

# CIF Constitution

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# 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 **all Full and Associate Members in CIF**. To be considered part of the General Membership, the individual in question must currently be registered as a full time Undergraduate Student at the University of Rochester.

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

**Friend of CIF** - A Friend of CIF is defined as an individual who is not a Member of CIF but is on the CIF Mailing List.

**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 the Executive Board until the time at which the 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 the Executive Board to discuss the reason for denial.

**Full Member Event** - A Full Member Event is any event that is only open to Full Members and Dues paying Associate Members.

**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 President, Logistics Director, Secretary-Treasurer, **Senior Tech Director**, and the **Junior Tech Director**. Any member of the Executive Board as listed above retains all titles, rights, and responsibilities for the duration of their **Elected** Term. **Detailed roles and responsibilities can be found in section 3.4.**

**Officer** - An officer is an individual that holds an elected post as part of the Executive Board.

**Elected Term** - An Elected Term is defined as the period in which an elected member of the 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 and the end of the University of Rochester's Fall Semester.

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

**Member Meeting** – A Member Meeting is defined as any formal meeting of Members in which CIF issues are discussed led by the Executive Board. **This is synonymous with floor meetings.**

**Executive Board Meeting** – An Executive Board Meeting is defined as any formal meeting of three (3) or more Executive Board Members set to discuss CIF related issues as described in section 4.2 below.

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

**Dues** – Dues are defined as money or items of equivalent value paid to CIF to maintain membership and cover running costs of floor (see section 2.3 for details).

**Housing Block** - A Housing Block is a group of people that wish to live together in the same suite or housing unit. The process for handling a Housing Block, and what a valid Housing Block consists of, is defined in section 8.2.

**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 in section 8.1.

**Participation Points** - Participation Points are defined as the method through which the 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 in section 5.1.

**Community Standards Agreement** – A Community Standards Agreement is defined as an agreement created between Members, with aims to resolve conflict, that is enforceable via Board. Outlines for plausible frameworks for Community Standards Agreements shall be contained in the President Binder. Said agreements are separate to Probationary discipline.

**Misdemeanor** – A Misdemeanor is defined as disciplinary action for non-malicious disruptions to common areas or amicably resolvable conflicts that are brought to board.

**Probation** – Probation is defined as disciplinary action for not meeting Participation Point quota, malicious disruptions such as vandalism or stealing, or conflicts that the Executive Board deems have escalated beyond resolvability.

**Expulsion** – Expulsion is defined as disciplinary action reserved for any inherently violent or needlessly endangering action, or for violating Probation.

**Resignation** – Resignation is defined as when any officer willingly leaves their elected post or when any Appointed Position willingly steps down. Resignation must be formally tendered to the Board.

**Impeachment** – Impeachment is defined as when any officer or Appointed Position is forced to step down via a Membership Vote.

**Withdrawal** – Withdrawal is defined as when any member voluntarily disassociates from CIF.

## 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.
- Voting to approve mid-semester increases in Participation Points
- Increased priority in gaining housing through CIF
- Access to Full Member Events
- Proposing and voting on overrides of Executive Board decisions

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. For the purpose of Housing Points, the first semester of Full Membership still counts as if they were a Dues-Paying 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 cannot attend Full Member Events. An Associate Member may choose to pay dues, and should this occur, they may attend Full Member 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 interested in living on floor than available spaces. 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 the floor as soon as expedient. Associate Members that pay dues may attend Full Member Events but are not responsible for any other commitments and are not entitled to any other rights and privileges of Full Members.

### 2.1.3. Friends of CIF

People who have been added to the CIF mailing list are designated as Friends of CIF. Friends of CIF do not have rights at meetings or in votes, and may not live on floor unless they hold a higher level of membership. They can attend events that are open to the public. By being on the mailing list, a person gains notification about public events run by CIF, but gains no other rights or responsibilities.

The title Friends of CIF does not allow people to count toward quorum or towards General Membership unless they also hold a higher level of membership. Those who wish to be Friends of CIF do not need to go through the process for accepting members of higher membership levels; once they are added to a CIF mailing list they become Friends of CIF.

#### **2.1.4. Lab Access**

Anyone that has been granted access to the CIF lab and holds a lab account is granted Lab Access. A person can have Lab Access as well as any of the above classifications of membership. The rights and guidelines of those with Lab Access are set by the CIF Acceptable Use Policy, and can be found on the CIF website or CIF's CCC page.

Those with Lab Access that are not also Associate or Full Members do not count towards quorum and do not count towards General Membership. Those who wish to gain Lab Access do not have to go through the acceptance process for higher membership levels; once they have been granted access to the lab and have a lab account they gain Lab Access.

## **2.2. Acceptance of Members**

Anyone who wishes to become an Associate or Full Member must apply through the Membership application process 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 the membership level of the member with a vote of 4 or more without need for a reapplication.

## **2.3. Floor Dues**

At the first Executive Board meeting of each semester, the Executive Board must decide on both the 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 the Executive Board.

Full Members may pay their dues in the form of improvements to CIF, 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 before the end of the next board meeting. 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 Friends of CIF.

# **3. Elections and Officers**

Officers officially start their elected 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 between the first floor meeting in October and the last floor meeting prior to Thanksgiving break. 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.

### 3.1.1. Requirements

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
- The candidate must pass a quiz on the Constitution (section 3.1.2)
- Nominees for President must have been either previously on the Executive Board or an Appointed Position to run for President. If no such qualified nominees wish to run, this requirement will be waived.
- Nominees for Senior Tech Director must have previously been one of the Tech Directors. Both current Tech Directors can choose to waive this requirement on a candidate by candidate basis. If no such qualified candidates wish to run, this requirement will be waived.

Candidates may campaign during the period between nominations and elections, but no floor funds may be used for this purpose. Posters may not be larger than 8.5" x 11". No campaign materials may inhibit the normal activities of the individuals on the floor. Candidates must provide a campaign budget to clarify what their money was spent on.

The Executive Board reserves the right to ban any materials deemed unsafe or otherwise inappropriate. Banning of materials requires a majority vote of the Executive Board excluding any current officer running against the owner of said materials and excluding any officers that own said materials due to conflict of interest.

### 3.1.2. Constitution Quiz

All nominees must take and pass a quiz on the Constitution written and issued by the outgoing Board. This quiz can be taken any time within one month of elections. The quiz is created by the outgoing Board members that are not running in the upcoming election. The quiz can be taken multiple times, but if a nominee does not pass before the end of the stated period, their nomination is invalidated. There is no time limit for taking the quiz.

## 3.2. Elections

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

Positions are voted upon in order of precedence (the order in which they are listed below in section 7.4). Candidates may run for multiple positions, but may only hold one. Once elected, a candidate is removed from 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 a majority of the vote among present Full members using Ranked Choice Voting. Candidates may not vote for any position for which they are running. The vote counter 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, the Officer highest in the order of succession that is not running in that race 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, the Executive Board is permitted to call for emergency elections within a compressed time-frame. Between the announcement of nominations and the casting of votes there shall be a minimum of six days. Nominations must be open for at least 48 hours. Elections shall otherwise proceed as above. In the interim, the responsibilities of that position are detailed in section 7.4.

### 3.4. Officer Duties

Each officer must have majority Executive Board approval to assume any power or responsibility for CIF affairs not laid out in this constitution. If said powers or responsibilities are intended to be in effect for more than an Elected Term, this Constitution should be reformed to more adequately represent the duties of CIF's Officers.

#### 3.4.1. President

The President is responsible for:

- Being the default contact between CIF and outside organizations, including Residential Life
- Overseeing the Executive Board to make sure that every officer is fulfilling their duties
- 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 and overseeing committees not specifically under the jurisdiction of another officer
- Ensuring that CIF is adequately represented in Residential Life groups such as the Special Interest Housing President's Council (SIHPC)
- Updating the President Binder, containing procedures and information for future Presidents

#### 3.4.2. Logistics Director

The Logistics Director is responsible for:

- Handling Membership issues in conjunction with the President
- Planning and executing social events, both internal and open to Jackson Court or University communities
- Coordinating with the Senior Tech 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
- 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
- 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; and monitoring distribution of CIF funds
- Creating a budget based on the prior semester's expenditures, which should be presented to the Executive Board at **or before the end of the third week of classes**.
- 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
- Collecting Membership dues
- Must approve all budgetary expenses over \$100 or said expenses are invalid
- Recording detailed minutes of all meetings, with records as to which member said what and the voting record, and sending them **to the General Membership**.
- 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 from **general membership or Residential Life** who requests to see them. **A person can only request records that are considered to be public.**
- Updating the website with announcements and minutes
- Keeping track of attendance at all CIF events and meetings
- Updating and maintaining Membership files (information including: given name, month of acceptance, NetID and/or alternate email address)
- Updating and maintaining the mailing lists
- Updating and maintaining Membership files in relation to Participation Points and dues **at least once per week**
- Keeping track of all titles, rights, and responsibilities of all current Appointed Positions

### 3.4.4. Senior Tech Director and Junior Tech Director

**At or before the third Executive Board meeting of each semester, the Senior Tech Director and Junior Tech Director are expected to propose what sections of the following items they will individually be responsible for. This must be approved by the rest of the Executive Board. All items must have responsibility assumed, but items can be assumed by both Tech Directors.**

- **Overseeing and maintaining the lab as a study space**
- **Maintaining the hardware and software in the lab**
- **Maintaining the content and functionality of the website**
- **Organizing dates and topics for tech seminars and other tech events**
- **Planning and assigning leaders for tech events**
- **Overseeing Help@CIF, volunteers and responding to clients**
- **Interfacing with IT for issues regarding the network or servers as they relate to the University**

### 3.4.5. 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 the Executive Board can revoke this spending power.

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

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

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

A unanimous agreement of the Executive Board has the power to tell the **Tech Directors** 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.

#### **3.4.6. Transition of Powers**

Each officer is responsible for training their replacement, and providing them with all the necessary documents for them to succeed in their new role. The full duties that must be performed during the transition of powers can be found in the President Binder.

## **4. Meetings**

### **4.1. Member Meetings**

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

**Additional** 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 President 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 and not count towards quorum 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.

Additional Executive Board meetings may be called in four ways:

1. The President 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. **Four or more** Members of the Executive Board may agree to meet at any time. These members must notify the rest of the Executive Board, but they are not required to attend.
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. **If there is unanimous Executive Board approval, the requirement of 48 hours notice may be waived.**

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 President or Logistics Director. Quorum is required for any Executive Board vote. Topics pertaining to the areas of any absent Executive Board member may not be discussed, however the Executive Board maintains the right to approve an expenditure of up to \$100 should the Secretary Treasurer not be present.

If an Executive Board meeting is called and a quorum cannot be met, the meeting must be rescheduled within one week, or the 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

### 5.1. 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, the Executive Board chooses a quota for Participation Points, **and awards points as they see fit. If the Executive Board does not set how many points an action is worth is worth, Participation Points are then awarded as follows:**

- 1 point for attending an event, **with an additional 2 points available for helping to plan an event (Officers are not eligible). The Logistics Director must approve the event-planning in advance to award points. It is acceptable and encouraged for General (Non-Officer) Members to plan additional events, and should the Logistics Director approve said event then the Secretary Treasurer may award additional Participation Points as they see fit.**
- **1 point for attending an Executive Board meeting at the discretion of the Secretary Treasurer. Officers are not eligible for this point**
- 1 point for helping with food at select events
- **1** points for helping with publicity for an event
- 1 point for helping with set up or take down for an event
- A number of points to be decided by Executive Board for appointed positions
- 5 points for holding a position on Executive Board

Members can work on projects that are for the purpose of improving the floor or for personal knowledge gain, and if said project is approved by the board, it may count for as many participation points as the Executive Board sees fit. As part of the project, the person must demonstrate what they have learned either to members or the Executive Board. Board should actively encourage members to take advantage of this opportunity.

## 5.2. Non-Compliance and Exceptions

If a Full Member doesn't meet the point quota for Participation Points for a semester, they can request a waiver from the Executive Board; if it is not granted, they will be placed on Probation.

It is the responsibility of the Executive Board during the second half of the semester to meet individually with all Full Members that are not on track to meet the Participation Point quota and make said members aware of this situation.

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 anonymous Membership records and make them open to Members. Participation Point totals reset at the beginning of every semester.

# 6. Overriding Executive Board and Officer Decisions

## 6.1. Overriding an Officer

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 accordance with section 4.2 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 the 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 either comply with the decision of the Executive Board as soon as possible, or petition to call a Member Meeting in order to call a vote in accordance with section 6.2. Should quorum not be present or a majority of quorum does not approve the override of the Executive Board decision, the Executive Board's decision stands.

Should the officer fail to comply with the Executive Board decision and fail to overturn said decision, then the officer must either resign or face impeachment.

## 6.2. Overriding Executive Board

Any Full Member of CIF who disagrees with a decision made by the Executive Board can call for a Member vote at a Member Meeting. In order to hold such a vote, a petition with at least one third of Full Membership must be presented. It is recommended for any override votes to occur within two weeks of the decision that is being contested. If a quorum is present, then a majority vote will

override the 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 the future.

## 7. Resignation, Impeachment, and Order of Succession

### 7.1. 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 **by submitting their decision in writing to the Executive Board**. If the resigned is an appointed officer, the Executive Board is encouraged to appoint a replacement as quickly as possible. In the event of the President (or acting President) 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. Board reserves the right to deny a resignation provided sufficient grounds; **for example, if the Board Member no longer wishes to resign before the end of their resignation process. If someone resigns within three weeks of a scheduled election, they will hold their position until the election, at which point the Officer-Elect will begin their elected term immediately following the election.**

### 7.2. Impeachment

A vote of impeachment can be brought by any Member by means of a petition specifying the reason(s) for impeaching 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(s) who is/are the subject of the vote may not preside; if necessary, the next officer in the order of succession presides. **In the case that the entirety of the Executive Board is under impeachment proceedings, CIF must elect a full member to preside over the impeachment process.**

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. If the impeached is an appointed officer, the Executive Board is encouraged to appoint a replacement as quickly as possible.

If an offence is grievous enough, the Executive Board may motion to expel the former Executive Board member (see 9.2).

### 7.3. Removal of an Appointee in an Appointed Positions

**In the case that a member in an appointed position meets the criteria outlined in 7.2 to be eligible for impeachment, the Executive Board can remove the appointee from their post at the next Executive Board meeting with a super-majority vote of four (4). The individual in question is to be given at least 48 hours prior notice and a chance to defend themselves before a vote is taken. This**

negates the need for an impeachment process. The Executive Board is then responsible for filling the vacant appointed position as quickly as possible.

## 7.4. Resolving Resignation or Impeachment

The order of succession is as follows:

1. President
2. Logistics Director
3. Secretary-Treasurer
4. Senior Tech Director
5. Junior Tech Director

In the event that an Officer is impeached or resigns, if there is an Officer-Elect for the position then the Officer-Elect fills the position and serves the remainder of the term. If there is no Officer-Elect, then each Officer lower on the order of succession than the opening moves up to fill the opening above them. They hold these positions until there is an Officer-Elect, at which time the officers revert to their elected titles. Within 24 hours of a resignation or impeachment where there is no Officer-Elect, the Executive Board must announce an Emergency Election (3.3) that will start within 2 weeks.

If the Secretary-Treasurer is impeached, the votes in the emergency election are counted by the President or acting President, 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.

## 8. Housing

### 8.1. Housing Points

Members are awarded Housing Points as follows:

- 4 points for each semester they have been a dues-paying Member living in CIF-organized housing
- 2 points per semester spent as a non-resident dues-paying Member
- 2 points per semester spent with a roommate in a double on CIF-organized housing
- 1 point for each semester they have been an Associate Member
- $\frac{1}{2}$  points for each semester they have been active at university and not a member of CIF, with a maximum of eight semesters, including time spent abroad in an affiliated program
- 1 point for the winner of the Nauticock Award
- 1 point per semester serving on the Executive Board. In the case that an Officer resigns or is impeached, any points from this category earned during that elected term are revoked from said Officer.

- ½ point per semester for earning 1.5 times or more of the required Participation Point threshold set by the Executive Board that semester.

Full Members who are studying abroad are treated as Associate Members.

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 or Full Member more than halfway (defined as October 15th and March 15th) 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 Logistics Director within 48 hours. If any Member disputes their posted points, they should address it to the Executive Board within 48 hours.

### 8.1.1. 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. These proceedings should conclude at least two weeks prior to the housing meeting. The winner receives the Nauticock Award.

A person can only win the Nauticock Award once. The Executive Board is ineligible for actions performed while in office, but if someone made significant contributions while not serving on the Executive Board, they may still be nominated. An executive board member must receive two seconds to their nomination. Members should take care to not consider them for any actions performed while in office.

Appointed Positions are eligible. Any current Full Member from any class year who meets the above requirements is eligible. Anyone who feels that no one should win the award may vote for no one. Should there be no person with majority in votes there shall be a re-vote with only the highest vote totals; if votes for no one have a majority then no one will win the award for that year.

## 8.2. Room Assignments

Members with the most Housing Points receive the highest priority when rooms are assigned. If a group of up to three people wish to live together in the same suite, then they can form a Housing Block.

The block's priority is determined by the top individual's Housing Points in the block, unless the second highest person's Housing Points are more than 8 points lower. If this is the case, the points for the block are set as the second highest person's Housing Points plus eight.

The block or individual is then able to pick as many rooms as they need in the same suite to fit its members, and it is up to the individuals within the block to assign rooms to one another within the suite. A block may opt to assign only one half of a double, but in this case, the other half of the double is still available, and once that spot is filled, both roommates must verbally agree to live together for the double to be considered fully filled.

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 highest individual Participation Points within a block (or for an individual if one is not in a block) totals for that year.

### **8.3. 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, i.e. suites.

## **9. Conduct, Discipline, and Status Change of Floor Members**

### **9.1. Misdemeanors**

Any Member may bring a complaint to the Executive Board that does not meet the minimum requirement for probation but may require the board to take action. This will be resolved by a meeting with the conflicting parties to determine the accuracy of the claims and levy adequate disciplinary action.

If a member commits two Misdemeanors in the span of two semesters, they should be subject to Probation. Board is responsible for starting this process, and should consider formally lodging a probation complaint. Should the Board be found negligent in pursuing this process, it should be considered as grounds for impeachment.

### **9.2. Probation**

In order to place a member on probation, a Member must 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; the Executive Board may decide to make the vote confidential.

A majority vote of the 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.

At the end of a Member's Probation, they will be expected to meet with the President and Logistics Director to discuss the problems that led to probation. If necessary, a Community Standards Agreement may be created by the involved parties.



### 9.3. Expulsion

A Member who violates probation is subject to expulsion. If the 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 the Executive Board, then the 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 **by secret ballot in the same manner as elections**. If two-thirds of General 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 President or acting President. If the expulsion was voted on by the Executive Board, the President or acting President 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. **The member facing expulsion does not have voting rights in overturning their own expulsion.**

If a resident Member is expelled, they are expected to move off of CIF in a timely manner. Any expelled member must contact Residential Life immediately about applying for a room change, with the assistance of the President 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, Sue B. or Hill Court, 96 if going to Southside, Riverview, Brooks, the Quad or off campus. If a problem occurs with meeting this time constraint the former member must meet with the Executive Board to notify them of the issue and the 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 the floor by the Executive Board; this will contain no unnecessary information, and should a member wish to remain anonymous they may reserve that right.

### 9.4. Withdrawal

If a Member decides that they no longer wish to be a Member, they may withdraw from Membership status **by notifying the Executive Board**. If a resident Member decides to withdraw, they shall arrange to move off floor in a timely manner. Executive Board approval is required for a change in status of an on-floor Member.

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

# 10. Procedures for Constitutional Amendment and Ratification

## 10.1. Amendment

An amendment to the constitution will modify the actual text of the document, rather than being appended. An amendment may replace this constitution with a new document.

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. The amended text must be made available to all members at least three days prior to the vote.

An amendment to the constitution passes if a three-quarter majority of present General Membership votes in favor. The quorum to hold this vote is two-thirds of General Membership. Votes can be submitted via email to the Executive Board, but they cannot be anonymous and must be submitted at least two hours prior to scheduled elections. General Members who cast votes by email count towards quorum for this vote.

## 10.2. 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.

# 11. 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.

