

By-Laws To the Constitution

Will Rice College



Table of Contents

Article I: Parliamentary Authority.....	02
Article II: Finance and Funding.....	03
Article III: Housing.....	06
Article IV: Judicial.....	11
Article V: Committees.....	15
Article VI: O-Week.....	18
Article VII: Fellows.....	19
Article VIII: Awards.....	20
Article IX: Elections.....	25
Article X: Beer Bike.....	28

Article I - Parliamentary Authority By-Laws

1. 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.
2. 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 II - Finance and Funding By-Laws

Section 2.01 Budgeted Funds

1. 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.
2. Budgeted funds may not be used for any purposes or by any persons other than those for which the funds are budgeted.
3. 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

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

Section 2.03 Fiat Authority

1. 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:
2. Spending of budgeted funds shall be approved by Diet retroactively, except in cases of gross negligence, abusive irresponsibility, or purposeful illegitimacy.
3. 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

1. Diet shall, where appropriate, refer requests for appropriations from the Discretionary Reserve to an appropriate committee or Division Chair for further review and action:
2. A referral of this kind does not constitute that a request for appropriation is refused, deferred, or tabled.
3. 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

1. 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:
2. 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.
3. During the Slush, unused budgeted funds shall be reallocated (“slushed”) to the Discretionary Reserve.
4. The Treasurer shall give ten days advance notice of the Slush to the Diet, and Committee Chairpersons.
5. 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

1. 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.
2. The Treasurer shall pursue and oversee the growth of the Invested Funds through prudent low-risk investment.
3. 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.)
4. 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.
5. The Invested Funds shall be spent only upon unanimous consent of the Diet and the Masters(s), except:
 - a. As compelled by superseding legal authority, after having exhausted all other possible alternatives.
 - b. 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

1. 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).

Section 2.08 Endowment

1. The Invested Funds shall not be dissolved, nor shall any amendment be made to this By-Law that allows the Invested Funds to be dispersed or dissolved, except by unanimous consent of the Diet and the Master(s).
 - a. Each year, the Treasurer(s) may choose to withdraw up to half of the previous year's endowment earnings and make that amount available in the forthcoming operating budget.
 - b. All withdrawals from the endowment in excess of half of the previous year's endowment earnings shall require the endorsement of the President and then receive unanimous approval from the Diet and the masters.
 - c. All interest or proceeds from the endowment shall be reinvested in the endowment.
 - d. At the end of the fiscal year, any unspent college funds shall be deposited into the endowment.

Article III - Housing & Parking By-Laws

Section 3.01 Concerning the Housing Availability for Returning Students

1. The capacity of the College shall be determined by the Vice Presidents, in consultation with the officers and Masters of the College.
2. The number of beds that shall be reserved for all new students -- freshmen, transfer, and exchange students -- entering the College in both fall and spring semesters shall be designated by the Dean's office.
3. The Vice Presidents shall distribute the new students between both New and Old Dorm, such that no more than 55% of these students will have reserved beds in any one dorm.
4. To be housed on campus, every returning Member of the College must participate in Room Jack for the remaining beds. Each Member of the College not guaranteed housing must participate in Eligibility Jack.

Section 3.02 Exemption from Eligibility Jack for Members of the College

1. Students that fit the criteria outlined below, outlined in the College Constitution or Rice Housing rules, are exempt from Eligibility Jack and directly proceed to the Room Jack process. These students are required to indicate this exemption on the additional rooming questionnaire, outlined in 3.042(1)(b).
 - a. All Executive Officers of the College, the Chief Justice and the Student Maintenance Representative
 - b. Scholarship athletes, as defined by the University
 - c. Rice EMS supervisors who are also Members of the College
 - d. 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.
2. Otherwise, no Member of the College is guaranteed housing on campus.

Section 3.03 Eligibility Jack

1. Exemptions from Eligibility Jack 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.
2. One point is awarded to every Member of the College for each academic year that he or she was housed at Rice on campus, even if he or she is housed for only one complete semester. Transfers from another university, exchange students, and freshmen will be considered 'new students' and shall be assigned zero points upon matriculation.

3. Distribution of available on-campus beds 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.
4. 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.
5. Ties will be broken by a drawing of cards and a priority list will be established thereafter.

Section 3.04 Participation in Room Jack

1. All Members of the College who wish to participate in Room Jack shall:
 - a. Sign and Submit the Housing Agreement provided by Housing and Dining two days after Room Jack.
 - b. Submit an additional rooming questionnaire at the discretion of created by the VP(s). The additional questionnaire shall have no effect on eligibility, but is required to be submitted by those Members who wish to be housed on campus sometime in the next academic year. and The VP(s) must send out the questionnaire circulate with sufficient time to be completed submitted by all before Eligibility Jack.
2. 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.
3. Those Members of the College that are participating in Room Jack and require New Dorm housing due to a medical issue, must contact the VPs 24 hours before the start of Room Jack with proper medical documentation as proof, including a clearance from Rice University Disability Support Services.

Section 3.05 Senior Status

1. 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.
2. Priority is granted such that no other returning student may enter a lease for a bed before a declared senior has.
3. Senior status may be declared only once, without exception, by any Member of the College, regardless of academic classification.
4. Seniors Status must shall be declared two days before the date of Eligibility Jack. Senior Status will not be honored otherwise.
5. 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 3.06 Room Jack

1. 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:
 - a. 1-2 completed semesters: 2 points
 - b. 3 or more completed semesters: 3 points
 - c. Senior status: 4 points
2. 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.
3. Ties in Room Jack Priority Points will be broken by a drawing of cards and a priority list will be established therein.

Section 3.07 Voluntary Room Jack

1. If a student wishes to voluntarily move off campus for an entire year, that student will receive 0.5 points for Room Jack the following year as an incentive. The Vice President(s) will be in charge of maintaining a list of the following students. Volunteering to move off campus must take place before eligibility jack.

Section 3.08 Partner Jacks

1. 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
2. For those Members who wish to be roomed on campus for one full semester out of an academic year, due to study abroad or graduating early, they must participate in a Partner Jack.
3. The lease on the bed will be held for no more and no less than one semester by the each two Members of the College who has agreed to enter the Partner Jack.
4. 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.
5. Eligibility for Partner Jack is granted under the provisions that:
 - a. Both Members of the College expect only one semester of housing for the following academic year.
 - b. At least one party has a lease on a bed in the College for the following academic year.
6. 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 3.09 Gilded Cage Rule

1. The elected President is allowed to fill The President's 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 President's 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.
2. The elected President and the Member(s) of the College that will be rooming in the President's suite the following year must inform the VPs of the status within 24 hours the day after Eligibility Jack.

Section 3.9 Concerning Parking Availability in the South College Lot

1. The number of parking spots reserved for Will Rice College in the South College Lot shall be determined by the Rice Parking Department.
2. Four of the spots allotted to Will Rice College shall be reserved for students who have completed 3 semesters at any college or university who do not have a bed on campus for the next academic year at the time of Parking Jack.
3. The Will Rice College President shall be guaranteed one of Will Rice College's spots for the full next academic year. If the president chooses not to accept this spot, it will be returned to the pool of available spots for Will Rice College.

Section 3.10 Parking Jack

1. Parking Jack Points shall be given to each Member of the College by the same criteria as Room Jack Points (Section 3.06).
2. Priority for reserved parking spots as outlined in Section 3.09-2-B shall be determined by a drawing of cards, wherein the highest 8 cards shall receive a spot for one semester. Four students will receive a spot in the fall semester and the remaining four shall receive a spot in the spring semester, with preference determined by those with the four highest card order.
3. Any individual who does not receive a spot in this jack may draw for one as outlined below.
 - a. If a student receives one of these spots and accepts a bed on campus before the parking list is finalized, the student forfeits that parking space and it shall go to the next person on the waitlist (outlined below) who qualifies for the spot.
 - b. If any spots are not claimed, they shall no longer be reserved and are available for the next jack.
4. Priority for non-reserved parking spots shall be established by the highest number of Parking Jack Points. Those with the most points shall have highest priority; those with the least points shall have the lowest priority.

5. Ties in Parking Jack Points will be broken by a drawing of cards, and a priority list shall be created as follows:
 - a. If there are more individuals in a tying group than there are available spots remaining but less than twice that number:
 - i. Every individual in this tie is guaranteed a spot for at least one semester.
 - ii. Full-year parking spots will be awarded to those with the higher drawn cards, and one-semester parking spots will be given to the remainder of those in the tie. Preference of which semester for students with one-semester parking spots will be determined by the highest card order.
 - b. If the number of individuals in a tying group is more than twice the number of available spots remaining, those with the higher drawn cards will receive remaining spots for one-semester and those with the lower drawn cards will be placed upon a waitlist.

Section 3.11 Final Discretionary Authority

1. 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.
2. The Rice Parking Department has the ultimate authority over all parking matters and may, for special circumstances, override any of the above Parking By-Laws.

Article IV - Judicial By-Laws

Section 4.01 The Ombudsman

1. When the Court is convened, there shall be an Ombudsman, who shall:
 - a. Advise Members of the College in Questions of judicial procedure
 - b. Advise and represent defendants in any case before the Court
 - c. Be Present at all meetings of the Court
2. 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.
3. The Diet shall, by two-thirds vote, have the power to remove the Ombudsman.

Section 4.02 Other Officers of the Court

1. 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

1. 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

1. The Court shall conduct sessions only when a quorum of at least two-thirds of the Justices are present.
2. The concurrence of a majority of the Justices shall be necessary to render a decision or judgment.
3. All votes must be taken by roll call.
4. No member of the Judiciary may take part 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.
5. 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.
6. 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.
7. 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:

- a. Closed sessions shall be attended by the Court, the defendant(s), the plaintiff(s), the Ombudsman, and witnesses as they are called.
 - b. Records of closed trials shall have names deleted before archival or publication.
8. 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.
9. No person may be compelled to incriminate himself.

Section 4.05 Referrals and Actions of the Court

1. Referrals to Court shall be made by:
 - a. 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
 - b. The College Master or RAs when a case is related to behaviors surrounding circumstances not open to other Members of the College
2. Upon Receipt of a Referral, the Court shall:
 - a. Convene privately to review the case
 - b. Decide to a.) Hold a trial b.) Write a letter of warning, or c.) Address the case in conversation with the party under review.
 - c. Notify the College Master of the case and the decided course of action.
3. If the Court Decides to Address the Case in Conversation:
 - a. 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.
 - b. The Party under review shall make appropriate changes to attitude and behavior or risk additional action from the Court.
4. If the Court Decides to Write a Letter of Warning:
 - a. 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.
 - b. The party under review shall provide written confirmation that the warning was received and its contents were understood.
5. If the Court Decides to Hold a Trial:
 - a. 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.
- b. 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.
6. After Review and Action by the Court:
- a. 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.
- b. 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.
- c. 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

1. The Chief Justice shall ensure that decisions and rulings of the Court are transmitted in writing to Diet and other appropriate bodies.
2. 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 V - Committees By-Laws

Section 5.01 Establishment of Committees

1. 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

Programs

Programs directors work to uphold spirit, unity, and entertainment within the College by overseeing the following committees: Elections, Theatre, Merchandise, Events. In addition, they uphold the Will Rice Google Calendar, which should include all Will Rice events and other important dates as well as any campus-wide events that Will Rice members wish to promote (e.g. Shepherd school concerts, dance performances, club sports games).

1. The Elections Committee organizes, promotes, and administers College elections in accordance with the Elections By Laws. Elections Committee also organizes Changeover during spring semester.
2. The Theatre Committee promotes and produces at least one major theatrical, musical, and/or dramatic events at the College and maintains the theatre holdings of the College, including sets, lighting equipment, staging, and costumes.
3. The Merchandise Committee promotes Will Rice spirit and unity among members by distributing spirit items (e.g. branded shorts, key chains, t-shirts, etc.)
4. The Events Committee organizes entertainment events that foster bonds within the College including:
 - i) at least three study breaks per year (e.g. Holidays)
 - ii) the annual Mr. Will Rice pageant in collaboration with Outreach Committee
 - iii) other events (e.g. movie nights, crawfish boils) for the enrichment of the Members

Community

Community directors will oversee the work done by various committees (Socials, Outies, Quad, and Sports) by establishing expectations, encouraging collaboration, providing feedback, and staying approachable. Community directors will also be in charge of creating the monthly birthday banners in the Commons. Together, directors and committee heads will work to help create an inclusive Will Rice community, to engage with Houston's resources, and to facilitate inter-collegiate bonds through various events throughout the year.

1. The Socials Committee shall focus on planning events that strengthen bonds between colleges. Committee chairs will:
 - i) plan and execute the Will Rice public party
 - ii) host iconic events on campus like McWill bonding and joint pub nights

2. The Outie Committee shall focus on connecting Will Rice to the community outside the hedges by planning at least one memorable event per semester including Will Rice Will Skate in the fall, along with other smaller events that promote cultural diversity throughout the year.
 - i) Will Rice Will Skate shall be scheduled for the Friday of the last week of class in the fall semester.

3. The Sports Committee facilitates the formation of college and IM sports teams, promotes attendance to Varsity, College, and IM sporting events, procures and maintains sporting equipment and supplies. Committee heads shall also, serve as representatives 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).

Facilities

Facilities Directors will oversee the facilities of Will Rice College. They will oversee their committees to upkeep the rooms and equipment that belong to the college. In order to improve and maintain the properties of the college, the Facilities Directors will coordinate with Housing and Dining. The Facilities Directors are also tasked with storing the belongings of the members of the college over the summer break.

1. The Dorm Committee shall oversee and improve the facilities inside of Will Rice Old Dorm and New Dorm. This will include but is not limited to Long Hall Kitchen, the Wiener Hole, the Music Room, and the common rooms of Newer Dorm.

2. The Commons Committee shall oversee and improve the facilities inside of the Will Rice commons. This will include but is not limited to the Parlor, the PDR, and the kitchen. The Commons Committee will be responsible for purchasing and facilitating use of the kitchen for Will Ricers who wish to use its appliances.

3. The Entertainment Committee will maintain and improve the entertainment and technology of Will Rice. The Entertainment Committee is responsible for upkeeping the game room and planning game room activities. In addition, the Entertainment Committee maintains the functionality of the college's technology holdings (PDR system, game room TV, commons AV System, etc.)

Legacy

Legacy Directors work to produce an impactful and meaningful legacy for Will Rice College. They accomplish this by overseeing their relevant committees (Outreach, Heritage, Associates) as well as by facilitating projects which promote Will Rice culture and tradition. The Legacy Directors are also responsible for maintaining the Will Rice Google Drive and overseeing use of the college GoPro.

1. The Outreach Committee oversees the charitable giving and philanthropic endeavors of the College, manages the process by which outside organizations receive Will Rice funds, and promotes community service through hosting volunteer events at Will Rice and outside the college. The Committee shall collaborate with other committees, including Events to raise funds during Mr. Will Rice and Quad to have at least one KITQ-Outreach event.
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 researching the College's past and organizing, maintaining, and displaying relevant and important College relics, such as the annual Beer Bike t-shirts in the Parlor. Relations with alumni are managed by maintaining the alumni listserv, encouraging alumni involvement in College and University activities, and organizing alumni events.
3. The Associates Committee manages the College's relations with its Associates. The Committee organizes semiannual Associates Nights, coordinates the semi-annual Associates Study Breaks, facilitates the Associates Mentor Program, recruits new associates, and fosters a welcoming environment for associates by encouraging the participation of Associates in College events.

Section 5.03 Funding for Committees

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

Section 5.04 Membership of Committees

1. Membership of committees is open to all College Members.
2. 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.

Section 5.05 Senior Committee

The Senior Committee shall consist of members of the senior class. The committee is responsible for promoting bonding amongst members of the senior class.

a) Selection Process & Timeline. The committee will be selected through an application, created by the President, in the spring semester. Positions shall be filled by the end of the last week of class in the spring semester.

b) Duties of Senior Committee. The Senior committee shall monitor the budget, plan and execute events for the Senior class, and work in collaboration with the New Student Representative to plan and carry out a Senior-New Student bonding event.

Section 5.06 Will Rice Week Committee

Blurb about Will Rice Week Committee. This committee is responsible for....

Duties of Will Rice Week Committee Members

A. Plan and execute events during a chosen week in October to celebrate Will Rice College spirit, tradition, and unity.

B. Organize the annual Phoenix Raid on one night during Will Rice Week.

C. Collaborate with Quad Committee to plan Will Rice Day, which shall take place on the last day of Will Rice Week.

D. Distribute Will Rice Week spirit merchandise (e.g. t-shirts, mugs, lanyards).

Selection of Will Rice Week Committee Members

A. Will Rice Week coordinators shall be selected in the spring semester prior to the last week of class by a Selection Team consisting of the President and the outgoing senior Will Rice Week coordinator from the most recent Will Rice Week.

B. The selection team shall create and release an application for this position. Applicants for the position of Will Rice Week coordinator must apply independently.

C. The Freshman Will Rice Week coordinator shall be selected in the fall semester by the current Will Rice Week coordinators through an application. This selection must be approved by the President.

Article VI - O-Week By-Laws

Section 6.01 Duties of Coordinators

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

Section 6.02 Selection of Coordinators

1. 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.
2. Prior O-week coordinators who seek re-appointment shall forfeit their position on the selection committee.
3. Applicants for the position of Orientation Week Coordinator shall apply to the committee independently, not in partnerships or teams.
4. Candidates for the position of Orientation Week Coordinator must have previously served as a New Student Advisor.
5. 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

1. The President shall attend Orientation Week to represent the College and carry out its administrative and executive functions.
2. The President shall not be an O-Week Advisor.

Section 6.04 Orientation Week Finances

1. The Orientation Week Coordinators shall be responsible for managing and administering all O-Week finances.
2. 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.
3. The Coordinators shall:
 - a. Present a statement of the financial condition of Orientation Week accounts upon seven days notice by the Diet.
 - b. 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 VII - Fellows By-Laws

Section 7.01 Duties of the Fellows

1. 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

1. 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.
2. 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.
3. The appointment of Fellows shall be controlled to maintain no fewer than 15 Fellows and no more than 30 Fellows at any time.
4. 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

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

Article VIII - Awards By-Laws

Section 8.01 Presentation of College Awards

1. 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.
2. 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

1. The outgoing Will Rice President and the Adult Team (Masters, RA's, and College Coordinator) shall bring together an ad-hoc awards committee consisting of the outgoing Executive Council, the Head Fellows, one Peer Academic Advisor, one Rice Health Advisor, two Orientation Week Coordinators, the Chief Justice or an Associate Justice, the Master(s), the Resident Associate(s), and the College Coordinator for the purpose of determining the recipients of the annual Will Rice College Awards.
2. The committee as composed should contain at least two members of each class. Should the committee not have sufficient members from a class, the outgoing president and Adult team shall appoint additional members from the appropriate class.
3. The above committee, by majority vote of those present, shall select the recipient(s) for the following awards: The Worden Endowed Award, The James Street Fulton Prize, The Fulton Service Award, The Diet Appreciation Award, The Dale and Elise Sawyer Outstanding New Student Award, The Corrine and Radoslav Tsanoff Sophomore Prize, The Corrine and Radoslav Tsanoff Junior Prize, The James A. Castañeda Award, and The Steven Herce Award.
4. The duties of the committee shall include soliciting and collecting of nominations and selecting a qualified and deserving recipient(s) for said awards.
5. 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.
6. The above committee shall be formed in the week following the spring elections of Will Rice. The committee shall announce the deadline for submitting nominations at least two weeks in advance. The committee shall meet to make its selections of the recipients in the week following the Rice University Spring Break, at least two weeks prior to Spring College Awards Night.
7. If any member of the selection committee is a candidate for an award, he or she shall be ineligible to vote for that award and shall not be present during the discussion.

Section 8.03 The Worden Endowed Award

1. 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.

2. 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.)
3. An annual monetary prize 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

1. 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.
2. 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.
3. An annual monetary prize shall be paid by the University from funds donated by Mr. Hinders.

Section 8.05 J.S. Fulton Service Award

1. 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.

Section 8.06 Diet Appreciation Award

1. *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.

Section 8.07 Zevi and Bertha Salsburg Award

1. The *Zevi and Bertha Salsburg Award* was established in 1972 by Mrs. Bertha Salsburg in memory of her husband.
2. 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.
3. The Master(s) of the College shall administer the selection and presentation of this award.
4. The award shall be presented to the recipient at the Associates Night in the fall semester of his or her sophomore year.
5. A cash prize 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

1. The *Dale and Elise Sawyer Outstanding New Student Award* was established in 2001 by former masters Dale and Elise Sawyer.
2. The *Dale and Elise Sawyer Outstanding New Student Award* shall be awarded to the new student who is most distinguished in his or her overall contributions to Will Rice and to Rice University.

Section 8.09 Corrine and Radoslav Tsanoff Sophomore Prize

1. 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.
2. 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.
3. 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).
4. 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

1. 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.
2. 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.
3. 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).
4. 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

1. The *James A. Castañeda Award* is named in honor of the second master of Will Rice College.
2. 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.
3. The College Fellows shall select the recipient.

Section 8.12 Barbara Willis Service Award

1. 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.
2. 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.
3. Mrs. Barbara Willis, or her designate, shall choose the recipient.
4. The annual cash prize of \$250 shall be paid by the Treasurer from funds donated each year by Maj. Moses and Rivka Scheinfeld.

Section 8.13 Gilbert Cuthbertson Service Award

1. 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.
2. 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.
3. Dr. Gilbert Cuthbertson, or his designate, shall choose the recipient.
4. 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

1. The *Ed and Andrea Doughtie Outstanding Associate Award* was established in 1993 by the Senior Class in honor of their former Masters (1987-1992).
2. 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.
3. The recipient shall be selected by the Associates Committee.

Section 8.15 Will Rice College Outstanding Faculty Associate Award

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

Section 8.16 Sport Awards

1. 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.
2. The recipients shall be selected by the Committee(s) on College and IM Sports.

Section 8.17 Peter and Doug Absolutely Arbitrary Award

1. The Peter and Doug Absolutely Arbitrary Award may be given to any Will Rice student for any reason.
2. The outgoing President and his roommate(s) shall select the recipient.

Section 8.18 Los Tres Amigos Award

1. 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.
2. The outgoing President and his roommate(s) shall select the recipient.

Article IX - 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. Assurance 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 ByLaws. The timeline of elections must be approved by Programs Directors, and 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 Election Petitions

This section doesn't exist. Does it have to? Could we just give it a bullet point under Candidacy section?

Section 9.03 Timelines

A. Elections for the Off Campus and Freshman Representative shall be completed by the third week of classes in the fall Semester.

B. Elections for the Executive Council, Division Directors, and At Large Representatives shall be completed by the sixth week of classes in the spring semester.

C. Elections for Fall College Night Coordinators and Spring College Night Coordinators will occur within the first four weeks of each respective semester.

Section 9.04 Candidacy

A. Persons who meet the qualifications enumerated in the Constitution shall become candidates for office by submitting a signed statement that they have read and understood the Constitution and By-Laws of the College and submit a petition containing signatures of current 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.

i. Petitions are to be updated

C. Names of candidates will be listed on ballot according to the order in which completed petitions are received by the Elections Chairmen.

Section 9.05 Campaigning

A. Each candidate for a Collegewide 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.

1. Those running for Executive Council positions and Chief Justice will have the opportunity to give a speech during a mealtime in front of the College. This meeting will be publicized to the Members of the College.
2. For the remainder of the Collegewide positions, each candidate will have the opportunity to speak on behalf of their candidacy during lunchtime announcements.

B. For a Collegewide 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 9.06 Voting

A. Voting for candidates will be done through the online elections website, Owlections: <http://owlection.appspot.com/>. Another online system may be used, at the discretion and review of the Elections Committee and President.

B. For the position of New Student Representative, only new students will be eligible to vote for that position.

C. For all other positions, every current Will Ricer is eligible to vote. Graduating seniors and fifth years are granted equal voting privileges as the incoming senior class.

D. For those College offices to which two representatives are to be elected, a voter shall have two votes of equal weight.

Section 9.07 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 ranked-choice. 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 with the most first place votes will be the named candidate. This process shall continue until all positions have been filled.

Section 9.08 Tallying of Votes

A. The votes will be tallied through the online elections website. The results will be immediately sent to the committee heads. Candidates will be notified of the results at least 12 hours before they are released college-wide.

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 9.09 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 9.10 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.

Article X - Beer Bike Coordinator By-Laws

Section 10.01 Duties of the Beer Bike Coordinators

- A. The Beer Bike coordinators shall:
 - 1. Plan and execute Willy Week and Beer Bike for Will Rice College.
 - 2. Select new Beer Bike coordinators (an application is required for all applicants).
 - 3. Manage Willy Week and Beer Bike finances, separate from the bike team, chug team, and pit crew.
 - 4. Work with campus-wide coordinators to ensure campus-wide regulations are followed.
 - 5. Be in charge of the selection of the new annual Beer Bike theme via college-wide elections, which shall be revealed during Will Rice Will Skate.

Section 10.02 Selection of Coordinators

- A. Beer Bike Coordinators must have experienced Willy Week and Beer Bike as an undergraduate before applying. First-time new students may apply to be a coordinator.
- B. Selection of Beer Bike coordinators shall occur in the fall semester prior to the election for the Beer Bike theme.
- C. Once selected as a Beer Bike coordinator, coordinators shall fulfill duties each year until he or she graduates, unless special circumstances arise.