**UNITED HOUSES OF HELSER CONSTITUTION**

We, the Students of Helser Hall, do hereby form the United Houses of Helser. The mission of the United Houses of Helser is to serve as the collective voice of the Helser Hall student body, in order to improve the quality of the Iowa State University experience and to foster academic excellence.

**ARTICLE I – COMPOSITION AND AUTHORITY**

1. Composition
	1. United Houses of Helser, hereafter referred to as “UHH,” shall be composed of all houses within Helser Hall at Iowa State University. For purposes of this Constitution and the UHH Bylaws, a house shall be defined as a self-governing group of residents advised by a Community Advisor that have approved this Constitution and who pay UHH dues.
	2. Every student who pays UHH dues shall be represented in the UHH Parliament by the President of their respective house.
2. Authority
	1. All members shall be bound by the provisions of this Constitution and by the acts of the UHH governing body. At no time shall UHH assume any power or duty specifically designated to the house cabinets or to the residents as a whole.
	2. UHH, through law and action, shall willingly abide with Iowa State University rules and regulations.
	3. UHH shall make no laws that deny or abridge those rights guaranteed by the United States Constitution, the State of Iowa Constitution and/or federal, state and local law.

**ARTICLE II – NON-DISCRIMINATION POLICY**

1. Non-Discrimination Statement
	1. UHH is committed to developing and maintaining a safe, supportive and welcoming climate within the ISU community and Helser Hall. UHH will not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran"

**ARTICLE III – EXECUTIVE BRANCH**

1. Membership
	1. The Executive Cabinet of UHH shall consist of at least the following members: President, Vice President, Secretary, Treasurer, Social/Risk Management Chair(s), Sustainability Coordinator, and Academic Chair.
	2. The Executive Cabinet shall have two Advisers, a Hall Director and Community Adviser, who will be ex-officio members.
2. Term of Office
	1. The term of office for Executive Cabinet members shall be held from the last UHH meeting of the academic year in which they are selected until, but not including, the week of the last UHH Parliament meeting of the following academic year. If a new officer has not been selected the current officer’s term shall be extended until the end of the school year.
3. Executive Powers
	1. All executive powers and authority shall be vested in the Executive Cabinet.
	2. Together with the Vice President, the President shall be responsible for the fulfillment of all laws and actions of UHH as prescribed by this Constitution, the Bylaws and Parliament Bills.
	3. The President shall have authority over the removal of any and all Executive Cabinet members and staff with the exception of the Vice President.
	4. The President shall have the power to either approve or veto any Parliament Bill. The President shall signify his/her approval or veto by signing the said bill in the appropriate manner. If after seven days the bill is neither approved nor vetoed by the President, the said bill shall become law.
	5. If a Parliament Bill is vetoed, it shall return to the Parliament with the President’s written objections. During one of the two regular meetings of the Parliament immediately following a presidential veto, the Parliament may move to override. The procedures for overriding vetoed legislation shall be established in the Bylaws.
	6. The President shall have the power to establish administrative procedures and job descriptions for members of the Executive branch and councils or commissions of the Executive branch by executive order. Unless otherwise stated in this Constitution, all executive orders shall remain in effect until terminated by another executive order or reversed by the Parliament. A copy of all executive orders shall be presented to the Parliament by the next regularly scheduled meeting of the Parliament or the Order shall be considered null and void.
	7. The President, with the advice of the Parliament, shall have the power to negotiate all contracts and agreements between UHH and other outside entities.
	8. The President shall have the right to vote only when the Parliament is equally divided and such a vote would affect the outcome.
	9. The Vice President shall chair the meetings of the Parliament.
	10. The President, Vice President and Secretary shall be the official representatives for Helser Hall students to the Inter-Residence Hall Association.

**ARTICLE IV – LEGISLATIVE BRANCH**

1. Legislative Body
	1. The Parliament shall be the legislative body of UHH.
2. Composition
	1. Each house shall be represented in the Parliament by the President of each respective house.
	2. No individual may hold more than one voting position in the Parliament.
	3. All members of the UHH Executive Cabinet are considered ex-officio members of the Parliament.
3. Voting Representatives
	1. All non ex-officio members of Parliament shall have one vote in the Parliament.
4. Powers of Parliament
	1. All legislative powers and authority of UHH shall be vested in the Parliament.
	2. The Parliament shall have the right to assess dues to members of all Helser Houses, consider proposals regarding the UHH budget, and distribute UHH funds as it sees fit, in accordance with the Bylaws, through appropriate legislation.
	3. The Parliament shall have the power to levy a tax of no more than one-hundred (100) dollars per house.
	4. Parliament may enact other legislation as needed to ensure the effective operation of UHH.
5. Written Legislation
	1. All voting members of the Parliament shall have the right to present legislation to the Parliament upon issues which they consider pertinent to the affairs of Helser Hall students. All bills and orders presented before the Parliament shall be considered legislation.
	2. All legislation must be sponsored by at least two voting members of Parliament to receive consideration.
	3. All legislation must receive an affirmative vote of a majority of voting members of Parliament to be approved, except where otherwise noted in the Bylaws.
	4. The guidelines for the submission and consideration of legislation shall be delineated in the Bylaws.
6. Parliament Sessions
	1. The Parliament shall have two sessions during each academic year. The first session shall commence at the beginning of the fall semester, and the second session shall commence at the beginning of the spring semester.
	2. Special meetings of the Parliament may be called by the President, the Vice President, or by the petition of one-third of voting members of the Parliament.
	3. Quorum of the Parliament shall consist of two-thirds seated members of the Parliament.

**ARTICLE V – BYLAWS**

1. Bylaws or amendments to the Bylaws, not in conflict with this Constitution or any local, state, or national law, may be made by a two-thirds vote of the Parliament, and all previous Bylaws shall be considered null and void.
2. Bylaws or amendments to the Bylaws must be presented as legislation before the Parliament.

**ARTICLE VI – AMENDMENTS**

1. Amendments to this Constitution may be proposed as legislation before the Parliament.
2. Ratification of Amendments
	1. The proposed amendments shall first be approved by an affirmative vote of two-thirds of the voting members of the Parliament.
	2. Voting in Parliament shall take place no sooner than one week following the presentation of the proposed amendment.

**ARTICLE VII – RATIFICATION**

1. This Constitution shall take effect upon ratification by a two-thirds affirmative vote of the UHH Parliament, and all previous Constitutions shall be considered null and void.
2. Any Helser House that approves this Constitution in its exact form by a two-thirds vote of its respective legislative body shall be considered a member of United Houses of Helser.

**UNITED HOUSES OF HELSER BYLAWS**

**CHAPTER 1 – COPIES OF THE BYLAWS**

1. Official Copies
	1. One current printed copy of the United Houses of Helser, hereafter referred to as “UHH”, Bylaws shall be kept on file in the UHH office at all times.
	2. Official electronic copies of the Bylaws shall be kept on the designated UHH flash drive.
	3. At the start of the Fall Parliament Session the official copy shall be e-mailed out to all members of Parliament.
	4. The Vice President shall be the responsible for maintaining the official copy of the Bylaws.

**CHAPTER 2 – ORDER OF SUPREMACY OF PARLIAMENT LAWS**

1. Whenever there is a conflict between the laws of 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:

 2.2.1 Constitution

 2.2.2 Bylaws

 2.2.3 Parliament Bills

 2.2.4 Parliament Orders

 2.2.5 Executive Orders

**CHAPTER 3 – EXECUTIVE BRANCH**

3.1 Membership

 3.1.1 The officers of the executive branch shall be the President, Vice President, Secretary, Treasurer, Social/Risk Management Chair(s), Sustainability Coordinator, Academic Chair, and Inter-Residence Hall Association Representatives.

3.2 Qualifications

 3.2.1 All officers:

 3.2.1.1 Shall reside in Helser Hall

 3.2.1.2 May not be a Community Adviser unless otherwise stated

 3.2.1.3 May not be a member of the Government of the Student Body Executive Cabinet

 3.2.1.4 May not be a member of the Inter-Residence Hall Association Executive Cabinet

 3.2.1.5 Shall have a minimum cumulative grade point average (GPA) of 2.00 that has been meet in the semester immediately preceding the semester of election/appointment and semesters during term of office. In order for this provision to be met, at least six (6) credit hours must have been taken for the semester under consideration for an undergraduate student or four or more (4+) credit hours if a graduate level student.

 3.2.1.6 Be in good standing with the University and enrolled: at least half time with respect to undergraduate or graduate qualifications as defined by the Continuous Registration Requirement, unless lesser amounts are required for respective graduation.

 3.2.2 Enforcement

 3.2.2.1 If an Executive Cabinet member fails to meet these qualifications s/he will be immediately removed from office and the position will become vacant.

3.3 Officers

 3.3.1 Duties of all Executive Cabinet Members

 3.3.1.1 Shall attend all Cabinet and Parliament meetings unless prior approval from the President is given. Unexcused absences are subject to Presidential review and subsequent removal from office.

 3.3.1.2 Shall have one vote in the Executive Cabinet.

 3.3.1.3 Shall be a non-voting members of Parliament.

 3.3.1.4 Shall assume any other duties specified by the President.

 3.3.1.5 Upon resignation, removal from office, or completion of elected term of office, shall prepare a written report for his/her successor to be given to the Sustainability Coordinator.

 3.3.2 **President**

 3.3.2.1 Shall preside over the Executive Cabinet and cabinet meetings.

 3.3.2.2 Shall assume all duties as specified by the Parliament.

 3.3.2.3 Shall attend Inter-Residence Hall Association meetings. If the President is unable to attend then s/he shall find a suitable replacement.

 3.3.2.3.1 The President shall first go to the Executive Cabinet to find a replacement. If no replacement can be found from the Cabinet, then the position shall be opened up to the student body of Helser.

 3.3.2.4 Shall meet weekly or every other week with the Hall Director, as mutually decided by both parties.

 3.3.2.5 Shall be responsible for knowing all University and Department of Residence policies and procedures for UHH functions.

 3.3.2.6 Shall preside over any UHH elections, unless a conflict of interest is present.

 3.3.2.7 Shall be responsible for the review and enforcement of all contracts and agreements ratified by the Parliament.

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

 3.3.2.9 Shall be responsible for the timely delivery of all Parliament Orders and Resolution.

 3.3.2.10 Shall create and maintain Executive Cabinet and Parliament e-mail lists.

 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 UHH.

 3.3.3.3 In case the President is temporarily unable to perform his/her duties, the Vice President will assume the duties of the President.

 3.3.3.4 In case the President resigns, is removed from office, or is permanently unable to serve the duties of his/her office, the Vice President shall assume the Presidency for the remainder of the term.

 3.3.3.5 Shall attend Inter-Residence Hall Association meetings. If the Vice President is unable to attend then s/he shall find a suitable replacement.

 3.3.3.5.1 The Vice President shall first go to the Executive Cabinet to find a replacement. If no replacement can be found from the Cabinet, then the position shall be opened up to the student body of Helser.

 3.3.4 **Treasurer**

 3.3.4.1 Shall prepare a budget by the third week of each semester to the Cabinet and Parliament for approval.

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

 3.3.4.3 Shall be responsible for the allocation of funds to houses at the beginning of the year in accordance to Inter-Residence Hall Association regulations.

 3.3.4.4 Shall complete all necessary training as required by the Campus Organization Accounting Office and the P-Card Administrator.

 3.3.5 **Secretary**

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

 3.3.5.2 Shall maintain records of meeting and event attendance.

 3.3.5.3 Shall record, tally and present results of all Parliament votes.

 3.3.5.4 Shall attend Inter-Residence Hall Association meetings. If the Secretary is unable to attend then s/he shall find a suitable replacement.

 3.3.5.4.1 The Secretary shall first go to the Executive Cabinet to find a replacement. If no replacement can be found from the Cabinet, then the position shall be opened up to the student body of Helser.

 3.3.6 **Social/Risk Management Chair(s)**

 3.3.6.1 Shall consist of up to two positions.

 3.3.6.2 Shall plan and execute social programs that promote interaction between hall residents.

 3.3.6.3 Shall ensure all events are in accordance with University and Department of Residence policies.

 3.3.6.4 Shall survey the interest of the residents at the beginning of the Fall Semester.

 3.3.6.5 Shall obtain a P-Card, if needed, and work with the Treasurer on all purchases.

 3.3.6.6 Shall fulfil the role of Risk Management Officer by recommending risk management policies or procedures to UHH, submit documentation to the University Risk Management Office and ensure that all Risk Management procedures are followed at all UHH events.

 3.3.7 **Sustainability Coordinator**

 3.3.7.1 Shall be responsible for maintenance and promotion of environmental practices and events within Helser.

 3.3.7.2 Shall attend Greenhouse Group Meetings. If the Sustainability Coordinator is unable to attend then s/he shall find a suitable replacement.

 3.3.7.2.1 The Sustainability Coordinator shall first go to the Executive Cabinet to find a replacement. If no replacement can be found from the Cabinet, then the position shall be opened up to the student body of Helser.

 3.3.7.3 Shall assemble information from current Executive Cabinet Members to pass onto the following year’s officers.

 3.3.7.4 Shall hold an informational meeting for all Helser Recycling Chairs at the beginning of each semester.

 3.3.8 **Academic Chair**

 3.3.8.1 This position shall be filled if there is an eligible person willing to fill it.

 3.3.8.2 Shall compile a list of academic resources that are available on campus.

 3.3.8.3 Shall compile a list of majors and/or current classes of Helser residents with help from house academic chairs.

 3.3.9 **Inter-Residence Hall Association Representative(s)**

 3.3.9.1 Shall consist of up to three representatives

 3.3.9.2 Shall only be filled if the President, Vice President, and/or the Secretary are unable to attend IRHA meetings and find replacements from the existing Executive Cabinet.

 3.3.9.3 Shall attend weekly IRHA meetings and committee meetings.

 3.3.9.4 Shall give weekly reports to the Executive Cabinet and Parliament with minutes and topics for discussion.

3.4 Succession of Officers

 3.4.1 In the event of the President’s resignation, removal from office, or if s/he is permanently unable to serve the duties of his/her office the next person in the order of succession, as listed below, shall assume the office of the President and shall fill vacant positions through an open application and appointment process.

 3.4.1.1 The succession of office shall be as follows: Vice President, Secretary, Treasurer, Social Chair, Sustainability Coordinator, Academic Chair, and IRHA Representatives.

 3.4.2 In the event of an Executive Officer resignation, removal from office, or if s/he is permanently unable to serve the duties of his/her office, the President shall appoint a replacement to be confirmed by a majority vote of the Parliament.

3.5 Advisers

 3.5.1 The UHH Executive Cabinet and Parliament shall be advised by the Hall Director and a Community Adviser appointed by the Hall Director.

 3.5.2 Duties

 3.5.2.1 Shall serves as the adviser to both the legislative and executive branches of UHH.

 3.5.2.2 The Hall Director shall perform all duties required of an advisor by the Campus Organizations Accounting Office and the Student Organization Recognition Policy.

 3.5.2.3 The Hall Director shall act as a liaison with University Administration and in any other situation where a non-student spokesperson is needed.

 3.5.2.4 The CA shall serve as the liaison between UHH and the CA staff.

**CHAPTER 4 – Procedure of the Parliament**

4.1 Parliamentary authority for the UHH Parliament shall follow Robert’s Rules of Order (Parliamentary Procedure), unless special rules are delineated in these Bylaws.

4.2 Consent of the Parliament shall consist of the following:

 4.2.1 Unanimous consent.

 4.2.2 Majority vote of the Parliament.

4.3 Regular Meetings of the Parliament

 4.3.1 The Parliament shall meet each Monday after 6pm of the ISU Campus during the Fall and Spring semesters.

 4.3.2 The Parliament shall not meet during “Dead Week” or “Finals Week” of the Fall and Spring semesters, unless a special meeting is called.

4.4 Special Meetings of Parliament

 4.4.1 Special Meetings of Parliament may be called by the UHH President, Vice President, or by the petition of one-third of the voting members of Parliament.

 4.4.2 All members and the Executive Cabinet must be notified twenty-four hours prior to the special meeting.

4.5 Legislation Codification System

 4.5.1 All legislation shall be referenced by a nine (9) digit number, with the first four (4) digits being the year the Parliament Sessions begin, followed by a dash and the session (either 01 or 02), followed by a dash, and the last three (3) digits that are consecutively number for legislation starting at 001.

 4.5.2 The numbering of Parliament Bills shall be separate from the numbering of Parliament Orders.

 4.5.3 A suffix shall be attached to each nine (9) digit number, and these suffixes shall be used as divisions for the codification as follows:

 4.5.3.1 Bills

 4.5.3.1.1 A – General Parliament Policy

 4.5.3.1.2 B – Policies and Procedures of the Executive Branch

 4.5.3.1.3 E – Policies and Procedures for Elections

 4.5.3.1.4 F – Financial Legislation

 4.5.3.1.5 Y – Bylaw Amendments

 4.5.3.1.6 Z – Constitutional Amendments

 4.5.3.2 Parliament Orders

 4.5.3.2.1 PA – Ratification of Contracts and Agreements

 4.5.3.2.2 PC – Confirmation of Executive Nominations

 4.5.3.2.3 PE – Review of Executive Actions

 4.5.3.2.4 PF – Formation of Committees

 4.5.3.2.5 PG – Seating of Legislative Committees and Personnel

 4.5.3.2.6 PI – Requests for Impeachment

 4.5.3.2.7 PL – Policies and Procedures of the Legislative Branch

 4.5.3.2.8 PO – Ordered Resolutions

 4.5.3.2.9 PR – Opinion Resolutions

 4.5.4 In the event that a piece of legislation has been divided, a unique umber shall be assigned to the portion of the legislation divided out of the original legislation.

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

4.6 Procedures for Submitting Legislation for the Consideration of the Parliament

 4.6.1 All legislation shall be submitted as a Word Document in an e-mail to the President or Vice President.

 4.6.2 All legislation shall be submitted by 5pm on the Sunday prior to a regular meeting of the Parliament to be considered for placement on the Agenda, unless prior approval for late submission has been granted by either the President or Vice President.

4.7 The Parliament’s Orders of the Day

 4.7.1 All meetings of the Parliament shall follow the Orders of the Day, also referred to as the Agenda, unless the motion to “Suspend the Rules” has been adopted.

 4.7.2 The Agenda shall consist of a minimum of the following components for regular meetings of Parliament.

 4.7.2.1 Roll Call

 4.7.2.2 Approval of the Minutes

 4.7.2.3 Information Speakers and Programs

 4.7.2.4 Reports of Officers

 4.7.2.5 Open Forum

 4.7.2.6 IRHA Report

 4.7.2.7 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.

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

 4.7.2.9 Additions to the Agenda as necessary, which may include:

 4.7.2.9.1 Confirmations of Executive nominations and appointments

 4.7.2.9.2 Parliament Orders to seat Legislative Committees and Personnel

 4.7.2.9.3 Parliament Orders to review Executive Orders

 4.7.2.9.4 Parliament Orders to ratify the UHH Election Ballot

 4.7.2.9.5 Motions to override Presidential vetoes

 4.7.2.10 Closing Announcements

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

 4.7.3.1 Roll Call

 4.7.3.2 Open Forum

 4.7.4 The Agenda and Legislation for Regular and Parliament meetings shall be sent out to the Parliament via e-mail no later than twenty-four (24) hours before the meeting.

4.8 Rules for the Requirement of Two Readings of Legislation

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

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

 4.8.3 First Reading of Legislation

 4.8.3.1 The author of the legislation shall read the legislation.

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

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

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

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

 4.8.4 Second Reading of Legislation

 4.8.4.1 The author of the legislation shall read the legislation

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

4.9 Rules of Debate

 4.9.1 Limits of Debate

 4.9.1.1 Debate shall be limited to twenty (20) minutes per primary motion.

 4.9.1.2 Debate shall be limited to ten (10) minutes per amendment.

 4.9.2 Motions to limit or extend debate shall be permitted.

 4.9.3 After being recognized by the Chair and receiving consent from the Parliament, any member of the student body shall be allowed to speak during Open Forum and/or to any legislation, provided that the student states their name and place of residence.

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

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

4.10 Final Votes on Legislation

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

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

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

4.11 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. The Chair’s signature will act as a certification of the vote.

4.12 In the event that the Parliament adopted the legislation, the President’s signature will:

 4.12.1 If the legislation was a bill, release the legislation from the Parliament.

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

4.13 The President has until the beginning of the next meeting to veto a bill passed by Parliament.

4.14 Motions Not Delineated by the Parliamentary Authority

 4.14.1 The Subsidiary Motion to “Waive the Second Read”

 4.14.1.1 This motion shall be the lowest ranking subsidiary motion.

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

 4.14.1.3 The motion shall require a second.

 4.14.1.4 The motion shall be debatable, but not amendable.

 4.14.1.4.1 Debate on the motion shall be limited to fifteen (15) minutes.

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

 4.14.1.6 The motion shall not be reconsidered.

 4.14.2 The “Class B” motion, as stated in the Parliamentary Authority, to “Amend Something Previously Adopted”

 4.14.2.1 The motion shall be in order when no other motion is pending.

 4.14.2.2 In the event that the legislation in question is a bill, the 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.

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

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

 4.14.2.5 The motion shall require a second.

 4.14.2.6 The motion shall be debatable, but not amendable.

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

 4.14.2.8 The motion may be reconsidered only during the same meeting of the Parliament.

4.15 Special Rules and Procedures for the Review of Executive Branch Actions

 4.15.1 Any Parliament review of the Executive Branch shall be done by introducing and disposing of a Parliament Order to review executive actions.

 4.15.2 Such Parliament Orders shall be debatable, but not amendable.

4.16 Special Rules and Procedures for Contract and Agreement Ratification

 4.16.1 Any Parliament ratification of contracts and agreements shall be done by introducing and disposing of a Parliament Order for Contracts and Agreements.

 4.16.2 Such Parliament Orders shall require a two-thirds vote in the affirmative of present and voting members of the Parliament for ratification.

 4.16.3 Such Parliament Orders shall be debatable, but not amendable.

4.17 Special Rules and Procedures for Impeachment shall be delineated by a separate chapter of the Bylaws.

**CHAPTER 5 – ATTENDANCE POLICY**

5.1. Rules on Parliament Attendance

 5.1.1 All members of Parliament are expected to maintain representative attendance by attending all require meetings.

 5.1.1.1 Representative attendance shall be defined as accumulation no more than one (1) unexcused absence per semester.

 5.1.1.2 Unexcused absences from Parliament meetings shall constitute one (1) absence.

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

 5.1.2 Policy for Excusing Absences

 5.1.2.1 To be classified as excused, the member must:

 5.1.2.1.1 Notify the President of the absence at least twenty-four (24) hours in advanced on the meeting, unless extenuation circumstances prevent them from doing so.

 5.1.2.1.2 Arrange for a suitable replacement to serve in their position for the duration of the meeting, unless otherwise excused by the chair.

 5.1.2.2 The President shall be responsible for determining the validity on any excuse and the suitability of the substitute.

 5.1.2.2.1 A Parliament may appeal an unexcused absence to the Executive Cabinet who may approve or deny their appeal.

5.2 Tardiness and Early Departure

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

 5.2.2 Members who wish to depart the meeting early, must notify the Chair before the start of the meeting.

5.3 Reporting of Absences

 5.3.1 The Secretary shall maintain the full attendance record.

 5.3.2 The attendance record shall be made available to anyone who wishes to view it.

5.4 Removal from Representation

 5.4.1 Parliament members who do not meet the above criteria will be reported to their constituent body, who may be tasked with finding a suitable replacement.

**CHAPTER 6 – FINANCE**

6.1 Funding Procedures

 6.1.1 All UHH 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.

 6.1.2 Each finance bill shall include:

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

 6.1.2.2 A request for an allocation from UHH.

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

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

 6.1.5 No financial legislation shall create a financial obligation for UHH 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.

6.2 UHH Account

 6.2.1 Account Deposits and Disbursements

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

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

 6.2.1.3 An Adviser shall approve and sign each expenditure before payment.

 6.2.2 Parliament Discretionary Fund

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

 6.2.2.2 The amount allocate to the Parliament Discretionary Fund shall be the amount that is left in the UHH account after house, Executive Cabinet, Helser Challenge allocations are made in the fall.

 6.2.3 Executive Cabinet Discretionary Fund

 6.2.3.1 Up to five-hundred ($500) dollars shall be set aside for the express use of the Executive Cabinet to aid in event advertisement, purchase office supplies, or other purchases that benefit Helser Hall.

 6.2.3.2 Monies from the Executive Cabinet Discretionary Fund may be used for any purpose deemed worthy of funding by a majority vote of the Executive Cabinet, provided the funding in question complies with University regulations and does not violate any federal, state, or local laws.

 6.2.4 Helser Challenge Reserve Account

 6.2.4.1 At the beginning of the Fall Semester one-thousand ($1,000) dollars shall be set aside for the use of setting up the Helser Challenge for the following school year.

 6.2.4.2 The Parliament shall decide how the monies are to be allocated during the Spring Semester preceding the Helser Challenge.

6.2.5 Helser Community Cash Store

6.2.5.1 At the beginning of each fall semester two-thousand ($2000) dollars shall be set-aside for the Community Cash Store each academic year

6.2.5.2 One-thousand (1,000) dollars will be allocated for the Fall Semester Community Cash Store and one-thousand ($1,000) dollars will be allocated for the Spring Semester Community Cash Store.

6.2.5.3 At least one Helser Community Adviser will make two (2) trips per year, one each semester, with the Helser Hall Treasurer to purchase prizes.

6.2.5.4 The Helser Community Advisers will take input from Helser Residents as to what they would like to see in the Community Cash Store but will ultimately make the final decision on items purchased.

6.3 UHH Funding Conditions

 6.3.1 By accepting funds from UHH, organizations agree to comply with all conditions of UHH funding.

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

 6.3.3 All advertising for any event funded in part or full by UHH shall contain the phrase “Funded by UHH” or “Funded in part by UHH” or an effective equivalent. This includes electronic advertising, such as websites or e-mail messages.

 6.3.4 Failure to comply with any of these conditions will result in disciplinary action as described in 6.4.

6.4 Financial Disciplinary Action

 6.4.1 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.

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

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

 6.4.1.3 A three-fourths (3/4) 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.

 6.4.2 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.

 6.4.2.1 The notification will detail the financial bylaw the organization violated and the funding restrictions of the organization.

 6.4.2.2 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.

 6.4.3 The Treasurer is responsible for maintaining the Warning and Funding Exclusion List in electronic and hard copy form.

**CHAPTER 7 – IMPEACHMENT AND REMOVAL OF PARLIAMENT OFFICERS**

7.1 Purpose of Impeachment

 7.1.1 Members of the UHH Executive Council may be removed from office by the procedure of impeachment. These rules shall be used in all cases where the UHH Parliament seeks to expel a member from UHH.

7.2 Steps of Impeachment

 7.2.1 Grounds for Impeachment

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

 7.2.2 Motions for Impeachment

 7.2.2.1 The motion to being impeachment proceedings against a member shall put to the Parliament in the form of a resolution, hereafter referred to as an Impeachment Resolution,

 7.2.2.2 This resolution shall be classifies and titled as “Request for Impeachment.”

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

 7.2.2.4 The motion shall require two separate readings before the Parliament.

 7.2.2.4.1 The motion to waive the second read shall not be in order for this resolution.

 7.2.2.5 The motion shall require an affirmative majority vote of Parliament members to pass.

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

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

7.3 Procedures Following Passage of an Impeachment Resolution in Drafting Formal Charges

 7.3.1 Creation of an Impeachment Committee

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

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

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

 7.3.1.1.1.2 The Advisers 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.

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

 7.3.1.1.1.4 In the event the Vice President is the member cited on the Impeachment Resolution, the President shall select the members of the Impeachment Committee.

 7.3.1.2 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).

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

 7.3.2 Impeachment Committee Responsibilities

 7.3.2.1 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.

 7.3.2.2 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.

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

7.4 Consideration of the Resolution for Impeachment

 7.4.1 Upon presentation of the Resolution for Impeachment, Parliament shall move into an 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.

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

 7.4.2.1 The party cited in the Resolution for Impeachment shall not be permitted to chair the meeting.

 7.4.2.2 The resolution shall be debatable, but not amendable.

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

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

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

**CHAPTER 8 – DUES POLICY**

8.1 Dues to be collected from the residents of Helser hall shall be determined and collected as follows:

 8.1.1 Dues shall be charged to each resident’s U-Bill.

 8.1.2 Dues will be allocated to the houses by the Treasurer in accordance to Inter-Residence Hall Association and Department of Residence policies.

**CHAPTER 9 – ELECTIONS**

9.1 Election Commissioner

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

 9.1.2 In the event that the official declines or is otherwise unable to perform the duties of Election Commissioner, the chain of command is followed as stated in 3.4.1.1, excluding those running for office.

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

 9.1.4 The Election Commissioner shall be accountable to the Parliament.

9.2 The Election Commission

 9.2.1 Shall be composed up four (4) members in addition to the Election Commissioner.

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

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

 9.2.4 Members of the EC may not run for and Executive Cabinet position while serving on the EC.

 9.2.5 Duties:

 9.2.5.1 The EC shall regulate and administer all UHH elections.

 9.2.5.2 The committee shall rule on the eligibility of all duly nominated candidates.

 9.2.5.3 The committee shall enforce all election rules and procedures.

 9.2.5.4 The committee shall discuss and instill a warning, penalty, fine and elimination system at the beginning of the election timeline to enforce to all candidates throughout the duration of the campaign and elections.

 9.2.6 The members of the committee shall be accountable to the Election Commissioner.

9.3 Election Timeline

 9.3.1 Election Timeline shall be determined by the Executive Cabinet such that elections are completed at least one week before Dead Week. The incoming Executive Cabinet members shall attend the last meeting of the academic year.

 9.3.1.1 The President and Treasurer shall be elected in the Spring. Other positions shall be open if there are candidates willing to run.

 9.3.1.2 Any positions that are not elected in the Spring, shall be elected within the first four weeks of the Fall Semester.

9.4 Election Procedures

 9.4.1 Nominations

 9.4.1.1 Any Iowa State Student who will be a resident of Helser for the academic year and who will be eligible for the Executive Cabinet when they take office may be nominated to the ballot.

 9.4.1.2 Nominations will be made available to the Election Commissioner.

 9.4.2 Campaign

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

 9.4.2.2 Candidates will be allowed to create and display a poster in the Hall Desk area, subject to Hall Director approval.

 9.4.2.3 Candidates will be invited to attend a speech night, to be determined by the EC, to answer questions asked by the Parliament and to share any information deemed important.

 9.4.2.4 Campaigning shall not be done room to room in accordance with the Department of Residence Solicitation Policy.

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

 9.4.2.6 Destruction of campaign materials shall be considered an infraction of campaign rules.

 9.4.3 Complaints and Infractions

 9.4.3.1 All complaints regarding violation of these rules and proceedings must be submitted in writing to the Election Commissioner no later than two (2) hours after the close of the polls.

 9.4.3.2 The EC shall meet upon the receipt of a complaint to discuss the violation and determine proper action.

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

 9.4.4 Disputes

 9.4.4.1 Any dispute concerning the validity of the UHH election shall be argued before the Parliament before the end of the semester.

 9.4.4.2 The Parliament may call a special meeting and determine which candidate shall take office by a two-thirds (2/3) vote of the Parliament.

 9.4.5 Ballots

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

 9.4.5.2 Profiles of the candidates, provided by the candidates and approved by the EC and Hall Director, will be made available at polling locations. Maximum length will be determined by the EC.

 9.4.6 Voting

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

 9.4.7 Election Results

 9.4.7.1 Whichever candidate receives more votes than any other candidate will be elected.

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

 9.4.7.3 The newly elected President will have the power to appoint next year’s open Executive Cabinet positions immediately upon installation. Appointees must be confirmed by the Parliament at the next available meeting.

 9.4.7.4 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.

9.5 Unusual Circumstances

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

 9.5.2 In the event that there are no candidates for President or Treasurer and there are no write-in candidates with a minimum of 10 votes, then the following shall be carried out:

 9.5.2.1 The EC shall be charged to carry out a search for a suitable Presidential candidate.

 9.5.2.2 An application form shall be created and distributed by the EC.

 9.5.2.3 Submitted applications shall be reviewed and then interviews scheduled with the applicants in a timely manner.

 9.5.2.4 After reviewing all applications and interview results, the EC shall submit its recommendation via a written report to Parliament.

 9.5.2.5 A member of the EC will introduce a Motion to Confirm the Nomination of the Election Commission, a motion not delineated by the Parliamentary Authority:

 9.5.2.5.1 The motion shall require a second.

 9.5.2.5.2 The motion shall be debatable.

 9.5.2.5.3 The motion shall not be amendable.

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

 9.5.2.5.5 The nominated party shall not be present during debate.

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

 9.5.2.5.7 The motion shall not be reconsidered.

 9.5.2.5.8 No other motions shall be in order until the motion is disposed of.

 9.5.2.5.9 Motion may only be disposed of via a vote.

 9.5.2.6 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.

 9.5.2.7 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.

9.6 Appointment of Executive Council Members

 9.6.1 These members are specified by Chapter 3 of these Bylaws.

 9.6.2 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.

**CHAPTER 10 – POWERS OF HELSER HALL STUDENTS**

10.1 Helser Hall students retain the right to amend the Constitution, Bylaws, and override any actions of the Parliament.

 10.1.1 A petition signed by ten (10) percent of Helser Hall students shall put forth any of the above questions on the next general election.

 10.1.2 The petition shall include the proposed question along with the printed and signed names of the Helser Hall students supporting the proposed question.

**CHAPTER 11 – RATIFICATION AND AMENDMENT OF THE BYLAWS**

11.1 Ratification

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

11.2 Amendment

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