



# Constitution

Ruddock House

December 15, 2013

## 1 Name and Membership

### 1.1 Name

The name of the organization shall be Ruddock House.

### 1.2 Membership

1. The types and qualifications of membership are:
  - (a) a Full Member, who is an undergraduate of the California Institute of Technology and is picked as such at the end of Rotation Week, or is elected as such by a  $2/3$  majority of those voting at a House meeting;
  - (b) a Social Member, who is an undergraduate at the California Institute of Technology, is not residing in Ruddock House or a designated off-campus alley and has been elected as such, following a week of consideration, by a simple majority of those voting, when those voting constitute at least  $1/3$  of the House Membership;
  - (c) an Associate Member, who was an undergraduate of the California Institute of Technology and was a Full Member or Social Member of Ruddock House, or who is any other person associated with Ruddock House and so designated by the Executive Committee;
  - (d) the Resident Associates, who shall be considered to be Full Members.

2. Full and social members who discontinue paying their house dues while they are registered students at the California Institute of Technology must be re-elected at a house meeting as provided for in Section 1.2, part 1a.
3. Full members can voluntarily demote themselves to social membership or cancel their membership. Social members can voluntarily cancel their membership.

### **1.3 Duties and Privileges**

1. The duties and privileges of Full Members apply immediately upon attaining such status. These duties and privileges are:
  - (a) to attend all regular and special House Meetings;
  - (b) to participate actively in all House functions;
  - (c) to pay dues;
  - (d) to have room preference;
  - (e) to vote on all matters put before the House;
  - (f) to abide by the rules and regulations made by the Executive Committee, the Upper Class Committee, and the Committee on Student Houses.
2. The duties and privileges of Social Members apply immediately upon ratification by The House and are identical to Full Members, with the exception of:
  - (a) the right to have room preference;
  - (b) the right to vote on all matters put before The House;
3. The duties and privileges of associate members:
  - (a) do not include a vote in House matters;
  - (b) shall be determined by the Executive Committee in other extents.

## **2 Officers**

### **2.1 General Qualifications**

Each officer shall be a Full Member of the House when elected and during his term of office. If, during his term of office, his membership changes, he immediately forfeits his office.

### **2.2 Qualifications and Duties of Elected Officers**

1. The President shall reside in Ruddock House and shall be a junior or senior for the latter portion of his term in office. He shall represent the House on the Interhouse Committee, preside over House Meetings, be chairman of the Executive Committee, and be an ex-officio member of all House committees, and shall be responsible for selecting Full Members to attend freshmen picks.

2. The Vice President shall meet the same qualifications as the President. He shall assume the duties of the President in the event of the President's absence. He shall be the head and ex officio member of the Upper Class Committee. He shall be responsible for maintaining the external relations of the House, for bringing guests to the House, and shall act as official host for all House guests. He shall be responsible for the entire freshman selection except as noted above.
3. The Secretary shall reside in Ruddock House. He shall record minutes, including all motions made and the votes on these by all officers present, of all House, Executive Committee, and Upper Class Committee meetings; and post publicly a copy of the minutes of all open meetings. He shall have custody of all House records not specifically delegated to the custody of another officer, and in general shall perform all the duties of a corresponding and recording secretary. He shall be responsible for room assignments.
4. The Treasurer shall reside in Ruddock House. He shall be responsible to the House for all receipts and expenditures, shall maintain an adequate book-keeping system, shall submit a report to the Executive Committee at each regularly scheduled meeting, shall propose a budget to the Executive Committee for each term, shall submit to the House a written report of the finances at the end of each term, and shall maintain house property.
5. The Librarian shall reside in Ruddock House and shall be a sophomore for the latter portion of his term in office. He shall be responsible for procuring magazines and newspapers, and for maintaining the House Library, including its records. He shall publish a House list at the beginning of each term. He shall be responsible for freshman orientation and organizing the freshman members of the House for the performance of those tasks assigned to them.
6. The office of Social Team shall be held by not more than five members of the House, among them a single Social Chairman. The Social Team will be responsible for organizing all dances, parties and other social functions, and for publishing a calendar of such events.
7. The office of Athletic Team shall be held by not more than three members of the House, among them a single Athletic Manager. The Athletic Team shall be responsible for all athletic equipment used by the House, for the participation of the House in Interhouse and intrahouse athletics, and in general shall organize and promote the athletic activities of the House.
8. The office of Sophomore Representative shall be held by a sophomore for the latter portion of his term in office. He shall be responsible for representing the thoughts and ideas of the sophomore members of the House on the Executive Committee.
9. The office of Off-Campus Representative shall be held by an Off-Campus member of the House. His term shall be the academic year following his election. He shall be responsible for representing the thoughts and ideas of the Off-Campus members of the House on the Executive Committee.
10. The order of succession shall be President, Vice President, Secretary, Treasurer, Librarian, Social Chairman, Athletic Manager, Sophomore Representative, and Off-Campus Representative.

11. In the event that the President is unable to complete his term of office, the Vice President shall assume all responsibilities of the President, and a new Vice President shall be elected pursuant to nomination and election guidelines.

## 2.3 Duties and Qualifications of Appointed Officers

1. One Upper Class Committeeman shall reside in each Ruddock House Alley and two shall reside off-campus<sup>1</sup>, except in the case where no suitable volunteers can be found living off-campus, in which case the Off-Campus Upper Class Committeemen may live on-campus. An Upper Class Committeeman shall have been both enrolled at Caltech for at least five academic terms and a Full House Member for at least three academic terms prior to his term of office. He shall be available to counsel any member of the House, particularly the occupants of the alley in which he resides or, in the case of an Off-Campus Upper Class Committeemen, any off-campus member. He shall be responsible for maintaining order and enforcing the rules and policies of the House. He shall not concurrently be an Upper Class Committeeman and hold a position on the Executive Committee, with the exception of Vice President under the circumstance that the Vice President is elected while serving as an Upper Class Committeeman. In this case, he will serve out the remainder of the year as both Vice President and Upper Class Committeeman.
2. The Historians shall be responsible for all recording and preservation of House records and traditions, including House scrapbook, House history, and House roll, and for submission of the House article in the Institute yearbook.
3. The Head Waiter shall be responsible for maintaining proper decorum and conduct in the dining room, and shall direct the student waiters.
4. The House BFD Editors shall be responsible for publishing the House paper.
5. The House O'Domhnaill's Suppliers shall maintain the House convenience store.

## 2.4 Nominations, Elections, and Appointments

1. Nominations for ARC representative, CRC representative, two BoC representatives, Off-Campus Representative, Sophomore Representative, Athletic Manager, Athletic Team, Social Chairman, Social Team, Librarian, Treasurer, Secretary, Vice President, and President, in that order, shall be made at a meeting of the House held for that purpose between the beginning of the second term and the third Friday of second term. Nominations shall remain open until the election of that office.
2. Election of all officers shall be carried out at a House Meeting held for that purpose within one week after the nomination meeting. The order of election shall be in the following order: President, Vice President, Secretary, Treasurer, Librarian, Social Chairman, Social Team, Athletic Manager, Athletic Team, Sophomore Representative, Off-Campus Representative, two BoC representatives, CRC representative, ARC representative. The election for each office shall be held before nominations for successive offices are closed. Election shall require a majority of votes cast from the total voting membership, not including blank ballots, and

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<sup>1</sup>We denote an off-campus member of Ruddock House as a member who does not physically reside in the house.

they shall be made by secret ballot. Elections shall be managed by an Election Committee in accordance with the Procedural Amendment.

3. For the election of the BoC representatives, each voting member shall vote for two candidates per round. For each other office, each voting member shall vote for one candidate per round.
4. All officers shall be installed at a meeting of the House held not more than one week from their election. The oath of office shall be administered by the retiring president. Each officer shall assume the duties of office immediately upon being installed.
5. Sign-up lists for appointed offices shall be posted between the first day of Third Term the third Friday of Third Term and sign-up lists shall be removed and appointments made by the Executive Committee two weeks thereafter. The term of service for appointed offices shall be the academic year directly following their appointment by the Executive Committee.
6. Except as stated in Section 2.2, Paragraph 11, if a vacancy in an elected or appointed office occurs, the Executive Committee, or the remaining part thereof, shall select a qualified member of the House to fill the vacancy until the next election or appointment process.

## **2.5 Recall**

1. Any elected officer may be recalled by a majority vote of the voting membership of the House.
2. The procedure shall be as follows:
  - (a) Petitions, containing reasons and purpose, must be submitted in writing, endorsed by 1/3 of the total Full Membership, at a House meeting held for that purpose;
  - (b) The petitions must be posted immediately following the presentation and remain posted until voting is closed;
  - (c) Voting shall follow the specified procedures for Constitutional amendment elections.

## **3 The Executive Body**

### **3.1 Name**

The executive body of the House shall be known as the Executive Committee.

### **3.2 Membership**

The Executive Committee shall consist of the President, who shall act as chairman, the Vice President, Secretary, Treasurer, Librarian, Social Chairman, Athletic Manager, Sophomore Representative, and Off-Campus Representative.

### **3.3 Voting**

All members of the Executive Committee shall vote. Each office shall receive one vote.

### **3.4 Powers**

1. The Executive Committee shall formulate House rules and policies, and assume all duties not otherwise delegated.
2. It shall appoint all offices described under Section 2.3 of this Constitution.
3. It shall designate associate members.
4. It shall have the power of dismissal over all appointed officers, other than Upper Class Committeemen.

### **3.5 Meetings**

1. Meetings may be called by the President or any two members.
2. A quorum shall consist of five of the nine offices.
3. There shall be regularly scheduled meetings, at least biweekly, the day to be determined by the Executive Committee.
4. Closed meetings, attended only by the Executive Committee members, shall be held when discussing individuals and other sensitive issues, at the discretion of the Executive Committee.
5. Upon petition of 1/3 of the Full Membership of the House, a meeting of the Executive Committee shall be held within two weeks to consider any proposal so petitioned.

## **4 The Judiciary Body**

### **4.1 Name**

The judiciary body of the House shall be known as the Upper Class Committee.

### **4.2 Membership**

The Upper Class Committee shall consist of the Upper Class Committeemen.

### **4.3 Powers and Duties of the Committee**

The Upper Class Committee:

1. shall review and act on all violations of House rules and policy, by reprimand, punishment, or other appropriate action.
2. shall be responsible for the administration and tabulation of recall and amendment elections.
3. shall be autonomous in all matter of judicial policy not otherwise specified in this Constitution.

## **4.4 Meetings**

1. Meetings may be called by the Vice President, Resident Associate, or any two Upper Class Committeemen.
2. The Vice President shall preside over Upper Class Committee meetings and shall vote only in the case of a tie.
3. A quorum shall consist of at least 2/3 of the Upper Class Committeemen, provided that when the Committee considers the case of an individual person, the committeeman of the alley in which the person lives, and the committeeman of the alley in which the infraction occurred, must be present.

## **5 House Meetings**

### **5.1 Meetings**

1. The House shall meet:
  - (a) for the nomination, election, and recall of officers;
  - (b) when a meeting is called by the Executive Committee;
  - (c) at other times, on petition by 1/5 of the Full Membership.
2. Notice of the meeting shall be published at least three days prior to each House meeting in a manner expected to reach the entire membership of the House.
  - (a) The notice shall contain the date, time, and place of the meeting and an agenda of all issues to be discussed and voted upon at that meeting.
  - (b) No substantive issues not on a meeting's posted agenda may be voted upon at that meeting. Discussion of any issue and voting on non-substantive issues are not constrained.

### **5.2 Quorum**

1. A quorum shall consist of the larger of:
  - (a) 1/3 of the Full-Membership of the House, or
  - (b) 80% of the average attendance of House meetings held during the three hundred sixty-five (365) days prior to the announced date of the meeting regardless of whether those meetings established quorum.
2. If quorum is not established, no substantive matters can be decided.

### **5.3 Procedure**

In case of a dispute on parliamentary procedure in meetings of the House or any of its committees, Robert's Rules of Order (revised edition) shall provide the rule whenever the Constitution does not.

## **6 Finances**

### **6.1 Dues**

1. The dues of the House shall be due and payable by each regular member at registration for each term.
2. Married students shall be exempt from dues.
3. The dues for Social Members shall be set by a majority vote of the Executive Committee.
4. The dues for Associate Members shall be set by a majority vote of the Executive Committee.

### **6.2 Levies**

The dues may be changed, or addition assessments levied, only by a 1/2 vote of the Full Membership.

### **6.3 Payment of Moneys**

1. Checks and other instruments for the payment of moneys shall be drawn in the name of the House and shall be signed either by the President or by the Treasurer.
2. The Treasurer may authorize House related expenditures up to \$250.
3. House related expenditures greater than \$250 must be approved by a simple majority vote of the Executive Committee.
4. Any expenditure may be placed to a House vote at the discretion of the Executive Committee. A simple majority of the House voting membership may approve any expenditure.

## **7 Room Hassles**

### **7.1 Procedure**

1. The Secretary shall be responsible for running the Room Hassle in the spirit of fairness to maximize the occupancy of the house.
2. A Room Hassle shall be held:
  - (a) once per year following the announcement of appointed offices to allocate rooms for the next academic year
  - (b) whenever beds are available and there are Full Members seeking residence
  - (c) whenever a partially filled room is sought by a member higher in the order given by section 7.1.4.
3. A Room Hassle shall continue until either all the available beds have been filled or there are no longer any Full Members seeking residence.
4. Rooms shall be picked in the following order:



- (a) by the House President, then
- (b) by all other Full Members in order of
  - i. class (seniors then juniors...), then
  - ii. intended number of occupants as a percentage of the room capacity, descending, then
  - iii. office as specified in section 7.2.7, then
  - iv. a random order prepared prior to the section 7.1.2a Room Hassle in a manner prescribed by the Secretary.
- 5. The Upper Class Committee shall arbitrate all conflicts and disputes.
- 6. The Secretary may consolidate unoccupied beds if doing so will increase the number of occupants of the house.

## 7.2 Guarantees

- 1. All Full Members shall have the opportunity to participate in any Room Hassle in person or by proxy.
- 2. All Full Members shall have the opportunity to designate their roommate(s) before another individual picks or is placed into the room. Thereafter, any unoccupied bed may be picked.
- 3. Contracted residents may exchange rooms and beds with each other at their own discretion. In the event of a dispute between roommates, the member with the higher pick shall have preference.
- 4. Room Hassles under section 7.1.2b or section 7.1.2c may not forcibly displace any participant from the house, and all non-participants shall retain their current rooms except as in 7.1.6. Members holding rooms sought under section 7.1.2c must participate in the hassle.
- 5. At any time during a Room Hassle, any participant may restart the process from his position in the order.
- 6. The President may have himself counted as a double occupant.
- 7. Entire rooms shall be guaranteed to the following officers:
  - (a) In order of preference, House President, House Vice President, House Secretary, House Treasurer, Librarian, Social Team (up to three members), Athletic Team (up to two members), UCCs (one member per alley), IHC Chairman, ASCIT President, BoC Chair, House-elected BoC Representatives (up to two members), O'Domhnaill's Suppliers (up to two members), House Head Waiter (one member), House BFD editors (one member), House Historians (one member)
  - (b) for the entire academic year following the election or appointment provided the officer completes his term. If an officer quits his office mid-term, the room guarantee shall transfer to the succeeding officeholder for the remainder of the guarantee term.
- 8. All Full Members who have picked into a room through a room hassle under 7.1.2a or 7.1.2b shall be guaranteed the same room upon their return from Study Abroad.

## **8 Amendments**

### **8.1 Order**

Only Full Members may vote on Constitutional amendments.

### **8.2 Necessary Vote**

An amendment to this Constitution passes if at least  $2/3$  of the votes cast are in favor of the amendment.

### **8.3 Procedure**

1. Proposed amendments, containing reasons, purpose, and un-amended and amended language must be submitted in writing, endorsed by  $1/5$  of the Full Membership, at a House meeting.
2. The proposed amendments must be posted immediately following their presentation and remain posted until voting is closed.
3. Voting
  - (a) Voting shall officially commence upon the legal presentation of the amendment and shall close at 11:59 PM on the seventh day following;
  - (b) Voting shall be by secret ballot;
  - (c) Votes of House Members shall not be examined prior to the closing of the election;
  - (d) A roll of those members who have voted shall be available throughout the election.

## A Procedural Amendment

An Election Committee shall be appointed at the nomination meeting. The Election Committee shall be composed of nine Full House Members: 3 sophomores, 3 juniors and 3 seniors, who shall be randomly selected from a pool of volunteers who are not running for an elected office. In the event that too few members of a specific class volunteer, the remaining members shall be drawn from the other classes.

Paper ballots shall be cast anonymously at a House Meeting held for that purpose. The Election Committee shall be responsible for collecting and tabulating ballots. The election shall determine a majority winner through successive run offs, and the Election Committee shall be responsible for determining how many candidates to eliminate after each round.

Proxy votes shall be submitted to a member of the Election Committee in written form prior to the election. The Election Committee shall be responsible for entering proxy votes during the election.

The Election Committee shall hear the grievance of any Full House Member from the time of the election to 36 hours post. They shall have closed meetings to determine the legitimacy of the grievance and shall announce any solution to the House. If a solution cannot be reached by the Election Committee, then the election shall be rerun, in part or in full, in accordance with the nature of the grievance. If the grievance is regarding the persons on the Election Committee, then the Upperclassmen Committee shall hear the grievance. They shall have the powers to disband the Election Committee, force a redrawing of a new Election Committee, and begin the election process anew.