

Computer Science House Constitution

Computer Science House Constitution Committee

Last Updated:

Contents

I	Introduction	5
1.A	Name	5
1.B	Derivation of Authority	5
1.C	House Objectives	5
II	Constitutional Structure	5
2.A	House Charter	5
2.B	Constitution	5
2.B.1	Non-Semantic Changes	5
2.B.2	Semantic Changes	5
2.C	Maintainers	6
2.C.1	Maintainer Qualifications	6
2.C.2	Maintainer Expectations	6
2.C.3	Maintainer Resignations	6
2.C.4	Maintainer Term	6
2.C.5	Maintainer Selection	6
III	General Operations of the House	6
3.A	Standard Operating Session	6
IV	Membership	6
4.A	Introductory Membership	7
4.A.1	Introductory Membership Qualifications	7
4.A.2	Introductory Membership Selection	7
4.A.3	Introductory Membership Expectations	7
4.A.4	Introductory Membership Privileges	7
4.A.5	Introductory Membership Evaluations	7
4.A.6	Introductory Membership Leave of Absence	7
4.A.7	Introductory Membership Resignations	7
4.A.8	Introductory Membership Term	7
4.B	Active Membership	8
4.B.1	Active Membership Qualifications	8
4.B.2	Active Membership Selection	8
4.B.3	Active Membership Expectations	8
4.B.4	Active Membership Privileges	8
4.B.5	Active Membership Evaluations	8
4.B.6	Active Membership Leave of Absence	8

4.B.7	Active Membership Resignations	9
4.B.8	Active Membership Term	9
4.C	Alumni Membership	9
4.C.1	Alumni Membership Qualifications	9
4.C.2	Alumni Membership Selection	9
4.C.3	Alumni Membership Expectations	9
4.C.4	Alumni Membership Privileges	9
4.C.5	Alumni Membership Evaluations	9
4.C.6	Alumni Membership Resignations	9
4.C.7	Alumni Membership Term	9
4.D	Honorary Membership	10
4.D.1	Honorary Membership Qualifications	10
4.D.2	Honorary Membership Selection	10
4.D.3	Honorary Membership Expectations	10
4.D.4	Honorary Membership Privileges	10
4.D.5	Honorary Membership Evaluations	10
4.D.6	Honorary Membership Resignations	10
4.D.7	Honorary Membership Term	10
4.E	Advisory Membership	10
4.E.1	Advisory Membership Qualifications	10
4.E.2	Advisory Membership Selection	10
4.E.3	Advisory Membership Expectations	10
4.E.4	Advisory Membership Privileges	11
4.E.5	Advisory Membership Evaluations	11
4.E.6	Advisory Membership Resignations	11
4.E.7	Advisory Membership Term	11
4.F	Leave of Absence	11
4.F.1	Leave of Absence Request	11
4.F.2	Leave of Absence Duration	11
4.F.3	Leave of Absence Extension	11
4.F.4	Leave of Absence Return	11
4.F.5	Modified Evaluations	11
4.F.6	Leave of Absence for an Executive Board Member	12
V	Executive Board	12
5.A	Members of the Executive Board	12
5.A.1	Voting Members	12
5.A.2	Non-Voting Members	12
5.B	Closed Executive Board	12
5.C	Responsibilities	13
5.C.1	Responsibilities of the Executive Board	13
5.C.2	Responsibilities of the Chairperson	13
5.C.3	Responsibilities of the Evaluations Director	13
5.C.4	Responsibilities of the Social Director	14
5.C.5	Responsibilities of the Public Relations Director	14
5.C.6	Responsibilities of the Financial Director	14
5.C.7	Responsibilities of the Research and Development Director	14
5.C.8	Responsibilities of the House Improvements Director	15
5.C.9	Responsibilities of the Operational Communications Director	15
5.C.10	Responsibilities of the House History Director	15
5.C.11	Responsibilities of the Public Relations Director	15

5.C.12	Responsibilities of the House Secretary	15
5.C.13	Responsibilities of Ad Hoc Directorships	16
5.D	Operations	16
5.D.1	Operations of the Financial Directorship	16
5.D.1.A	Amount of House Dues	16
5.D.1.B	Collection of House Dues	16
5.D.1.B.1	Rules for Giving Exceptions and Exemptions for House Dues	16
5.D.1.C	Breakdown of Dues for Directorship Budgets	16
5.D.1.D	Expenditure Approval	17
5.D.2	Operations of the Evaluations Directorship	17
5.D.2.A	The Introductory Process	17
5.D.2.A.1	The Evaluation Period	17
5.D.2.A.2	The Introductory Packet	17
5.D.2.A.3	Introductory Member Meeting	17
5.D.2.A.4	Expectations of an Introductory Member	18
5.D.2.A.5	Introductory Evaluation	18
5.D.2.B	Selection Processes	19
5.D.2.B.1	Selection Process for Students Attending RIT for at Least One Semester	19
5.D.2.B.2	Selection Process for First Semester and Entering RIT Students . .	19
5.D.2.B.3	Selection Process for Honorary Members	19
5.D.2.B.4	Selection Process for Advisory Members	20
5.D.2.C	Evaluations Processes	20
5.D.2.C.1	Membership Evaluation	20
5.D.2.C.2	Appeals Process	21
5.D.2.D	Expectations of House Members	21
5.D.2.E	Housing Status	21
5.D.2.E.1	On-Floor Status	21
5.D.2.E.2	Off-Floor Status	21
5.D.2.F	Housing Priority System	21
5.D.2.F.1	Single Room Assignments	21
5.D.2.F.2	Double Rooms as Single rooms	22
5.D.3	Operations of the Operational Communications Directorship	22
5.D.3.A	Selection of a Root Type Person	22
5.D.3.B	Qualifications of a Root Type Person	22
5.D.3.C	Creation of Accounts	22
5.D.3.D	Code of Conduct	23
5.D.3.D.1	Changes	23
5.E	Qualifications	23
5.E.1	Qualifications to be the Chairperson, Evaluations Director	23
5.E.2	Qualifications to be the Social Director(s), Financial Director, Research and Devel- opment Director(s), House Improvements Director, House History Director, Public Relations Director	23
5.E.3	Qualifications to be the Operational Communications Director	23
5.E.4	Qualifications to be the House Secretary or an Ad Hoc Director	23
5.E.5	Waiving of Qualifications	24
5.F	Selection	24
5.F.1	Dual Directorship	24
5.F.2	Selection of the Chairperson, Evaluations Director, Social Director(s), Financial Direc- tor, House Improvements Director, House History Director, Research and Development Director(s), Public Relations Director	24

5.F.3	Selection of the Operational Communications Director	25
5.F.4	Selection of Ad Hoc Directors	25
5.F.5	Selection of the House Secretary	26
5.G	Executive Board Resignations	26
5.H	Appointment of an Interim Director	26
5.I	Impeachment	26
5.J	Term	27
5.K	Appeals	27
VI	Voting	27
6.A	Definitions	27
6.A.1	Total Number of Possible Votes	27
6.A.2	Total Number of Votes Cast	27
6.A.3	Quorum	28
6.A.4	Proxy Ballot	28
6.A.5	Abstention	28
6.A.6	Vote Counters	28
6.B	Types of Voting	28
6.B.1	Alternative Vote	28
6.B.1.A	Method of Vote	28
6.B.1.B	Voting Period	28
6.B.2	Balloted Vote	28
6.B.2.A	Method of Vote	28
6.B.2.B	Voting Period	28
6.B.3	Immediate Vote	29
6.B.3.A	Method of Vote	29
6.B.3.B	Voting Period	29
6.B.4	Secret Immediate Vote	29
6.B.4.A	Method of Vote	29
6.B.4.B	Voting Period	29
6.B.5	Batch Vote	29
6.C	Number of Votes Required	29
6.C.1	Simple Majority	29
6.C.2	Fifty Percent	29
6.C.3	Two-Thirds	29
6.C.4	Three-Quarters	29
6.C.5	Three Tiered	30
6.C.6	Alternative	30
6.D	Ties Between Vote Options	30
6.D.1	With Pass/Fail	30
6.D.2	With Multiple Options	30
VII	Judicial	30
7.A	Formation of a Judicial Board	30
7.B	Judicial Investigation	30
7.C	Judicial Ruling	30

Article I Introduction

Section 1.A Name

The name of this Special Interest House shall be Computer Science House.

Section 1.B Derivation of Authority

The Computer Science House shall recognize that it receives its right to function as a Special Interest House from the Center for Residence Life.

Section 1.C House Objectives

The objectives of Computer Science House are:

1. To enhance the education experience of its members
2. To offer students educational programming with an emphasis in computers
3. To provide a variety of services for its members, the RIT campus, and the Rochester Community
4. To provide a friendly and comfortable living environment in the residence halls

Article II Constitutional Structure

Section 2.A House Charter

The House Charter is a document drafted by the department of Residence Life, setting down the guidelines within which this House operates and from which it derives its authority.

Section 2.B Constitution

The House Constitution is written and maintained by the House and defines the major aspects, goals, and governing structure of the house. It is reviewed annually by the Department of Residence Life.

2.B.1 Non-Semantic Changes

There are two methods for non-semantic change to the Constitution. A Maintainer may approve any proposed change that does not affect the meaning of the document. Alternatively, the change may be presented to the House for discussion followed by an Immediate Vote. A quorum of fifty percent of the Total Number of Possible Votes is required for passage.

2.B.2 Semantic Changes

Any semantic change to the Constitution requires the change to be proposed in writing for discussion at a House Meeting. Any modifications made due to the discussion are added to the written proposal and the modified proposal is posted in the House during the week. The final proposal is presented the following week and ballots are distributed for a ballot House vote as described in 6.B.2. The ballots are collected for a minimum of a forty-eight hour period. A quorum of two-thirds of the Total Number of Possible Votes must cast ballots for the vote to be official. A vote equaling or exceeding two-thirds of the number of votes cast is required for the change to be placed into the constitution. The Constitution may be overridden by an immediate House vote as described in 6.B.3. There must be a quorum of eighty-five percent of the Total Number of Possible Votes for the vote to be official. A vote equaling or exceeding ninety percent of the number of votes cast is required for the override to take effect.

Section 2.C Maintainers

2.C.1 Maintainer Qualifications

Maintainers must be Active or Alumni in good standing.

2.C.2 Maintainer Expectations

Maintainers are expected to:

- Review changes to the Constitution for grammar, spelling, and internal consistency
- Keep a public record of changes to the Constitution
- Participate in discussion of proposals
- Facilitate the creation of new changes to the Constitution by other members
- Be knowledgeable about the Constitution

Failure to meet any of these expectations is grounds for revocation of Maintainer status by the Executive Board.

2.C.3 Maintainer Resignations

Maintainers may resign at any time by notifying the current Executive Board and Maintainer group.

2.C.4 Maintainer Term

Maintainer status lasts until it is resigned, or until it is revoked by Executive Board vote. If a Maintainer no longer satisfies 2.C.1, they lose Maintainer status.

2.C.5 Maintainer Selection

Any member may nominate a qualified member for Maintainer status to the Executive Board for consideration. The Executive Board may choose to approve or reject the nomination by Simple Majority vote.

Article III General Operations of the House

Section 3.A Standard Operating Session

The Standard Operating Session for Computer Science House is during the twenty-eight weeks of Fall and Spring semesters. The Summer Sessions, Intersessions, Institute breaks, and all end of Semester Exam Weeks are considered non-standard operating sessions. Unless explicitly stated otherwise, the requirements and expectations defined in the constitution are for the Standard Operating Session.

Article IV Membership

There are five major types of membership available to Computer Science House. Each carries different qualifications, expectations, and privileges. When describing the different memberships available, the following terms are used:

Qualifications: What qualifications an applicant needs to apply

Selection: The process by which an applicant gains membership

Expectations: The duties and responsibilities of House members

Privileges: The benefits offered to House members

Evaluations: The process by which a member is reviewed and assessed

Leave of Absence: The process by which a member may leave House for a period of time

Resignations: The process by which a member terminates House membership

Term: The length of time the membership lasts

Section 4.A Introductory Membership

4.A.1 Introductory Membership Qualifications

Introductory Membership is open to all students at the Rochester Institute of Technology.

4.A.2 Introductory Membership Selection

Applicants notify the House of their interest in membership by submitting an application to the Evaluations Director. They must then undergo the selection process as defined in 5.D.2.B.

4.A.3 Introductory Membership Expectations

Introductory members are expected to meet all the requirements of the Introductory Process, as described in 5.D.2.A.4.

4.A.4 Introductory Membership Privileges

Introductory members receive the right to use Computer Science House facilities, to attend House functions, and to have housing priority over all persons who are not Computer Science House members.

4.A.5 Introductory Membership Evaluations

Introductory members are evaluated on their performance during the introductory period. The introductory evaluation process is described in 5.D.2.A.5.

4.A.6 Introductory Membership Leave of Absence

After completion of the Introductory Packet, an Introductory member may request a leave of absence through the process described in 4.F.

4.A.7 Introductory Membership Resignations

Introductory members may resign by submitting the request for termination of membership to the Chairperson, or Evaluations Director in writing before the completion of the introductory process.

4.A.8 Introductory Membership Term

Introductory membership shall last until the end of the introductory process, at which time active membership is granted or membership is revoked.

Section 4.B Active Membership

4.B.1 Active Membership Qualifications

Active Membership is open to all students currently enrolled at the Rochester Institute of Technology who have passed the Introductory Evaluation and their most recent Membership Evaluation.

4.B.2 Active Membership Selection

Qualifying members may self-select into Active Membership by paying dues to the Financial Director and notifying the Evaluations Director.

Any Alumni Member in bad standing (4.C.2) may become an Active Member by notifying the Evaluations Director of their intent to participate, who will bring them up for a Simple Majority vote at the next House meeting. If the vote passes the Alumni is reinstated as an Active Member with Off-Floor status effective immediately.

4.B.3 Active Membership Expectations

Active members are expected to be active participants in the House as defined in 5.D.2.D.

4.B.4 Active Membership Privileges

Active Members receive the right to:

- Vote on all issues brought before the House
- Reside on the House
- Hold an Executive Board office on the House
- Use Computer Science House facilities
- Attend Computer Science House functions
- Receive priority for available housing on the House when returning from cooperative education
- Guaranteed housing in compliance with the Residence Life policies regarding Special Interest Houses and the Housing Selection Process (if they have On-Floor status)

Active Members currently on co-op forfeit their right to vote on house issues, and likewise do not count towards quorum. Exceptions may be made at the discretion of the Evaluations Director.

4.B.5 Active Membership Evaluations

Active Members are evaluated annually through the Evaluation Process as described in 5.D.2.C.

4.B.6 Active Membership Leave of Absence

An Active member may at any time request a leave of absence using the process described in 4.F. For the duration of an absence, a member:

- Forfeits their right to vote
- Does not count towards quorum
- Will not be required to attend House Meeting

4.B.7 Active Membership Resignations

An Active member may resign by submitting, in writing, the reason for resignation to the Chairperson, or Evaluations Director. Instead of forfeiting membership, Active members who resign may elect to become Alumni defined in 4.C.2. The resignation will take effect immediately and an announcement will be made at the following House Meeting.

4.B.8 Active Membership Term

Active Membership shall last until the member: resigns or changes membership status.

Section 4.C Alumni Membership

4.C.1 Alumni Membership Qualifications

Alumni Membership is open to all former Active members of Computer Science House who passed at least one Membership Evaluation and departed for reasons other than revocation of House Membership.

4.C.2 Alumni Membership Selection

Active members who depart house (i.e. resign) after passing the current operating session's Membership Evaluations are considered to be Alumni in good standing.

Active members who depart house without passing the current operating session's Membership Evaluations are considered to be Alumni in bad standing. This may be appealed to the Executive Board in order to pursue a different outcome.

4.C.3 Alumni Membership Expectations

There are no expectations associated with the Alumni Membership status.

4.C.4 Alumni Membership Privileges

Alumni Members shall receive the right to:

- Use Computer Science House facilities
- Attend Computer Science House functions

4.C.5 Alumni Membership Evaluations

Alumni Members are not subject to any evaluation.

4.C.6 Alumni Membership Resignations

There are no resignations associated with Alumni Membership status.

4.C.7 Alumni Membership Term

Alumni Membership shall last indefinitely or until the member chooses to pursue Active Membership.

Section 4.D Honorary Membership

4.D.1 Honorary Membership Qualifications

Honorary Membership is open to a person whom the House feels has contributed great personal effort to the House and is deserving of House recognition.

4.D.2 Honorary Membership Selection

Any House member may nominate a candidate for Honorary Membership by submitting the name in writing to the Evaluations Director. The Evaluation Director then begins the Honorary Membership Selection Process as defined in 5.D.2.B.3

4.D.3 Honorary Membership Expectations

Honorary Members are encouraged to remain in contact with the House.

4.D.4 Honorary Membership Privileges

Honorary Members may advise in all issues brought before the House, use Computer Science House facilities, and attend Computer Science House functions.

4.D.5 Honorary Membership Evaluations

Honorary Members are not subject to formal evaluations.

4.D.6 Honorary Membership Resignations

An Honorary Member may resign by submitting in writing the reason for resignation to the Chairperson. The resignation will be read at the following House Meeting and become effective at that time.

4.D.7 Honorary Membership Term

Honorary Membership shall last until the member resigns.

Section 4.E Advisory Membership

4.E.1 Advisory Membership Qualifications

Advisory Membership is open to all members of the Rochester Institute of Technology professional, academic, or administrative staff.

4.E.2 Advisory Membership Selection

The Executive Board may open nominations for Advisory Members. The candidates then participate in the Advisory Selection Process as defined in 5.D.2.B.4

4.E.3 Advisory Membership Expectations

Advisors are encouraged to offer advice and assistance to the House in any capacity the Advisor is able to help. Advisors are also encouraged to meet the House members and occasionally attend House activities.

4.E.4 Advisory Membership Privileges

Advisory Members may advise in all issues brought before the House, use Computer Science House facilities, and attend Computer Science House functions.

4.E.5 Advisory Membership Evaluations

Advisors are not subject to formal evaluations.

4.E.6 Advisory Membership Resignations

An Advisor may resign by submitting in writing the reason for resignation to the Chairperson. The resignation will be read at the following House Meeting and become effective at that time.

4.E.7 Advisory Membership Term

Advisory Membership shall last until the member resigns.

Section 4.F Leave of Absence

A leave of absence offers the option for members to take extended time away from their responsibilities to House for any number of personal issues including, but not limited to, physical illness, mental illness, or care giving for a sick family member. Computer Science House recognizes the need for its members to take care of their personal well-being and will support them through the process of requesting a leave of absence. House will also help to reacclimate any returning member back to the culture of House upon their return. Upon approval of a leave of absence request, the Evaluations Director is notified and the member's leave is applied immediately. A member is also allowed to be physically present and also be on a leave of absence.

4.F.1 Leave of Absence Request

A leave of absence request must include the following information about the member: name, email, phone number, start date, expected return date, and a reason for the leave. The request is then given to a staff member of Residence Life, excluding student employees, for approval. A leave of absence start date can be backdated. At no point does the Executive Board need to be informed of any details relating to the reason for the leave.

4.F.2 Leave of Absence Duration

A leave of absence can be granted for up to the length of one semester.

4.F.3 Leave of Absence Extension

A leave of absence can be extended by submitting a new request.

4.F.4 Leave of Absence Return

A member may return from a leave of absence whenever they choose to. When a member wishes to return, they must in writing notify a staff member of Residence Life, excluding student employees, to end their leave of absence.

4.F.5 Modified Evaluations

A member may request their evaluation period to be extended by the duration of the leave or to end of the Standard Operating Session, whichever comes first.

4.F.6 Leave of Absence for an Executive Board Member

The duties and responsibilities of an Executive Board Member on leave are assumed using the process defined in Section 5.H until the member returns from their leave. Upon returning, the member may assume their position and the interim director is removed. If at any point the member's leave is determined by the Executive Board to be detrimental to the operations of house, any Executive Board member may propose a two-thirds vote amongst the Executive Board to require a resignation from the Member.

Article V Executive Board

The Executive Board is the main governing body of the House. Its purpose is to provide leadership and direction for the House, to oversee the day-to-day operations of the House, and to initiate and organize programs and projects for the House. It is composed of the seven permanent directors and the Chairperson.

There is one permanent directorship for each major aspect of the government of the House and each one is chaired by an Executive Board member. Ad Hoc directorships are created on an as-needed basis. They are generally very task oriented and are chaired by a House member. A directorship has some jurisdiction in its area of interest and often is responsible for the day-to-day decisions regarding its area of interest. Any large expenditures or large effect decisions must be brought before the entire House

Section 5.A Members of the Executive Board

5.A.1 Voting Members

- Evaluations Director
- Social Director(s)
- Financial Director
- Research and Development Director(s)
- House Improvements Director
- Operational Communications Director
- House History Director
- Public Relations Director

5.A.2 Non-Voting Members

- Chairperson
- House Secretary
- Ad Hoc Director(s)

Section 5.B Closed Executive Board

Closed Executive Board Meetings are open only to the Chairperson, Voting Members of the Executive Board, and those with the express permission of the Executive Board. A closed Executive Board meeting may be called at any time by any member of the Executive Board. However, the Chairperson and at least two-thirds of the Voting Members of the Executive Board must be present for the meeting to be called.

Section 5.C Responsibilities

5.C.1 Responsibilities of the Executive Board

- a. To hold a weekly meeting specific to their responsibilities and submit notes to the House
- b. To meet, as an Executive Board, at least weekly during the Standard Operating Session, as defined in 3.A to discuss and report the operations of the House
- c. To report pertinent information to House members at the following House Meeting
- d. To maintain records of the goals defined by each previous Executive Board
- e. To act as a Judicial Board as defined in VII
- f. To review major projects, as defined in 5.D.2.D, presented to them by the Evaluations director
- g. To make the final vote regarding conditionals and appeals as defined in 5.D.2.C.1
- h. To respect the privacy of House members confiding in the Executive Board, barring situations related to endangerment of oneself or others, sexual assault, or in the case of a Judicial Board
- i. To publish a document at the end of each semester to all Members stating House's accomplishments of that semester
- j. To review and update the Constitution at the end of each Standard Operating Session, as defined in 3.A. The constitution should remain up to date with current practices.

5.C.2 Responsibilities of the Chairperson

- a. To preside over Executive Board and House Meetings
- b. To exercise general supervision over the operations of the Executive Board
- c. To exercise general supervision over regular House activities
- d. To act as a liaison to the academic and administrative departments at RIT
- e. To act as a part of a Judicial Board as defined in VII
- f. To cast tie-breaking vote in a split decision in an Executive Board vote

5.C.3 Responsibilities of the Evaluations Director

- a. To preside over Evaluations Meetings
- b. To exercise general supervision over Evaluations operations
- c. To oversee the screening, interviewing, and acceptance or rejection of prospective House members
- d. To oversee the Semi-Annual Evaluations of current House members
- e. To collaborate with the Residence Life Advisor to determine room change selection and any changes of membership residency
- f. To act as a part of a Judicial Board as defined in VII
- g. To prepare the House for Open Houses, tours, and special events

5.C.4 Responsibilities of the Social Director

- a. To preside over Social Meetings in which House members are encouraged to bring ideas for social events
- b. To exercise general supervision over Social operations
- c. To oversee the organization, initiation, and execution of House activities and events
- d. To ensure that there is a variety of activities for House members to participate in throughout the academic year

5.C.5 Responsibilities of the Public Relations Director

- a. To preside over Public Relations Directorship Meetings
- b. To operate House social media accounts intended to represent House as a whole
- c. To oversee the organization, initiation, and execution of House philanthropic events
- d. To preserve and improve the public image of House
- e. To collaborate with other Executive Board members to organize, initiate, execute, and advertise any events that are intended to be attended by persons whom have never been Active Members

5.C.6 Responsibilities of the Financial Director

- a. To preside over Financial Meetings in which House members are encouraged to bring ideas for fund-raising activities
- b. To supervise financial administrators and transactions involving house projects
- c. To maintain financial and inventory records of House capital and assets
- d. To plan and enforce a House budget
- e. To oversee House finances and generation of House funds
- f. To publish a semesterly House financial statement
- g. To supervise the collection of semesterly House dues
- h. To oversee the planning and execution of fundraising events

5.C.7 Responsibilities of the Research and Development Director

- a. To preside over Research and Development Meetings in which House members are encouraged to bring ideas for projects
- b. To exercise general supervision over Research and Development operations
- c. To oversee the planning, organization and construction of technical projects for the House's benefit
- d. To collaborate with the Operational Communications Director in an attempt to fulfill the House's need for technical equipment
- e. To provide seminars and tutorials to educate House members in technical areas

5.C.8 Responsibilities of the House Improvements Director

- a. To preside over House Improvements Meetings
- b. To exercise general supervision over the House Improvements operations
- c. To oversee the organization and construction of physical improvements to the House
- d. To oversee the general maintenance of the appearance of the House

5.C.9 Responsibilities of the Operational Communications Director

- a. To represent the Root Type Persons at Executive Board Meetings and at House Meetings
- b. To report the status of the House computer systems and network to the Executive Board and House members

5.C.10 Responsibilities of the House History Director

- a. To preside over House History Meetings
- b. To exercise general supervision over the House History operations
- c. To maintain, uphold, and promote house traditions
- d. To collaborate with the Social Director(s) to ensure that all the Active, Alumni, and Advisory Members are informed of upcoming events
- e. To oversee the production and distribution of a semi-annual newsletter
- f. To oversee the creation of a yearbook outlining House events for the year

5.C.11 Responsibilities of the Public Relations Director

- a. To preside over Public Relations Meetings in which House members are encouraged to bring ideas for public outreach events
- b. To exercise general supervision over Public Relations operations
- c. To oversee the organization, initiation, and execution of House outreach activities and events
- d. To ensure that there is an overall positive public image of CSH across campus and in the area

5.C.12 Responsibilities of the House Secretary

- a. To ensure that minutes are recorded and posted for Executive Board Meetings
- b. To ensure that minutes are recorded and posted for House Meetings
- c. To oversee the maintenance of Executive Board records and documents
- d. To provide administrative assistance to the Executive Board
- e. To record all votes cast during House Meetings and Open Executive Board Meetings

5.C.13 Responsibilities of Ad Hoc Directorships

- a. Ad Hoc Directorships are responsible for the task for which they were created
- b. Any responsibilities budgets or finances for the Ad Hoc Directorship are placed upon the assigned director

Section 5.D Operations

5.D.1 Operations of the Financial Directorship

5.D.1.A Amount of House Dues The amount of dues for Active Members will be eighty dollars (\$80.00) per Academic Semester.

5.D.1.B Collection of House Dues The collection period of house dues will be decided in conjunction with The Center for Residence Life and Housing Operations. During the dues collection period, dues for on-floor members (for both semesters) are collected through the member's RIT bill. Dues for off-floor members are to be collected during this period as well by the Financial Director. For any member who moves on or off-floor during the year, any difference between dues paid and dues owed should be collected. Dues for any alumnus/alumnae in good standing are to be collected when intention to pay is expressed to the Financial Director.

5.D.1.B.1 Rules for Giving Exceptions and Exemptions for House Dues If a member is unable to pay dues upon request, they may appeal their situation to the Financial Director. If the Financial Director deems their situation appropriate, they may grant specific extensions or reductions of the member's payment as they see fit. If the Financial Director deems their situation inappropriate for extension, the member may appeal to the Executive Board. If the Executive Board disagrees with the Financial Director, the Executive Board may reduce the required payment or extend the payment deadline. If the Executive Board agrees with the Financial director, the member's payment is considered delinquent and the member's privileges are revoked until payment can be made. In the case the Financial Director or Executive Board decides the situation is appropriate, the member's dues may be partially or fully excused, or the member may be given additional time to pay their dues. Additional time and reduction of dues may both be given to a member in an appropriate situation. All dues must be collected in full before the annual membership evaluation (5.D.2.C.1). After this date, dues collection is suspended until the start of the next academic year.

5.D.1.C Breakdown of Dues for Directorship Budgets

Directorship Name	Percentage of Dues
Operational Communications	20%
Evaluations & Selections	5%
House History	10%
House Improvements	15%
Research and Development	20%
Social	20%
Public Relations	5%
Accumulated	5%

The suggested total operational budget is \$8064. This figure is based on yearly estimated on-floor member dues (\$160 x 72 members = \$11520) minus the 10% reserved for Accumulated (Accum). Money allocated for Accum and off-floor member dues is deposited into the CSH Account and saved.

5.D.1.D Expenditure Approval All House expenditures must be approved by both the Financial Director and the appropriate Director (from whose budget the funds will be drawn). Single expenditures may not exceed seventy-five dollars (\$75) and total expenditures may not exceed one-hundred dollars (\$100). A total expenditure is defined as all the funds drawn for a specific event, project, piece of equipment, or service.

If the above amounts are to be exceeded, the expenditure must be approved by a Simple Majority vote at House meeting before the funds may be appropriated, as defined in 6.C.1. At the Financial Director's discretion, a Spending Committee meeting may be held in order to approve any purchase exceeding one-hundred dollars (\$100), but not to exceed three-hundred dollars (\$300). A quorum of one-quarter the number of current active members is required for the meeting to take place and for any vote to be considered valid, it must be passed by a simple two-thirds majority.

For expenditures exceeding \$300 in total funding, a Complete Project Proposal must be presented to House at a House meeting. This proposal includes the project budget, inventory of required resources, and a timeline for completion.

If an appropriate Directorship cannot be determined for an expenditure, it is to be brought up for approval at House meeting as a Miscellaneous expenditure and approved by a simple majority vote, regardless of the amount. This amount is to be directly subtracted from the general CSH account.

Funds allocated for a project not spent by the end of the Standard Operating Session 3.A in which they were approved are voided, unless otherwise specified during the original voting process.

5.D.2 Operations of the Evaluations Directorship

5.D.2.A The Introductory Process The Introductory Process is designed to provide an easy means for Introductory Members to meet existing House members, learn House history, demonstrate their involvement potential to House, and allow existing House members to evaluate them for Active Membership.

5.D.2.A.1 The Evaluation Period The Process will occur once per semester and will last for six (6) weeks. The Process shall be initiated by the Evaluations Director after the second week of each semester at the conclusion of Prospective Evaluations (??).

5.D.2.A.2 The Introductory Packet Each Introductory Process participant, after the start of the introductory process, is given a document that can be used to keep track of progress when interacting with upperclassmen throughout the entirety of the process. Intro-members may also have interactions with the following non-student members: *Discussion Item* May want to define interaction to make it more regimented and shift focus away from a 10 minute talk

- Alumni members
- Honorary members
- Advisory members

5.D.2.A.3 Introductory Member Meeting Each Introductory Process participant, after the start of the introductory process, is expected to attend weekly informational meetings. Failure to attend these meetings can lead to removal from the introductory process at the discretion of the Evaluations director and a majority vote of the Executive board. The purpose of these meetings is to generate an understanding of the function and purpose of CSH. These meetings will run between 45 minutes and an hour in length. The Evaluations director is expected to have formulated a set curriculum complete with special presenters for

each of the weeks leading up to the final Introductory Evaluation. It is expected that the second half of this meeting's time will be used for team-building / bonding between the introductory members.

5.D.2.A.4 Expectations of an Introductory Member Before the end of the Process, an Introductory Member is expected to:

- Attend all Introductory Member meetings as defined by (5.D.2.A.3) during the process
- *Discussion Item* Complete the Introductory Packet (I want to do a "semi" requirement something on the lines of "use packet to meet members")
- Attend at least one House directorship meeting for each week of the process (including permanent and Ad Hoc directorship meetings)
- Attend at least one House social event during the process
- Attend at least two seminars relating to computing or electronics
- Sign a copy of the Membership Agreement describing a House Member's responsibilities and expectations

5.D.2.A.5 Introductory Evaluation The Introductory Evaluation is the process by which House chooses which Introductory Members to extend an offer of full Resident or Non-Resident Membership. Occurs at the conclusion of the final week of the Process.

5.D.2.A.5.A Voting On a member by member basis, this evaluation process determines if each Introductory member has successfully completed the Introductory Process requirements 5.D.2.A.4. A Simple Majority vote with a quorum of two-thirds of the Total Number of Possible Votes is required for the evaluation to be valid. In order for an Active Member to be counted as a Possible Vote they must meet the requirements outlined in 5.D.2.A.5.B. Neither absentee nor proxy votes are allowed. House may choose any of the Outcomes for each member.

5.D.2.A.5.B Expectations of Voting Members The following requirements must be met by the beginning of the Introductory Evaluation for an Active Member to be allowed to vote. Any of these requirements may be waived by the Evaluations Director or a simple majority vote by the Executive Board

- Attend all House meetings during the process
- Attend at least one House directorship meeting for each week of the process (including permanent and Ad Hoc directorship meetings)
- Attend at least one House social event during the process
- Attend at least two seminars relating to computing or electronics

5.D.2.A.5.C Outcomes

- a. Introductory Members may be offered Active Membership (4.B) provided they meet the requirements described in 5.D.2.A.4, at the discretion of House.
- b. If an Introductory Member fails to meet the requirements, their membership will be revoked. In addition, the participant is asked to find alternative housing as soon as possible in accordance with all applicable Residence Life policies regarding room changes.
- c. An Introductory member may be given a conditional to complete as a means of making up for missing requirements. A conditional may be proposed by any member present at the Introductory Evaluation and, if it is approved by the Evaluations Director, is then voted on by House. Each conditional consists of a set of additional requirements and a deadline for completing them. When the deadline expires, the conditional will be brought before the Executive Board who will assess its completeness. A conditional member who does not meet these additional requirements forfeits membership.

5.D.2.B Selection Processes**5.D.2.B.1 Selection Process for Students Attending RIT for at Least One Semester**

- a. The applicant attends interest events and meets current members.
- b. The applicant participates in an informal interview with exactly three current Active, Alumni, or Honorary Members.
- c. The application materials are then reviewed at an Evaluations meeting. Then a simple majority vote, of attending members, is held on whether or not to accept the person as an Introductory Member.

Note: Membership privileges do not initiate until successful completion of the introductory process. This means that until the member has passed the Introductory Evaluation, the member does NOT have the right to vote on House issues and does NOT count towards quorum. The member does, however, have the right to use Computer Science House's facilities. The member is not required to pay dues during the Introductory Process.

Additional Note: No hazing shall occur at any time during the Selection Process in accordance with the New York State Hazing Laws.

5.D.2.B.2 Selection Process for First Semester and Entering RIT Students

- a. During Spring semester, the Evaluations Director selects a group of Active Members to form a Selections Committee. The Selections Committee reviews applications and conducts interviews in accordance with the process prescribed by Residence Life.
- b. A subset of applications will be selected to move onto the House Fall Semester, are granted full membership privileges (including On-Floor status), and must participate in the Introductory Process as defined in 5.D.2.A. An additional subset will be given Off-Floor status, but otherwise receive the same privileges and responsibilities.

Note: Most membership privileges do not initiate until successful completion of the introductory process. This means that until the member has passed the Introductory Evaluation, the member does NOT have the right to vote on House issues and does NOT count towards quorum. The member does, however, have the right to use Computer Science House's facilities. The member is not required to pay dues during the Introductory Process.

Additional Note: No hazing shall occur at any time during the Selection Process in accordance with the New York State Hazing Laws.

5.D.2.B.3 Selection Process for Honorary Members

- a. A House Member submits to the Evaluations Director a nomination for a person they feel is deserving of Honorary Membership.
- b. The Evaluations Director performs some preliminary research on the candidate and presents the findings.
- c. The Executive Board decides whether or not to present the nomination to the House for a secret ballot House vote. If the Executive Board decides not to present the nomination to the House, the Selection Process ends and the candidate does not become an Honorary Member.
- d. The nomination is presented at a House Meeting for discussion and a Two-Thirds vote, as described in 6.C.3. Ballots are distributed and voting must remain open for a minimum of forty-eight hour period.
- e. The candidate is notified of their selection as an Honorary Member and presented with the honor.

5.D.2.B.4 Selection Process for Advisory Members

- a. When there is a perceived need, the Executive Board may open nominations for Advisory Members. After an announcement at House Meeting, during a 72-hour period, any House Member may submit a nomination.
- b. After the close of the nomination collection period, the Executive Board will arrange some means for the House to meet with the nominees.
- c. A discussion of the candidates will be held at the following House meeting.
- d. Ballots are distributed for each nominee as a fifty-percent House vote defined in 6.C.2. Voting must remain open for a minimum of a forty-eight hour period.
- e. All candidates selected are notified of their acceptance as House Advisors and asked to accept or decline the selection.

5.D.2.C Evaluations Processes During the academic year, a House member is evaluated by the Membership Evaluation. The Membership Evaluation is responsible for determining those individuals who will have the option to continue Active Membership in the following year. Semi-Annual Evaluations Meetings are open only to current Active Members. All Executive Board members are expected to attend the Semi-Annual Evaluations Meetings to assist in the evaluations of House members.

At the beginning of any Evaluation Process listed herein, the Evaluations Director must read the sections of the Computer Science House Constitution used during the respective Evaluation Process. It is incumbent upon each House member to provide the Evaluation Director with whatever information they feel is necessary to ensure an accurate evaluation.

5.D.2.C.1 Membership Evaluation The Membership Evaluation process occurs once per academic year. It is performed as part of the Evaluation Process that takes place during the spring semester to comply with RIT Housing deadlines.

5.D.2.C.1.A Voting Any Active Member who has completed all of the requirements as defined in 5.D.2.D at the beginning of the Membership Evaluation passes their Membership Evaluation without being voted on or evaluated by the quorum. All Active Members who have not received an exemption from the Executive Board prior to the Membership Evaluation will be evaluated on a Member by Member basis by a quorum of Active Members. The Membership Evaluation shall hold members to the objective requirements defined in 5.D.2.D and determine which members may continue as an Active Member in the following Standard Operating Session. Exceptions to the requirements may be made, as House may choose any of the Outcomes for each Member, even if the Member being evaluated has not completed all of their requirements. These requirements must be completed before the Membership Evaluation occurs. A Secret Immediate Simple Majority vote with a Quorum of two-thirds of the Total Number of Possible Votes is required for the evaluation to be valid. Neither absentee nor proxy votes are allowed.

5.D.2.C.1.B Outcomes Members who pass Membership Evaluation have the option to participate as an Active Member in the following year and remain on the upcoming roster if applicable.

If a member fails and has never passed a Membership Evaluation in the past, their membership will be revoked immediately. If the member has previously passed a Membership Evaluation they will move to Alumni Membership status at the end of the Standard Operating Session (4.C.2). In either case, the member forfeits their ability to be included on the following year's roster.

A member may be given a conditional to complete as a means of making up for missing requirements. A conditional may be proposed by any member present at the Evaluation. If the conditional is approved by the Evaluations Director, it is then voted on by House. Each conditional consists of a set of additional

requirements a deadline for completing them. When the deadline expires, the conditional will be brought before the Executive Board who will assess its completeness. A conditional member who does not meet these additional requirements will have failed the evaluation.

5.D.2.C.2 Appeals Process If a member disagrees with the outcome of any evaluation, (e.g. is not asked to return to the House for the following year) and wishes to appeal the decision, they may do so as stated in 5.K.

If the member is still unsatisfied after being heard by the Executive Board, the appeal may be brought to the attention of the ResLife Advisor.

5.D.2.D Expectations of House Members Each member is required to pay House dues as stated in 5.D.1.B, attend all House Meetings and Executive Board candidate speeches, and attend at least fifteen (15) of the House directorship meetings (including permanent and Ad Hoc directorship meetings) for each Academic Semester in which they are an Active Member.

The member must participate significantly in at least one major project during the academic year. The member is required to submit a description for this major project to the Executive Board for approval. As an option to this requirement, the member may instead assist on a large number of House activities and projects. However, it is to be understood in advance by the member that this option requires a great deal of participation throughout the year. This participation will be evaluated by the Executive Board.

5.D.2.E Housing Status All Active and Introductory Members have a housing status. This status indicates their right to priority housing on the floor. Any Alumni Member in good standing will maintain their previous On Floor status upon a return to Active membership.

5.D.2.E.1 On-Floor Status Members with On-Floor status are eligible to live on the floor. To be granted On-Floor status, members may notify the Evaluations Director that they would like to come up for a vote. The Evaluations Director will then bring them up for vote at the next meeting.

5.D.2.E.2 Off-Floor Status Members with Off-Floor status do not have the right to live on the floor. They still have access to all other privileges associated with their membership, and may still accumulate Housing Priority Points.

5.D.2.F Housing Priority System The Housing Priority System is a means for determining the priority a House member has in a Housing issue such as Single Room Assignment or the Assignment of Available Housing. The member with top priority is the member with on-floor status and the most Housing Priority Points. Housing Priority Points are accumulated once per Operating Session at the conclusion of the Membership Evaluation. Each Active Member who passes the Membership Evaluation is granted two (2) Housing Priority Points.

In the event of a tie, the members will be approached simultaneously and if they are unable to decide fairly between themselves, the assignment of priority will be made by random selection of the tied members.

5.D.2.F.1 Single Room Assignments When a single room on the House becomes available it is offered to the member who carries the highest Housing Priority as defined in 5.D.2.F. In the event of a tie, the members will be approached simultaneously and if they are unable to decide fairly between themselves, the assignment of priority will be made by random selection of the tied members. If that House member declines the option, it will be offered to the member with the next highest Housing Priority. This process continues until a member selects to move into the single room. Once in a single room, a House member retains the

assignment until voluntarily giving it up. It should be noted that members selecting this option must agree to any additional charges applied by the Department of Residence Life for residing in a single room.

5.D.2.F.2 Double Rooms as Single rooms During the third week of each semester, if there is no waiting list for residency on the House, any vacant rooms will be offered to House members as single rooms assignments according to the method as described in 5.D.2.F.1. It should be noted that this does not mean members will be relocated into empty spaces so that the member with top priority is offered the single. This only applies if there is a totally vacant room.

5.D.3 Operations of the Operational Communications Directorship

The Operational Communications Directorship is responsible for overseeing the implementation of maintenance and upgrades to the House Computer Systems Network. It is a self-governing committee making decisions by a simply majority vote. Membership is composed of all Root Type Persons.

5.D.3.A Selection of a Root Type Person

- a. Nominations are taken from the Root Type Persons and Prior Root Type Persons meeting the selection criteria in 5.D.3.B.
- b. Each candidate is given a minimum of twenty-four hour period to accept or decline the nomination.
- c. A list of all nominees who have accepted is presented to the Executive Board for approval. This Executive Board Meeting is closed to the Executive Board Members, Root Type Persons, and House members with explicit invitation from the Executive Board.
- d. If an Executive Board member is a candidate for the office in discussion, the member is absent and their vote is abstained. A simple majority Executive Board vote, as described in 6.C.1, is taken to determine whether the nominations of the Root Type Persons are accepted.

5.D.3.B Qualifications of a Root Type Person

- a. Candidates must have been an On-Floor Active Member in good standing within the last twelve months, or been an Off-Floor Active Member and have lived on the floor within the last twelve months.
- b. Candidates may be granted an exemption by current Root Type Persons. Such an exemption may be withdrawn at any time by the current Root Type Persons.
- c. Prior Root Type Persons are those members who are no longer current Active Members and have not been granted an extension by the current Root Type Persons. Prior Root Type Persons are not guaranteed access to the current root passwords and other authentication tokens.
- d. The current Root Type Persons may from time to time draft rules and regulations specifying the rights and privileges of Prior Root Type Persons.

5.D.3.C Creation of Accounts Root Type Persons have the authority to manage user accounts for House systems. Before introductory, active, or alumni members may receive an account they must:

- a. Sign the Code of Conduct sheets pertaining to the responsible utilization of Computer Science House and Rochester Institute of Technology facilities.
- b. Successfully complete Introductory Evaluations.

Accounts for honorary and advisory members may be created at the discretion of the Root Type Persons.

5.D.3.D Code of Conduct The Code of Conduct located at <https://github.com/ComputerScienceHouse/CodeOfConduct> is the canonical Code of Conduct for Computer Science House accounts.

Members are bound to the Code of Conduct revision that they sign when initially creating their account. Members may sign a more recent revision of the Code of Conduct to update their agreement.

5.D.3.D.1 Changes The following process is used for making changes to the Code of Conduct document.

- a. A Root Type Person drafts a change to the Code of Conduct and makes publicly available both the summary and difference file of the change.
- b. The change is proposed at a House Meeting and is discussed at the same House Meeting.
- c. The final proposal is presented at the next House Meeting and ballots are distributed for a Balloted House vote as described in 6.B.2.

Section 5.E Qualifications

5.E.1 Qualifications to be the Chairperson, Evaluations Director

- a. Candidates must be Active Members during the term of office
- b. Candidates must reside on floor during the term of office
- c. Candidates must have at least one full semester of House membership as an Active Member
- d. Elected or selected candidates may not hold a simultaneous voting Executive Board position, and must therefore resign their current position, or the position of Chairperson, should they be elected

5.E.2 Qualifications to be the Social Director(s), Financial Director, Research and Development Director(s), House Improvements Director, House History Director, Public Relations Director

- a. Candidates must be Active Members during the term of office
- b. Candidates must have at least one full semester of House membership as an Active Member
- c. Elected or selected candidates may not hold two simultaneous voting Executive Board positions, and must therefore resign their current position or decline a second position should they be elected or selected to a second voting position

5.E.3 Qualifications to be the Operational Communications Director

- a. Candidates must be a current Root Type Person 5.D.3.
- b. Candidates must be a current Active Member.
- c. A Root Type Person cannot be the director if they currently hold any other voting Executive Board Position.

5.E.4 Qualifications to be the House Secretary or an Ad Hoc Director

- a. Candidates must be Active Members

5.E.5 Waiving of Qualifications

- a. House may choose to waive the following subset of the Qualifications for Executive Board positions (defined under 5.E) for all Candidates:
 - (a) Candidates must reside on floor during the term of office.
 - (b) Candidates must have at least one full semester of House membership as an Active Member.
 - (c) Social and Research and Development are the only voting Executive Board positions that allow for Dual Directorship.
- b. When a waiver is proposed, the Chair of the Vote shall state which Executive Board position and Qualification is being voted upon, and any nominated Candidates not qualified under 5.E who would become qualified if the waiver passes.
- c. A Three-Quarters Immediate Vote, as defined in 6.C.4 and 6.B.3, is then taken to determine whether the proposed waiver shall take effect.
- d. Each vote to waive a Qualification must only apply to a single Qualification for a single Executive Board position.
- e. Waivers always apply to all Candidates for the Executive Board position.

Section 5.F Selection

5.F.1 Dual Directorship

Social and Research and Development are the only voting Executive Board positions that allow for Dual Directorship. If two candidates elect to run as a Dual Directorship, their names are placed together on a single line of the election ballot. If they are also nominated as a normal directorship or as a dual directorship with another House member, their votes are not cumulative. Each different nomination must be a separate entry on the election ballot. Non-voting Executive Board positions (i.e. Ad Hoc Directors) are not restricted to single or dual directorship.

The following special cases cover the operation of a dual directorship:

- If one of the members in a dual directorship resigns the directorship, or for any other reason ends the term of office, the other member in the dual directorship must also step down and the office becomes vacated. The vacated office is then handled like any other vacated office; see 5.G.
- During an official Executive Board Vote, each dual directorship member's vote counts for one-half vote in the tallying of votes. The members of the dual directorship need not vote the same way in a vote.
- A member of a dual directorship may not hold any other Executive Board position.
- When attendance requirements call for the dual directorship position to be present, both dual directorship members are to fulfill the requirements.

5.F.2 Selection of the Chairperson, Evaluations Director, Social Director(s), Financial Director, House Improvements Director, House History Director, Research and Development Director(s), Public Relations Director

- a. The opening of the Executive Board position(s) is announced at a House meeting and nominations for the position are taken for a minimum of a seventy-two hour period. Any House member may nominate any member or pair of members where appropriate for a Directorship.

- b. The candidates will be notified of their nomination. Each candidate is given a minimum of twenty-four hour period to accept or decline the nomination. A list of all nominees who have accepted their nominations will be posted shortly thereafter.
- c. The date and time of candidate speeches will be announced by a member of the Executive Board at least five (5) days prior to the event. All Active Members are expected to attend candidate speeches in accordance with 5.D.2.D. If a member cannot attend due to a scheduling conflict, they may provide a reason for their absence to the Evaluations Director, who will record the reason with the absence.
- d. Each candidate will be given an equal amount of time before the House to present their platform of candidacy.
- e. Ballots will then be distributed and voting will be open for a minimum of a forty-eight hour period. The Ballots will list, in random order, all of the candidates who are qualified for a given office with a means to indicate the selection of one of the candidates. In addition, an area will be provided to indicate a write-in selection of a candidate.
- f. At the end of the voting period, the Chairperson will terminate voting by collecting the ballot box and the votes shall be counted as stated in 6.B.1.
- g. The winners are determined via the process described in 6.B.1. A quorum of fifty-percent of the number of all members eligible to vote is required for the election to be official. All winners are notified of their election. If the position is currently vacant, the winner immediately assumes office. If not, the winner will assume office at the end of the current term (5.J). Any office whose winner declines the election, or whose winner does not fulfill the requirements of the elected office, shall have their votes redistributed in the same process as a loser in 6.B.1.

5.F.3 Selection of the Operational Communications Director

- a. A candidate for the Operational Communications Directorship shall be chosen by the current Root Type Persons.
- b. The candidate is given a minimum of twenty-four hours to accept or decline the nomination.
- c. The candidate is presented to the Executive Board for approval. This Executive Board meeting is closed to the Executive Board Members, Root Type Persons, and House members with explicit invitation from the Executive Board.
- d. All current Executive Board Voting Members must be present during the discussion and voting period unless that member is a candidate for the position, in which case the member is absent and their vote is abstained. A simple majority Executive Board vote, as described in 6.C.1, is taken to determine whether the candidate is selected for the position.

5.F.4 Selection of Ad Hoc Directors

- a. When the Executive Board or a group of House members feels an Ad Hoc Directorship is necessary, they present their plans to the Executive Board and the Executive Board decides by simple majority vote whether directorship status is granted.
- b. When the Ad Hoc Directorship is granted status, a director is appointed, and duties, budgetary, and membership considerations are defined.

5.F.5 Selection of the House Secretary

The Executive Board may choose to select a current voting Executive Board member, or to select any interested Active member, as House Secretary. The selection process can be an informal appointment, or follow an election process similar to other voting Executive Board positions.

Section 5.G Executive Board Resignations

An Executive Board Member may resign their position by submitting in writing the reason for resignation to the House Chairperson. The resignation will be read at the following House Meeting and become effective at that time. The office will become vacant and the selection process for a new member as described in section 5.H will begin at that time. Following a resignation, the Selection process, as defined in 5.F, of a replacement for the position vacated must begin within two weeks from when the resignation took place. To postpone such a Selection, the Chairperson may chair an Immediate Simple Majority Vote 6.B.3 6.C.1 during a House Meeting prior to the beginning of the Selection process to delay the Selection process by a specified amount of time.

Section 5.H Appointment of an Interim Director

The duties and responsibilities of a vacated office are assumed by the Chairperson or by an Active member that is appointed at the Chairperson's discretion until the new member takes office. The vote of a vacated Executive Board position shall be cast as an abstention in all Executive Board matters where this vote is required to be cast.

Section 5.I Impeachment

- a. Impeachment of any Executive Board Member may be initiated by petition, in writing, consisting of a minimum number of signatures of current House members equaling or exceeding one-third the Number of Possible Votes as defined in 6.A.1.
- b. The impeachment petition is then presented at an Executive Board Meeting. The member(s) initiating the petition present their case to the Executive Board. The Executive Board then questions the accused member of the allegations.
- c. The Executive Board votes on the impeachment petition, with all voting members present except the accused member who must be absent and whose vote counts as an abstention, to determine if the allegations stated in the petition are legitimate grounds for impeachment. If the majority of Executive Board votes are negative, the petition and impeachment proceedings are dismissed. This vote may be overridden by an impeachment petition consisting of the grounds for impeachment and a minimum of number of signatures of current House members equaling or exceeding two-thirds the number of all House members currently eligible to vote.
- d. If the majority of the Executive Board votes are positive, or the negative vote was overridden, the petition is presented at the following House Meeting and the accused and accuser(s) again present their cases.
- e. Ballots will then be distributed and a secret ballot House vote shall be held for a minimum of a forty-eight hour period to determine whether or not the member should be removed from office. Votes shall be collected and counted as described in 6.B.2.
- f. A quorum of two-thirds of the Total Number of Possible Votes is necessary for the vote to be official. A vote equaling or exceeding two-thirds the number of all ballots cast is necessary for the accused officer to be removed from office. If a quorum cannot be reached after two attempts, or the percentage of affirmative votes does not equal or exceed the minimum, impeachment proceedings are dismissed.

- g. If the percentage of affirmative votes equals or exceeds the minimum the impeached officer is relinquished of their position and any benefits thereof and this position is treated like any other vacated position. A new selection and interim duty fulfillment procedure is followed similar to that of a resignation; see 5.G.
- h. House Secretary can be impeached according to the above process, or may be dismissed by a Simple Majority vote of the Executive Board.

Section 5.J Term

- a. The Election Process for the following year's Executive Board members shall begin in the middle of Spring semester.
- b. The newly selected officers shall begin their terms on June 1 of that year and their terms shall end on May 31 of the following year.
- c. The term of an officer will be abbreviated due to resignation, impeachment, or change in membership status.
- d. Officers elected or selected during the course of the year due to an abbreviated term of the previous officer shall hold office until the end of the normal term.
- e. When the task of an Ad Hoc Directorship has been completed, the directorship dissolves. When an Ad Hoc Director resigns, the directorship dissolves and must be reinstated with a new director.

Section 5.K Appeals

Decisions made by the Executive Board may be appealed and overturned. To initiate an appeal, a member must have the support of three voting members of the Executive Board, or a petition with the signatures of one-third of Active Members. After the appeal is presented, a Simple Majority vote is held by the Executive Board whether or not to overturn and reevaluate the decision. If the vote passes, the Executive Board may discuss and make a new ruling by another Simple Majority vote.

Article VI Voting

This section outlines the different types of votes and ballots used to make House decisions and defines relevant terminology.

Section 6.A Definitions

6.A.1 Total Number of Possible Votes

The sum of the number of Active members eligible to vote (i.e. not on co-op)

6.A.2 Total Number of Votes Cast

The Total Number of Votes Cast is defined as the total number of votes received for every voting option minus the number of abstentions.

6.A.3 Quorum

A Quorum is defined by the minimum number of votes cast required for a vote to be official. It is a fraction or a percentage of the total number of possible votes. Any member present for an Immediate Vote or given a ballot who does not explicitly cast their vote is counted as an Abstention. A Quorum is reached if the Total Number of Votes Cast plus the number of Abstentions is equal to or exceeding the minimum number of votes required.

6.A.4 Proxy Ballot

A Proxy Vote is defined as any ballot that was cast by one member on behalf of another member. Any member may cast a Proxy Vote for another member who is unable to actually participate in the vote. A Proxy Vote must be explicitly written down and signed by the member not in attendance. The count of all Proxy Votes must be recorded and announced in all votes. Proxy Votes are only permissible where explicitly stated, at the discretion of the Chair of the Vote.

6.A.5 Abstention

An Abstention is defined as a vote indicating a neutral position in the vote. A means to abstain must always be provided in a vote. Abstentions are counted towards a Quorum, but not towards the Total Number of Votes Cast used to determine if a vote passes or not.

6.A.6 Vote Counters

The Chair of the Vote is a vote counter and will additionally select two other members to count votes.

Section 6.B Types of Voting

6.B.1 Alternative Vote

6.B.1.A Method of Vote Votes are cast on paper ballots, which provide a means to indicate every possible option in the vote. A ballot is then distributed to each House member eligible to cast a vote and collected in the designated ballot box for a pre-specified length of time. At the end of the voting period, the Chair of the Vote collects the ballots, closing the voting period. The Vote Counters then tally the results. Voters rank the options by placing a '1' by their first choice, a '2' by their second choice, and so on, until they no longer wish to express any further preferences or run out of options.

6.B.1.B Voting Period For constitutional modification, candidate selection, and officer removal votes, the voting period must be at least forty-eight (48) hours in length. For any other type of vote, the voting period must be at least twenty-four (24) hours. The minimum length of the voting period may be explicitly lengthened, but never shortened, in the text describing the actual vote.

6.B.2 Balloted Vote

6.B.2.A Method of Vote Votes are cast on paper ballots, which provide a means to indicate every possible option in the vote. A ballot is then distributed to each House member eligible to cast a vote and collected in the designated ballot box for a pre-specified length of time. At the end of the voting period, the Chair of the Vote collects the ballots, closing the voting period. The Vote Counters then tally the results.

6.B.2.B Voting Period For constitutional modification, candidate selection, and officer removal votes, the voting period must be at least forty-eight (48) hours in length. For any other type of vote, the voting period must be at least twenty-four (24) hours. The minimum length of the voting period may be explicitly lengthened, but never shortened, in the text describing the actual vote.

6.B.3 Immediate Vote

6.B.3.A Method of Vote The Chair of the Vote will state all possible ways to vote, then call out each possibility one at a time. The chairing member will count the number of members casting their immediate vote for that possibility.

6.B.3.B Voting Period An immediate vote lasts as long as it takes for all votes to be tallied.

6.B.4 Secret Immediate Vote

6.B.4.A Method of Vote The Chair of the Vote will state all possible ways to vote, then call out each possibility one at a time. Votes are kept anonymous. The chairing member and Vote Counters will count the number of members casting their immediate vote for that possibility.

6.B.4.B Voting Period A secret immediate vote lasts as long as it takes for all votes to be tallied.

6.B.5 Batch Vote

When a Batch Vote is called for by the chair, a subset of the voting docket may be amended to a single vote. A Two-Thirds Immediate Vote is required to allow a Batch Vote to take place. If the call for Batch Vote passes, the subset may then be voted on, otherwise the docket remains unchanged.

Section 6.C Number of Votes Required

The Number of Votes Required refers to the numbers required to achieve a quorum and for a vote to pass. Below are listed four standard votes. Numbers for non-standard votes are defined in the section describing the actual vote.

6.C.1 Simple Majority

In a Simple Majority Vote, a Quorum is reached if the Total Number of Votes Cast is equal to or exceeds one-half the Total Number of Possible Votes. An option in the vote passes if the number of votes cast for that option is larger than the number of votes cast for every other option individually.

6.C.2 Fifty Percent

In a Fifty Percent Vote, a Quorum is reached if the Total Number of Votes Cast is equal to or exceeds one-half the Total Number of Possible Votes. An option in the vote passes if the number of votes cast for that option exceeds fifty percent of the Total Number of Votes Cast.

6.C.3 Two-Thirds

In a Two-thirds Vote, a Quorum is reached if the Total Number of Votes Cast is equal to or exceeds two-thirds the Total Number of Possible Votes. An option in the vote passes if the number of votes cast for the option equals or exceeds two-thirds of the Total Number of Votes Cast.

6.C.4 Three-Quarters

In a Three-Quarters Vote, a Quorum is reached if the Total Number of Votes Cast is equal to or exceeds three-quarters the Total Number of Possible Votes. An option in the vote passes if the number of votes cast for the option equals or exceeds three-quarters of the Total Number of Votes Cast.

6.C.5 Three Tiered

When voting on a set of three choices where each choice can be ranked in a definite order, a selection for either the lowest or highest option will only pass if the votes cast for that selection exceed fifty percent of the Total Number of Votes Cast. If neither the highest or lowest selection exceeds fifty percent, the middle option will then automatically be passed. In a Three-Tiered Vote, a Quorum is reached if the Total Number of Votes Cast is equal to or exceeds two-thirds of the Total Number of Possible Votes.

6.C.6 Alternative

The winning option is selected outright if it gains more than half the votes cast as a first preference. If not, the option with the fewest number of first preference votes is eliminated and their votes move to the second preference marked on the ballot papers. This process continues until one option has half of the votes cast and is elected.

Section 6.D Ties Between Vote Options

6.D.1 With Pass/Fail

If the number of votes cast for the pass option equals the number of votes cast for the fail option, then the vote has failed.

6.D.2 With Multiple Options

If multiple options may pass, a tie does not present a problem. If only one option may pass, then the vote must be recast or tabled at the discretion of the Chair of the Vote. In the event of a tie in an Executive Board vote, the Chairperson may cast the tie-breaking vote.

Article VII Judicial

The Executive Board may approve (by simple majority) a request (from a member) for a Judicial proceeding when an official clarification of the Constitution is required, there is a conflict among House Members, or a House interest needs resolution.

Section 7.A Formation of a Judicial Board

A Judicial Board is made up of the Chairperson, the Evaluations director, and an additional voting member of the Executive Board chosen by a majority vote among the Executive Board. If either the Chairperson or Evaluations Director are deemed biased or unfit for a position on the Judicial Board, they will be replaced by another voting member of the Executive Board by means of a simple majority vote amongst the remaining Executive Board members.

Section 7.B Judicial Investigation

The Judicial Board will be responsible for making all necessary inquiries into the matter of the request brought to the Judicial Board.

Section 7.C Judicial Ruling

The Judicial Board may present an official ruling following the Judicial Investigation. This ruling may be appealed in the same manner as an Executive Board decision 5.K.