

Article 1em

Section 0.1em

Computer Science House Constitution

Computer Science House Constitution Committee

Last Updated: Revision b4b266f on 2023-12-09

Contents

| | | |
|------------|---|----------|
| I | Introduction | 5 |
| 1.A | Name | 5 |
| 1.B | Derivation of Authority | 5 |
| 1.C | House Objectives | 5 |
| II | Constitutional Structure | 6 |
| 2.A | Constitution | 6 |
| 2.B | Standard Operating Session | 6 |
| III | Membership | 6 |
| 3.A | Introductory Membership | 6 |
| 3.A.1 | Introductory Membership Qualifications | 6 |
| 3.A.2 | Introductory Membership Selection | 6 |
| 3.A.2.A | Selection Processes | 6 |
| 3.A.2.A.1 | Selection Process for Current RIT Students | 7 |
| 3.A.2.A.2 | Selection Process for Incoming RIT Students | 7 |
| 3.A.3 | Introductory Membership Expectations | 7 |
| 3.A.4 | Introductory Membership Privileges | 7 |
| 3.A.5 | Introductory Membership Evaluations | 7 |
| 3.A.6 | The Introductory Process | 7 |
| 3.A.7 | The Evaluation Period | 8 |
| 3.A.8 | The Introductory Packet | 8 |
| 3.A.8.1 | Expectations of an Introductory Member | 8 |
| 3.A.8.2 | Introductory Evaluation | 8 |
| 3.A.9 | Introductory Membership Leave of Absence | 9 |
| 3.A.10 | Introductory Membership Resignations | 9 |
| 3.A.11 | Introductory Membership Term | 9 |
| 3.B | Active Membership | 9 |
| 3.B.1 | Active Membership Qualifications | 9 |
| 3.B.2 | Active Membership Selection | 9 |
| 3.B.3 | Active Membership Expectations | 9 |
| 3.B.3.A | Expectations of House Members | 9 |
| 3.B.4 | Active Membership Privileges | 10 |
| 3.B.4.A | Expectations of Voting Members | 10 |
| 3.B.5 | Active Membership Evaluations | 10 |
| 3.B.5.A | Evaluations Processes | 10 |
| 3.B.5.A.1 | Membership Evaluation | 11 |
| 3.B.5.A.2 | Appeals Process | 11 |

| | | |
|-----------|---|-----------|
| 3.B.6 | Active Membership Leave of Absence | 11 |
| 3.B.7 | Active Membership Resignations | 11 |
| 3.B.8 | Active Membership Term | 12 |
| 3.C | Alumni Membership | 12 |
| 3.C.1 | Alumni Membership Qualifications | 12 |
| 3.C.2 | Alumni Membership Selection | 12 |
| 3.C.3 | Alumni Membership Expectations | 12 |
| 3.C.4 | Alumni Membership Privileges | 12 |
| 3.C.5 | Alumni Membership Evaluations | 12 |
| 3.C.6 | Alumni Membership Resignations | 12 |
| 3.C.7 | Alumni Membership Term | 12 |
| 3.D | Honorary and Advisory Memberships | 12 |
| 3.D.1 | Honorary Membership Qualifications | 12 |
| 3.D.2 | Advisory Membership Qualifications | 12 |
| 3.D.3 | Honorary and Advisory Membership Selection | 13 |
| 3.D.4 | Honorary Membership Expectations | 13 |
| 3.D.5 | Advisory Membership Expectations | 13 |
| 3.D.6 | Honorary and Advisory Membership Privileges | 13 |
| 3.D.7 | Honorary and Advisory Membership Evaluations | 13 |
| 3.D.8 | Honorary and Advisory Membership Resignations | 13 |
| 3.D.9 | Honorary and Advisory Membership Term | 13 |
| 3.E | Leave of Absence | 13 |
| IV | Officers of the House | 14 |
| 4.A | Executive Board | 14 |
| 4.A.1 | Responsibilities | 14 |
| 4.A.1.A | Responsibilities of the Executive Board | 14 |
| 4.A.1.B | Responsibilities of the Chairperson | 14 |
| 4.A.1.C | Responsibilities of the Evaluations Director | 15 |
| 4.A.1.D | Responsibilities of the Social Director(s) | 15 |
| 4.A.1.E | Responsibilities of the Public Relations Director | 15 |
| 4.A.1.F | Responsibilities of the Financial Director | 15 |
| 4.A.1.G | Responsibilities of the Research and Development Director(s) | 16 |
| 4.A.1.H | Responsibilities of the House Improvements Director | 16 |
| 4.A.1.I | Responsibilities of the Operational Communications Director | 16 |
| 4.A.1.J | Responsibilities of the House History Director | 16 |
| 4.A.1.K | Responsibilities of the House Secretary | 17 |
| 4.A.1.L | Responsibilities of Ad Hoc Directorships | 17 |
| 4.A.2 | Closed Executive Board | 17 |
| 4.A.3 | Qualifications | 17 |
| 4.A.3.A | Qualifications to be the Chairperson, Evaluations Director | 17 |
| 4.A.3.B | Qualifications to be the Social Director(s), Financial Director, Research and Development Director(s), House Improvements Director, House History Director, Public Relations Director | 17 |
| 4.A.3.C | Qualifications to be the Operational Communications Director | 17 |
| 4.A.3.D | Qualifications to be the House Secretary or an Ad Hoc Director | 18 |
| 4.A.3.E | Waiving of Qualifications | 18 |
| 4.A.4 | Selection | 18 |
| 4.A.4.A | Dual Directorship | 18 |

| | | |
|-----------|--|-----------|
| 4.A.4.B | Selection of the Chairperson, Evaluations Director, Social Director(s), Financial Director, House Improvements Director, House History Director, Research and Development Director(s), Public Relations Director | 18 |
| 4.A.4.C | Selection of the Operational Communications Director | 19 |
| 4.A.4.D | Selection of Ad Hoc Directors | 19 |
| 4.A.4.E | Selection of the House Secretary | 19 |
| 4.A.5 | Executive Board Resignations | 20 |
| 4.A.6 | Appointment of an Interim Director | 20 |
| 4.A.7 | Impeachment | 20 |
| 4.A.8 | Term | 21 |
| 4.A.9 | Appeals | 21 |
| 4.B | Maintainers | 21 |
| 4.B.1 | Maintainer Qualifications | 21 |
| 4.B.2 | Maintainer Expectations | 21 |
| 4.B.3 | Maintainer Term | 21 |
| 4.B.4 | Maintainer Selection | 21 |
| 4.C | Root Type Persons | 22 |
| 4.C.1 | Selection of a Root Type Person | 22 |
| 4.C.1.A | Qualifications of a Root Type Person | 22 |
| 4.C.1.B | Creation of Accounts | 22 |
| 4.C.1.C | Code of Conduct | 22 |
| 4.C.1.C.1 | Changes | 23 |
| V | General Operations of the House | 23 |
| 5.A | Financial Operations of the House | 23 |
| 5.A.1 | Amount of House Dues | 23 |
| 5.A.2 | Collection of House Dues | 23 |
| 5.A.2.A | Rules for Giving Exceptions and Exemptions for House Dues | 23 |
| 5.A.3 | Breakdown of Dues for Directorship Budgets | 23 |
| 5.A.4 | Expenditure Approval | 24 |
| 5.B | Housing | 24 |
| 5.B.1 | Housing Status | 24 |
| 5.B.1.A | On-Floor Status | 24 |
| 5.B.1.B | Off-Floor Status | 24 |
| 5.B.2 | Housing Priority System | 24 |
| 5.B.2.A | Single Room Assignments | 25 |
| 5.B.2.B | Double Rooms as Single rooms | 25 |
| VI | Voting | 25 |
| 6.A | Definitions | 25 |
| 6.A.1 | Total Number of Possible Votes | 25 |
| 6.A.2 | Total Number of Votes Cast | 25 |
| 6.A.3 | Quorum | 25 |
| 6.A.4 | Proxy Ballot | 25 |
| 6.A.5 | Abstention | 26 |
| 6.A.6 | Vote Counters | 26 |
| 6.B | Types of Voting | 26 |
| 6.B.1 | Alternative Vote | 26 |
| 6.B.1.A | Method of Vote | 26 |
| 6.B.1.B | Voting Period | 26 |
| 6.B.2 | Balloted Vote | 26 |

| | | |
|-------------|---|-----------|
| 6.B.2.A | Method of Vote | 26 |
| 6.B.2.B | Voting Period | 26 |
| 6.B.3 | Immediate Vote | 26 |
| 6.B.3.A | Method of Vote | 26 |
| 6.B.3.B | Voting Period | 26 |
| 6.B.4 | Secret Immediate Vote | 26 |
| 6.B.4.A | Method of Vote | 26 |
| 6.B.4.B | Voting Period | 26 |
| 6.B.5 | Batch Vote | 27 |
| 6.C | Number of Votes Required | 27 |
| 6.C.1 | Simple Majority | 27 |
| 6.C.2 | Fifty Percent | 27 |
| 6.C.3 | Two-Thirds | 27 |
| 6.C.4 | Three-Quarters | 27 |
| 6.C.5 | Alternative | 27 |
| 6.D | Ties Between Vote Options | 27 |
| 6.D.1 | With Pass/Fail | 27 |
| 6.D.2 | With Multiple Options | 28 |
| VII | Judicial | 28 |
| 7.A | Formation of a Judicial Board | 28 |
| 7.B | Judicial Investigation | 28 |
| 7.C | Judicial Ruling | 28 |
| 7.C.1 | Non-Semantic Changes | 28 |
| 7.C.2 | Semantic Changes | 28 |
| VIII | ADHERENCE TO UNIVERSITY POLICIES | 29 |
| 8.A | Anti-Hazing | 29 |
| 8.A.1 | RIT Hazing Policy (RIT Student Conduct Process; IV. RIT Code of Conduct; 14. Hazing/Failure to Report Hazing) | 29 |
| 8.A.2 | NY State Hazing Law | 29 |
| 8.A.2.A | § 120.16 Hazing in the first degree. | 29 |
| 8.A.2.B | § 120.17 Hazing in the second degree. | 29 |
| 8.B | Anti-Discrimination Clause | 29 |
| 8.C | Statement of Compliance with University Regulations | 29 |

I Introduction

1.A Name

The name of this Special Interest House is Computer Science House.

1.B Derivation of Authority

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

1.C House Objectives

The objectives of Computer Science House are:

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

II Constitutional Structure

2.A Constitution

The House Constitution is written and maintained by the House and defines the major aspects, goals, and governing structure of the house.

2.B Standard Operating Session

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

III Membership

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

Qualifications: What qualifications an applicant needs to apply

Selection: The process by which an applicant gains membership

Expectations: The duties and responsibilities of House members

Privileges: The benefits offered to House members

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

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

Resignations: The process by which a member terminates House membership

Term: The length of time the membership lasts

3.A Introductory Membership

3.A.1 Introductory Membership Qualifications

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

3.A.2 Introductory Membership Selection

Applicants notify the House of their interest in membership by submitting an application to the Evaluations Director. They must then undergo the selection process as defined in 3.A.2.A.

3.A.2.A Selection Processes

3.A.2.A.1 Selection Process for Current RIT Students

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

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

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

3.A.2.A.2 Selection Process for Incoming RIT Students

- a. During Spring semester, the Evaluations Director selects a group of Active Members to form a Selections Committee. The Selections Committee reviews applications and conducts interviews in accordance with the process prescribed by Residence Life.
- b. A subset of applicants will be offered Introductory Membership and must participate in the Introductory Process defined in 3.A.6. A subset of Introductory Members will be offered On-Floor status and will be able to select a room on floor. The other Introductory Members will have Off-Floor status, but will otherwise have the same privileges and responsibilities.

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

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

3.A.3 Introductory Membership Expectations

Introductory members are expected to meet all the requirements of the Introductory Process, as described in 3.A.8.1.

3.A.4 Introductory Membership Privileges

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

3.A.5 Introductory Membership Evaluations

3.A.6 The Introductory Process

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

3.A.7 The Evaluation Period

The Process will occur either once or twice per semester, and will last for six (6) weeks. The Process shall be initiated by the Evaluations Director during either the first and second week of each semester. The Executive Board may hold a closed ballot Simple Majority vote to extend the Introductory Process or the Introductory Packet. If an Introductory Process is extended, the Introductory Evaluation shall occur at the termination of the extended Process, which may be outside of the period defined in 3.A.8..2. If deemed necessary by the Evaluations Director, or by an Executive Board simple majority vote, the second intro process must begin within nine (9) days of the first process ending. If a second Introductory Process is approved, the Evaluations Director may initiate a new Introductory Packet within the first or second week of the Introductory Process.

3.A.8 The Introductory Packet

Each Introductory Process participant, after the first week, is given two (2) weeks to obtain signatures from all Active Members who have passed a Membership Evaluation, all On-Floor Introductory Members, and ten (10) of any combination of the following:

- Alumni members
- Honorary members
- Advisory members

At the discretion of the Evaluations Director, any Introductory Packet may be extended to accommodate extenuating circumstances.

3.A.8..1 Expectations of an Introductory Member Before the end of the Process, an Introductory Member is expected to:

- Attend all House meetings during the process
- Complete the Introductory Packet
- Attend at least one House directorship meeting for each week of the process (including permanent and Ad Hoc directorship meetings)
- Attend at least one House social event during the process
- Attend at least two seminars relating to computing or electronics
- Sign a copy of the Membership Agreement describing a House Member's responsibilities and expectations

3.A.8.2 Introductory Evaluation The Introductory Evaluation is the process by which House chooses which Introductory Members to extend an offer of Active Membership. It occurs at the conclusion of the final week of the Process.

3.A.8.2.A Voting On a member by member basis, this evaluation process determines if each Introductory member has successfully completed the Introductory Process requirements 3.A.8.1. A Simple Majority vote with a quorum of two-thirds of the Total Number of Possible Votes is required for the evaluation to be valid. In order for an Active Member to be counted as a Possible Vote they must meet the requirements outlined in 3.B.4.A. Neither absentee nor proxy votes are allowed. House may choose any of the Outcomes for each member.

3.A.8.2.B Outcomes

- a. Introductory Members may be offered Active Membership (3.B) provided they meet the requirements described in 3.A.8.1, at the discretion of House.
- b. If an Introductory Member fails to meet the requirements, their membership will be revoked.
- c. An Introductory member may be given a conditional to complete as a means of making up for missing requirements. A conditional may be proposed by any member present at the Introductory Evaluation and, if it is approved by the Evaluations Director, is then voted on by House. Each conditional consists of a set of additional requirements and a deadline for completing them. When the deadline expires, the conditional will be brought before the Executive Board who will assess its completeness. A conditional member who does not meet these additional requirements forfeits membership.

3.A.9 Introductory Membership Leave of Absence

After completion of the Introductory Packet, an Introductory member may request a leave of absence through the process described in 3.E.

3.A.10 Introductory Membership Resignations

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

3.A.11 Introductory Membership Term

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

3.B Active Membership

3.B.1 Active Membership Qualifications

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

3.B.2 Active Membership Selection

Alumni Members in good standing may self-select into Active Membership by paying dues to the Financial Director and notifying the Evaluations Director. They will retain their previous Housing Status if applicable.

Any Alumni Member in bad standing (3.C.2) may become an Active Member by notifying the Evaluations Director of their intent to participate, who will bring them up for a Simple Majority vote at the next House meeting. If the vote passes the Alumni is reinstated as an Active Member effective immediately.

3.B.3 Active Membership Expectations

Active members are expected to be active participants in the House as defined in 3.B.3.A. Active voting members are expected to meet the requirements defined in 3.B.4.A.

3.B.3.A Expectations of House Members Active members are required to pay House dues as stated in 5.A.2, attend all House Meetings and Executive Board candidate speeches, and attend at least fifteen (15) of the House directorship meetings (including permanent and Ad Hoc directorship meetings) for each Academic Semester in which they are an Active Member.

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

3.B.4 Active Membership Privileges

Active Members receive the privilege to:

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

3.B.4.A Expectations of Voting Members The following requirements must be met by the beginning of the Introductory Evaluation for an Active Member to be allowed to vote. Any of these requirements may be waived by the Evaluations Director or a simple majority vote by the Executive Board

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

3.B.5 Active Membership Evaluations

Active Members are evaluated annually through the Evaluation Process as described in 3.B.5.A.

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

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

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

3.B.5.A.1.A Voting Any Active Member who has completed all of the requirements as defined in 3.B.3.A at the beginning of the Membership Evaluation passes their Membership Evaluation without being voted on or evaluated by the quorum. All Active Members who have not received an exemption from the Executive Board prior to the Membership Evaluation will be evaluated on a Member by Member basis by a quorum of Active Members. The Membership Evaluation shall hold members to the objective requirements defined in 3.B.3.A and determine which members may continue as an Active Member in the following Standard Operating Session. Exceptions to the requirements may be made, as House may choose any of the Outcomes for each Member, even if the Member being evaluated has not completed all of their requirements. These requirements must be completed before the Membership Evaluation occurs. A Secret Immediate Simple Majority vote with a Quorum of two-thirds of the Total Number of Possible Votes is required for the evaluation to be valid. Neither absentee nor proxy votes are allowed.

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

If a member fails and has never passed a Membership Evaluation in the past, their membership will be revoked immediately. If the member has previously passed a Membership Evaluation they will move to Alumni Membership status at the end of the Standard Operating Session (3.C.2). In either case, the member forfeits their ability to be included on the following year's roster.

A member may be given a conditional to complete as a means of making up for missing requirements. A conditional may be proposed by any member present at the Evaluation. If the conditional is approved by the Evaluations Director, it is then voted on by House. Each conditional consists of a set of additional requirements a deadline for completing them. When the deadline expires, the conditional will be brought before the Executive Board who will assess its completeness. A conditional member who does not meet these additional requirements will have failed the evaluation.

3.B.5.A.2 Appeals Process If a member disagrees with the outcome of any evaluation, (e.g. is not asked to return to the House for the following year) and wishes to appeal the decision, they may do so as stated in 4.A.9.

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

3.B.6 Active Membership Leave of Absence

An Active member may at any time request a leave of absence using the process described in 3.E. For the duration of an absence, a member:

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

3.B.7 Active Membership Resignations

An Active member may resign by submitting, in writing, the reason for resignation to the Chairperson, or Evaluations Director. Instead of forfeiting membership, Active members who resign may elect to become Alumni defined in 3.C.2. The resignation will take effect immediately and an announcement will be made at the following House Meeting.

3.B.8 Active Membership Term

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

3.C Alumni Membership

3.C.1 Alumni Membership Qualifications

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

3.C.2 Alumni Membership Selection

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

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

3.C.3 Alumni Membership Expectations

There are no expectations associated with the Alumni Membership status.

3.C.4 Alumni Membership Privileges

Alumni Members shall receive the right to:

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

3.C.5 Alumni Membership Evaluations

Alumni Members are not subject to any evaluation.

3.C.6 Alumni Membership Resignations

There are no resignations associated with Alumni Membership status.

3.C.7 Alumni Membership Term

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

3.D Honorary and Advisory Memberships

3.D.1 Honorary Membership Qualifications

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

3.D.2 Advisory Membership Qualifications

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

3.D.3 Honorary and Advisory Membership Selection

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

3.D.4 Honorary Membership Expectations

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

3.D.5 Advisory Membership Expectations

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

3.D.6 Honorary and Advisory Membership Privileges

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

3.D.7 Honorary and Advisory Membership Evaluations

Honorary and Advisory Members are not subject to formal evaluations.

3.D.8 Honorary and Advisory Membership Resignations

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

3.D.9 Honorary and Advisory Membership Term

Honorary and Advisory Memberships shall last until the member resigns.

3.E Leave of Absence

A Leave of Absence offers the option for members to take extended time away from their responsibilities to House for any number of personal issues including, but not limited to, physical illness, mental illness, or care giving for a sick family member. In order to request a Leave of Absence, a member must follow the RIT policy for Leave of Absence, located at <https://www.rit.edu/policies/d021>. Additionally, the member should notify the Evaluations Director of their Leave, at which point they become exempt from all House requirements until they return.

IV Officers of the House

4.A Executive Board

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

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

4.A.1 Responsibilities

4.A.1.A Responsibilities of the Executive Board

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

4.A.1.B Responsibilities of the Chairperson

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

4.A.1.C Responsibilities of the Evaluations Director

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

4.A.1.D Responsibilities of the Social Director(s)

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

4.A.1.E Responsibilities of the Public Relations Director

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

4.A.1.F Responsibilities of the Financial Director

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

4.A.1.G Responsibilities of the Research and Development Director(s)

- a. To preside over Research and Development Meetings in which House members are encouraged to bring ideas for projects
- b. To exercise general supervision over Research and Development operations
- c. To oversee the planning, organization and construction of technical projects for the House's benefit
- d. To strive to fulfill the House's need for technical equipment
- e. To provide seminars and tutorials to educate House members in technical areas
- f. To vote on issues presented to the Executive Board

4.A.1.H Responsibilities of the House Improvements Director

- a. To preside over House Improvements Meetings
- b. To exercise general supervision over the House Improvements operations
- c. To oversee the organization and construction of physical improvements to the House
- d. To oversee the general maintenance of the appearance of the House
- e. To vote on issues presented to the Executive Board

4.A.1.I Responsibilities of the Operational Communications Director

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

4.A.1.J Responsibilities of the House History Director

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

4.A.1.K Responsibilities of the House Secretary

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

4.A.1.L Responsibilities of Ad Hoc Directorships

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

4.A.2 Closed Executive Board

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

4.A.3 Qualifications**4.A.3.A Qualifications to be the Chairperson, Evaluations Director**

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

4.A.3.B Qualifications to be the Social Director(s), Financial Director, Research and Development Director(s), House Improvements Director, House History Director, Public Relations Director

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

4.A.3.C Qualifications to be the Operational Communications Director

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

4.A.3.D Qualifications to be the House Secretary or an Ad Hoc Director

- a. Candidates must be Active Members

4.A.3.E Waiving of Qualifications

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

4.A.4 Selection

4.A.4.A Dual Directorship Social and Research and Development are the only voting Executive Board positions that allow for Dual Directorship. If two candidates elect to run as a Dual Directorship, their names are placed together on a single line of the election ballot. If they are also nominated as a normal directorship or as a dual directorship with another House member, their votes are not cumulative. Each different nomination must be a separate entry on the election ballot. Non-voting Executive Board positions (i.e. Ad Hoc Directors) are not restricted to single or dual directorship. The following special cases cover the operation of a dual directorship:

- If one of the members in a dual directorship resigns the directorship, or for any other reason ends the term of office, the other member in the dual directorship must also step down and the office becomes vacated. The vacated office is then handled like any other vacated office; see 4.A.5.
- During an official Executive Board Vote, each dual directorship member's vote counts for one-half vote in the tallying of votes. The members of the dual directorship need not vote the same way in a vote.
- A member of a dual directorship may not hold any other Executive Board position.
- When attendance requirements call for the dual directorship position to be present, both dual directorship members are to fulfill the requirements.

4.A.4.B Selection of the Chairperson, Evaluations Director, Social Director(s), Financial Director, House Improvements Director, House History Director, Research and Development Director(s), Public Relations Director

- a. The opening of the Executive Board position(s) is announced at a House meeting and nominations for the position are taken for a minimum of a seventy-two hour period. Any House member may nominate any member or pair of members where appropriate for a Directorship.
- b. The candidates will be notified of their nomination. Each candidate is given a minimum of twenty-four hour period to accept or decline the nomination. A list of all nominees who have accepted their nominations will be posted shortly thereafter.
- c. The date and time of candidate speeches will be announced by a member of the Executive Board at least five (5) days prior to the event. All Active Members are expected to attend candidate speeches in accordance with 3.B.3.A. If a member cannot attend due to a scheduling conflict, they may provide a reason for their absence to the Evaluations Director, who will record the reason with the absence.
- d. Each candidate will be given an equal amount of time before the House to present their platform of candidacy.
- e. Ballots will then be distributed and voting will be open for a minimum of a forty-eight hour period. The Ballots will list, in random order, all of the candidates who are qualified for a given office with a means to indicate the selection of one of the candidates. In addition, an area will be provided to indicate a write-in selection of a candidate.
- f. At the end of the voting period, the Chairperson will terminate voting by collecting the ballot box and the votes shall be counted as stated in 6.B.1.
- g. The winners are determined via the process described in 6.B.1. A quorum of fifty-percent of the number of all members eligible to vote is required for the election to be official. All winners are notified of their election. If the position is currently vacant, the winner immediately assumes office. If not, the winner will assume office at the end of the current term (4.A.8). Any office whose winner declines the election, or whose winner does not fulfill the requirements of the elected office, shall have their votes redistributed in the same process as a loser in 6.B.1.

4.A.4.C Selection of the Operational Communications Director

- a. A candidate for the Operational Communications Directorship shall be chosen by the current Root Type Persons.
- b. The candidate is given a minimum of twenty-four hours to accept or decline the nomination.

- c. The candidate is presented to the Executive Board for approval. This Executive Board meeting is closed to the Executive Board Members, Root Type Persons, and House members with explicit invitation from the Executive Board.
- d. All current Executive Board Voting Members must be present during the discussion and voting period unless that member is a candidate for the position, in which case the member is absent and their vote is abstained. A simple majority Executive Board vote, as described in 6.C.1, is taken to determine whether the candidate is selected for the position.

4.A.4.D Selection of Ad Hoc Directors

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

4.A.4.E Selection of the House Secretary The Executive Board may choose to select a current voting Executive Board member, or to select any interested Active member, as House Secretary. The selection process can be an informal appointment, or follow an election process similar to other voting Executive Board positions.

4.A.5 Executive Board Resignations

An Executive Board Member may resign their position by submitting in writing the reason for resignation to the House Chairperson. The resignation will be read at the following House Meeting and become effective at that time. The office will become vacant and the selection process for a new member as described in section 4.A.6 will begin at that time. Following a resignation, the Selection process, as defined in 4.A.4, of a replacement for the position vacated must begin within two weeks from when the resignation took place. To postpone such a Selection, the Chairperson may chair an Immediate Simple Majority Vote 6.B.3 6.C.1 during a House Meeting prior to the beginning of the Selection process to delay the Selection process by a specified amount of time.

4.A.6 Appointment of an Interim Director

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

4.A.7 Impeachment

- a. Impeachment of any Executive Board Member may be initiated by petition, in writing, consisting of a minimum number of signatures of current House members equaling or exceeding one-third the Number of Possible Votes as defined in 6.A.1.
- b. The impeachment petition is then presented at an Executive Board Meeting. The member(s) initiating the petition present their case to the Executive Board. The Executive Board then questions the accused member of the allegations.
- c. The Executive Board votes on the impeachment petition, with all voting members present except the accused member who must be absent and whose vote counts as an abstention, to determine if the

allegations stated in the petition are legitimate grounds for impeachment. If the majority of Executive Board votes are negative, the petition and impeachment proceedings are dismissed. This vote may be overridden by an impeachment petition consisting of the grounds for impeachment and a minimum of number of signatures of current House members equaling or exceeding two-thirds the number of all House members currently eligible to vote.

- d. If the majority of the Executive Board votes are positive, or the negative vote was overridden, the petition is presented at the following House Meeting and the accused and accuser(s) again present their cases.
- e. Ballots will then be distributed and a secret ballot House vote shall be held for a minimum of a forty-eight hour period to determine whether or not the member should be removed from office. Votes shall be collected and counted as described in 6.B.2.
- f. A quorum of two-thirds of the Total Number of Possible Votes is necessary for the vote to be official. A vote equaling or exceeding two-thirds the number of all ballots cast is necessary for the accused officer to be removed from office. If a quorum cannot be reached after two attempts, or the percentage of affirmative votes does not equal or exceed the minimum, impeachment proceedings are dismissed.
- g. If the percentage of affirmative votes equals or exceeds the minimum the impeached officer is relinquished of their position and any benefits thereof and this position is treated like any other vacated position. A new selection and interim duty fulfillment procedure is followed similar to that of a resignation; see 4.A.5.
- h. House Secretary can be impeached according to the above process, or may be dismissed by a Simple Majority vote of the Executive Board.

4.A.8 Term

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

4.A.9 Appeals

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

4.B Maintainers

4.B.1 Maintainer Qualifications

Maintainers must be Active or Alumni Members.

4.B.2 Maintainer Expectations

Maintainers are expected to:

- Be knowledgeable about the Constitution
- Review changes to the Constitution for grammar, spelling, and internal consistency
- Participate in discussion of proposals and amendments
- Keep a public record of changes to the Constitution

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

4.B.3 Maintainer Term

Maintainer status lasts until it is resigned, or until it is revoked by Executive Board vote. A Maintainer may resign at any time by notifying the current Executive Board and Maintainer group. If a Maintainer no longer satisfies 4.B.1, they lose Maintainer status.

4.B.4 Maintainer Selection

Any member may nominate a qualified member for Maintainer status to the Executive Board for consideration. The Executive Board may choose to approve or reject the nomination by Simple Majority vote with a quorum of seventy-five percent of the Total Number of Possible Votes.

4.C Root Type Persons

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

4.C.1 Selection of a Root Type Person

- a. Nominations are taken from the Root Type Persons and Prior Root Type Persons meeting the selection criteria in 4.C.1.A.
- b. Each candidate is given a minimum of twenty-four hour period to accept or decline the nomination.
- c. A list of all nominees who have accepted is presented to the Executive Board for approval. This Executive Board Meeting is closed to the Executive Board Members, Root Type Persons, and House members with explicit invitation from the Executive Board.
- d. If an Executive Board member is a candidate for the office in discussion, the member is absent and their vote is abstained. A simple majority Executive Board vote, as described in 6.C.1, is taken to determine whether the nominations of the Root Type Persons are accepted.

4.C.1.A Qualifications of a Root Type Person

- a. Candidates must have been an On-Floor Active Member in good standing within the last twelve months, or been an Off-Floor Active Member and have lived on the floor within the last twelve months.
- b. Candidates may be granted an exemption by current Root Type Persons. Such an exemption may be withdrawn at any time by the current Root Type Persons.

- c. Prior Root Type Persons are those members who are no longer current Active Members and have not been granted an extension by the current Root Type Persons. Prior Root Type Persons are not guaranteed access to the current root passwords and other authentication tokens.
- d. The current Root Type Persons may from time to time draft rules and regulations specifying the rights and privileges of Prior Root Type Persons.

4.C.1.B Creation of Accounts Root Type Persons have the authority to manage user accounts for House systems. Before introductory, active, or alumni members may receive an account they must:

- a. Sign the Code of Conduct sheets pertaining to the responsible utilization of Computer Science House and Rochester Institute of Technology facilities.
- b. Obtain greater than or equal to 60% (rounded up to the nearest whole person) of required signatures (excluding those of Resident members who have not passed a Membership Evaluation) in the Introductory Packet or successfully complete Introductory Evaluations.

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

4.C.1.C Code of Conduct The Code of Conduct located at <https://github.com/ComputerScienceHouse/CodeOfConduct> is the canonical Code of Conduct for Computer Science House accounts.

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

4.C.1.C.1 Changes The following process is used for making changes to the Code of Conduct document.

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

V General Operations of the House

5.A Financial Operations of the House

5.A.1 Amount of House Dues

The amount of dues for Active Members will be eighty dollars (\$80.00) per Academic Semester.

5.A.2 Collection of House Dues

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

5.A.2.A Rules for Giving Exceptions and Exemptions for House Dues If a member is unable to pay dues upon request, they may appeal their situation to the Financial Director. If the Financial Director deems their situation appropriate, they may grant specific extensions or reductions of the member's payment as they see fit. If the Financial Director deems their situation inappropriate for extension, the member may appeal to the Executive Board. If the Executive Board disagrees with the Financial Director, the Executive Board may reduce the required payment or extend the payment deadline. If the Executive Board agrees with the Financial director, the member's payment is considered delinquent and the member's privileges are revoked until payment can be made. In the case the Financial Director or Executive Board decides the situation is appropriate, the member's dues may be partially or fully excused, or the member may be given additional time to pay their dues. Additional time and reduction of dues may both be given to a member in an appropriate situation. All dues must be collected in full before the annual membership evaluation (3.B.5.A.1). After this date, dues collection is suspended until the start of the next academic year.

5.A.3 Breakdown of Dues for Directorship Budgets

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

Dues collected from on-floor members are to be distributed into directorship budgets as shown in the above table. Money allocated for Accumulated or collected from off-floor members is deposited into the CSH Account and saved.

5.A.4 Expenditure Approval

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

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

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

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

Funds allocated for a project not spent by the end of the Standard Operating Session 2.B in which they were

approved are voided, unless otherwise specified during the original voting process.

5.B Housing

5.B.1 Housing Status

All Alumni, Active, and Introductory Members have a housing status. This status indicates their right to priority housing on the floor. Alumni Members in good standing keep the housing status they had as Active Members. Alumni Members in bad standing have Off-Floor status.

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

5.B.1.B Off-Floor Status Members with Off-Floor status do not have the right to live on the floor. They still have access to all other privileges associated with their membership, and may still accumulate Housing Priority Points.

5.B.2 Housing Priority System

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

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

5.B.2.A Single Room Assignments When a single room on the House becomes available it is offered to the member who carries the highest Housing Priority as defined in 5.B.2. In the event of a tie, the members will be approached simultaneously and if they are unable to decide fairly between themselves, the assignment of priority will be made by random selection of the tied members. If that House member declines the option, it will be offered to the member with the next highest Housing Priority. This process continues until a member selects to move into the single room. Once in a single room, a House member retains the assignment until voluntarily giving it up. It should be noted that members selecting this option must agree to any additional charges applied by the Department of Residence Life for residing in a single room.

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

VI Voting

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

6.A Definitions

6.A.1 Total Number of Possible Votes

The sum of the number of Active members eligible to vote on the issue.

6.A.2 Total Number of Votes Cast

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

6.A.3 Quorum

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

6.A.4 Proxy Ballot

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

6.A.5 Abstention

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

6.A.6 Vote Counters

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

6.B Types of Voting

6.B.1 Alternative Vote

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

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

6.B.2 Balloted Vote

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

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

6.B.3 Immediate Vote

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

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

6.B.4 Secret Immediate Vote

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

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

6.B.5 Batch Vote

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

6.C Number of Votes Required

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

6.C.1 Simple Majority

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

6.C.2 Fifty Percent

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

6.C.3 Two-Thirds

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

6.C.4 Three-Quarters

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

6.C.5 Alternative

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

6.D Ties Between Vote Options

6.D.1 With Pass/Fail

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

6.D.2 With Multiple Options

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

VII Judicial

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

7.A Formation of a Judicial Board

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

7.B Judicial Investigation

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

7.C Judicial Ruling

The Judicial Board may present an official ruling following the Judicial Investigation. This ruling may be appealed in the same manner as an Executive Board decision 4.A.9.

7.C.1 Non-Semantic Changes

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

7.C.2 Semantic Changes

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

VIII ADHERENCE TO UNIVERSITY POLICIES

8.A Anti-Hazing

8.A.1 RIT Hazing Policy (RIT Student Conduct Process; IV. RIT Code of Conduct; 14. Hazing/Failure to Report Hazing)

Hazing/Failure to Report Hazing. Behavior, regardless of intent, which endangers the emotional, or physical health and safety of a Student for the purpose of membership, affiliation with, or maintaining membership in, a group or Student Organization. Hazing includes any level of participation, such as being in the presence, having awareness of hazing, or failing to report hazing. Examples of hazing include, but are not limited to, beating or branding, sleep deprivation or causing excessive fatigue, threats of harm, forcing or coercing consumption of food, water, alcohol or other drugs, or other substances, verbal abuse, embarrassing, humiliating, or degrading acts, or activities that induce, cause or require the Student to perform a duty or task which is not consistent with fraternal law, ritual or policy or involves a violation of local, state or federal laws, or the RIT Code of Conduct.

8.A.2 NY State Hazing Law

8.A.2.A § 120.16 Hazing in the first degree. A person is guilty of hazing in the first degree when, in the course of another person's initiation into or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury. Hazing in the first degree is a class A misdemeanor.

8.A.2.B § 120.17 Hazing in the second degree. A person is guilty of hazing in the second degree when, in the course of another person's initiation or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person. Hazing in the second degree is a violation.

8.B Anti-Discrimination Clause

This organization shall not discriminate on the basis of sex, race, color, sexual orientation, gender identity and gender expression, religion, age marital state, national origin, disability or veteran status. This policy will include but is not limited to, recruiting, membership, organization activities or opportunities to hold or run for club office.

8.C Statement of Compliance with University Regulations

This organization shall comply with all university and Center for Campus Life policies and regulations, and local, state and federal laws.