

## Maple Forbes Operations Manual

The Forbes House cabinet shall be formed to represent all residents on Forbes and to provide each house member an effective voice in the hall community. We do establish this constitution of the Forbes House cabinet.

# ARTICLE I – COMPOSITION AND AUTHORITY

### *A. Composition*

1. Any student who resides on 2<sup>nd</sup> floor is a member of the Forbes House (FH).
2. Any student who is enrolled for an upcoming fall semester and intends to live in Maple Hall (MH) shall be considered a member for the summer session.

### *B. Name*

1. The name of the governing body of FH shall be the Forbes House Cabinet, hereafter referred to as the FHC.
2. The name of the executive body of the FHC shall be the FH Executive Council, hereafter referred to as the Cabinet.

### *C. Authority*

1. In a commitment to developing a safe and supportive climate for all members of the ISU community, Iowa State University and FHC 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 FHC abides by and supports established Iowa State University policies, state and federal laws, and follows local ordinances and regulations. FHC agrees to annually complete President's training, Treasurer's training, and Advisor Training (if required).
3. The FH 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 FH shall be bound to the provisions of the Constitution and by the acts, policies, and rulings of the FHC.

# 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, FH 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

## A. *Executive Body*

1. All executive powers shall be vested in the Cabinet.

## B. *Composition*

1. The Cabinet shall be comprised of the:
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
  - e. Social Chair
  - f. Birthday Chair(s)
  - g. Historian
  - h. Advertising chair
  - i. Greek Liaison Chair(s)
  - j. Bulletin Board Chair
  - k. Sustainability Chair
  - l. Cabinet Advisor
2. Chairs of FHC Committees are ex-officio members of the Cabinet.

## C. *Duties*

1. The Cabinet shall be responsible for the administration of the FHC and for other duties, as specified in the FH Constitution.
2. The Cabinet shall have the right to make expenditures as appropriated in the FHC 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 FH 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.

*D. Selection*

1. The President, Vice President, Secretary, Treasurer, Sustainability Chair, Birthday Chair(s), Historian, Social Chair, Bulletin Board Chair, Advertising Chair and Greek Liaison Chair(s) shall be selected by direct election, as specified in the FH Bylaws.
2. The Cabinet Advisor shall be the CA- selected in accordance with the policies of the Department of Residence.
3. Any additional Cabinet members shall be appointed by the CA, in accordance with the FH Bylaws, upon approval by the Council.

*E. 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.

*F. Eligibility*

1. Any student holding a position in the Cabinet or as a presiding officer of the Council must reside on FH during his/her term of office.
2. Violation of the above constitute will result in immediate removal from office.

*G. Cabinet Compensation*

1. Cabinet positions are voluntary in nature and are not monetarily compensated.

*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 – BYLAWS**

- A. Approval
  - 1. FHC Bylaws or amendments to the FHC Bylaws not in conflict with this Constitution may be made by a two-thirds vote the Cabinet when quorum of present.
- B. Procedure
  - 1. The Cabinet’s final vote proposing the Bylaws or amendments to the FHC Bylaws shall take place no sooner than one regular meeting after the presentation of the proposed amendments to the FHC Bylaws to the Cabinet.

## **ARTICLE VI – AMENDMENTS**

- A. Amendments to this constitution may be proposed as legislation before the Parliament.
- B. 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**

- A. This Constitution shall take effect upon ratification by a two-thirds affirmative vote of the FHC.

# Section One: Activities & Travel

1. Annual Activities (What activities does your club participate in? Are there any that you host? What logistics go into hosting your event? Who are the key contacts? When should the organization contact them? What internal or external approvals are necessary? How does your club collect payment or registration? Do you submit club activities to the Event Authorization Committee for approval? If so, which club officer is responsible for EAC submission?)

- Various Events Planned by FHC
- Monthly Birthday Parties

2. 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).

- N/A

# 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).

- Various House Items

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 Forbes House Treasurer.
- 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 on Forbes
- Email
- Through Forbes House 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?)

- FHC meets bi-weekly, Wednesday evenings @ 8:30pm in the Forbes Lounge.
- FH meets once a month on Wednesday @ 9pm

## 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 Forbes House CA

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