

CIF Constitution

1. Definitions

CIF - CIF is defined as the shorthand name of the Computer Interest Floor and the Special Interest Housing group shall be referred to as such below.

Full Member - A Full Member is defined as any member of CIF with Full Membership rights and responsibilities as detailed below.

Associate Member - An Associate Member is defined as any member of CIF with Associate Membership rights and responsibilities but not Full Membership rights and responsibilities.

General Membership - The General Membership is defined as the entire membership of CIF, consisting of both Full and Associate Members. To be considered part of the General Membership, the individual in question must currently be registered as an Undergraduate Student at the University of Rochester.

Member - A Member is defined as any individual who is part of the General Membership.

Chair - The Chair is defined as the individual elected from the Full Membership onto Executive Board with the rights and responsibilities detailed in section 3.4.1 below.

Logistics Director - The Logistics Director is defined as the individual elected from the Full Membership onto Executive Board with the rights and responsibilities detailed in section 3.4.2 below.

Secretary-Treasurer - The Secretary-Treasurer is defined as the individual elected from the General Membership onto Executive Board with the rights and responsibilities detailed in section 3.4.3 below.

Tech Services Director - The Tech Services Director is defined as the individual elected from the General Membership onto Executive Board with the rights and responsibilities detailed in section 3.4.4 below.

Tech Maintenance Director - The Tech Maintenance Director is defined as the individual elected from the General Membership onto Executive Board with the rights and responsibilities detailed in section 3.4.5 below.

Executive Board - Executive Board is defined as the group of five individuals currently responsible for the running, care, and maintenance of CIF, as elected by the CIF general membership at Executive Board Elections. This group consists of the Chair, Logistics Director, Secretary-Treasurer, , Tech Services Director, and the Tech Maintenance Director. Any member of the Executive Board as listed above retains all titles, rights, and responsibilities for the duration of their term.

Elected Term - An Elected Term is defined as the period in which an elected member of Executive Board retains all titles, rights, and responsibilities. This period consists of the time in between the beginning of the University of Rochester's Spring Semester immediately after elections and the end of the University of Rochester's Fall Semester following the aforementioned Spring Semester.

Appointed Position - An Appointed Position is defined as any Full Member given titles, rights, and responsibilities by Executive Board beyond those listed in section 2.1.1. below.

Applicant - An Applicant is defined as any student not currently part of the General Membership who is currently attending the University of Rochester and sends an application to join CIF to Executive Board until the time at which Executive Board either accepts or denies the application. Any rejected Applicant can regain Applicant status given that they once more complete the application process as detailed above and meet with Executive Board to discuss the reason for denial.

Housing Points - Housing Points are defined as the method through which housing priority is determined amongst the General Membership. The process for assigning and determining Housing Points is detailed below.

Participation Points - Participation Points are defined as the method through which Executive Board determines the suitability of Full Members to retain all rights afforded to the position. The process for giving and receiving Participation Points is detailed below.

Petition - A Petition is defined as any document created by a member of the General Membership formally requesting action on the part of Executive Board.

2. Membership

All Members have the following exclusive rights:

- Attendance at Member Meetings (required for Full Members, encouraged for Associate Members)
- Making Nominations for Executive Board Positions, and Appointed Positions
- Creating Petitions

In addition, all members and affiliates have the right to be notified of all events, upon the request of the individual.

2.1. Types of Membership

2.1.1. Full Membership.

Full Members have the following exclusive rights:

- Voting for elected positions and general voting.
- Increased Housing Points
- Increased priority in gaining housing through CIF
- Access to Member-Only Events

Full Members have the following responsibilities:

- Payment of semesterly dues
- Meeting of the semesterly Executive Board-decided Participation Point requirement
- Attendance at all floor meetings

Full Members are not required to pay dues or meet Participation Point requirements for their first semester as a Full Member.

2.1.2. Associate Membership

Associate Membership is a form of official association with CIF, intended to provide a simple way for interested parties to stay up to date with CIF activities without needing to pay dues or participate as Full Members. Associate Members do not have voting rights, and cannot attend Member-Only events. Associate Members have voting rights only on matters of the CIF constitution. Associate Members may only be selected to live on floor if the floor has fewer Full Members than available spaces, or at the discretion of the current Executive Board. If living on floor, an Associate Member must apply for Full Member status by the time Membership Dues must be paid and be subject to those responsibilities. If this does not occur, said Associate Member has 48 hours to petition the Executive Board or shall leave floor as soon as expedient. Associate Members that pay dues may attend Member-Only events but are not responsible for any other commitments and are not entitled to any other rights and privileges of Full Members.

2.2. Acceptance of Members

Anyone who wishes to become a Member must apply through the Membership application provided on the website. Applications are reviewed on a case-by-case basis.

To be accepted, applicants must be interviewed at an open Executive Board meeting. If at least four Executive Board Members vote in favor of an applicant, they are granted a level of membership decided upon by the Executive Board. Applications for higher levels of membership may be submitted at any time after their initial acceptance. The Executive Board may, with the Member's approval, vote to increase membership level of the member with a vote of 4 or more without need for a reapplication.

Off-floor Members may decrease their Membership level (from Full to Associate or leave entirely), provided they notify the Executive Board. Executive Board approval is required for a change in status of an on-floor Member.

2.3. Floor Dues

At the first Executive Board meeting of each semester, the Executive Board must decide on both amount and deadline for dues for that semester.

Full Members who cannot pay their dues may request a waiver or reduction, provided they give an explanation. The waiver or reduction must be approved by a majority (3) of Executive Board.

Full Members may pay their dues in the form of improvements to floor, if and only if they clear it in advance with the Secretary-Treasurer, who then has the duty to inform the rest of the Executive Board, and the Member in question must provide receipts for all money spent.

A Full Member who does not pay dues by the deadline set, unless they have been given a waiver or reduction, is reduced to Associate Membership.

3. Elections and Officers

Officers officially start their term at the beginning of the spring semester and end it at the end of the following fall semester.

3.1. Nominations

Nominations take place at a floor meeting in late October. All nominations must be seconded, and then accepted or declined by the nominee within a one-week period following the meeting. Nominations may continue electronically for this entire period, and must be seconded and accepted. Once the nomination period is over, the Secretary-Treasurer must notify all Members with the list of candidates and offices.

Requirements for Nomination:

- The candidate must be a Full Member
- The candidate must be planning to attend the University of Rochester until the next round of elections
- The candidate must be able to fulfill all requirements of the position, including but not limited to: attendance of Executive Board meetings, attendance of floor meetings, and all duties listed below
- Nominees for Chair must have been either previously on Executive Board or an Appointed Position to run for Chair, if no such qualified nominees are present, this does not apply. Should a nominee lack said qualification they must win with a majority of the vote, not just a plurality. If no one has majority, the two nominees with the most votes proceed to a secondary election.

Candidates may campaign during the week between nominations and elections, but no floor funds may be used for this purpose. Posters may not be larger than 8 1/2 x 11". No campaign materials may make noise. Candidates must provide campaign budget to clarify what their money was spent on. Executive Board reserves the right to ban any materials deemed unsafe or otherwise inappropriate. Banning of materials requires a majority vote of Executive Board excluding any current officer running against the owner of said materials due to conflict of interest.

3.2. Elections

Elections are held two weeks after the meeting at which nominations were made, preferably at a regularly scheduled floor meeting.

Positions are voted upon in order of precedence (the order in which they are listed below). Candidates may run for multiple positions, but may only hold one. Once elected, a candidate must drop out of any remaining races for which they are nominated.

Before each position is voted upon, candidates will be permitted five minutes in which to address the Members, and five minutes in which to field questions from the Members.

Officers are elected by simple majority of voting Members present at the election. If no candidate receives a majority vote, a runoff election will be held between the two candidates with the most votes at the same event. Candidates may not vote for any position for which they are running. The current Secretary-Treasurer does not vote except to break a tie between two candidates in elections with only two candidates.

The votes will be counted by both the current Secretary-Treasurer and an impartial representative of the University of Rochester Office of Residential Life. In the event

that the current Secretary-Treasurer is running for reelection, then the current Chair will count votes in their place and thereby abstain from voting.

3.3. Emergency Elections

If one or more officers are no longer able to perform their duties, Executive Board is permitted to call for emergency elections within a compressed time-frame. They may shorten the nomination period and the time between nominations and elections to as little as three days each. Elections shall otherwise proceed as above. In the interim, the responsibilities of that position are dictated as seen in Section 6.5.

3.4. Officer Duties

Each officer must have explicit Executive Board approval to assume any power or responsibility for CIF affairs not laid out in this constitution.

3.4.1. Chair

The Chair is responsible for:

- Being the default contact between CIF and outside organizations
- Overseeing the Executive Board to make sure that every officer is fulfilling their duties
- Acting as the main point of contact between CIF and Residential Life
- Ensuring that CIF is fulfilling the requirements set forth in the Expectations for Excellence
- Calling and presiding over meetings of both Executive Board and Members
- Forming committees not specifically under the jurisdiction of another officer
- Seeing that said committees accomplish their goals
- Ensuring that CIF is adequately represented on the Special Interest Housing President's Council (SIHPC) and the Residential Hall Association (RHA)
- Updating the Chair Binder, containing procedures and information for future Chairs

3.4.2. Logistics Director

The Logistics Director is responsible for:

- Handling Membership issues in conjunction with the Chair
- Planning and executing social events, both internal and open to Jackson Court or University communities
- Coordinating with the Tech Services Director for tech seminars and similar events
- Email Applicants and arrange an interview time with Executive Board
- Calculate Member Housing Points for the Housing Meeting in the Spring
- Updating and maintaining Membership files (information including: given name, month of acceptance, NetID and/or alternate email address)

- Surveying all Members at the beginning of the spring semester to see who is planning to live on CIF in the next year; as a result of this, setting a recruitment goal to bring floor to capacity
- Coordinating CIF events and RA programs to make sure they do not conflict
- Helping groups of Members organize and execute events
- Aiding the Tech Maintenance Director in updating and maintaining the mailing lists
- Updating CIF's online calendar (via Google)
- Notifying Members and Affiliates of upcoming events and other announcements

3.4.3. Secretary-Treasurer

The Secretary-Treasurer is responsible for:

- Keeping and protecting the CIF treasury
- Recording detailed minutes of all meetings, with records as to which member said what and the voting record, and sending them to the mailing lists
- Keeping CIF records in a secure location (records for the current semester may be kept in the Secretary-Treasurer's room), to be made available to anybody who requests to see them
- Updating the website with announcements and minutes
- Collecting Membership dues
- Monitoring distribution of CIF funds
- Keeping track of attendance at all CIF events and meetings
- Updating and maintaining Membership files in relation to Participation Points and dues
- Creating a budget based on the prior semester's expenditures, which should be presented to Executive Board at the first Executive Board meeting after the second Floor Meeting.
- Creating a summary, at the end of each semester, of expenditures over the course of the semester, to be used in making the next budget
- Distributing Housing Point information within 48 hours of it being tabulated by the Logistics Director
- Keeping track of all titles, rights, and responsibilities of all current Appointed Positions
- Must approve all budgetary expenses over \$100 or said expenses are invalid

3.4.4. Tech Service Director

Both Tech Directors are expected to assist one another in their duties. Tech Services Director is explicitly responsible for the following:

- Overseeing Help@CIF, volunteers and responding to clients
- Overseeing and maintaining the lab as a study space
- Maintaining the printer hardware in the lab
- Maintaining the content of the website
- Organizing dates and topics for tech seminars and other tech events

- Interfacing with IT for issues regarding the network or servers as they relate to the University

3.4.5. Tech Maintenance Director

Both Tech Directors are expected to assist one another in their duties. The Tech Maintenance Director is explicitly responsible for:

- Maintaining all server hardware and software
- Planning and assigning leaders for tech events
- Maintaining the front-end code and back-end of the website
- Ensuring someone is available to fulfill each Help@CIF request
- Maintaining lab machine software deployments from servers

3.4.6. Additional Powers:

Each officer has the power to appoint and oversee a committee to help them with any aspect of their job. The Secretary-Treasurer may authorize expenditures of up to \$25 at their discretion, provided at least two other Executive Board Members are notified within one week or before the next such expenditure; if such a notification is not provided, a majority vote of the remainder of Executive Board can revoke this spending power.

At least three Members of Executive Board must approve expenditures up to \$100.

For expenditures of \$100 to \$500 three Members of Executive Board including the Secretary-Treasurer must approve.

A unanimous agreement of Executive Board is required for expenditures of over \$500.

A unanimous agreement of Executive Board has the power to tell the Tech Maintenance Director or other sysadmin(s) to lock or remove a Member's account if that Member is suspected of computer-related misdeeds. If an officer is the person suspected of such misdeeds, they are not considered a Member of the Executive Board for any discussion or votes on the matter.

4. Meetings

4.1. Member Meetings

Member meetings should be held at least once every two weeks, at a time to be set by Executive Board at the beginning of the semester.

Member meetings may be called in two ways:

1. Any Executive Board Member may call an emergency meeting for any time with any amount of advance notice but meetings called in this way cannot be made mandatory with less than 72 hours advance notice
2. One-fourth of the voting Members may sign a petition calling for a meeting to be held at any time with at least 48 hours advance notice

The Chair presides over Member meetings, unless they are unable, in which case the next officer in order of succession presides. Each officer is given an opportunity to report on current developments and plans within their domain.

A quorum for Member meetings is one-half of the voting Members. A quorum is required for any vote. A proposal is approved by a Member vote if a majority of those present vote in favor of it.

If a Member is not present for three consecutive meetings without prior notification and permission from the Executive Board, they will lose voting privileges until they have attended three events in a three week span.

4.2. Executive Board Meetings

Executive Board meetings should be held every week, at a time to be set by the Executive Board at the beginning of the semester.

Executive Board meetings may be called in four ways:

1. The Chair may call an Executive Board meeting anytime with at least 48 hours advance notice
2. Any two Executive Board Members may call an Executive Board meeting with at least 48 hours advance notice
3. All Members of Executive Board may agree to meet at any time
4. The Logistics Director may arrange an Executive Board Meeting for the purpose of interviewing potential Full Members with at least 48 hours of advance notice and quorum approval of time

The Logistics Director will notify the Members of the times and locations of planned Executive Board meetings. A quorum for Executive Board meetings is three (3) Executive Board members, one of which must be either the Chair or Logistics Director and quorum is required for any Executive Board vote. Topics pertaining to the areas of any absent Executive Board member may not be discussed, however Executive Board maintains the right to approve an expenditure of up to \$100.

If an Executive Board meeting is called and a quorum cannot be met, the meeting must be rescheduled within one week, or Executive Board must explain a rationale for this to Membership. If Membership disapproves of said rationale they may opt to impeach those deemed responsible.

5. Participation Points

Every Member is expected to participate in CIF events, help foster community, and help promote the floor to the University of Rochester community as a whole. At the beginning of every semester, Executive Board chooses a quota for participation points, which may be awarded as follows:

- 1 point for attending an event
- 1 point for helping with food at select events
- 2 points for helping with publicity for an event
- 1 point for helping with set up for an event
- If a person wants to run a specific event, the Logistics Director shall approve the event and the Secretary Treasurer will award points as they see fit.
- A number of points to be decided by Executive Board for appointed positions
- 5 points for holding a position on Executive Board

Points are awarded only for events announced with at least 48 hours notice. Point accumulation must be recorded on a sign-in sheet.

If a Full Member doesn't meet the point quota for a semester, they can request a waiver from Executive Board; if it is not granted, they will be reduced to the next highest Membership level (Full to Associate, etc).

Members on leave (such as those studying abroad) will be exempt from Participation Point quotas.

The Secretary-Treasurer must keep running Participation Point totals in Membership records and make them open to Members. Participation Point totals reset at the beginning of every semester.

6. Overriding Executive Board and Executive Board Member Decisions

6.1. Overriding Executive Board Members

If any officer wishes to dispute a decision or action made by another officer, they may take either of two actions, and must specifically describe the issue and their position on it.

1. Call an Executive Board meeting in conjunction with another officer to discuss the issue and call for a vote to override the decision or action in question by majority vote of Executive Board
2. Have a majority of officers sign a petition to override the decision or action in question

If a majority (3) of Executive Board does not agree to sign such a petition or attend such a meeting, the decision or action cannot be overridden.

If a decision or action is successfully overridden, the officer in question may take one of three (3) actions:

1. Comply with the decision of Executive Board within one day or as soon as possible
2. Petition to call a Members meeting at which to call for a vote; if the officer does not collect the signatures of one quarter of Full Members within three days, they must comply with the decision of Executive Board
3. If found to fail to comply with the decision of Executive Board they must resign or face impeachment

If such a meeting is called and a quorum is not present, three-quarters of those present may elect to postpone the meeting, only once, for at most a week. If there is no successful postponement, Executive Board's decision is upheld and the officer must comply with it or face impeachment.

If such a meeting is called and a quorum is present, a majority vote of those present is required to overrule the decision to override the officer. If the vote succeeds, Executive Board's override is overridden and the original decision is upheld.

6.2. Overriding Executive Board

Any Member of CIF who disagrees with a decision made by Executive Board can call for a Member vote at a Member Meeting. If a quorum is present, then a majority vote will override Executive Board's decision. Any Executive Board decision can be overridden in this manner. The Executive Board is then encouraged to abide by this decision in future.

6.3. Resignation

In the event that an Executive Board Member or appointed officer becomes, in their own judgment, unable to fulfill their duties, they may resign from their position. If the resigned is an appointed officer, Executive Board is encouraged to appoint a replacement as quickly as possible. In the event of the Chair (or acting Chair) being notified of a resignation of an Elected Officer, the next scheduled floor meeting will contain an emergency election and follow normal emergency election rules to fill said position, unless an Officer Elect for said position already exists.

6.4. Impeachment

A vote of impeachment can be brought by any Member by means of a petition specifying the reason(s) for impeaching of the Executive Board Member or Appointed Position holder in question; such a petition must gain the signatures of at least half of the full Members. Impeachment shall be held at the next floor meeting. At the floor meeting at which the impeachment vote is to be held, all Executive Board Members must be allowed to speak, as well as the Member who is bringing the vote. The Executive Board Member who is the subject of the vote may not preside; if necessary, the next officer in the order of succession presides.

A vote of impeachment is successful if a simple majority of Full Members (not only a simple majority of those present) vote to impeach the Executive Board Member in question. A successful impeachment vote brought against an elected officer must be followed immediately by nominations for an emergency election to be held at a time determined by the remaining Executive Board, unless a different officer-elect already exists for the position. Should this process take longer than 1 week, an Interim shall be appointed that shall count towards quorum but have no voting powers. If the impeached is an appointed officer, Executive Board is encouraged to appoint a replacement as quickly as possible.

If an offence is grievous enough, Executive Board may motion to expel the former Executive Board member see 8.2.

6.5. Resolving Resignation or Impeachment

The order of succession is as follows:

1. Chair
2. Logistics Director
3. Secretary-Treasurer
4. Tech Services Director
5. Tech Maintenance Director

If any officer is impeached, an interim shall be appointed by the acting Chair that shall not count towards voting but shall count for quorum. Succession determines position in the interim Executive Board.

If the Secretary-Treasurer is impeached, the votes in the emergency election are counted by the Chair or acting Chair, who is not permitted to vote.

If an officer resigns or is impeached within the last week of classes, an election to fill the vacancy is not held until the next semester, following the rules for an emergency election.

If a current Executive Board Member is elected to fill a vacancy left by impeachment or resignation, they must vacate their current position to fill the new one, in which case another election must be held. Nominations for their previous position may be made immediately after the current Executive Board Member is elected to fill the vacancy, and a new officer shall be elected at that same emergency election meeting.

7. Housing

7.1. Housing Points

Members are awarded Housing Points as follows:

- 4 points for each semester they have been a dues-paying Member living on CIF
- 1 point for each semester they have been an Associate Member
- 2 points per semester spent with a roommate in a double on CIF
- 2 points per semester spent as a non-resident Full Member
- 0.75 points for each semester they have been active at the University of Rochester and not a member of CIF, with a maximum of eight semesters, including time spent abroad, in an affiliated program
- 0.5 points per semester spent active at another institution, not to exceed eight when combined with semesters at this university, this does not count studying abroad.
- 1 points for the winner of the Nauticock Award

Full Members who are studying abroad will receive the Associate Member point total for each of their semester(s) abroad. If a Member voluntarily pays dues despite being abroad, they will receive 2 additional points.

Each semester in which a Member has paid the full amount of dues is to count towards their point total; if someone is accepted as an Associate Member more than halfway through a semester, that semester does not count towards their housing point total.

Housing points must be tabulated by the Logistics Director at least two weeks before the housing meeting. The numbers must then be verified, recorded, and made available to all Members by the Secretary-Treasurer within 48 hours. If any Member disputes their posted points, they should address it to Executive Board within 48 hours.

7.1.1. Nauticock Award

This award is given to recognize a CIF Member who has gone above and beyond the expected levels of participation and who has dedicated extraordinary amounts of

time and resources to the improvement of CIF as a whole. Once per spring, Members will nominate possible recipients and then vote on them as per officer election procedures. The winner receives the Nauticock Award. A person can only win the Nauticock Award once. Executive Board is ineligible; Appointed Positions are eligible. Should there be no person with majority in votes there shall be a re-vote with only the two people with the highest vote totals.

7.2. Room Assignments

Members with the most Housing Points receive the highest priority when rooms are assigned. If a group of people wish to live together, their points are totaled to determine their priority in room assignment.

All groups of people wishing to live together must fit into an available logical room grouping, following requirements imposed by Residential Life.

If there is a tie, it shall be decided by Participation Point totals for that year..

7.3. Selection of New Resident Members

If a Member wishes to move into an available room mid-year from off floor, they must receive approval of both the Executive Board and the residents of the room grouping in which they will be living to be allowed to move in.

If a Member is switching rooms on CIF they need only the permission of both housing groups.

8. Conduct, Discipline, and Status Change of Floor Members

8.1. Probation

Any Member may bring a complaint to the Executive Board and request that another Member be placed on probation. The request must be reviewed at an open Executive Board meeting whose time and purpose are announced to the floor with at least 48 hours advance notice. Any Member may attend this meeting and speak on the topic of placing the Member on probation. The floor Member being considered may attend the meeting but not the vote; Executive Board may decide to make the vote confidential.

A majority vote of Executive Board is required to place a Member on probation, at which time they must provide a timeline and requirements that must be met for the

Member to be let off probation. Should an Executive Board Member face probation they do not vote at this meeting, and should they end up on probation, they must either tender their resignation or face impeachment. Additional meetings may be held to check on the Member or re-evaluate the terms of probation.

Members who are on probation are expected to follow the plan set forward by the Executive Board, through collaboration with the individual in question, or else give a good reason for their absences from events and/or meetings. Members who are on probation but fail to comply with the terms will face expulsion protocols.

8.2. Expulsion

A Member who violates probation is subject to expulsion. If Executive Board determines that a Member has violated probation, they must be given written, non-electronic notice that they have done so and that they must appear at the next Executive Board meeting to explain their actions. If they do not appear at the Executive Board meeting, having been given at least 48 hours advance notice of its time and location, and cannot offer any explanation for their absence, they are expelled from CIF.

If the Member offers an explanation of their actions to Executive Board, then Executive Board must hold a vote to decide if the explanation is acceptable. If four Executive Board Members vote that it is not, the Member in question is expelled from CIF.

If a Member remains on probation for an entire semester, they are brought to a hearing at a Member meeting where they offer an explanation of their actions. The Members will vote on the Member's expulsion. If two-thirds of total Membership or more vote in favor of expulsion, the Member is expelled from CIF.

A Member who has been expelled must be notified of their expulsion in person by the Chair or acting Chair. If the expulsion was voted on by Executive Board, the Chair or acting Chair must ask the Member if they wish to appeal the decision to the Members. If they do not wish to appeal, their Membership is immediately terminated. If they do wish to appeal, the appeal must be made at the next Member meeting following all rules for overriding the Executive Board decisions. If the decision is not overridden, their Membership is terminated at the end of the meeting.

If a resident Member is expelled, they are expected to move off of floor in a timely manner. Any expelled member must contact Residential Life immediately about applying for a room change, with the assistance of the Chair and Logistics Director, who are responsible for communicating and coordinating with the Residential Life Area Coordinator. The expelled member has 48 hours to leave if they are moving to

Towers or Sue B. or Hill Court, 96 if going to Southside or Riverview or Brooks or the Quad or off campus. If a problem occurs with meeting this time constraint the former member must meet with Executive Board to notify them of the issue and Executive Board may call for floor member assistance with the removal of personal effects. Serious offenders escorted off by public safety are then banned from CIF and all CIF functions. Any serious offences will be made known to floor by Executive Board; this will contain no unnecessary information, and should a member wish to remain anonymous they may reserve that right.

If a Member is expelled before the halfway point of the semester, their dues for that semester will be refunded.

8.3. Withdrawal

If a Member decides that they no longer wish to be a Member, they may withdraw from Membership status. If a resident Member decides to withdraw, they shall arrange to move off floor in a timely manner.

If a Member withdraws before the halfway point of the semester, their dues for that semester will be refunded.

9. Procedures for Constitutional Amendment and Ratification

9.1. Amendment

An amendment to the constitution will modify the actual text of the document, rather than being appended.

Any Full Member may draft and propose an amendment to the constitution. An amendment must be drafted before it is officially proposed. During a floor meeting, the Member may propose the amendment, explain why they think it is necessary, and call for a vote on that amendment at the next floor meeting or in no more than two weeks time. They must make the amended text of the constitution available as soon as possible following the proposal.

An amendment to the constitution passes if a two-thirds majority of total Membership votes in favor.

9.2. Ratification

This constitution may be replaced by a new constitution or a new draft of this constitution. The draft of the new or revised constitution, as well as a copy of this constitution, must be presented to:

- All Members of CIF
- The Area Coordinator for Residential Life
- The Secretary Treasurer for maintenance of records

The listed parties have a predetermined length of time after the presentation of the draft to make any suggestions they desire and to debate the merits and deficits of the draft.

After said time a vote will be held at a Member meeting. If three-quarters of the total CIF Membership vote in favor of the new constitution, it is considered ratified and goes into effect at a time specified by Executive Board.

10. Acceptance of the Constitution

The acceptance of the above terms of the Constitution by both CIF and the Residential Life Office of the University of Rochester as detailed above legally binds all participating constituents to the terms as detailed above.