Shilling House Cabinet Operations Manual

The Maple Shilling House shall be formed to represent all students in Maple Hall and to provide each Maple hall member an effective voice in the University community. We do establish this constitution of the Maple Hall Shilling House.

# ARTICLE I – COMPOSITION AND AUTHORITY

1. *Composition*
	1. The Richardson Court Association (RCA) shall refer to the RCA Residence Area, as defined by the Department of Residence.
	2. Maple Hall (MH) shall refer to the Maple Hall Residence Area, within the RCA.
	3. Any student who resides in a House is a member of MH.
	4. Any student who is enrolled for an upcoming fall semester and intends to live in MH shall be considered a member for the summer session.
2. *Authority*
	1. In a commitment to developing a safe and supportive climate for all members of the ISU community, Iowa State University and MHSG do not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information or status as a U.S. Veteran.
	2. The MHSG abides by and supports established Iowa State University policies, state and federal laws, and follows local ordinances and regulations. MHSG agrees to annually complete President’s training, Treasurer’s training, and Advisor Training (if required).
	3. The MH Shilling Constitution shall not violate any law or policy of the Government of the Student Body (GSB) or of the Inter-Residence Hall Association (IRHA).
	4. All members of MH Shilling shall be bound to the provisions of the Constitution and by the acts, policies, and rulings of the MHSG.

The Houses shall not establish any policy, action, constitution, or bylaws contrary to the MH Constitution, Bylaws, any act of the Cabinet or Council, or ruling of the Board

# ARTICLE II- NON-DISCRIMINATION POLICY

A. Non-Discrimination Statement

1. In a commitment to developing a safe and supportive climate for all members of the ISU community, MH does not discriminate with regards to race, ethnicity, pregnancy, color, religion, sex, national origin, age, physical or mental disability, genetic information, gender identity, status as a U.S. veteran, marital status or sexual orientation.

# ARTICLE III– EXECUTIVE BRANCH

1. *Executive Body*
	1. All executive powers shall be vested in the Cabinet.
2. *Composition*
	1. The Cabinet shall be comprised of the:
		1. President
		2. Vice President
		3. Secretary
		4. Treasurer
		5. Programming Board Chair
		6. Cabinet Advisor
3. *Duties*
	1. The Cabinet shall be responsible for the administration of the MHSG and for other duties, as specified in the MH Constitution, Bylaws, and Council Law.
	2. The Cabinet shall have the right to make expenditures as appropriated in the MHSG Budget, hereafter referred to as the Budget.
	3. The Cabinet shall have the responsibility to train the newly elected Cabinet members during the first three weeks after the MH General Elections.
	4. The Cabinet shall have the right to hold authority over the actions of the new Cabinet until the completion of their term.
	5. The Cabinet members shall serve as ex-officio, nonvoting members of the Council, except where specified in the MH Bylaws.
	6. The Cabinet members shall perform other duties, as their respective offices require.
4. *Selection*
	1. The President, Vice President, Secretary, Treasurer, Sustainability Coordinator, and Programming Board Chair shall be selected by direct election, as specified in the MH Bylaws.
	2. The Cabinet Advisor shall be selected in accordance with the policies of the Department of Residence.
	3. Any additional Cabinet members shall be appointed by the President, in accordance with the MH Bylaws, upon approval by the Council.
5. *Term of Office*
	1. The term of office for all Cabinet members (except the Cabinet Advisor) shall be one year in length, from undergraduate commencement in the semester in which they were elected until graduate commencement the following year.
	2. The term of the Cabinet Advisor shall be defined by the policies of the Department of Residence.
6. *Eligibility*
	1. Any student holding a position in the Cabinet or as a presiding officer of the Council must reside in MH during his/her term of office.
	2. Up to one non-ex-officio Cabinet member may be a staff member, with the approval of the Cabinet Advisor.
	3. Violation of the above constitutes immediately removal from office.

*H.        Academic Qualifications*

1.             Cabinet members must have a minimum cumulative grade point ratio (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.

2.             Cabinet members must 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.

# ARTICLE IV – LEGISLATIVE BRANCH

1. *Legislative Body*
	1. All legislative powers shall be vested in the Council.
2. *Composition*
	1. The Council shall be composed of one voting representatives from each House, hereafter referred to as Representatives.
		1. It is highly recommended that the House President be the Representative of the House.
	2. Each Representative shall have one vote in the Council.
3. *Selection and Term of Office*
	1. The selection and term of office for Representatives shall be in accordance to their respective House Constitution and Bylaws.
4. *Eligibility*
	1. All Representatives must be residing in the House that s/he represents.
	2. Violation of the above constitutes immediate removal of all voting and speaking rights for that individual.

# ARTICLE V – BYLAWS

## Approval

* 1. MHSG Bylaws or amendments to the MHSG Bylaws not in conflict with this Constitution may be made by a two-thirds vote the Council when quorum of present.

## Procedure

* 1. The Council’s final vote proposing the Bylaws or amendments to the MHSG Bylaws shall take place no sooner than one regular meeting after the presentation of the proposed amendments to the MHSG Bylaws to the Council.

# ARTICLE VI – AMENDMENTS

1. Amendments to this constitution may be proposed as legislation before the Parliament.
2. Ratification of Amendments

 The proposed amendments shall first be approved by an affirmative vote of two-thirds of the voting members of the Parliament.

* 1. 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 MHC.

**Section One: Activities & Travel**

1. Travel (Does your organization travel? If so, how often does your organization travel? Are club members travelling in university vehicles, personal vehicles or rented/chartered vehicles? Does the club enter its travel itinerary into the Student Organization Travel Authorization System? List all travel locations along with the purpose of your travel).

* No

**Section Two: Equipment & Emergency Protocols**

1. Equipment (What equipment does the club own? Where is the equipment stored? Does the club rent any additional equipment? If so, from what entity? Which club officer is responsible for checking and ensuring the safety of club equipment? Does any club equipment require routine maintenance? If so, how often? Are all club members required to use the club’s equipment or are they allowed to bring their own. If allowed to bring their own, who is responsible for ensuring the safety of that equipment?). Include a recent inventory of equipment that lists items and conditions).

* No equipment owned

2. Emergency Protocols (What are the inherent risks associated with participating in club activities? Do club members need to sign participation agreements/liability waivers? In the event of an injury or emergency who will the club contact? Does the club have emergency contact information on file for each member? Is the club’s emergency protocol different if an injury happens off campus or out of state? Does the club have an officer responsible for risk management? If so, are his/her duties stated in the club’s constitution?)

* Emergency contact information is not kept on file as it would be a violation of confidentiality
* The risk management officer is the Director of Events and yes, duties are listed in the by-laws.

**Section Three: Finances & Fundraising**

1. Finances (Does the club receive funding from a college or university department? Does the club receive funding from the Graduate and Professional Student Senate or the Government of the Student Body? What is the deadline for requesting funding? Which club officer is responsible for initiating that request? Which club officer is responsible for preparing the club’s annual budget? Is the club’s budget approved by the general members? What cash handling procedures does the club have in place? Who is responsible for collecting monies and making deposits on behalf of the club? Does your club have a bank account? If so, where is your account? Does the club contract with outside vendors? Student Organizations should consult with the Director of Student Activities, prior to signing any binding contracts).

* Funding is solely through dues determined by IRHA parliament members each spring.
* Budgets are prepared and maintained by the Maple Hall Treasurer
* Budgets for the following year are approved by the parliament each spring
* Cash is extremely rare to be collected for any reason but if it were, applicable University polices for deposits would be followed.
* Outside bank accounts are not allowed by the University, therefore we don’t have one

2. Fundraising (Does your club engage in annual fundraising activities? If so, describe each of your fundraisers. Are you soliciting funds or items from local businesses? Who are your contacts within each of those businesses? Is your club sponsored by a third party or multiple third parties? If so, list all club sponsors. Be sure to check with the ISU Foundation to ensure that you aren’t targeting the same businesses in your fundraising efforts. Be sure to check with the Student Activities Center prior to finalizing any sponsorship agreements).

* No fundraising activities are conducted.

**Section Four: Marketing & Meeting Schedule**

1. Marketing (How does your club market its activities and events? Do you utilize social media? What social media platforms is your club on? Do you have a web presence? What is your website? Unless your club has an exception, student organizations are not allowed to have websites that are not hosted on the Iowa State University domain. Do you post flyers? If so, where do you post flyers? Who prints your flyers? What is the process you use for posting flyers on campus? Do you publish a newsletter, newspaper or magazine? If so, what are your listervs, mailing lists, deadlines, publishing dates, printing schedules and distribution locations?)

* Advertised via flyers in Maple Hall Shilling House
* Through Maple Hall Facebook Page

2. Meeting Schedule (How often does your club meet? When/where do you meet? Is this location on or off campus? Who reserves meeting space? When does space need to be reserved? Do you hold general meetings and executive cabinet meetings? What is your meeting schedule for the current academic year?)

* MH meets biweekly, Sunday evenings at 8:00pm in the Maple Hall Classroom.

**Section Five: Adviser/Coach & Affiliation**

1. Adviser/Coach (How often does your club meet with its adviser/coach? What are your adviser/coaches’ duties? What are your adviser/coaches’ qualifications? How does the club go about selecting a new adviser or coach? Is your adviser/coach knowledgeable in the area, sport or discipline related to your organization? Does your adviser attend club meetings or attend executive cabinet meetings? The adviser/coach is integral to the success of every student organization. Because student leaders graduate, the club’s adviser/coach helps to provide continuity, teach new skills and can help mentor student leaders).

* Meetings are bi- weekly, including one on ones with the President
* Advisor is the Maple Shilling Community Advisor

2. Affiliation (Is your club affiliated with a college or department at Iowa State University? Is your club affiliated with a non-ISU governing body? Is your organization a current member of a regional, national or governing body? If so, will members be asked to pay a separate membership fee, to join? Remember to list all affiliations and provide a link to their website if they are external to Iowa State University).

* Yes, affiliated with the Department of Residence

**Section A: Duties**

1. The Cabinet will consist of all elected Officers and the Community Advisor.
2. The Cabinet will serve as the official representatives of The House in any situation which pertains to The House.
3. The Cabinet will collectively discuss and execute any House business.
4. The Cabinet shall meet with 24 hours as needed prior to regular house meetings.
5. The Cabinet will design and supervise any programs desired by The House. Programs should effectively serve the needs and desires of The House.
6. All Cabinet members are expected to regularly attend House meetings. If The Cabinet feels it is necessary, an officer may be removed by the discretion of the Community Advisor and President with the input of the Cabinet Body.
7. If available, special parking permits will be assigned in the following order to cabinet members: President, Vice President, Treasurer, Secretary, Academic Chairperson, Social Chairpersons, and Intramural Chairperson, followed by any other created cabinet position by chronological order of creation. House members with vehicles will be eligible to draw from the remaining permits.

**Section B: Offices and Responsibilities**

**President**

* Presides over the Cabinet and Cabinet Meetings.
* Presides over the House and House Meetings.
* Shall attend House Presidents' meetings, as determined by Hall Director or Hall Council. If The President cannot attend it is their responsibility to find a suitable replacement
* Meets weekly with Resident Assistant/Community Adviser.
* Plans and executes a house and/or cabinet retreat (along with the CA).
* Maintains House constitution and by-laws.
* Picks up house mail and reports on their contents at house meeting
* Votes only to serve as tie-breaking vote in House proceedings.
* Shall call house meetings and post notification of house meetings twenty-four hours in advance of meetings.
* Shall be responsible for knowing all university and Department of Residence policies and procedures for House functions.
* Is responsible for knowing and presiding over House elections processes including ballot counting.
* Oversees house committee structure.
* Meets from time to time with house committee chairs.
* Announces campus activities at house meetings (educational programs, leadership and involvement opportunities, etc.).

**Vice President**

* Presides over the Cabinet Meetings and House Meetings in the absence of the President.
* If President vacates his/her position, Vice-President assumes their responsibilities for the remainder of the term.
* Serve as Risk Management officer. The role of the risk management officer is [a] to recommend risk management policies or procedures to (name of student organization), [b] to submit documentation to ISU’s Risk Management Office and [c] to ensure that Risk Mgt. procedures are implemented at all of the orgs. Events.

**Treasurer**

* Prepares and submits a proposed budget to the Cabinet and the House by the third week of each semester for approval.
* Maintains financial records for the House.
* Collects any additional social dues and any other payments as necessary.
* Pays all house bills (upon approval of House President and CA)
* Collects project statements from the Campus Organizations Accounting Office
* Attends mandatory treasurer training session each year (provided by the Campus Organizations Accounting Office).
* Maintains records of House Purchasing Cards.

**Secretary**

* Keeps minutes of cabinet and house meetings.
* Take care of floor mail and post important flyers.
* Posts and distributes meeting minutes to house members (usually within 24 hours of the meetings).
* Is responsible for tallying and presenting results of House voting.

**Social Chairperson(s)**

* Shall consist of up to two members.
* Plans and executes a social programming for the house that promotes interaction of house members.
* Plans and executive social events that promote interaction with other houses (i.e., sister and brother houses).
* Plans events in accordance with university and Department of Residence policies.
* Develops a calendar of social events.
* Informs house of other social events on campus.
* Shall survey the interest of the house by the second house meeting of the term of office.
* Shall inform house members of events and purchase group tickets to events for the house.

**Birthday Chairperson(s)**

* Decorates each house members door for their birthday.
* Makes housemate feel special on their birthday.
* Organizes and implements house birthday parties.
* Organizes and implements house seasonal parties.
* Decorates the den and hallways to correspond with the seasons