Department of Residence or ISU Dining
 - 5.5.2.1.8. R – Opinion Resolution/Recommendation
 - 5.5.2.2. Parliament Orders
 - 5.5.2.2.1. PA – Ratification of Contracts and Agreements
 - 5.5.2.2.2. PC – Confirmation of Executive Nominations
 - 5.5.2.2.3. PE – Review of Executive Actions
 - 5.5.2.2.4. PF – Formation of Committees
 - 5.5.2.2.5. PG – Seating of Legislative Committees and Personnel
 - 5.5.2.2.6. PI – Requests for Impeachment
 - 5.5.2.2.7. PL – Policies and Procedures of the Legislative Branch
 - 5.5.2.2.8. PO – Ordered Resolutions
 - 5.5.2.2.9. PX – Ratification of the IRHA Election Ballot
 - 5.5.3. In the event that a piece of legislation has been divided, a unique number shall be

assigned to the portion of the legislation divided out of the original legislation.

5.5.4. All amendments shall be submitted in writing to the chair at the time they are proposed at the request of the chair.

5.6. Procedures for Submitting Legislation for the Consideration of the Parliament

5.6.1. All legislation shall be submitted in the proper format, as determined by an Act of the Parliament.

5.6.2. All legislation shall be submitted by 5 PM on the Tuesday prior to a regular meeting of the Parliament to be considered for placement on the Agenda unless the Vice President has been previously informed that legislation will be late and has given approval for late submission.

5.7. The Parliament's Orders of the Day

5.7.1. All meetings of parliament shall follow the Orders of the Day, also referred to as the Agenda, unless the motion to "Suspend the Rules" has been adopted.

5.7.2. The Agenda shall consist of a minimum of the following components for Regular meetings of Parliament

5.7.2.1. Roll Call

5.7.2.2. Approval of the Minutes

5.7.2.3. Informational speakers

5.7.2.4. Reports of Officers and Standing Committees

5.7.2.5. Reports of Special Committees, which shall consist of:

5.7.2.5.1. Special Committees, as created by a Parliament Order and presented by the committee chair.

5.7.2.5.2. Ad-hoc committees, as created by the Vice President and presented by the committee chair.

5.7.2.6. Open Forum, which shall be a time set aside for parties to discuss topics of which they feel are important.

5.7.2.7. General Orders, which shall consist of all legislation currently being considered in its second reading or legislation which has been postponed from an earlier meeting of the Parliament.

5.7.2.8. New Business, which shall consist of all legislation being considered in its first reading.

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5.7.2.9. Additions to the agenda as necessary, may include special orders:

5.7.2.9.1. Confirmations of Executive Nominations and Appointments

5.7.2.9.2. Parliament Orders to Seat Legislative Committees and Personnel

5.7.2.9.3. Parliament Orders to Review Executive Orders

5.7.2.9.4. Parliament Orders which ratify the IRHA Election Ballot

5.7.2.9.5. Motions to override Executive vetoes

5.7.3. The Agenda shall consist of a minimum of the following components for Special Meetings:

5.7.3.1. Roll Call

5.7.3.2. Open Forum, a time to discuss topics that Parliament members feel are important.

5.7.4. The Agenda for a meeting of the Parliament and legislation placed on the Agenda

shall be available for visual examination by 3:30 PM the day prior to any meeting of the Parliament.

5.7.5. The Minutes for a meeting of the Parliament will be available to all Parliament members for examination by 5pm the day following any meeting of the Parliament.

5.8. Rules for the Requirement of Two Readings of Legislation

5.8.1. All legislation, with the exception of Confirmations of Executive Nominations, Seating of Legislative Committees and Personnel, and legislation which ratifies the IRHA Election Ballot, shall require two (2) readings, at least forty-eight (48) hours apart, when considered by the Parliament.

5.8.2. Confirmations of Executive, Seating of Legislative Committees and Personnel, and legislation that ratifies the IRHA Election Ballot, shall require only one (1) reading.

5.8.3. First Reading of Legislation

5.8.3.1. The author of the legislation shall read the legislation.

5.8.3.2. The author of the legislation, for up to five (5) minutes, may speak to the legislation.

5.8.3.3. Members of the Parliament may ask the author questions of informational purposes. No other debate is in order.

5.8.3.4. The author of the legislation may move that the second reading of the legislation be waived.

5.8.3.5. The motion to amend, to divide the question, and for previous question shall not be in order.

5.8.4. Second Reading of Legislation

5.8.4.1. The author of the legislation shall read the legislation.

5.8.4.2. The author of the legislation, for up to five (5) minutes, may speak to the legislation.

5.9. Rules of Debate

5.9.1. Limits of Debate

5.9.1.1. Debate shall be limited to forty-five (45) minutes per primary motion.

5.9.1.2. Debate shall be limited to thirty (30) minutes per amendment.

5.9.2. Motions to limit or extend debate shall be permitted.

5.9.3. After being recognized by the Chair and receiving the Consent of the Parliament, any member of the student body shall be allowed to speak during Open Forum and/or to any legislation.

5.9.4. When granted the floor, each student and member of the Parliament shall speak for no more than five (5) minutes, except when granted the Consent of the Parliament.

5.9.5. When granted the floor, a student or member of the Parliament shall not transfer his/her speaking rights.

5.10. Final Votes on Legislation

5.10.1. The final vote on legislation, other than financial, shall be done by roll call, placard vote or by unanimous consent.

5.10.2. The final vote on financial legislation shall be done by roll call vote only.

5.10.3. All roll call votes shall be recorded as to the vote of each voting member of the Parliament on each question.

5.10.4. Roll call votes shall be considered a part of the permanent record of the meeting of the Parliament at which the vote was taken.

5.11. The Chair of the Parliament meeting at the time of when the legislation was disposed shall sign the legislation within three (3) class days to attest to the final outcome of the legislation. In the event that the Parliament adopted the legislation, the Chair's signature shall also signify the following.

5.11.1. If the legislation is a bill, release the legislation from the Parliament.

5.11.2. If the legislation is a Parliament Order, the beginning of implementation and/or distribution, when appropriate, of the Parliament Order.

5.12. The President has six (6) days from the day the bill was released from Parliament by the Vice-President to veto a bill passed by parliament.

5.13. Motions Not Delineated by the Parliamentary Authority

5.13.1. The Subsidiary Motion to "Waive the Second Read"

5.13.1.1. This motion shall be the lowest ranking subsidiary motion.

5.13.1.2. Only the author of the legislation, during the first read of the legislation, may introduce the motion.

5.13.1.3. The motion shall require a second.

5.13.1.4. The motion shall be debatable but not amendable.

5.13.1.4.1. Debate on the motion shall be limited to forty-five minutes.

5.13.1.4.2. The vote to adopt this motion shall be an affirmative two-thirds vote of the Parliament.

5.13.1.5. The motion shall not be reconsidered.

5.13.2. The "Class B" motion, as stated in the Parliamentary Authority, to "Amend Something Previously Adopted"

5.13.2.1. This motion shall be in order when no other motion is pending.

5.13.2.2. In the event that the legislation in question is a bill, this motion shall be in order only before the Chair of the Parliament meeting at the time when the legislation was disposed of has signed and delivered the legislation to the President.

5.13.2.3. In the event that the legislation in question is a Parliament Order, this motion shall be in order only during the same session that the legislation was disposed of by the Parliament.

5.13.2.4. Any voting member of the Parliament may introduce the motion.

5.13.2.5. The motion shall require a second.

5.13.2.6. The motion shall be debatable and amendable.

5.13.2.7. The vote to adopt this motion shall be an affirmative two-thirds vote of the Parliament.

5.13.2.8. The motion may only be reconsidered if it fails.

5.13.3. The "Class B" motion, as stated in the Parliamentary Authority, to "Override an Executive Veto"

5.13.3.1. This motion shall be in order when no other motion is pending.

5.13.3.2. The motion shall be in order only during one of the two regular meetings of the Parliament immediately following a presidential veto of a Parliament bill.

5.13.3.3. The motion shall be in order only when the Parliament is considering General Orders.

5.13.3.4. Any voting member of the Parliament may introduce the motion.

- 5.13.3.5. The motion shall require a second.
 - 5.13.3.6. The motion shall be debatable but not amendable.
 - 5.13.3.7. The vote to adopt this motion shall be an affirmative two-thirds vote of the Parliament.
 - 5.13.3.8. The motion may be reconsidered only during the same meeting of the Parliament.
- 5.14. Special Rules and Procedures for the Review of Executive Council Actions
- 5.14.1. Any Parliament review of the Executive Council shall be done by introducing and disposing of a Parliament Order to Review Executive Actions.
 - 5.14.2. Such Parliament Orders shall be debatable but not amendable.
- 5.15. Special Rules and Procedures for Contract and Agreement Ratification
- 5.15.1. Any Parliament ratification of contracts and agreements shall be done by introducing and disposing of a Parliament Order for Contracts and Agreements.
 - 5.15.2. Such Parliament Orders shall require a affirmative two-thirds vote of present voting members of the Parliament for ratification.
 - 5.15.3. Such Parliament Orders shall be debatable but not amendable.
- 5.16. Special Rules and Procedures for the Policy Recommendations to the Department of Residence or ISU Dining
- 5.16.1. Such Parliament Orders shall require a majority vote of seated members of the Parliament for approval.
 - 5.16.2. The motion to waive the second read on such orders shall not be in order.
- 5.17. Special Rules and Procedures for Impeachment shall be delineated by a separate chapter of the Bylaws.
- 5.18. Unacceptable Bills for Parliament
- 5.18.1. Funding request bills in regards to Prep Week Treats are prohibited from the organization, as hall dues were increased to accommodate for the semi-annual costs.

6. Chapter 6 – Attendance Policy

6.1. Rules on attendance

6.1.1. Representative Attendance: All members of the Parliament and Executive Council shall be expected to maintain representative attendance by attending all required meetings in which they are members. The Parliament shall have all appropriate power to compel representative attendance in all meetings of the organization.

6.1.1.1. Representative attendance shall be defined as accumulating no more than three (3) unexcused absences per semester.

6.1.1.2. New representatives are able to accumulate up to 5 excused absences throughout the semester, unless otherwise discussed between the individual representative and Executive Board members.

6.1.1.3. Unexcused absences from Parliament and Executive Council meetings shall constitute one (1) absence.

6.1.1.4. Unexcused absences from all other required meetings shall constitute one-half (1/2) of an absence.

6.1.1.5. Failure to maintain representative attendance shall constitute malfeasance of duty.

6.1.2. Policy for Excusing Absences:

6.1.2.1. To be classified as excused, the member must:

6.1.2.1.1. Notify the chair of the required meeting of the absence at least twenty-four (24) hours in advance of the meeting. Should the chair of the meeting anticipate their own absence, a reasonable attempt to announce this fact to the members of the meeting should be attempted, and they shall be excused.

6.1.2.1.2. If the member possesses a voting seat in the meeting, arrange for a suitable replacement to serve in their position for the duration of the meeting unless otherwise excused by the chair. The chair, regardless of voting power, shall not be compelled to provide a substitute in the event of their absence.

6.1.2.2. The chair of the required meeting shall be responsible for determining the validity of any excuse and the suitability of the substitute.

6.1.2.2.1. A Student Government representative or parliament member may appeal an unexcused absence to the President who may approve or deny their appeal.

6.1.3. If the member anticipating an absence is required to deliver a report to the members of the meeting, they shall deliver a written version of their report to the chair, who shall deliver it to the membership of the meeting.

6.2. Tardiness and Early Departure.

6.2.1. Members who are more than ten (10) minutes late to a required meeting without making prior arrangements with the chair of the meeting shall be charged with one-half (1/2) of an absence.

6.2.1.1. Members who plan to be tardy or absent must give twenty-four (24) hours' notice to the chair, unless extenuating circumstances preclude them from doing so.

6.2.2. Members wishing to depart a required meeting early must be excused from the duty

of participating in the rest of the meeting by assembly of the same. Leaving without being excused shall result in the member being charged with one-half (1/2) of an absence.

6.3. Reporting of Absences

6.3.1. The chair of the required meeting shall be responsible for reporting attendance records to the President, who shall maintain the full attendance record.

6.3.2. The record of attendance at Parliament meetings shall be published with the minutes as a permanent record of the Parliament.

6.4. Removal From Representation

6.4.1. Parliament members who do not meet the above criteria may be asked to step down, and their constituent body will be asked to find a replacement at the discretion of the President.

6.5. Funding Ineligibility

6.5.1. If a hall council fails to provide any representatives to weekly Parliament meetings, the respective hall is ineligible to receive funding for the semester.

6.5.2. Halls and their representatives shall meet at least a 60% attendance rate overall for the semester to be eligible to receive funding for any bill presented.

6.5.2.1. The attendance percentage rate includes the seated and unseated representatives of each hall council's representatives.

6.5.2.2. The effects of the attendance policy do not go into effect until after the second week of the semester.

7. Chapter 7 – Finance

7.1. Funding Procedures

7.1.1. All IRHA funding requests must be approved by a majority vote of the Parliament in the form of a Parliament Bill, except as stated elsewhere in the Bylaws.

7.1.2. Each finance bill shall include:

7.1.2.1. A complete budget containing an itemized listing of income sources and expenditures.

7.1.2.2. A request for an allocation from IRHA.

7.1.2.3. A person or group that the funds are to be transferred to along with the proper account number.

7.1.2.4. An Enacted clause reading: “All unused and misspent funds will be reverted back to the IRHA Discretionary Account.” Must be added to all financial bills.

7.1.3. No funding bill for an event may be approved by Parliament after the event has taken place.

7.1.4. Financial legislation shall never create any financial obligation for IRHA extending beyond October of the following year.

7.1.5. No financial legislation shall create an obligation to IRHA extending beyond the amount in the discretionary carryover fund to the fall semester at the end of the spring semester for a given school year.

7.1.6. Legislation seeking funding for an event shall list organizations that will be primary administrators for the event.

7.1.7. In reviewing financial legislation for an event, organizations listed as primary administrators for the event shall be subject to IRHA rules in 7.4 regarding the eligibility of organizations to receive IRHA funding.

7.1.8. Be it understood that organizations who receive funding from IRHA will be subject to audit by the IRHA Finance Director in conjunction with the Campus Organizations Accounting office if funds are not reverted back in a timely manner.

7.1.9. Any and all unused or misspent funds are to be returned to IRHA within a month of the event date or be subject to audit in conjunction with the Campus Organizations Accounting Office.

7.2. IRHA Account

7.2.1. Account deposits and disbursements

7.2.1.1. All monies belonging to the IRHA shall be deposited and disbursed by means of an account established by the Campus Organizations Accounting Office.

7.2.1.2. All funds shall be deposited no more than twenty-four (24) hours after collection.

7.2.1.3. An Advisor shall approve and sign each expenditure before payment.

7.2.2. Upon the recommendation of the Finance committee, the Director of Finance may create ad-hoc accounts with two-thirds majority approval of Parliament.

7.2.3. IRHA shall have one account which shall be divided into at least the following sections:

7.2.3.1. Parliament Discretionary Funds

7.2.3.2. Depreciation Reserve Funds

7.2.3.3. Leadership Funds

7.2.3.4. Events Funds

7.2.3.5. NCC Funds

7.2.3.6. Communications Funds

7.2.3.7. NRHH Funds

7.2.4. Parliament Discretionary Funds

7.2.4.1. Monies from the Parliament Discretionary Funds may be used for any purpose deemed worthy of funding by a majority vote of Parliament, provided that the funding in question complies with IRHA funding guidelines and University regulations and does not violate any federal, state, or local laws.

7.2.4.2. The amount allocated to the Parliament Discretionary Funds shall be determined in the recommended budget presented to the Parliament during the spring semester.

7.2.5. Depreciation Reserve Funds

7.2.5.1. Allocations from these funds shall only be used for capital expenditures, as approved by the Parliament or the Executive Council.

7.2.5.1.1. The Executive Council must inform the Parliament prior to money being spent from the Depreciation Reserve Account.

7.2.5.1.2. A capital expenditure shall be defined as any expenditure with a useful life of three (3) years or longer, as estimated by the Finance Committee.

7.2.6. Leadership Funds

7.2.6.1. Funds may be used for activities and events put on by the Director of Leadership Activities and the leadership committee.

7.2.6.2. Leadership expenditures must be approved by simple majority vote of Leadership Committee

7.2.6.3. All leftover funds for Leadership Event line items shall be moved to subsequent event accounts within the same fiscal year.

7.2.7. Events Funds

7.2.7.1. There shall be two required line items below the Events line item, one being Fall Fest and the other being Residence Hall Week.

7.2.7.1.1. Once the Director of Finance declares that all funds for the year's Fall Fest have been paid, any remaining funds left in the Fall Fest line item shall be moved into the Residence Hall Week line item.

7.2.8. NCC Funds

7.2.8.1. In the NCC Budget there shall be three required line items; MACURH, RBC, and NACURH.

7.2.8.1.1. Once the Director of Finance declares that all funds for the year's MACURH have been paid, any remaining funds left in the MACURH line item shall be moved to the NACURH line item.

7.2.8.2. All leftover funds for NCC conferences shall be moved to subsequent conference accounts within the same fiscal year.

7.2.9. Communications Funds

7.2.9.1. Funds shall be allocated for the purposes of producing advertising materials for IRHA sponsored events and any other Communications initiative

that benefits IRHA.

7.2.9.2. Communications funding expenditures must be completed with notification of executive council and parliament.

7.2.10. NRHH Funds

7.2.10.1. Funds shall be allocated for NRHH at the discretion of the IRHA Parliament.

7.2.10.2. Every year, NRHH shall present a budget to the IRHA Finance Committee delineating all planned expenses for the next fiscal year.

7.2.10.3. The Finance Committee shall have the power to change the NRHH budget.

7.2.10.4. The Finance Committee, once amendment of the budget has been completed, shall present the NRHH budget to the Parliament with the yearly IRHA budget.

7.2.10.5. The IRHA Parliament shall have the opportunity to amend the NRHH budget during the second reading of the budget legislation.

7.2.10.6. At the completion of the Fiscal Year, any unspent NRHH funds shall be reallocated back to IRHA.

7.3. The IRHA Fiscal Year Budget

7.3.1. The IRHA fiscal year shall begin on July 1st and end on June 30th of the following calendar year.

7.3.2. By the second week of April during the spring semester, the Finance Director shall submit a detailed budget for the next fiscal year to the Executive Council and Parliament for consideration.

7.3.3. The IRHA fiscal year budget shall include a listing of all income expected for the fiscal year.

7.3.4. The IRHA fiscal year budget shall include the previous stated funds.

7.3.5. The fiscal year budget shall include detailed breakdowns of each of the categories.

7.3.6. The fiscal year budget must be approved by a majority vote of Parliament.

7.3.7. The Director of Finance shall have the authority to make changes of up to \$500 to any line item with the approval of a simple majority vote of the Executive Council. The Parliament must be notified of any such modifications at the next regular Parliament meeting.

7.3.7.1. The Director of Finance will not have the authority to make any changes to the budget line item "Executive Stipends" during the fiscal year. Any changes to the mentioned line item must be considered during the creation of the new fiscal year budget.

7.3.8. Any changes greater than \$500 per year to any line item of the budget shall require the consent of the Parliament.

7.4. Eligibility for Funding

7.4.1. Definitions

7.4.1.1. Primary funding shall be defined as any funding request that meets any of the following criteria:

7.4.1.1.1. The funding request appears in the IRHA fiscal year budget.

7.4.1.1.2. The funding request comprises more than 50% of the total budget of the organization requesting funds.

7.4.1.2. Secondary funding shall be defined as any funding request that does not qualify as primary funding.

7.4.2. Eligibility for Primary Funding

7.4.2.1. All organizations requesting primary funding shall be officially recognized student organizations or campus organizations at Iowa State University.

7.4.2.2. The organization shall not contribute or accept financial or material support to or from, any political party or campaign, endorse a political ideology, or candidate, other than for Student Government elections.

7.4.2.3. If the organization requesting primary funding is not a Residence Hall council or house, the organization's membership shall be open to, but not necessarily limited to, all constituents of IRHA.

7.4.2.4. If the organization requesting primary funding is not a Residence Hall council or house, the organization shall potentially benefit all IRHA constituents.

7.4.2.5. All organizations requesting primary funding shall allow all interested IRHA constituents to participate as full and equal members of the organization.

7.4.2.6. Organizations requesting primary funding shall not be pre-professional or curriculum organizations. An organization is considered a pre-professional or curriculum organization if any of the following criteria are met:

7.4.2.6.1. Members receive academic credit for membership.

7.4.2.6.2. Membership is limited primarily to students from one or more departments.

7.4.2.6.3. The organization is a voting member of one or more college councils.

7.4.2.6.4. A primary purpose of the organization is to help students attain professional degree status.

7.4.2.6.5. A primary purpose of the organization is to help students obtain an internship or scholarship.

7.4.2.7. Organizations shall not receive funding from one or more academic departments.

7.4.3. Eligibility for Secondary Funding

7.4.3.1. All organizations requesting secondary funding shall be officially recognized student organizations or campus organizations at Iowa State University.

7.4.3.2. Organizations requesting secondary funding shall not be pre-professional or curriculum organizations. An organization is considered a pre-professional or curriculum organization if any of the following criteria are met:

7.4.3.2.1. Members receive academic credit for membership.

7.4.3.2.2. Membership is limited primarily to students from one or more departments.

7.4.3.2.3. The organization is a voting member of one or more college councils.

7.4.3.2.4. A primary purpose of the organization is to help students attain professional degree status.

7.4.3.2.5. A primary purpose of the organization is to help students

obtain an internship or scholarship.

7.4.3.3. The organization shall not contribute or accept financial or material support to or from, any political party or campaign, endorse a political ideology, or candidate, other than for Student Government elections.

7.4.3.4. All requests for secondary funding shall provide a clear benefit to the IRHA Constituency.

7.4.4. As stated in Chapter 6, hall councils are ineligible to receive funding if they do not meet the attendance requirements of Parliament.

7.5. IRHA Funding Conditions

7.5.1. By accepting funds from IRHA, organizations agree to comply with all conditions of IRHA funding.

7.5.2. Any organization receiving primary funding from IRHA shall submit regular financial reports to the Finance Director. The Finance Director shall decide the frequency of these reports, but at least one report per semester is required. The reports shall contain the following:

7.5.2.1. Total income, both Period-to-date and Year-to-date amounts.

7.5.2.2. Total expenditures, both Period-to-date and Year-to-date amounts.

7.5.2.3. Expected income and expenditures for the next period.

7.5.2.4. A statement of all activities that occurred during the last allocation period and all activities planned for the next allocation period.

7.5.3. Every organization receiving primary funding from IRHA shall submit or present a report at Parliament meetings at least once per semester, so that Parliament has an accurate assessment of the intent of the organization when voting on allocation requests.

7.5.4. Every organization receiving primary funding from IRHA shall notify the Director of Finance about any sources of income from outside of IRHA.

7.5.5. Groups receiving funds to attend conferences shall present a report on the conference to Parliament within two Parliament meetings after the conference.

7.5.6. Organizations receiving funding for any event shall present a report on the event to Parliament within two Parliament meetings after the conference.

7.5.7. All advertising for any event funded in part or in full by IRHA shall contain the phrase "Funded by IRHA" or "Funded in part by IRHA" or an effective equivalent. This includes electronic advertising, such as websites or email messages.

7.5.8. Failure to comply with any of these conditions will result in disciplinary action as described in 7.6.

7.6. Financial Disciplinary Action

7.6.1. Failure to comply with the funding conditions for the first time will result in the organization receiving a warning letter and being put on the Warning List for one (1) year.

7.6.1.1. The warning letter will detail the financial bylaw the organization violated and the funding restrictions of the organization.

7.6.1.2. The Warning List will contain the name of the offending organization, the offense, and the date the organization was placed on the Warning List.

7.6.1.3. A two-thirds majority vote of parliament is needed for an organization on the warning list to receive funding within one (1) year of the date they were placed on the Warning List.

7.6.2. If any organization on the Warning List fails to comply with any of the funding conditions they will be notified of their violation by the President and then placed on the Funding Exclusion List by the President for no less than one (1) year and no greater than three (3) years.

7.6.2.1. This notification will detail the financial bylaw the organization violated and the funding restrictions of the organization.

7.6.2.2. The Funding Exclusion List will contain the name of the offending organization, the offense, and the date the organization was placed on the Funding Exclusion List.

7.6.3. The Director of Finance is responsible for maintaining the Warning and Funding Exclusion Lists in electronic form and keeping a hard copy on file in the office.

8. Chapter 8 - Impeachment and Removal of Parliament Officers

8.1. Purpose of Impeachment: Members of the IRHA Parliament and the IRHA Executive Council, collectively referred to herein as “members,” may be removed from membership in the organization by the procedure of impeachment. These rules shall be used in all cases where the IRHA Parliament seeks to expel a member from IRHA.

8.2. Steps of Impeachment

8.2.1. Grounds for impeachment shall be limited to malfeasance, misfeasance, or nonfeasance of duties as prescribed by IRHA law, or failure to meet the qualifications for office.

8.2.2. The motion to begin impeachment proceedings against a member shall be put to the Parliament in the form of a resolution, hereafter referred to as an Impeachment Resolution.

8.2.2.1. This resolution shall be classified and titled as “Request for Impeachment.”

8.2.2.2. The motion shall specify only one member against which impeachment procedures are sought.

8.2.2.3. The motion shall require two separate readings before the assembly. The motion to waive the second read shall not be in order for this resolution.

8.2.2.4. The motion shall require an affirmative majority vote of voting parliament members to pass.

8.2.2.5. The motion shall not contain any language suggesting specific charges or evidence against the member in question.

8.2.2.6. Discussion of specific charges and evidence shall not be in order during the debate upon the motion to begin impeachment proceedings.

8.3. Procedures Following Passage of an Impeachment Resolution in Drafting Formal Charges

8.3.1. Upon passage of a “Request for Impeachment,” an ad-hoc impeachment committee shall be formed.

8.3.1.1. The committee shall consist of five (5) members selected by the Vice President.

8.3.1.1.1. The member cited on the Impeachment Resolution shall not be a member of the committee.

8.3.1.1.2. Shall not consist of more than one (1) representative per each Residence Hall.

8.3.1.1.3. The Advisor shall serve as an ex-officio member of the committee, and shall not be included when counting the total number of members on the committee.

8.3.1.1.4. The committee shall elect a chair from the non-ex-officio members of the committee.

8.3.1.1.5. In the event the VP is the impeached party, the President shall select the members of the Impeachment Committee.

8.3.1.2. The committee shall investigate possible infractions by the member specified in the Impeachment Resolution with all appropriate speed. The committee members shall be fully responsible for all ethical violations resulting from their investigation(s).

8.3.1.3. All non-ex-officio members of the committee shall have one vote.

8.3.2. The following are responsibilities of the impeachment committee.

8.3.2.1. The impeachment committee shall respect the rights of all parties, and shall not pursue their investigation in disregard of the rules in this section of the bylaws.

8.3.2.2. The committee shall submit a written recommendation, either for or against impeachment of the member, to Parliament with their findings, in the form of a resolution entitled "Resolution for Impeachment," drafted by the chair of the committee.

8.3.2.3. Recommendations from the committee must be submitted no later than ten (10) school days from the time of the creation of the committee.

8.4. Consideration of the Resolution for Impeachment

8.4.1. Upon presentation of the Resolution for Impeachment, Parliament shall move into Executive Session, and the committee shall submit a written copy of their findings to the assembly, orally delivered to the assembly by the chair of the impeachment committee.

8.4.2. The following shall apply during consideration of the motion to impeach.

8.4.2.1. The party specified in the Resolution for Impeachment shall not be permitted to chair the meeting.

8.4.2.2. The resolution shall be debatable but not amendable.

8.4.2.3. Motions to Adjourn shall not be in order until the motion has been voted upon, or disposed of via a motion to Postpone Indefinitely.

8.4.2.4. A three-fourths (3/4) affirmative vote of Parliament shall be required to approve the impeachment of a member, taking into account both the Impeachment Resolution and the Presentation of Findings.

8.4.3. Members who are impeached shall be immediately expelled from their office and barred from further attendance as members at IRHA meetings, and shall forfeit all rights and benefits of their position.

9. Chapter 9 – Dues Policy

9.1. Dues to be collected from the residents of the Residence Halls shall be determined and collected as follows.

9.1.1. The total amount of funds collected per resident shall be determined by the Director of Finance and the Finance Committee and approved by the Parliament and the Executive Council in the annual budget at the end of each academic year.

9.1.2. Any dues specifically collected for Residence Halls or houses shall not be approved with the budget.

9.1.3. The total amount of funds from dues expected for the next fiscal year's budget shall be determined with a Department of Residence estimate of the number of residents in the Residence Halls.

9.1.4. Dues shall be charged to each resident's University bill.

10. Chapter 10 – Executive Stipends

10.1. Executive stipends shall be determined in the annual IRHA Fiscal Year Budget.

10.2. Payment of Executive Stipends

10.2.1. Executive stipends will be paid to all Executive members at times determined by the Director of Finance but not later than the second to last week of the fall and spring academic semesters. Executives shall be paid no more than the prorated amount which they have earned as of the date of payment, with the second to last week of the fall and spring semesters counting as 50% and 100%, respectively.

10.2.2. Executives who take office after the beginning of a semester shall have their stipends prorated based upon their time spent in office that semester.

10.2.3. Executives who resign or are removed from office shall forfeit their stipends.

10.3. Any Director appointed will receive the stipend of the fiscal year of appointment through the remainder of their term in office.

11. Chapter 11 – Elections

11.1. Election Commissioner

11.1.1. The highest-ranking Executive Council member not running for office shall serve as the IRHA Election Commissioner and chair of the Election Commission (EC).

11.1.2. In the event that the official declines or is otherwise unable to perform the duties of election commissioner, the chain of command is followed, excluding those running for office.

11.1.3. If no eligible Executive within the chain of command accepts the position, the Parliament shall nominate and confirm an Election Commissioner.

11.1.4. The Election Commissioner shall be accountable to the Parliament.

11.2. The Election Commission

11.2.1. Composition

11.2.1.1. Four (4) voting representatives.

11.2.1.2. Up to three (3) alternate members who shall vote in the absence of any voting members of the commission.

11.2.1.3. Shall be chosen through an open application process by the Election Commissioner.

11.2.1.4. The members of the EC shall be approved by the Parliament.

11.2.1.5. Members of the EC may not run for an Executive Council position while serving on the EC.

11.2.2. Duties

11.2.2.1. The Election Commission shall regulate and administer all IRHA elections and shall serve as the advisory body for other elections within the Residence Hall system upon request.

11.2.2.2. This commission shall rule on the eligibility of all duly nominated candidates.

11.2.2.3. This commission shall enforce all election rules and procedures.

11.2.2.4. This commission shall discuss and instill a warning, penalty, fine, and elimination system at the beginning of the election timeline to enforce to all slates throughout the duration of the campaign and elections.

11.2.3. The members of the commission shall be accountable to the Election Commissioner.

11.3. Election Timeline

11.3.1. Election Timeline shall be determined by the Executive Council such that elections are completed at least one week before dead week. The incoming President and Vice President shall lead the last meeting of the academic year.

11.4. Elections Procedure

11.4.1. Nominations

11.4.1.1. Any resident of a recognized Residence Hall who will be eligible for the Executive Council offices when they take office may be nominated to the ballot.

11.4.1.2. Nominations will be made available by the Election Commissioner.

11.4.1.3. Procedure to be placed on the ballot

11.4.1.3.1. Presidential/Vice Presidential slate

11.4.1.3.1.1. Candidates for IRHA office shall obtain a petition and a copy of the IRHA Bylaws and Constitution.

11.4.1.3.1.2. Petitions bearing the names and signatures of 100 residents living in the Residence Halls must be submitted to a member of the Election Commission no later than the date specified in the Election Timeline.

11.4.1.3.1.3. A petition shall bear the names of the Presidential and Vice Presidential candidates who wish to run together as a slate.

11.4.1.3.1.4. Slates will appear on the ballot in an order created randomly.

11.4.2. Campaign

11.4.2.1. All candidates, both write-in and on the ballot, must abide by all campaign regulations set forth in this chapter.

11.4.2.2. Verbal campaigning shall be allowed as soon as the Election Commissioner has begun distributing petitions.

11.4.2.3. Campaign materials will not be allowed until the Election Commission has approved the materials.

11.4.2.4. Campaign materials shall include all posters, booklets, or anything containing a candidate's name, likeness, or symbol.

11.4.2.4.1. The Election Commission shall be made moderators of any electronic forms of campaigning.

11.4.2.5. Campaign expenditures are provided by IRHA and are limited to \$100.00 for each Presidential/Vice Presidential slate. Each candidate desiring to use these funds must do so through the IRHA Director of Finance (submission of receipts for reimbursement is not allowed by the Campus Organization Accounting office).

11.4.2.6. Candidates may use electronic mailing lists to distribute campaign materials so long as list members have voluntarily joined such a list. If the list is associated with a registered student organization, a written letter of permission must be obtained and signed by the organization president and advisor.

11.4.2.7. All campaign materials must be approved by the Election Commission. Any material not approved will be removed by the Election Commission.

11.4.2.8. Policies for campaigning by candidates by means of Residence Hall facilities shall be determined by those organizations with the approval of the Election Commission and shall treat all candidates fairly.

11.4.2.8.1. The bulletin boards in Food Service are open to all. For other campaigning in Food Service, consult the table tent policy.

11.4.2.8.2. No campaigning shall be done through the Residence Hall desks except through the house boxes.

11.4.2.8.3. Campaigning shall not be done room to room in accordance with the DoR Solicitation Policy.

11.4.2.8.4. Campaign materials shall not be placed on sidewalks, access doors, fire doors, walls, or stairwells.

11.4.2.8.5. Campaign materials may be put in houses with the permission of the House President or Community Advisor, but are restricted to bulletin boards and bathrooms.

11.4.2.8.6. All campaign material must be taken down the day after the election.

11.4.2.8.7. Campaign activities may not violate the Terms and Conditions and the Iowa State University Student Conduct Code.

11.4.2.9. Destruction of campaign materials or attempts to prevent a candidate from using facilities shall be considered an infraction of campaign rules.

11.4.2.10. Campaigns will be limited to within 100 yards of Residence Hall buildings.

11.4.2.11. In case the Election Commission shall have reason to question any campaign tactic or device of any candidate, the eligibility of that candidate shall be determined by the Election Commission.

11.4.2.12. The EC shall schedule a presidential candidate forum during the campaign cycle.

11.4.2.13. The EC shall publicize the election date and times.

11.4.3. Complaints and Infractions

11.4.3.1. All complaints regarding violation of these rules and proceedings must be submitted in writing to the Election Commission no later than two hours after the close of the polls.

11.4.3.2. Any complaint regarding a violation of the campaign rules and proceedings may be given to any member of the Election Commission. A meeting of the Election Commission must then be called to discuss the violation and determine the proper action.

11.4.3.3. The Election Commission shall determine the degree of punishment for all confirmed infractions, including disqualification.

11.4.3.3.1. Disqualification of a slate from the race will need a two-thirds (2/3) affirmative vote from Parliament.

11.4.3.4. If the winning slate is found in serious violation of the Election Procedures, that slate will be disqualified and a runoff election may be called.

11.4.3.5. Slates may be required to pay a \$50 good-faith deposit that will be returned to them after the election, minus any fines for infractions that may be deducted at the discretion of the Election Commission.

11.4.3.6. Fines for infractions will be determined by the election commission.

11.4.4. Disputes

11.4.4.1. Any dispute concerning the validity of the IRHA election shall be argued before the Parliament before the end of the semester.

11.4.4.2. The Parliament may call a special meeting and determine which candidate shall take office by a two-thirds vote of the voting members.

11.4.5. Ballots

11.4.5.1. The Election Commission shall send a finalized copy of the ballot to the Parliament for their approval by the date outlined in the Election Timeline.

11.4.5.2. Profiles of the candidates, provided by the candidates, will be made available at all polling locations. Maximum length of the profile will be determined by the election commission.

11.4.6. Voting

11.4.6.1. All voting shall occur by electronic means via a secure, anonymous, and randomized voting procedure.

11.4.7. Election Results

11.4.7.1. Whichever slate receives more votes than any other slate will be elected.

11.4.7.2. The newly elected Executive Council members shall take over on the last meeting of the Spring Semester.

11.4.7.3. The newly elected slate will have the power to appoint next year's Directors immediately upon installation. Appointees must be confirmed by parliament at the next available meeting.

11.4.7.4. Election results will be announced by the Election Commissioner no sooner than one (1) hour and no later than twenty-four (24) hours after voting ceases.

11.5. Unusual Circumstances

11.5.1. In the event that an election is tied, Parliament shall select a winner by a majority vote.

11.5.2. In the event that there are no slates on the ballot for the office of President and Vice President and there are no write-in slates with a minimum of 100 votes, then the following procedure shall be carried out:

11.5.2.1. The election commission shall be charged to carry out a search for a suitable Presidential candidate.

11.5.2.2. An application form shall be created and distributed by the election commission and made publicly available for a set length of time, as set by a majority vote of the election commission.

11.5.2.3. The Director of Information Technology and Director of Communications shall assist the Election Commission in publicizing the situation and shall aid in the search for candidates, under the direction of the Election Commissioner.

11.5.2.4. The submitted applications shall be reviewed after the predetermined length of time and interviews shall be scheduled with the applicants in a timely fashion.

11.5.2.5. After reviewing all applications and the results of the interviews, the Election Commission shall submit its recommendation via a written report to parliament.

11.5.2.6. A member of the election commission will introduce a Motion to Confirm the Nomination of the Election Commission, a motion not delineated by the Parliamentary Authority:

11.5.2.6.1. The motion shall require a second.

11.5.2.6.2. The motion shall be debatable.

11.5.2.6.3. The motion can not be amended.

11.5.2.6.4. Prior to debate, the nominated party shall be allowed to speak for five minutes, followed by a 20 minute question and answer session.

11.5.2.6.5. The nominated party shall not be present during debate.

11.5.2.6.6. Consent of Parliament shall be a simple majority of present and voting members by secret ballot.

11.5.2.6.7. The motion shall not be reconsidered.

11.5.2.6.8. No other motions shall be in order until this motion is disposed of.

11.5.2.6.9. Motion may only be disposed of via a vote.

11.5.2.7. If seated, the confirmed President will then select a Vice President and a cabinet following standard procedures as defined by bylaw sections regarding vacant positions.

11.5.2.8. In the event that no suitable candidate is located, the current Executive council shall remain in office, provided they continue to meet all requirements of office.

11.6. Appointment of Executive Council Members

11.6.1. These members are specified in Chapter 3 of these Bylaws.

11.6.2. The President-elect shall appoint these officers with the approval of Parliament by the end of the last Parliament meeting in the academic year in which the President- elect was elected.

12. Chapter 12 – At-Large Members of IRHA

12.1. At-Large Members shall apply for the At-Large position via an application, and then be seated upon approval of the Parliament.

12.1.1. In the event that no applications are received, the Executive Council shall search for and appoint a qualified resident to an At-Large position.

12.2. At-Large Members shall attend two (2) Hall Council meetings a Semester.

12.2.1. The Hall Council Meeting requirement shall not be fulfilled by attending a meeting of the hall that they reside in.

12.2.2. The Hall Council Meeting requirement shall not be fulfilled by attending the same Hall Council meeting in both semesters (i.e. Cannot attend Friley for the Fall and then the Spring).

12.3. Residence Hall Student Government Senators

12.3.1. Shall be seated in accordance with the policies of Student Government.

12.3.2. Removing a Student Government senator shall be done through a 2/3 majority vote by a parliamentary order, or by a unanimous vote by the Executive Council and notification of parliament.

12.3.3. May be required to attend special meetings of the Parliament and Executive Council at the request of the President or Parliament.

12.3.4. Shall report the actions of Student Government to the Parliament.

12.3.5. Shall consider the votes and opinion of parliament and bring them to Student Government.

12.3.6. May be a Community Advisor.

12.3.7. Shall attend at least two (2) Hall Council meetings a Semester.

12.3.7.1. The Hall Council Meeting requirement shall not be fulfilled by attending a meeting of the hall that they reside in.

12.3.7.2. The Hall Council Meeting requirement shall not be fulfilled by attending the same Hall Council meeting in both semesters (i.e. Cannot attend Friley for the Fall and then the Spring).

13. Chapter 13 - Hall Councils

13.1. This entire chapter is a set of recommendations for how Hall Executive Councils should be formed and conduct business within their respective halls. IRHA does not reserve the right to punish any hall council for not following this set of example guidelines.

13.2. Membership

13.2.1. The officers of hall executive councils shall include at the very least the President, Vice President, Treasurer, and Secretary.

13.2.2. Other executive council positions are up to the discretion of the respective halls to decide upon and implement.

13.3. Qualifications

13.3.1. All members:

13.3.1.1. Shall reside full time in the council's respective Residence Hall for the academic year.

13.3.1.2. May not be a member of the Student Government Executive Council while involved in hall council.

13.3.1.3. May not be an executive council member of IRHA or an At-Large Representative of IRHA.

13.3.1.4. Shall have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half time credits) must have been taken for the semester under consideration.

13.3.1.5. Be in good standing with the University and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the continuous Registration Requirement) during their term of office.

13.3.1.6. Upon resignation, removal from office, or completion of elected term of office, officers shall prepare a written report for their successor relating the current status of projects and future outlook and goals of their respective office.

13.4. Officers

13.4.1. President

13.4.1.1. Shall act as a figurehead for the residence hall. It is important that they set a good example and maintain an upstanding code of conduct.

13.4.1.2. All Executive Powers and responsibilities of the Council herein shall be vested in the President, who shall be the Chief Administrator of the Hall Council.

13.4.1.3. Shall preside over meetings of the Executive Council.

13.4.1.4. The President shall have the ability to establish administrative procedures, job descriptions, and/or committees as they deem necessary through the use of executive orders.

13.4.1.5. The President is designated as the Risk Management officer. The Risk Management officer's duties include minimizing potential risks for club activities, recommending risk management policies or procedures to officers and members of their Parliament, submitting documentation to ISU's Risk Management Office for travel and/or the proper handling of food, ensuring that Iowa State University policies are followed at all of the organization's events and ensuring that necessary waivers and background checks are on file with Risk Management for events (if applicable). The President may designate this responsibility to another council member.

13.4.1.6. If one or more of the IRHA positions are not filled then the responsibility to fill the position(s) fall to the President and other executive members for the academic year.

13.4.1.7. Shall be elected in the spring semester prior to their term, ideally.

13.4.2. Vice President

13.4.2.1. Shall preside over meetings of the Hall Parliament.

13.4.2.2. Shall assist the President in the administration of the affairs of the Hall.

13.4.2.3. In the event of the President's resignation, removal from office, or if they are permanently unable to serve the duties of their office, the next person in the order of succession, shall assume the office of the President and shall fill vacant positions through an open application and appointment process.

13.4.2.3.1. The order of succession is as follows: Vice President, Treasurer, and so on as deemed by the Hall Council's Constitution.

13.4.2.4. Shall be voted into position at the beginning of the academic year.

13.4.3. Treasurer

13.4.3.1. Shall ensure that all bills incurred by the hall council are paid.

13.4.3.2. Shall prepare an annual budget with the assistance of the Executive Council and Advisor(s).

13.4.3.3. Shall make regular inspections of the financial records and notify the the Executive Council of any and all changes/updates.

13.4.3.4. Keep a detailed list of all the purchases made.

13.4.3.5. If the Treasurer should need to step down immediately, the Advisor shall take all responsibility until a new Treasurer is elected/appointed by the President.

13.4.3.6. Shall be elected in the spring semester prior to their term, ideally.

13.4.4. Secretary

13.4.4.1. The Secretary shall be the official record keeper for the Council.

13.4.4.2. Shall be the distributor of records.

13.4.4.4. Shall be voted into position at the beginning of the academic year.

13.4.5. IRHA Representative

13.4.5.1. Shall be required to attend the IRHA meetings every Thursday and maintain good attendance in accordance, as stated above in Chapter 6 Section 5.

13.4.5.2. The votes cast in Parliament should represent the needs and wants of the Hall/Hall Council as a whole.

13.4.5.3. Shall report back to the Hall Council with all the information discussed at weekly IRHA meetings.

13.4.5.4. Shall be voted into position at the beginning of the academic year.

13.4.6. Advisor(s)

13.4.6.1. Attend executive council meetings and Parliament meetings.

13.4.6.2. Share information about the University and Department of Residence.

13.4.6.3. Serve as a liaison to the Department of Residence.

13.4.6.4. Serve as a leadership mentor and guide leaders to make responsible, ethical and purposeful decisions.

13.4.6.5. Shall be a Hall Director of the respective residence hall.

13.5. Finances

13.5.1. Hall Councils collect monies through mandatory dues each year. Of this, the amounts paid to the House and Parliament accounts are to be determined by IRHA.

13.5.1.1. No refunds of House dues will be paid.

13.5.1.2. All student government dues will be billed through the Accounts Receivable Office.

13.5.1.4. These dues contribute to programming.

13.5.2. All monies belonging to the hall organization shall be deposited and disbursed through a bank account established for the organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office).

13.5.2.1. All funds must be deposited within 48 hours after collection.

13.5.2.2. The Advisor to this organization must approve and sign each expenditure before payment.

13.6. In the event of a Vice President or a Director resignation, removal from office, or if they are permanently unable to serve the duties of their office, the President shall

nominate a replacement to be elected, by council members, for the remainder of the term.

14. Chapter 14 - Parliament Members

14.1. Shall be required to sit on at least one (1) IRHA Committee.

14.2. Shall be required to uphold the responsibilities of their position as delineated in the Constitution.

15. Chapter 15 – Ratification and Amendment of the Bylaws

15.1. Ratification

14.1.1. These Bylaws may be ratified by a two-thirds (2/3) affirmative vote of the seated Parliament when there is a quorum.

15.2. Amendment

14.2.1. These Bylaws may be amended by a two-thirds (2/3) affirmative vote of the seated Parliament when there is a quorum.