

BAKER COLLEGE BYLAWS

1. The official rules of Baker College include the Constitution, the Bylaws, the Code of Conduct, the Court Constitution, the Room Assignments Policy, and any miscellaneous Rules and Policies included in these written documents. Any proposed changes in, or additions to, Baker College rules, other than the Constitution, shall be made publicly available to the College no less than 5 days before being presented to the Cabinet. The Cabinet shall approve the proposed changes by a two-thirds vote of present members no sooner than 7 days after the revised documents have been publicly presented.

2. All College elections shall be by secret ballot and shall be conducted under the supervision of the Committee on Elections. Special and regular elections shall be announced at least three days before the balloting begins. The Election Committee shall retain the ballots of each election for a period of thirty (30) days after the date of the election, during which time the College Cabinet, any College member or Faculty Associate may request an investigation by the College Court. If the Court finds that the election was improperly conducted, it may invalidate it and order the Election Committee to hold another. If the Court finds that the election was conducted properly, but the ballots were miscounted, it may recount the ballots and declare new results. The Court shall base its decisions on the procedures given in these Bylaws. In the case of a dispute, the Court shall be the sole interpreter of the election rules.

3. ELECTION PROCEDURE

A. PREFERENTIAL ELECTIONS

(1) All College elections in which a single person is chosen shall be by preferential ballot according to the following rules. The preferential ballot shall contain the names of all the candidates, a space for the name of a write-in candidate, and rows of numbers next to the names of the candidates and the write-in space. Each row of numbers shall start at '1' and continue to 'n+1', where n is the number of candidates.

To vote in a preferential election, the voter should circle the '1' next to the name of the candidate he prefers. The voter should then decide which of the candidates he would vote for if his first choice were eliminated and circle the '2' by the name of that candidate. The voter should continue this process until he has ranked all the candidates in order of preference.

(2) To determine the winner of a preferential election, the Committee on Elections shall use the following procedure.

(a) Count the total number of ballots, the number of signatures, the number of properly marked ballots (votes) and the number of improperly marked or unmarked ballots (abstentions). Subtract the number of signatures from the total number of ballots; if it is a non-negative number, then this is the number of discrepancies

(negative numbers shall be considered equal to zero). If all the candidates ranked on a ballot have been eliminated, that ballot shall be counted as an abstention. If, at any point in the counting, the most preferred candidate on a ballot is ineligible, the next highest ranked eligible candidate on that ballot shall receive the vote.

(b) Record the number of times each candidate is the most preferred eligible candidate on a ballot. This is the number of votes for a candidate at any point in the counting. If no candidate has a simple majority of the votes ($1/2$ [no. of votes]+1 for even numbers, $1/2$ [no. of votes]+0.5 for odd numbers), then the candidate with the least number of votes should be eliminated, and his votes preferentially distributed to the other candidates. Continue this process until one candidate has a simple majority of votes or the difference between the two remaining candidates is greater than the number of discrepancies.

(c) If two or more candidates are tied in having the least number of votes, examine all the votes to determine which of the tied candidates would receive the least votes if the current most preferred candidate on each ballot were eliminated. That candidate, the one preferentially least preferred, shall be eliminated and his votes redistributed.

(d) If one candidate has achieved a majority, add the votes of all the other candidates and subtract this

number from the number of votes of the majority candidate. If the resulting number, the margin of victory, is greater than the number of discrepancies, then the majority candidate has won. If not, continue the process described in (c).

(e) If the difference separating the two final candidates is less than the number of discrepancies, then a tie must be declared and a run-off held. No write-in votes are valid in a run-off.

B. NON-PREFERENTIAL ELECTIONS

(1) If more than one candidate is to be chosen in a given College election then the election shall be non-preferential. A plurality of votes cast shall be considered sufficient for election.

(2) If there is a tie involving more candidates than there are positions in a non-preferential election, a run-off election must be held. No write-in votes are valid in a run-off election.

C. NOMINATION AND CAMPAIGNING

(1) Candidates in either regular or special elections shall be nominated by petition.

Every petition of nomination must include a signed statement by the candidate that he has read the Constitution and Bylaws of Baker College. Signature requirements for petitions shall be as follows: for the offices of Chief Justice and Cabinet officers, the signatures of at least 25 members of Baker College are required, for the offices of other *elected* representatives, the signatures of at least 15 constituents. A constituent of an office shall be any College member who is eligible to vote for that office. Each candidate must submit with his petition of nomination a signed waiver statement allowing the Election Committee chairman to obtain information from the Registrar and the Proctor of the University concerning the candidate's eligibility to hold office.

In the event that the candidate ultimately elected did not submit a waiver statement

(e.g. a write-in candidate), he must submit one to the Election Committee before he takes office. Standard petitions and waiver statement shall be available from the Election Committee no later than one day after the announcement of an election. The

Election Committee shall set the deadline for the receipt of petitions of nomination and waiver statements before an election. The nominee's name must be placed on the official ballot by the Election Committee if a valid petition of nomination and a waiver statement have been received before the announced deadline, unless the nominee signs a written statement in the presence of the Election Committee chairman and at least one member of either the Court or the Cabinet that he has changed his mind and does not want his name to appear on the ballot.

(2) Candidates will not be permitted to participate in paper campaigns or mass e-mail campaigns. If a complaint is received concerning a candidate's use of such campaigns, it will be up to the discretion of the Election Committee to determine a course of action.

(3) Nominees who have submitted a petition and waiver will have the option of submitting a printed flyer to the Election Committee. Distribution of printed flyers shall be carried out by the Election Committee under guidelines determined by the Committee.

(4) Nominees who have submitted a petition and waiver will be given the opportunity to deliver an election speech, with guidelines and times determined by the Election Committee.

(5) There shall be no electioneering within 25 feet of the polls, or such that it can be heard at the polls. The Election Committee may request that the Court Officers enforce this provision.

D. VACANCIES IN OFFICE

In the event of an office of any type in the College becoming vacant before the normal time of expiration of the term, it must be filled. Vacancies may not exist longer than the period of two weeks after the office becomes vacant. The Constitution of the Baker College Judicial System shall prescribe the method of filling

vacancies on the Court. All vacancies on the Cabinet shall be filled by special election unless said vacancy occurs within six weeks prior to the general election. Special elections shall be conducted by the Election Committee in accordance with the general election rules of the Constitution and these Bylaws and must be completed within two weeks of the occurrence of the vacancy. Interim appointments to vacant Cabinet positions shall be made by the majority vote of the remaining Cabinet members. All interim appointees must meet the requirements specified in the Constitution for the office. In the event that no candidates submit petitions of nomination for a position in either a regular or special election, the election for that position shall be repeated upon receipt by the Election Committee of a valid petition of nomination and allowing at least three days for the receipt of said petition, the interim appointee holds the position.

E. ABSENTEE VOTING

- (1) The Committee on Elections should grant all members of Baker College studying abroad but currently enrolled in Rice University the opportunity to vote in any election for a Cabinet position where they are part of the constituency.
- (2) The Committee on Elections should conduct absentee voting using email. Solicitations for absentee ballots should be sent out one week and three days before the start of elections, and are due three days before elections start to the Chair of the Committee on Elections. Students wishing to vote absentee must use their official Rice email account, and be currently enrolled in Rice University.
- (3) The Committee on Elections will email each student requesting an absentee ballot a copy of the election blurbs submitted by every candidate for the current election, along with an explanation of election procedures at least 1 day prior to the opening of election polls. Online ballots should be in a similar format as printed ballots, allowing for minor changes to accommodate the email system. Students voting absentee are not required to sign-in at polling stations, but may only vote once and must use their official Rice email account as a substitute for their signature.
- (4) Absentee ballots will be emailed out at the opening of the election polls, and are due at the close of voting. At least 48 hours must be allowed for absentee ballots to be turned in.
- (5) Absentee ballots will be counted in the same way as normal ballots.

4. In the event of dispute over parliamentary procedure not specifically provided for by this Constitution and Bylaws, the Cabinet shall act in accordance with procedure as stated in *Robert's Rules of Order, Revised*.

5. The Cabinet shall be considered replaced at such time as established by the Cabinet, but in no case later than the final cabinet meeting.

6. CABINET MEETINGS (Time, place, and quorum)

Excluding University holidays and exam periods, the Baker College Cabinet will meet weekly or as announced by the President. Special meetings may be called by the President at any time. Special Cabinet meetings shall not be held unless an attempt to notify each member has been made. Seven members of the Cabinet shall constitute a quorum at any Cabinet meeting.

7. FISCAL YEAR

The fiscal year of the College shall coincide with the academic year of the University.

8. COLLEGE COURT

The organization and powers of the Baker College Court shall be defined under the Court Constitution.

9. ATTENDANCE

All Cabinet members are required to attend meetings of said body in order to retain their office. Absence from two (2) regular consecutive meetings or any four (4) regular meetings during his term of office shall be cause for automatic removal of a Cabinet member from office. Reinstatement may occur only within two weeks, excluding

University holidays and exam periods following removal; it can be accomplished by the acceptance of any reasonable excuses for the absences by two-thirds of the Cabinet members present at a meeting. The Secretary shall be charged with the duty of keeping the necessary records for the enforcement of the article.

10. COMMITTEE HEADS

Non-Elected Committee heads will be selected by the Cabinet official in charge of their Any committee chairman may be removed from his position at the request of the College President, subject to the approval of a two-thirds majority of the Cabinet present and voting. Upon such action the position shall be declared vacant and a new chairman appointed.

Any committee chairman or cochairman with an approved budget may spend a discretionary amount up to \$55 per week without prior approval of the Cabinet, or up to

\$15 over a specified amount, provided that the budget is not exceeded. The Treasurer is responsible for reporting all such allocations to the Cabinet on a weekly basis. The

Cabinet may, at its option, require any committee to request prior approval of any expenditure. Any expenditure over \$55 must have prior approval of the Cabinet.

Exception: Restricted Funds may be spent by the person in charge of these funds without necessity of approval of the Cabinet. (Restricted Funds include Orientation Week, Theater, and Soft Drink Machines.)

Committee chairmen shall serve from the day appointed until the day a new chairman is appointed. It is expected that the former chairman shall advise the new chairman until the end of the academic year.

All elected officials and committee chairmen shall be responsible for an annual examining of segments of the Constitution under their jurisdiction, and for suggesting revisions.

11. COMMITTEE DIVISION AND SUPERVISION

A. The duty of each Vice President and each Representative shall be to coordinate and oversee the operation of all committees assigned to him. They will be responsible for appointing a person to fill each position under their supervision. The duty of the

President is to coordinate and oversee the operation of all committees.

B. The Standing Committees:

(1) Under the supervision of the Executive Vice President:

(a) Permanent Improvements and Maintenance - To maintain, build, or acquire all College improvements and be responsible to other committee heads for approved additions or repairs under their jurisdiction; to work with individual committees, especially Socials, to provide suitable equipment for College functions, e.g. projectors, platforms, lighting, and sound.-To keep a running inventory of all College equipment, and its caretakers. To supervise all College equipment and facilities including study rooms, the weight room, and entertainment areas.

(b) Room Assignments - Two be headed by two chairmen, one male and one female. To supervise all details of room assignment and transfers. (See Room Assignment Policy).

(c) Beer Bike Coordinators - To be headed by five coordinators from the Sophomore, Junior, Senior, or Fifth Year Class. The coordinators will be responsible for selecting men's and women's chugging and biking

captains, obtaining and maintaining biking equipment, and getting sponsors for all Beer Bike related activities. The coordinators will be responsible for recruiting bikers and chuggers and creating an attitude conducive to victory.

(d) Social -

To be headed by two chairmen, one upperclassman and one freshman. To organize and carry out College parties and other College social activities.

(e) Sports - To be headed by between two and four representatives. To be responsible for all College, intramural, and varsity sport information and recruitment.

(f) Theater - To be in charge of theater production matters including overseeing selection of productions and directors, recruiting producers, actors, and technical crew, managing the Theater budget, coordinating with Socials to help organize Baker's Annual Shakespeare Faire, and acting as a liaison between production staff and the College.

(2) Under the supervision of the External Vice President:

(a) Alumni - The External Vice President will be responsible for the activities and events associated with Homecoming, and has the option of forming a committee for this purpose. Additionally, the External Vice President will communicate with the Office of Alumni Affairs to ensure communication and contact is maintained between Baker College and its alumni.

((To be responsible for the activities and events associated with Homecoming. To communicate with the Office of Alumni Affairs to ensure communication and contact is maintained between Baker College and its alumni.))

(b) Rice Student Volunteer Program (RSVP) - The External Vice President will be responsible for informing the College about upcoming activities and events sponsored by RSVP by communicating with the College's RSVP representative.

((To be responsible for informing the College about upcoming activities and events sponsored by RSVP.))

(c) Cultural - To handle all areas of College cultural activities including speakers, art, and cultural events in or with the Houston community. The committee shall work with the Social Committee on areas of mutual involvement.

(d) College Night Committee - To be responsible for all aspects of Convocation and Baker College Night. If appropriate, the Socials Committee (under the supervision of the Executive Vice President) can be involved with College Night planning and activities.

((To be responsible for all aspects of Convocation and Baker College Night. The committee shall work with the Social Committee on areas of mutual involvement.))

(e) Calendar - To be chaired by the External Vice President. To be responsible for keeping a current master calendar of College events and handling applications for use of Commons, Library, and other public Baker spaces. Permission for organized use of one of these areas must be obtained directly through the External Vice President and be approved by the Cabinet. It will be up to the discretion of the External Vice President to establish an agreement outlining guidelines for the use of College areas by non-Baker University groups. Groups outside Rice University may be required to pay a deposit ~~between \$10 and \$100~~ for use of College areas, to be assessed by the External Vice President.

(f) Faculty and Staff Appreciation - To be responsible for improving relations between students and support staff.

(3) Under the supervision of the Educational Vice President:

- (a) Associates Committee - To be chaired by the Educational Vice President and up to two will be responsible for the selection of Faculty, Community and University Associates and Honorary Associates; will maintain communication with them; and will encourage their involvement in College activities. This committee will consist of at least five members in addition to the Educational Vice President and not more than two Associates Coordinators. The Educational Vice President and the Associates Coordinator(s) will select the other members of the Associates Committee. The Associates Coordinator(s) shall be appointed by the Educational Vice President. ((To be chaired by the Educational Vice President and no more than two Associates Coordinators. To be responsible for the selection of Faculty, Community and University Associates and Honorary Associates; to maintain communication with them; and to encourage their involvement in College activities. The Educational Vice President and the Associates Coordinator(s) will select at least five members of the Associates Committee.))
- (b) College Courses - To be chaired by the Educational Vice President. To plan, institute, and oversee College courses on topics of interest not offered by the University; additionally, this committee shall schedule periodic educational lectures that do not necessarily qualify as full College courses.
- (c) Baker Society of Academic Mentors- To be chaired by the Educational Vice President and one to two Head Mentors. Shall offer counseling, tutoring, and advising of College members desiring help in their courses. Shall initiate an informal Baker volunteer tutoring program that shall take effect no later than the beginning of the third week of classes of the fall semester. Shall act as liaison to academic advising societies across campus. To hold educational events, such as research panels, throughout the year to benefit Bakerites
- (d) Orientation -The Educational Vice President shall sit on the selection committee for new Orientation Coordinators and will work with Orientation Coordinators to ensure that the needs of new students are met before, during and after Orientation Week.
- (e) College History - To be chaired by the Historian. To be responsible for acquiring, disposing, and soliciting books and equipment for the library, as well as maintaining clean decorum. To maintain a scrapbook of Baker events during the academic year. The scrapbook shall include clippings from the Thresher or other news media, a record of Baker's standings in intramural sports, a record of the members of cabinet, a record of recipients of awards, a list of new associates, and a notice of any other information that distinguishes Baker during the year. To be in charge of the Baker College section in the Campanile.
- (4) Under the supervision of the Treasurer:
- (a) Soft Drink Machines - To order cases, to load and to provide for service of the soft drink machines as necessary.
- (5) Under the supervision of the Senior Class/5th Year Representative:
- (a) Elections - To be responsible for all College elections, including poll- sitters, ballots and their disposal time and notification to candidates and College members of elections and results.
- (6) Under the supervision of the Junior Class Representative:
- (a) College Aesthetics - With the help of the Chief Justice, to be in charge of keeping the inner and outer commons, as well as other parts of Baker, neat, clean and attractive.
- (7) Under the supervision of the Sophomore Class Representative:
- (a) Baker Service Hours- To be chaired by the sophomore representative. To be responsible for keeping track

of Baker Service Hours.

(8) Under the supervision of the Freshman Class Representative:

(a) Holiday Party - To be responsible for coordinating and hosting Baker's annual Holiday party in December. Also responsible for the acquisition and display of the Baker holiday tree.

C. Rules governing the use of College equipment:

It shall be the duty of those committees whose responsibilities include supervision of College equipment to find voluntary caretakers for said equipment. When a College member assumes responsibility for any piece of College equipment, he also assumes liability for any and all damage to that equipment due to negligence, even to the extent of replacement costs. Anyone borrowing College equipment must sign an agreement assuming liability for it. The borrower may choose to surrender his I.D. in lieu of signing said agreement. In the event a student borrows equipment without signing an agreement or surrendering his I.D., the person in charge of distributing that equipment will be responsible for it. Accidental damage will be assessed by the committee chairman in charge of the damaged equipment, subject to review by the Cabinet.

12. ORIENTATION OF NEW STUDENTS

A. Baker Coordinators - No more than three Coordinators, who shall chair the Orientation Committee, shall be appointed by a committee composed of the College President, the Educational Vice President, the present Coordinators, the College Masters, and the RAs. That appointment shall be subject to the approval of a majority of the Cabinet. The Coordinators shall have Junior, Senior, or Fifth year standing during Orientation week and may not be on judicial or academic probation.

The Coordinators shall ensure that new students are informed of the Code of Conduct and the Bylaws of the Baker Constitution. If possible, the Chief Justice shall be included in Orientation Week activities for that purpose. Orientation Coordinators will be under the supervision of the Dean of Undergraduate's office, specifically the Student Director of Orientation and the Director of First Year Programs and are expected to meet all University as well as Baker requirements for Orientation of new students.

B. Baker Advisors –Advisors will be selected at the discretion of the Baker Coordinators. Baker Advisors will be selected from the returning undergraduate members of the College. No Baker Advisors may be on any type of probation. All members applying for positions as Advisor shall submit a written application as designed by the Coordinators. Both the written application and the interview shall be kept completely confidential. Before announcing the Baker Advisors, the Coordinators shall submit a list of prospective mentors to the Baker Masters for approval.

C. Baker Co-Advisors - Co-Advisors will be selected at the discretion of the Baker Coordinators from returning undergraduates of Colleges other than Baker. The Baker Co-Advisors shall be subject to the same guidelines and restrictions as Baker Advisors.

13. ASSOCIATES SELECTION AND TENURE

A. The Associates' Committee will be responsible for the selection of Faculty, Community and University Associates and Honorary Associates; will maintain communication with them; and will encourage their involvement in

college activities. This committee will consist of at least five members in addition to the Educational Vice President and not more than two

Associates Coordinators. The Educational Vice President and the Associates Coordinator(s) will select the other members of the Associates Committee.

The Associates Coordinator(s) shall be appointed by the Educational Vice President

B. The Associate's Committee reserves the right to remove an Associate from his or her position. Those associates who have not demonstrated involvement with Baker College by the Associates' Committee will be encouraged to reapply.

C. The tenure of all associates will be equal to one calendar year. At the beginning of the Spring Semester all associates will receive a letter informing them that their term has expired. Those who have demonstrated involvement with Baker College will receive an invitation to renew their term. Those associates who have not demonstrated involvement with Baker College by the Associates' Committee will be encouraged to reapply.

D. Baker alumni who wish to become associates with Baker College may not apply until two academic years have passed since their year of graduation.

E. COMMUNITY ASSOCIATES

There shall be a number of Community Associates who shall be appointed by the Masters with the approval of the Cabinet. The Community Associate shall be a man or woman in the Houston community whose activities would be of significant interest to Rice students.

The primary purpose of the Associates program shall be to add a new dimension to the students' awareness and form valuable references and contacts between Baker College and the Houston community. They shall be invited to functions of Baker College as appropriate. Selection, introduction, involvement and tenure of Community Associates is described in section

F. UNIVERSITY ASSOCIATES

There shall be a number of University Associates who shall be appointed by the Masters with the approval of the College Cabinet. The University Associates shall be non-faculty members of the University administration and staff. The purpose of the University

Associates is to provide opportunities for association of the members of the Rice community, who do not carry out teaching duties, yet are too much a part of the Rice campus to be considered Community Associates, with the student and faculty members of Baker College. The tenure, introduction, involvement, and selection of the University

Associates shall be as that of the Community Associates.

G. VISITING ASSOCIATES

There shall be a number of Visiting Associates who shall be appointed by the Masters with the approval of the College cabinet. Visiting Associates shall be faculty members such as postdoctoral fellows and visiting faculty from other institutions whose limited stay at Rice makes their involvement as faculty associates impractical. The purpose of this class of associates is to allow College members to benefit from the broad experiences of these temporary members of the Rice community while establishing meaningful connections to the College and University for the Visiting Associate. The tenure, introduction, involvement, and selection of Visiting Associates shall be as that of Community and University Associates. The number of Visiting Associates shall not exceed four.

14. SUMMER EXPENDITURES

At the end of the academic year, the Cabinet shall appoint a member of the College, preferably a College officer, to supervise all College expenditures over the summer vacation period except Orientation Week expenditures. All unappropriated College expenditures greater than \$15 must be approved by this person and, if possible, the appropriate chairman. The appointed trustee shall give a report to the Cabinet on summer

expenditures at the first Cabinet meeting of the fall semester.

15. ENDOWMENT FUNDS

A. BAKER ENDOWMENT BOARD

The Baker Endowment Board shall be composed of the President, Treasurer, and one Baker upperclassman who is not a member of Cabinet, to be selected by the President and the Treasurer after an application process. The Board will work in consultation with the Masters to report to Cabinet on the status of Baker's various endowment funds, including reporting how much of the funds are available to be spent by Cabinet for the College that year and relating suggestions for spending the available funds. A report should be made by the Board to Cabinet within the first month of school.

B. BAKER COLLEGE ENDOWMENT FUND

An Endowment Fund shall be maintained, whose income shall be used to enhance educational aspects of the College. For example, when sufficient interest has accumulated it may be used to pay for short-term residence in Baker of distinguished guests. This Endowment shall be under the supervision of the Baker College Masters, and spending is left to their discretion. Spending suggestions may be made by Cabinet, but all decisions are to be made by the Masters.

C. PARKER REDMAN MEMORIAL FUND FOR BAKER COLLEGE

- (1). The Parker Redman Memorial Fund was created in 2007 in memory of Baker College member Parker Redman, and should be used exclusively for the benefit of the students of Baker College. Use of the funds should be supervised by Cabinet, in consultation with the College.
- (2). This Endowment Fund, in accordance with the wishes of the family, should be used for the following purposes: for Baker Shakespeare Theater, Baker Blues, capital improvements to Baker, and generally for merriment, frivolity, and classiness outside of the ordinary that benefits the Baker community as a whole.
- (3) When possible, spending decisions should be made in consultation with a member of the Redman/Dingus family or extended family members.