

# By-Laws to the Constitution

Will Rice College

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## **Article 1. Parliamentary Authority By-Laws**

- A. Robert's Rules of Order (Revised) shall guide the deliberative bodies of the College, including the Diet and all the standing and ad-hoc committees, in all cases to which they are applicable and in which they are not inconsistent with the governing documents of the College or the special rules of those groups.
  
- B. The Parliamentarian may, with the majority approval of the Diet, make non-substantive changes in the spelling, grammar, and wording of resolutions or By-Laws in the interest of clarity and style.

## **Article 2. Finance and Funding By-Laws**

### **Section 2.01 Budgeted Funds**

- A. Funds approved by Diet for use by committee(s) or set aside in the Budget for other specific purposes shall be considered as budgeted funds.
- B. Budgeted funds may not be used for any purposes or by any persons other than those for which the funds are budgeted.
- C. Budgeted funds may only be reallocated by two-thirds vote of the Diet or by Budget Slush as defined in this By-Law.

### **Section 2.02 Unbudgeted Funds**

- A. Unbudgeted funds shall be considered as being in the Discretionary Reserve of the Diet.
- B. A majority vote of Diet shall be required to approve an appropriation, budget allocation, or payment of funds from the Discretionary Reserve.
- C. No disbursement of unbudgeted funds shall be made without the oversight and consent of Diet.

### **Section 2.03 Fiat Authority**

- A. Committee Chairpersons and other administrators of budgeted funds shall each be construed to have authority to approve spending from the funds budgeted expressly for the committees, events, and projects under their authority:
- B. Spending of budgeted funds shall be approved by Diet retroactively, except in cases of gross negligence, abusive irresponsibility, or purposeful illegitimacy.
- C. If the Diet deems an appropriation of budgeted funds to be grossly negligent, abusively irresponsible, or purposefully illegitimate, the individual(s) by whose authority the offending appropriation was approved shall be personally liable to the College for unapproved spending and shall reimburse the College for the appropriated funds.

## **Section 2.04 Prerogative to Refer Appropriation Requests**

- A. Diet shall, where appropriate, refer requests for appropriations from the Discretionary Reserve to an appropriate committee or Division Chair for further review and action:
- B. A referral of this kind does not constitute that a request for appropriation is refused, deferred, or tabled.
- C. The appropriate committee or Division Chair shall, upon such a referral, review the request for appropriation, evaluate the logistical details of the appropriation and the prudence of assimilating its execution into the regular operations of the committee, and make a report to the Diet at the next regular Diet meeting as to the recommendation and action of the committee or Chair.

## **Section 2.05 Budget Slush**

- A. The timely and prudent review and reallocation of budgeted funds, hereafter referred to as the [Budget] Slush, shall be conducted by the Treasurer in the spring semester:
- B. The Slush shall begin before the Changeover of office to a newly elected Treasurer but shall not begin before the first class day of the spring semester.
- C. During the Slush, unused budgeted funds shall be reallocated ("slushed") to the Discretionary Reserve.
- D. The Treasurer shall give ten days advance notice of the Slush to the Diet, and Committee Chairpersons.
- E. Committee Chairpersons may submit requests to the Treasurer that the budget of a committee be frozen. The Treasurer and overseeing Division Chair shall together decide whether or not to allow a committee budget to be frozen. Funds in frozen budgets shall not be reallocated by the Slush.

## **Section 2.06 Invested Funds**

- A. Unused and surplus funds shall, at the end of each every budget year, be removed from the operating budget of the College and placed into a separate savings or investment account held by the College. All such accounts shall together constitute the Invested Funds of the College.

- B. The Treasurer shall pursue and oversee the growth of the Invested Funds through prudent low-risk investment.
- C. The growth of invested funds shall be ensured and protected to a minimum value of \$15,000. (If the net value of the Invested Funds is or becomes less than \$15,000, the entire principal and interest of those funds shall not be spent, appropriated, or otherwise allocated.)
- D. The Invested Funds shall be reserved for use in facilitating major capital improvements to the College. The Diet shall make all reasonable efforts to ensure that all available operating funds of the College are expended before authorizing spending from the Invested Funds.
- E. The Invested Funds shall be spent only upon unanimous consent of the Diet and the Masters(s), except:
  - 1. As compelled by superseding legal authority, after having exhausted all other possible alternatives.
  - 2. In case of financial calamity or crisis, if the Diet cannot be assembled after all responsible efforts are exhausted, at the direction of the Master(s) and the President, after having exhausted all other possible alternatives.

### **Section 2.07 Protection of Invested Funds**

- A. The Invested Funds shall not be dissolved, nor shall any amendment be made to this By-Law that allows the Invested Funds to be disbursed or dissolved, except by unanimous consent of the Diet and the Master(s).

## **Article 3. Housing By-Laws**

### **Section 3.01 Concerning the Housing Availability for Returning Students**

- A. The capacity of the College shall be determined by the Vice Presidents, in consultation with the officers and Masters of the College.
- B. The College shall reserve one-third of the available beds for students entering the College in August and two additional beds for exchange students, as required by the University.
- C. The Vice Presidents shall reserve beds for at least 45% of the incoming freshman class in both Old Dorm and Newer Dorm.
- D. To be housed on campus, each Member of the College must participate in Room Jack for the remaining beds.

### **Section 3.02 Participation in Room Jack**

- A. All Members of the College who wish to participate in Room Jack shall:
  - 1. Sign and Submit the Housing Agreement provided by Housing and Dining two days before the date of Eligibility Jack.
  - 2. Submit an additional rooming questionnaire at the discretion of the VP(s). The additional questionnaire shall have no effect on eligibility and must circulate with sufficient time to be submitted by all.
- B. Any Member of the College who does not meet these requirements to participate in Room Jack and wishes to be housed on campus shall be given lowest Room Jack Priority.

### **Section 3.03 Room Jack**

- A. Each Member of the College shall receive Room Jack Points, which are different from Eligibility Jack Points, according to the number of semesters completed as a full time student at any college or university. Points shall be assigned on a semester basis as follows:
  - 1. 1-2 completed semesters: 2 points
  - 2. 3 or more completed semesters: 3 points
  - 3. Senior status: 4 points

- B. Priority for room selection shall be established by the highest number of Room Jack Points. Those with the most points shall have highest priority; those with the least points shall have the lowest priority.
- C. Ties in Room Jack Priority Points will be broken by a drawing of cards and a priority list will be established therein.

### **Section 3.04 Senior Status**

- A. Senior status is an exemption to the Room Jack Priority Points for on-campus housing, as outlined in these Housing By-Laws. Declaration of Senior Status for housing in the College is entirely separate from the academic standings held by the University.
- B. Priority is granted such that no other returning student may enter a lease for a bed before a declared senior has.
- C. Senior status may be declared only once, without exception, by any Member of the College, regardless of academic classification.
- D. Seniors Status shall be declared two days before the date of Eligibility Jack. Senior Status will not be honored otherwise.
- E. With regards to Singles Jack, Room Jack Priority will be granted to seniors who have attended any college or university for a total of three years by the time of Room Jack.

### **Section 3.05 Eligibility Jack**

- A. One point is awarded to every Member of the College for each academic year that he or she was housed for at least one complete semester, anywhere on campus. Transfers from another university and freshmen will be considered new students and shall be assigned zero points upon matriculation
- B. Distribution of available on-campus spaces shall be based on the number of points each students has at the time of the jack, with priority given to those students having the lowest number of total points. The maximum number of points a student may have is four.
- C. Those with the fewest number of Eligibility Points will be offered a lease for a bed at the College first and those with the highest number of points will be offered a lease for a bed last.

- D. Exemptions from Eligibility Points are granted only to those declaring Senior Status and those guaranteed housing by the University or the College. They default to zero Eligibility Points for that year.
- E. In the event that a tie in Eligibility Points results in contention for any remaining beds, all interested Members of the College must participate in Eligibility Jack.
- F. Ties will be broken by a drawing of cards and a priority list will be established therein.

### **Section 3.06 Exemption from Eligibility Jack for Members of the College**

- A. The following students are exempt from the Eligibility Jack By-Laws of the College, as outlined in the College Constitution or Rice Housing rules.
  - 1. All Executive Officers of the College, the Chief Justice and the Student Maintenance Representative
  - 2. Scholarship athletes, as defined by the University
  - 3. Rice EMS supervisors who are also Members of the College
  - 4. Those deserving special circumstances as outlined by the university including, but not limited to, any Member of the College receiving financial aid, contingent on their residing on campus. Proof of dependency must be presented to the Vice Presidents.
- B. Otherwise, no Member of the College is guaranteed housing on campus.

### **Section 3.07 Partner Jacks**

- A. A Partner Jack constitutes a contractual agreement between two eligible Members of the College to share the lease on a bed for the following academic year
- B. The lease on the bed will be held for no more and no less than one semester by the two Members of the College who have agreed to enter the Partner Jack.
- C. The Member of the College who does not hold the lease during the agreed semester is expected to provide his or her own housing outside of Rice campus.
- D. Eligibility for Partner Jack is granted under the provisions that:

1. Both Members of the College expect only one semester of housing for the following academic year.
  2. At least one party has a lease on a bed in the College for the following academic year.
- E. Failure to comply with the contract of the Partner Jack will result in a Crowded Room and will proceed according to the policies defined by Housing and Dining for crowding a room.

### **Section 3.08 Gilded Cage Rule**

- A. The elected President is allowed to fill The Presidents Suite, room 110, with any Member of the College, even one not eligible for a bed on campus. The Gilded Cage Rule pertains to any number of individuals as long as they reside in the Presidents Suite (cluster-fuck?) for the entire academic year. Members of the College under the Gilded Cage Rule may not be offered alternative housing options until every other Member of the College has been offered a bed on campus.

### **Section 3.09 Final Discretionary Authority**

- A. The Masters, in conjunction with the Vice Presidents, have ultimate authority over all housing matters and may, for special circumstances, override any of the above Housing By-Laws.

## **Article 4. Judicial By-Laws**

### **Section 4.01 The Ombudsman**

- A. When the Court is convened, there shall be an Ombudsman, who shall:
  - 1. Advise Members of the College in Questions of judicial procedure
  - 2. Advise and represent defendants in any case before the Court
  - 3. Be Present at all meetings of the Court
- B. The President shall appoint the Ombudsman, subject to the majority approval of the Diet, and shall have the power to remove the Ombudsman from service.
- C. The Diet shall, by two-thirds vote, have the power to remove the Ombudsman.

### **Section 4.02 Other Officers of the Court**

- A. The Chief Justice shall have the power to appoint such executive assistants as shall be deemed necessary for the proper execution of his duties, and have the power to remove such persons from their positions.

### **Section 4.03 Provisional Appointments**

- A. The President may make temporary or provisional appointments of Justices to the Court if two-thirds of the Justices remaining on the Court so request. The President shall declare the length or provisions of such appointments at the time the appointments are made.

### **Section 4.04 Proceedings of the Court**

- A. The Court shall conduct sessions only when a quorum of at least two-thirds of the Justices are present.
- B. The concurrence of a majority of the Justices shall be necessary to render a decision or judgment.
- C. All votes must be taken by roll call.

- D. No member of the Judiciary may take participate in any activity of the Court in which he might be suspected to have private interests, prejudice, or conflicting sympathies. In such circumstances, a Justice may voluntarily withdraw from participation in an activity of the Court or may be recused by a unanimous vote of the other members of the Court.
- E. The Chief Justice shall keep accurate records of the meetings of the Court. Such records shall include a resume of any testimony given during a trial, a resume of all the deliberations of the Court, and a record of the balloting pursuant to each decision.
- F. The Chief Justice shall provide copies of the records of the Court for the Masters' files and the files of the College and shall present copies of the records of the Court to the Secretary of the College for distribution to the Members of the College.
- G. All trials shall by default be open to the public. However, at the request of a defendant or plaintiff, or of the Ombudsman, or of a majority of the members of the Court, the Court may conduct a closed session:
  - 1. Closed sessions shall be attended by the Court, the defendant(s), the plaintiff(s), the Ombudsman, and witnesses as they are called.
  - 2. Records of closed trials shall have names deleted before archival or publication.
- H. Witnesses may be called by the Court, the defendant(s), or the plaintiff(s), and shall be subject to recall at any time. Any person who refuses to testify when called as a witness or who perjures himself shall be held in contempt of the Court and shall be subject to Court action.
- I. No person may be compelled to incriminate himself.

#### **Section 4.05 Referrals and Actions of the Court**

- A. Referrals to Court shall be made by:
  - 1. Any Member of the College when a case is related to behavior of an individual or group of individuals that is deemed offensive to the Community Standards of the College

2. The College Master or RAs when a case is related to behaviors surrounding circumstances not open to other Members of the College
- B. Upon Receipt of a Referral, the Court shall:
1. Convene privately to review the case
  2. Decide to a.) Hold a trial b.) Write a letter of warning, or c.) Address the case in conversation with the party under review.
  3. Notify the College Master of the case and the decided course of action.
- C. If the Court Decides to Address the Case in Conversation:
1. The Court shall keep a written record of the reason for the conversation and include the record in the College Master's report. The Court shall take no further action.
  2. The Party under review shall make appropriate changes to attitude and behavior or risk additional action from the Court.
- D. If the Court Decides to Write a Letter of Warning:
1. The Court Shall:
    - i) Describe the actions that prompted a review by the Court.
    - ii) Describe the offended values of the College that prompted a review by the Court.
    - iii) Describe the next course of action that may result from a repeat of the offense or a similar offense from the party under review.
    - iv) Document this written letter of warning to be included in the College Master's report.
  2. The party under review shall provide written confirmation that the warning was received and its contents were understood.
- E. If the Court Decides to Hold a Trial:
1. The Court Shall:
    - i) Present the party under review with a formal, written notification of the trial date and the reason for the trial.
    - ii) Notify the party under review at least one week in advance of his or her trial date.
    - iii) Review reports from prior cases with relevant circumstances so as to be familiar with the precedence for outcomes set by past courts.

- iv) Collect fair, written, witness testimonies, in defense or accusation, from Members of the College who wish to present them to the Court.
- v) Convene with the party under review and the Ombudsman, on the specified date, and proceed to hold trial according to the procedures outlined in the By-Laws of the College.
- vi) Convey the decided consequences of the case within forty-eight (48) hours of the trial, to both the party under review and the Master. The Court may convene privately during that time to discuss the most appropriate consequences.

2. The Party under review shall:

- i) Provide written acknowledgement of the upcoming trial.
- ii) Attend the trial on the specified date, or if a scheduling conflict exists, request that the date be rescheduled up to one week after the original date.
- iii) Collect any relevant, fair, written, witness testimonies to bring to trial in defense of him or herself.
- iv) If needed, request that the trial be held as a private/closed session.

F. After Review and Action by the Court:

1. The Court Shall:

- i) Keep a report of the case, the trial, and the ruling. A formal compilation of all case reports will be given to the College Master twice per academic year: After the last day of fall classes and prior to the start of winter break and before Changeover of the Chief Justice in the spring semester.
- ii) Make its best effort to protect the reputation and integrity of the party under review.

2. The Party under review shall:

- i) Adhere to the consequences and/or recommendations of the Court honestly.
- ii) Make its best effort to protect the reputation and integrity of the Court.

3. The College Master Shall:

- i) Keep all archived records for the College Court to access anytime they need to cite precedence.

**Section 4.06 Majority and Minority Opinions**

- A. The Chief Justice shall ensure that decisions and rulings of the Court are transmitted in writing to Diet and other appropriate bodies.
- B. If the Chief Justice is not on the side of the majority in a decision or ruling, he must allow a representative of the majority opinion, elected by the majority, to deliver the majority opinion. A representative of the minority opinion shall also deliver a report of the minority opinion.

## **Article 5. Committees By-Laws**

### **Section 5.01 Establishment of Committees**

- A. The Diet may establish such special committees as are necessary and proper to carry out the mission of the College. The duties and responsibilities of such special committees shall be described in the resolution or act by which each is established. The duties and responsibilities of Standing Committees shall be prescribed by By-Law.

### **Section 5.02 Standing Committees**

- A. Programs Committees
  - 1. The Culturals Committee promotes and subsidizes cultural and ethnic events, on campus and in the greater community.
  - 2. The Elections Committee organizes, promotes, and administers College elections in accordance with the Elections By-Laws.
  - 3. The Theater Committee promotes and produces theatrical, musical, and dramatic events at the College and maintains the theatre holdings of the College, including sets, lighting equipment, staging, and costumes.
  - 4. The Spirit Committee promotes Will Rice spirit and unity among members by organizing spirit-building events and distributing spirit items (e.g. branded shorts, key chains, t-shirts, etc.).
  - 5. The Programs Committee organizes study breaks (including the Halloween, Valentines, and Beer Bike study breaks), produces the bi- annual Mr. Will Rice pageant, and facilitates films, speakers, concerts, and other programs for the enrichment and entertainment of the Members.
  - 6. The Food Committee represents the College to the University's chefs and dining administrators and oversees special dining events (e.g. Crawfish Boil, Family-style Dinners, etc.).

## B. Facilities Committees

1. The Infrastructure Committees Head is the project leader for this group. The head is responsible for making sure that the projects in the subcommittees get done and get as much assistance as they need. Additionally, the Committee Head can have and carry out ideas as well with the assistance of the subcommittees. The Committee Head is responsible for making sure that content is updated on the website for the subcommittees as well.
  - i) The Storage and Laundry Sub-Committee is in charge of cleaning, maintaining, securing, and repairing all the holdings of the storage and laundry facilities. It promotes a good ambiance in the laundry room and storage facilities.
  - ii) The Special Rooms Sub-Committee is in charge of maintaining all the special rooms of the College, from the PDR and Parlor, to the Weiner Hole and common rooms of Newer Dorm, and improving the ambiance and decorations as well as usability of these rooms.
  - iii) The Kitchen Sub-Committee is in charge of cleaning, maintaining, securing, and repairing the holdings of the kitchen, buying new supplies as necessary, and protecting Will Ricers' food from being stolen.
2. The Entertainment Committees Head is the project leader for this group. The head is responsible for making sure that the projects in the subcommittees get done and get as much assistance as they need. Additionally, the Committee Head can have and carry out ideas as well with the assistance of the subcommittees. The Committee Head is responsible for making sure that content is updated on the website for the subcommittees as well.
  - i) The Game Room Sub-Committee promotes the Game Room Ladder and other game room activities, maintains the game room furniture and game tables, and re-stocks game room supplies (e.g. ping-pong balls, billiards chalk and cues, foosballs, etc.) as necessary.
  - ii) The Technology Sub-Committee maintains the functionality of the College's technology holdings (e.g. College-owned computers and printers, the PDR projector and AV system, etc.) and administers the listservs and website, in consultation with the Webmaster.

- iii) The Music Room Sub-Committee maintains the cleanliness and ambiance of the music room, ensures that the College's pianos are tuned routinely, and organizes other music room events.
3. The Greens Committee creates and maintains gardens and green spaces at Will Rice and promotes recycling and other environmental endeavors.

#### C. Community Committees

1. The Innie Committee will focus on iconic events on campus (e.g. tailgates, dodge ball, game nights, floor hockey, and public parties) and works in concert with the Chief Justice and Department of Judicial Affairs to ensure that such social events are safe and secure in accordance with the Student Code of Conduct and Alcohol Policy.
2. The Outie Committee will focus on memorable events off campus (e.g. Will Rice Will Skate, Will Rice Will Bowl, Rodeo outings, laser tag, rock climbing and other events in the greater Houston area). The Outie committee head should be familiar with Houston and should plan events that involve all Members of the College.
3. The College and IM Sports Committee promotes and facilitates the formation of college and IM sports teams, procures and maintains sporting equipment and supplies, and represents the College to the Recreation Center administrators and IM Sports staff.
4. The Quad committee fosters and maintains an active quad culture. The Quad committee is responsible for organizing regular events in the quad (e.g. Keg in the Quad, wiffle ball and other informal weekly events).

#### D. Legacy Committees

1. The Outreach Committee oversees the charitable giving and philanthropic endeavors of the College, manages the process by which outside organizations apply to receive Will Rice funds, and promotes community service.
2. The Heritage Committee maintains the historic knowledge and institutional memory of the College and manages the College's

relations with its alumni. The first is done through recording current events, researching the College's past, and maintaining and displaying relevant and important College relics. Relations with alumni are managed by maintaining the alumni listserv, encouraging alumni involvement in College and University activities, and organizing alumni events.

3. Associates Committee manages the College's relations with its Associates. The Committee organizes semi-annual Associates Nights, coordinates the annual Associates Study Break, recruits new associates, and encourages the participation of Associates in College events.

### **Section 5.03 Funding for Committees**

- A. Funding for the committees shall be described in the budget of the College and supervised by the Diet.

### **Section 5.04 Membership of Committees**

- A. Membership of committees is open to all College Members.
- B. Committee Chairs shall be appointed annually, in the spring semester, by a committee composed of the President, the Vice-President, and the respective Director to serve a term of one year beginning in the fall semester following the appointment.

## **Article 6. O-Week By-Laws**

### **Section 6.01 Duties of Coordinators**

- A. The Orientation Week coordinators shall:
  - 1. Plan and execute the orientation of new students to Will Rice College.
  - 2. Select O-Week Advisors. (Both a written questionnaire and an interview shall be required of all applicants to the position of O-Week Advisor.)
  - 3. Make room assignments for new students.
  - 4. Manage Orientation Week finances.

### **Section 6.02 Selection of Coordinators**

- A. Orientation Week Coordinators shall be selected in the spring semester by a special committee comprising the Master(s), the Coordinator(s) of the previous Orientation Week, the College Coordinator, and optionally one additional Member from the College selected At-Large by the other members of the committee.
- B. Prior O-week coordinators who seek re-appointment shall forfeit their position on the selection committee.
- C. Applicants for the position of Orientation Week Coordinator shall apply to the committee independently, not in partnerships or teams.
- D. Candidates for the position of Orientation Week Coordinator must have previously served as a New Student Advisor.
- E. The committee shall choose a team of two or three Coordinators. At least one member of the selected team must have previously served as an O-Week Advisor at Will Rice.

### **Section 6.03 Duties of the President**

- A. The President shall attend Orientation Week to represent the College and carry out its administrative and executive functions.

- B. The President shall not be an O-Week Advisor.

**Section 6.04 Orientation Week Finances**

- A. The Orientation Week Coordinators shall be responsible for managing and administering all O-Week finances.
- B. Funds provided for Orientation Week by the Office of the Dean of Undergraduates shall be used only for Orientation Week and subsequent new student events.
- C. The Coordinators shall:
  - 1. Present a statement of the financial condition of Orientation Week accounts upon seven days notice by the Diet.
  - 2. Submit a complete budget record and list of expenditures to the Diet, no later than the second week of classes in the fall semester.

## **Article 7. Fellows By-Laws**

### **Section 7.01 Duties of the Fellows**

- A. The College Fellows shall be responsible for providing academic support to the Members, encouraging academic excellence, and facilitating College service.

### **Section 7.02 Appointment of Fellows**

- A. New Fellows shall be appointed annually, in the spring semester, by the Masters and the Head Fellows by means of an application process. To be eligible for consideration, candidates must have a cumulative GPA of at least 3.50 and be at least in the spring semester of their sophomore year.
- B. Fellow appointments are made for a term of one year, beginning in the fall semester following the appointment. The appointment of current Fellows shall be renewed annually, following good performance in the previous term, at the discretion of the Masters and Head Fellows.
- C. The appointment of Fellows shall be controlled to maintain no fewer than 15 Fellows and no more than 30 Fellows at any time.
- D. Fellows shall be selected based on their application, record of academic excellence, college service, and enthusiasm for the Fellows program.

### **Section 7.03 Head Fellows**

- A. There shall be one Head Fellow for each class of Fellows (i.e. one Junior and one Senior).
- B. Head Fellows shall be appointed annually in the spring semester, following appointment of new Fellows, by the Masters and current Head Fellows.
- C. The appointment of Head Fellows is made for a term of one year, beginning in the fall semester following the appointment.

## **Article 8. Awards By-Laws**

### **Section 8.01 Presentation of College Awards**

- A. All awards, with the exception of the *Zevi and Bertha Salsburg Award*, shall be given annually at the College Awards Night ceremony in the spring semester.
- B. Each award shall cause the name of the recipient to be engraved on a permanent plaque to be displayed in the Commons.

### **Section 8.02 Proceedings of Nominations and Selections**

- A. If any member of a selection committee for an award is a candidate for that award, he shall forfeit his position on that committee.
- B. The Secretary of the College shall ensure adequate publication of the criteria for awards and the procedures for selection of candidates and recipients.

### **Section 8.03 The Worden Endowed Award**

- A. The *Worden Endowed Award* was established in 1980 by Mr. and Mrs. Sam P. Worden, the first community associates of the College and amended by Mrs. Worden in September 1998.
- B. The recipient of the award shall be a member of the senior class who during his or her years at Will Rice has made the most meritorious impact on the College through outstanding leadership, academic achievement, assistance to others and service to the College. (Service rendered to the university and/or community may also be considered.)
- C. The dates for accepting nominations shall be announced at least two weeks in advance of the deadline for submitting nominations. Anyone associated with the College, including Members and Associates, may submit nominations. Nominations should be in writing and should include a list of the nominee's qualifications, signed by the nominator and submitted to the College Coordinator.
- D. An *ad-hoc* committee consisting of the outgoing Executive Officers, the Head Fellows, the Master(s), the Resident Associate(s), and the

College Coordinator, shall carefully screen the nominees and choose no more than five candidates with the highest qualifications.

- E. A secret ballot, which shall include the candidates' qualifications, shall be issued to all members of a voting committee: the incoming and outgoing members of the Diet, the Will Rice Fellows, the Master(s), the Resident Associate(s), and the College Coordinator.
- F. The Parliamentarian, or his designate, along with the Chairperson of the Awards Committee, or his designate, shall count votes of the voting committee.
- G. The recipient will be announced at the spring College Awards Night.
- H. The annual prize of \$1000 shall be paid by the Treasurer of the University from the earnings of the Worden Will Rice College Endowment.

#### **Section 8.04 The James Street Fulton Prize**

- A. The *James Street Fulton Prize* was established in 1981 by Mr. Edward Hinders, a distinguished alumnus of Will Rice College, class of 1971, in honor of the first master of Will Rice College.
- B. The *James Street Fulton Prize* shall be awarded to the Will Rice student who has distinguished himself or herself above all others in utilizing the educational opportunities of the University in the face of personal or financial hardship, and who has set an example of personal achievement and community service.
- C. The dates for accepting nominations shall be announced at least two weeks in advance of the deadline for submitting nominations. Anyone associated with the College, including Members and Associates, may submit nominations. Nominations should be in writing and should include a list of the nominee's qualifications, signed by the nominator and submitted to the College Coordinator.
- D. An *ad-hoc* committee consisting of the outgoing Executive Officers, the Master(s), the Resident Associate(s), and the College Coordinator, shall carefully screen the nominees and choose no more than five candidates with the highest qualifications.

- E. The selected nominees shall be announced to the Members of the College.
- F. The winner of the award shall be chosen from the selected nominees by secret ballot by the same *ad-hoc* committee.
- G. The annual prize of \$500 shall be paid by the University from funds donated by Mr. Hinders.

#### **Section 8.05 J.S. Fulton Service Award**

- A. The *J.S. Fulton Service Award* shall be given to that person, other than the College President, who has been most exemplary in his or her service to the College during the year preceding the award.
- B. The recipient shall be selected by a committee comprised of the College President, the Masters(s), the Resident Associate(s), the College Coordinator and the members of the outgoing Diet.

#### **Section 8.06 Diet Appreciation Award**

- A. The *Diet Appreciation Award* shall be given to that person who, in the opinion of the Diet, has made the most outstanding contributions to the College and its Members.
- B. The recipient shall be selected by the members of the outgoing Diet.

#### **Section 8.07 Zevi and Bertha Salsburg Award**

- A. The *Zevi and Bertha Salsburg Award* was established in 1972 by Mrs. Bertha Salsburg in memory of her husband.
- B. The *Zevi and Bertha Salsburg Award* shall be given for academic excellence to the freshman member of the College with the highest grade-point average at the conclusion of his or her freshman year.
- C. The Master(s) of the College shall administer the selection and presentation of this award.
- D. The award shall be presented to the recipient at the Associates Night in the fall semester of his or her sophomore year.

- E. A cash prize of \$300 shall be given to the recipient from funds of the Chemistry Department's Salsburg Endowment.

**Section 8.08 Dale and Elise Sawyer Outstanding New Student Award**

- A. The *Dale and Elise Sawyer Outstanding New Student Award* was established in 2003 by former masters Dale and Elise Sawyer.

- B. The *Dale and Elise Sawyer Outstanding New Student Award* shall be awarded to the new student who is most distinguished in his overall contributions to Will Rice and to Rice University.
- C. The recipient shall be selected by a committee comprised of the outgoing Orientation Week Coordinators, the outgoing President of the College, the Master(s), the Resident Associate(s), and the College Coordinator.

### **Section 8.09 Corrine and Radoslav Tsanoff Sophomore Prize**

- A. The Corrine and Radoslav Tsanoff Sophomore Prize was established in 1974 by Mr. and Mrs. Fletcher Brown in honor of her parents who were original Will Rice Faculty Associates.
- B. The *Corrine and Radoslav Tsanoff Sophomore Prize* shall be awarded to the sophomore who has made the most excellent use of his opportunities in the College and who has contributed most significantly to the further fulfillment of the Mission of the College.
- C. The recipient shall be selected by a committee comprised of the previous winners of the award, the previous recipients of the *Corrine and Radoslav Tsanoff Junior Prize*, the Master(s), and the Resident Associate(s).
- D. The annual prize of \$300 shall be paid by the University from a fund donated by Mrs. Brown.

### **Section 8.10 Corrine and Radoslav Tsanoff Junior Prize**

- A. The *Corrine and Radoslav Tsanoff Junior Prize* was established in 1974 by Mr. and Mrs. Fletcher Brown in honor of her parents who were original Will Rice Faculty Associates.
- B. The *Corrine and Radoslav Tsanoff Sophomore Prize* shall be awarded to the sophomore who has made the most excellent use of his opportunities in the College and who has contributed most significantly to the further fulfillment of the Mission of the College.
- C. The recipient shall be selected by a committee comprised of the previous winners of the award, the previous recipients of the *Corrine and Radoslav Tsanoff Sophomore Prize*, the Master(s), and the Resident Associate(s).

- D. The annual prize of \$300 shall be paid by the University from a fund donated by Mrs. Brown.

### **Section 8.11 James A. Castañeda Award**

- A. The *James A. Castañeda Award* is named in honor of the second master of Will Rice College.
- B. The *James A. Castañeda Award* shall be given to a most outstanding member of the senior class based on service and dedication to the College.
- C. The College Fellows shall select the recipient.

### **Section 8.12 Barbara Willis Service Award**

- A. The *Barbara Willis Service Award* was established in 1991 by Maj. Moses Scheinfeld, the Will Rice President 1988-1989 in honor of former College Coordinator Barbara "Babs" Willis.
- B. The *Barbara Willis Service Award* shall be given to a student who has displayed most selfless devotion to the Members of the College and who has displayed an outstanding interest in all fields of knowledge.
- C. Mrs. Barbara Willis, or her designate, shall choose the recipient.
- D. The annual cash prize of \$250 shall be paid by the Treasurer from funds donated each year by Maj. Moses Scheinfeld.

### **Section 8.13 Gilbert Cuthbertson Service Award**

- A. The *Gilbert Cuthbertson Service Award* was established in 1991 by Maj. Moses Scheinfeld, the Will Rice president 1988-1989, in honor of long-time Resident Associate Gilbert "Doc C" Cuthbertson.
- B. The *Gilbert Cuthbertson Service Award* shall be given to a student who has displayed most selfless devotion to the members of Will Rice College and who has displayed an outstanding interest in all fields of knowledge.
- C. Dr. Gilbert Cuthbertson, or his designate, shall choose the recipient.

- D. The annual cash prize of \$250 shall be paid by the Treasurer from funds donated each year by Maj. Moses Scheinfeld.

#### **Section 8.14 Ed and Andrea Doughtie Outstanding Associate Award**

- A. The *Ed and Andrea Doughtie Outstanding Associate Award* was established in 1993 by the Senior Class in honor of their former Masters (1987-1992).
- B. The *Ed and Andrea Doughtie Outstanding Associate Award* shall be given to that Associate of the College (a Faculty, University or Community Associate) other than the Master(s) or Resident Associate(s), who has best exemplified the role of a College Associate through service, spirit and dedication to the College. The recipient shall be an associate who is active and visible in the life of the College.
- C. The recipient shall be selected by the Associates Committee.

#### **Section 8.15 Will Rice College Outstanding Faculty Associate Award**

- A. The Will Rice College Outstanding Faculty Associate Award is established and funded by Rice University.
- B. The Will Rice College Outstanding Faculty Associate Award shall be awarded to the faculty associate who has best served Will Rice College through service.
- C. The recipient shall be selected by the Associates Committee.

#### **Section 8.16 Sport Awards**

- A. The Sports Award shall be given to one male and one female student who have served the College in an outstanding fashion in both intramural and college sports.
- B. The recipients shall be selected by the Committee(s) on College and IM Sports.

#### **Section 8.17 Peter and Doug Absolutely Arbitrary Award**

- A. The Peter and Doug Absolutely Arbitrary Award may be given to any Will Rice student for any reason.

B. The outgoing President and his roommate(s) shall select the recipient.

**Section 8.18 Los Tres Amigos Award**

A. The *Los Tres Amigos Award* shall be given to the Will Rice upper-class student who has formed most significant friendships with the freshmen class.

B. The outgoing President and his roommate(s) shall select the recipient.

## **Article 9. Elections By-Laws**

### **Section 9.01 Elections Committee**

- A. The function of the Elections Committee shall be to supervise all College elections and to enforce the elections regulations. Specific duties of the Elections Committee shall be as follows:
1. Certification of the qualifications of each candidate before elections, and of all officers at the beginning of each semester.
  2. Responsibility for the printing, supervision, counting, and disposition of all ballots.
  3. Insurance that there is advance publicity of at least one week of all election rules and regulations, of all deadlines and dates concerning an election or referendum, and of any other material pertinent to an election.
  4. Setting of the dates of all elections under its jurisdiction, in accordance with the Constitution and these By-Laws, subject to Diet approval.
  5. Disqualification, at its discretion, of any candidate who violates the election rules or regulations.
  6. Certification to the Diet of the validity of each election.
- B. The decision of the Elections Committee in any matter under its jurisdiction may be reversed only by the Appeals Board, as provided in Section H below.

### **Section 9.02 Timelines**

- A. Elections for the Executive Council, Division Directors, and At-Large Representatives shall be completed by the fourth week of classes in the spring semester.
- B. Elections for the Off-Campus and Freshman Representative shall be completed by the third week of classes in the fall Semester.

### **Section 9.03 Candidacy**

- A. Persons who meet the qualifications enumerated in the Constitution shall become candidates for office by submitting, together a signed statement that they have read and understood the Constitution and By-Laws of the College. Those running for College-wide positions must additionally submit a petition containing signatures of then Members of the College.
- B. Petitions must be presented to one of the chairmen of the Elections Committee. A deadline, specified by the Elections Committee, shall be not less than 24 hours and not more than two weeks preceding the election. If all is in order, the Chairman shall validate the petition by signing and dating it in the presence of the candidate.
- C. Names of candidates will be listed according to the order in which completed statements and, if necessary, petitions are received by the Elections Chairmen.

#### **Section 9.04 Campaigning**

- A. Each person who is a candidate for a College-wide office shall have an opportunity to speak on behalf of his candidacy at a meeting of the College. The Elections Committee, may, at its discretion, limit the length of campaign speeches.
- B. For a College-wide election, campaigning may be by word of mouth only. Those running for section or off-campus representatives to the Diet may post a single 4.45" x 11" sign in a location designated by the Elections Chairmen.

#### **Section 9.05 Poll Procedure**

- A. The polls shall be open during meals. There shall be one poll located in the Commons.
- B. No person who is a candidate shall be allowed to sit at the polls or to count votes in any election conducted on the same day as his own. Any other Member of the College shall be eligible to sit at the polls and may be assigned to do so at the discretion of the Elections Committee.
- C. A person must sign a statement affirming that he is not guilty of plural voting.

- D. Graduating seniors and fifth-years are eligible to vote for the same representatives as the incoming senior class.
- E. For those College offices to which two representatives are to be elected, a voter shall have two votes of equal weight.
- F. Petitions for Off-Campus Diet Representatives shall be submitted by the second week of the new school year.
- G. In the event that a normal spring-elected position becomes vacated over the summer, neither freshmen or new transfers will be allowed to run or vote in the fall election to fill the vacated position.

### **Section 9.06 Determination of Election**

- A. For those College offices to which only one person is elected, the candidate(s) receiving the most votes cast shall be elected.
- B. All elections shall be preferential. In a given race, candidates may be ranked from 1 (most preferred) down to a number one greater than the number of candidates to allow for a write in candidate). At the end of the voting period, candidates shall be ranked in order of the first place votes they receive. The candidate receiving the least first place votes shall be eliminated, and ballots indicating the eliminated candidate as first shall have their second place votes count as first place votes for the named candidate. This process shall continue until all positions have been filled.

### **Section 9.07 Tallying of Votes**

- A. The votes shall be tallied immediately after the closing of the polls by at least two members of the Elections Committee. Those counting votes shall sign copies of the results of the elections. One copy shall immediately be posted in the Commons and one copy retained in the College records. All ballots shall be retained for at least two weeks after the election concerned.
- B. Votes which shall be considered valid in a regular election are those:
  - 1. For a candidate listed on the ballot, or

2. A write-in vote for a member of Will Rice College who is eligible to serve in the office in question.
  3. In a runoff, only votes cast for candidates listed on the ballot shall be valid. Only valid votes will be counted amount total votes.
- C. Any candidate in any election in which they participate shall have the right to know the final numerical tally for that election.

### **Section 9.08 Contesting an Election**

- A. Any part of an election, including disqualification of a candidate, may be contested by a petition stating the items contested and the reasons for contest signed by twenty-five Members of the College. The petition shall be presented to the chairman of the Elections Committee no more than twenty-four hours after the posting of the results of the election. If such a petition is presented, the Elections Committee shall review all items contested, including a recount of the ballots in the presence of those contesting, if such is called for. If the Elections Committee finds that a mistake has been made or rules violated, it shall correct the items in question to the satisfaction of those involved or hold a new election, as it deems appropriate. If no agreement is reached, the matter shall be taken to the Appeals Board, which shall finally settle the question.

### **Section 9.09 Lack of Candidate(s)**

- A. If no petitions are received for an office by the deadline, responsibility for filling the office shall then rest with the Diet. Any person elected by the Diet under such conditions shall serve for the full remaining term of the office in question.