

# Page House Bylaws

Last Revision: May 24, 2022

## ARTICLE I – MEMBERSHIP

### SECTION 1. FULL MEMBERSHIP

A full member shall be defined as an undergraduate student, either registered or on temporary leave, of the California Institute of Technology and a current full dues paying member of Page House, who has gained full membership through one of the methods listed in this section. Full membership is a result of:

- An incoming student being chosen by the House at the close of rotation.
- A two-thirds majority house vote at either a house meeting or a house dinner with quorum.

Anyone seeking to gain full membership at a house meeting/dinner **must** notify a member of ExComm at least 24 hours ahead of time. The President must then announce this intent to the house. This is in order to allow current members to submit comments to be read out anonymously at the meeting/dinner.

### SECTION 2. SOCIAL MEMBERSHIP

A social member shall be defined as a current, social dues paying member of Page House, who has gained social membership through one of the methods listed in this section. Candidates for social membership are sponsored by a full member and receive social membership by majority house vote at a house meeting or dinner. In the case of a dinner, the house must be informed prior to the dinner, and there must be a quorum as described in Article II, Section 1. In addition, Resident Associates of Page House are automatically granted the privileges of social membership upon their installation.

### SECTION 3. ASSOCIATE MEMBERSHIP

An associate member shall be defined as an undergraduate student, either registered or on temporary leave, of the California Institute of Technology and a current associate dues-paying member of Page House, who has gained associated membership via a two-thirds majority house vote at either a house meeting or a house dinner with quorum.

### SECTION 4. MEMBER PRIVILEGES

All members of Page House shall be entitled to:

- Participation in any house function.

In addition associate and full members are afforded these additional privileges:

- The right to hold a house office, in accordance with the provisions of these bylaws.
- One vote in each house election

Full members alone are afforded room pick privileges as described in Article XI.

## **ARTICLE II – HOUSE MEETINGS**

### **SECTION 1. OCCURRENCE**

House meetings may be called at any time by the President or three members of the Executive Committee. A minimum of one house meeting shall be held per term. The Secretary shall announce or otherwise post notice of the meeting. One third of the house membership shall constitute a quorum.

### **SECTION 2. INTERPRETATION**

The House may exercise all powers consistent with these bylaws. In all questions of procedure, the Executive Committee shall interpret the bylaws as they see fit. Further, the Executive Committee shall have the power to make decisions on all questions for which provisions are not made in the bylaws.

## **ARTICLE III – THE EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the five major offices of Page House, these being the President, Vice President, Secretary, Treasurer, and Athletic Manager. No person shall at one time hold more than one office that will entitle them to a seat on the Executive Committee.

### **SECTION 1. QUALIFICATIONS**

Only Page House full members, who either live in Page or agree, if elected, to move into Page as soon as can be arranged, shall be appointed or elected to a major house office. At the time of balloting for a major house office, the Secretary shall announce the out-of-Page status of any out-of-Page candidates. If elected, they shall be placed at the top of the Secretary's waiting list to return to Page housing in the order of the rank of their new office. In the event that a major officer ceases to be a full member of Page House or moves out of Page they shall retire from that office.

### **SECTION 2. DUTIES**

The Executive Committee shall require all officers of the house to comply with its provisions. It shall exercise all other powers in connections with the affairs of the House not delegated to other persons or reserved for the house itself. The Executive Committee shall have the responsibility to recognize, investigate, and discuss the long-range and immediate problems of the House, and to make use of qualified people both within and outside the Executive Committee.

- It shall have the power to interpret the bylaws and to create or amend resolutions to these bylaws consistent with Article II, Article IX, and Article XII.
- It shall have the sole power to authorize expenditures.
- It shall adopt a budget at the beginning of each term to control all expenditures for the term.

### **SECTION 3. MEETINGS**

Meetings of the Executive Committee shall be held at least once a week (except during final examinations and vacations) at the call of the President, or of any two members of the Executive Committee. Ordinarily, four members shall constitute a quorum. However, if at any time one or more of the major offices are vacant, unanimous attendance is necessary. Each appointed officer shall be invited to at least one meeting each term.

### **SECTION 4. SUBCOMMITTEES**

The Executive Committee shall have the power to authorize subcommittees responsible to itself, for the investigation and discussion of House problems.

### **SECTION 5. VACANCY OF OFFICE**

In the event of a vacancy in the office of the President, the Vice-President will assume the responsibilities of that office until such time that a new President is elected. The election will occur at a special house meeting, in accordance with Article VIII, to be held within one week of the vacancy. In the event of a vacancy in a house office other than that of the President not resulting from recall, the President shall appoint an individual to fill the office for its duration and to perform its duties, subject to approval of the incumbent Executive Committee. In the event of recall, the procedures in Article IX shall be followed.

### **SECTION 6. OFFICE OF THE PRESIDENT**

The President shall be the official representative of Page House, and shall preside at its meetings. The President is a voting member of the Executive Committee and is authorized to draw on House funds. They shall have ultimate responsibility for proper observance of all responsibilities delegated to a member of the Executive Committee. The President may not be a freshman. The President:

- Has the sole power of appointment subject to approval of the Executive Committee.
- Shall be the official liaison between the House and the Interhouse Committee.
- Shall be responsible for the safekeeping of all appurtenances to the office of the President.

## **SECTION 7. OFFICE OF THE VICE PRESIDENT**

The Vice President shall, during the absences of the President, assume the duties of that office. They shall assist the President in coordinating the policies and activities of Page House. The Vice President is a voting member of the Executive Committee and is authorized to draw on House funds. Their primary responsibility shall be as chairman of the Social Committee. The Vice President may not be a freshman. The Vice President:

- Shall be responsible for the house's social activities and shall coordinate them with the activities of other houses.
- Shall be responsible for all things dealing with alumni and the outside world. It will be their responsibility to organize an annual alumni event and maintain an alumni email list.

## **SECTION 8. OFFICE OF THE SECRETARY**

The Secretary shall, during the absence of the President and Vice President, assume the duties of the President. The Secretary is a voting member of the Executive Committee and is authorized to draw on House funds. The Secretary may not be a freshman. The Secretary:

- Shall keep the official copy of the bylaws and resolutions and shall cause all amendments to the bylaws and resolutions to be included in the final copy.
- Shall keep a bound record of the proceedings of the meetings of the House and Executive Committee.
- Shall post, or otherwise make public, copies of the record of each meeting within three days subsequent to that meeting and shall post notice of all meetings of the House in which legislation is to be acted upon or discussed, prior to the meetings.
- Shall be ultimately responsible for the production, publication, and distribution of the House List, to be published by the 5<sup>th</sup> week of the 1<sup>st</sup> term and the 1<sup>st</sup> week of the 3<sup>rd</sup> term.
- Shall be responsible for the conduction of room assignments and must maintain a current listing of all member addresses, their card picks, and status.
- Shall be responsible for keeping the bulletin boards up to date.

## **SECTION 9. OFFICE OF THE TREASURER**

The Treasurer shall receive all monies belonging to the house and shall deposit them to the credit of Page House in such a bank or banks as the Executive Committee shall

determine. The Treasurer is also a voting member of the Executive Committee and is authorized to draw on House funds. The Treasurer:

- Shall keep a full account of monies expended and received and shall make a report of such account once a term at a regular meeting of the Executive Committee, and at such time as the Executive Committee may desire.
- Shall collect and deposit quarterly dues.
- Shall provide the bank(s) with the signatures of the persons authorized to draw on House funds.

## **SECTION 10. OFFICE OF THE ATHLETIC MANAGER**

The Athletic Manager is the chairman of the Athletic Committee and is ultimately responsible for the athletic representation of Page House. The Athletic Manager is a voting member of the Executive Committee and is authorized to draw on House funds. The Athletic Manager:

- Shall coordinate house athletics (i.e. Interhouse, Discobolus, and Alley Challenges.)
- Shall be responsible for the storage and procurement of house equipment.
- Shall maintain house athletic records.
- Shall award or receive trophies as necessary
- Shall chair the Athletic Committee and have the authority to delegate their responsibilities to members of the Athletic Committee.

## **ARTICLE IV – THE MINOR OFFICES**

The minor elected offices of the house shall be the Board of Control Representatives, Academic and Research Committee Representative, Conduct Review Committee Representative, and Review Committee Representative.

### **SECTION 1. QUALIFICATIONS**

Only Page House full members shall be appointed or elected to a minor house office. In the event that a minor officer ceases to be a full member of Page House they shall retire from that office.

### **SECTION 2. REPRESENTATION ON SUBCOMMITTEES OF THE ASSOCIATED STUDENTS OF THE CALIFORNIA INSTITUTE OF TECHNOLOGY**

The House shall elect the following representatives to the subcommittees of the Associated Students of the California Institute of Technology (ASCIT): two Board of Control (BoC) Representatives, one Academic and Research Committee (ARC) Representative, one Conduct Review Committee (CRC) Representative, and one Review

Committee Representative (RevCom). The elections for these offices shall be in accordance with the bylaws of the Associated Students of the California Institute of Technology and these bylaws. The specific duties of these offices shall be determined by the relevant subcommittees of the Associated Students of the California Institute of Technology.

## **ARTICLE V – THE FRIEND OFFICES**

The offices reserved for first term selection shall be the Bell Friend, Birthday Friend, Kiddie Pool Friend, Friend Work Chairman, Queso Friend, Extra Cheese Friend, Original Friend, White Cheddar Friend, and Remote Friend.

### **SECTION 1. BELL FRIEND**

The Bell Friend shall be responsible for the safekeeping and maintenance of the House Bell. The Bell Friend must bring the Bell to the Head Table prior to waited dinners and house meetings and return the Bell to their room at their conclusion.

### **SECTION 2. BIRTHDAY FRIEND**

The Birthday Friend shall be responsible for knowing the birthdates of all members and, on a member's birthday, to state this colorfully during dinner announcements.

### **SECTION 3. KIDDIE POOL FRIEND**

The Kiddie Pool Friend will assist in the setting up and cleaning up of the various plastic kiddie pools in the courtyard on beautiful, sunny days.

### **SECTION 4. FRIEND WORK CHAIRMAN**

The Friend Work Chairman coordinates all activities of the freshmen under the guidance of the Work Wyroance. The Friend Work Chairman shall coordinate the workers in any necessary construction (e.g. Interhouse and other parties.)

### **SECTION 5. QUESO FRIEND**

The Queso Friend shall be responsible for heating up and presenting the queso dip at the weekly dessert night, if there is queso available.

### **SECTION 6. ICE MITCH**

The Ice Mitch is in charge of watching over the ice machine in the lounge and fetching said ice from said machine for Pageboys who are in need of it.

### **SECTION 7. FRIEND ELECTIONS**

Friend elections are conducted during the house meeting on the first week after rotation. Nominations are opened and are closed by the President who then calls for a vote. The President judges the backing of each candidate and determines the winner. The Executive Committee has the right to appoint new friend officers if they decide that the current officer is doing an inadequate job.

### **SECTION 8. REMOTE FRIEND**

The Remote Friend shall be responsible for both the gaming and television remotes located in the lounge. The Remote Friend must prevent remotes from going missing at all costs.

- In addition, the Remote Friend is responsible for replacing dead batteries in all of the lounge remotes.

### **SECTION 9. LIME FRIEND and LEMON FRIEND**

The positions of Lime Friend and Lemon Friend shall be elected as a pair. They are responsible for maintaining the overall health of the citrus trees planted in the northwest corner of the courtyard. The execution of this task includes, but is not limited to, the following responsibilities:

- Watering the trees (recommended three times a week)
- Fertilizing the trees (recommended once a month)
- Collecting ripe and fallen fruit, which is to be placed on the Lounge table
- Keeping track of the watering pail.

The Lime Friend and Lemon Friend will be held responsible for any damage befalling the trees due to negligence or improper maintenance. Punishments for these damages will be lime themed.

## **ARTICLE VI – APPOINTED OFFICES**

The active appointed offices of the house shall be the House Steward, Head Waiters/Food Service Representative, IMSS Representative, Social Media Butterfly, Historian, Historian, Work Wyroance, Grill Committee, Social Team, and Athletic Team.

The Executive Committee reserves the right to reactivate appointments or create new appointments as needed. Current inactive appointments include the House Tool, Kiddie Pool Friend, and Librarian.

### **SECTION 1. APPOINTMENT**

The appointed officers for a given year shall be chosen by the President after the completion of room picks for that year among those members living in Page in the following year. If during their term an officer moves out-of-Page, the President should

appoint someone else to fill the position. The President may also appoint a new person to an office if the Executive Committee decides that the officer is doing an inadequate job. When appointing positions, person(s) currently holding the position can submit recommendations for their replacement to the Executive Committee.

## **SECTION 2. LIBRARIAN (INACTIVE)**

It is the responsibility of the Librarian to maintain all written material. The Librarian:

- Shall be responsible for the maintenance of all comic book and magazine subscriptions.
- Shall maintain records of all library purchases and present a budget to the Executive Committee once a year.
- Shall act as liaison in all matters concerning the Matthew Couch Library.

## **SECTION 3. HOUSE STEWARD**

The Damage Representative shall be responsible for dealing with matters involving damage done to the house. Specifically, they shall act as liaison between the house and the Office of Student Housing. The Damage Representative:

- Shall be present for all damage inspections.
- Shall maintain all records pertaining to damage costs and report such costs at Executive Committee meetings.
- Shall be present for all fire drills when the RA's are not able to be there.
- Shall attend meetings of the Stewardship Committee or send a representative of the house in his stead.

## **SECTION 4. HEAD WAITERS/FOOD SERVICE REPRESENTATIVE**

The Food Service Representative shall be responsible for all matters between Page House and the current food service. Specifically, they shall attend Food Service Committee meetings as the official representative of Page House.

## **SECTION 5. INFORMATION MANAGEMENT SYSTEMS & SERVICES (IMSS) REPRESENTATIVES**

The IMSS Representatives shall act as liaisons in matters between the house and the Campus Computing Organization. They shall be responsible for the upkeep of house computing facilities and all audio/video/entertainment equipment in social areas throughout the house, such as the lounge and entertainment room. They will ensure that said equipment works as intended and will notify the Executive Committee if any repairs/replacements need to be made. Additionally, the IMSS Reps shall maintain and update, in a timely fashion, the Page House website.

## **SECTION 6. HOUSE TOOL (INACTIVE)**



The House Tool shall be responsible for the storage and upkeep of the house tool closet.

## **SECTION 7. HISTORIAN**

The Historian shall be responsible for recording all important events of the House, and taking photographs of all important events of the house. The Historian shall also prepare the Page House entry in the Big T, and coordinate with the Secretary/Social Media Butterfly to distribute photographs.

## **SECTION 8. ORANGE WATCH COORDINATOR**

The Orange Watch Coordinator shall be responsible for ensuring the effectiveness of the Orange Watch program in Page House during campus social events. The Orange Watch Coordinator:

- Shall maintain an updated list of Orange Watch trained members in the house and notify the house of upcoming training events.
- Shall organize the required number of orange watch representatives to serve during campus social events requiring them.
- Shall communicate with the Vice President and other house social chairs to get orange watch members from other houses when required for applicable Page House events.
- Shall communicate with relevant members of school administration to improve the quality of Orange Watch trainings and the program as a whole.

## **SECTION 9. WORK WYROANCE**

The Work Wyroance is an upperclassman responsible for ensuring the proper completion of Page Interhouse and other parties that require construction. They shall coordinate with the Executive Committee, the Friend Work Chairman, and the Safety Department.

## **SECTION 10. GRILL TEAM**

It is the responsibility of the Grill Team to coordinate the grilling activities of the house. The team shall consist of at least three full members of the house. This team shall be run by two Grill Masters to be appointed by the previous Grill Masters and the Executive Committee as soon as possible after a new Executive Committee is elected.

## **SECTION 11. SOCIAL TEAM**

It is the responsibility of the Social Team and Social Director (/sak-dee/), under the directions of the Vice President, to plan and conduct social events for the house. The social team shall consist of five full members of the house, and the social director shall be a non-freshman full member of the house. The social director shall be responsible for assisting the Vice President in executing events and training the social team. The social

team and director shall be appointed, as soon as possible after a new Executive Committee is elected, by the Vice President.

## **SECTION 12. ATHLETIC TEAM**

It is the responsibility of the Athletic Team, under the direction of the Athletic Manager, to coordinate the athletic activities of the house. The team shall consist of two full members of the house. This team shall be appointed by the Ath Man.

## **SECTION 13. SOCIAL MEDIA BUTTERFLY**

The Social Media Butterfly shall be appointed by the Vice President and is responsible for maintaining all social media platforms of the house. Their responsibilities can include coordinating with the IMSS Representative(s)/Historian to publish pictures, maintaining a platform in which prefrosh and alumni can easily interface with, and maintaining the Page House Instagram, Facebook page, etc., and managing the House Rotation video.

## **SECTION 14. DIVERSITY REP**

The Diversity Rep shall be responsible for sitting on the DEI Committee and engaging in weekly meetings to discuss diversity-related issues on campus.

# **Article VII - PA Selections and Assignment**

## **SECTION 1. PA SELECTION**

Current Freshmen and Sophomores may apply to be PAs (Peer Advocates) during Second term for a total of at most four PAs each year. New PAs will apply to, interview with, and be selected by a panel of two current PAs, the President, and two other members of the Executive Committee with a final decision by the President and pending review by the leaders of the PA program. The selection of PAs must be done prior to card and room picks.

## **SECTION 2. PA ALLEY AND ROOM ASSIGNMENT**

The selected PAs will participate in the card pick process as normal members of the house.

During room picks, each PA will pick in the order determined by their (or their roommate's) card selection. To the discretion of the Secretary, PAs will be dispersed about the house as equally as possible - ideally one PA in each alley.

Each incoming class of PAs (which will include up to four members) will be guaranteed rooms in the house, and the returning upperclassmen PAs will be guaranteed rooms based on their card selections, up to eight total PAs with guaranteed rooms. If there is only one

non-freshman room left in an alley and that alley does not yet have a PA, the remaining room will be reserved for a PA.

## **ARTICLE VIII – ELECTIONS & PROCEDURES**

### **SECTION 1. NOMINATIONS**

Nominations for all major and minor offices shall open exactly a week preceding the date of second term House meeting, and shall remain open until actual voting at the House meeting. The Secretary shall post notice immediately preceding the opening of these nominations. For a nomination to be valid, the nominee(s) must have full membership.

### **SECTION 2. BALLOTING**

Balloting shall take place during the House Meeting. All ballots shall be cast secretly. There shall be no campaigning or campaign materials present in a room where voting takes place during any election.

### **SECTION 3. ABSENTEE BALLOTS**

Absentee ballots shall be allowed in the case of a voter who expects to be absent on the day of an election. Absentee ballots must be filed with the Election Chairman no later than midnight prior to election.

### **SECTION 4. DISCUSSION PERIOD**

Preceding every vote for major or minor office, a final call for nominations will be given. When there are no further nominations, the candidates for the office will be dismissed until all ballots are tallied. For the elections of President and Athletics Manager, each candidate will be given an opportunity to speak before they are dismissed.

When all candidates have left the election hall, a discussion section will begin. If a call-to-vote has not passed by the end of 30 minutes from the time the discussion begins, then the discussion section will end immediately and voting will take place.

The discussion will be moderated by The President. House members will have the opportunity to voice their opinions on the candidates, with the expectation that no details about the discussion will ever be shared by anyone after the vote takes place.

### **SECTION 5. VOTING**

All members may cast one vote for each office. In the first election, a correctly cast vote for the election of an officer shall be one of the following.

- A vote for a nominee;
- Writing the name of any other legally qualified person;
- Writing the word “no”.

## **SECTION 6. RUNOFFS**

In order to be elected in the initial election, a candidate must receive an absolute majority of all correctly cast non-“no” votes. If, in any election, no candidate receives more than the number of “no” votes, then there shall be a vacancy in that office. A final election shall be held if no candidate is elected in the initial election. At least the two candidates with the first and second largest number of votes in the first election will become candidates in the final election. The single candidate receiving the third largest number of votes in the initial elections shall be a candidate in the final election only if they receives at least 80% as many votes in the initial election as the second place candidate. If two or more candidates tie for third place in the initial elections, they shall not be candidates in the final election. Write-in candidates and “no” votes are not permitted in any elections following the initial one.

- In the case of absentee ballots, votes presented from these shall be applicable in runoff elections if the candidate indicated has not been eliminated.

## **SECTION 7. FINAL ELECTION**

The voting procedure in the final election is as follows:

- A voter writes the name of the preferred candidate.
- If a candidate has a majority of votes, that candidate wins.
- In the event of a tie in the final election, the candidate in the tie who received the most votes in the first election is the winner.

## **SECTION 8. ELECTION CHAIRMAN**

The Election Chairman shall be the Review Committee Representative and must release the results of each ballot to the President immediately after the results are compiled. All protests must be given in writing either to the President, or the Election Chairman. If no protests are received prior to the noon two days after an election, the report of the Election Committee will be considered valid. If the Review Committee Representative is running for a house position, the Election Chairman is a special officer appointed by the President, with the approval of the Executive Committee, expressly for the duties mentioned above. The Election Committee shall consist of two other persons selected by the President with the approval of the Executive Committee to aid the Election Chairman in the execution of these duties, which includes dispensing and counting ballots. These persons may not be candidates for major office.

## **SECTION 9. PROTESTS**

Upon receipt of a valid protest, all scheduled run-off elections must be postponed for one week, pending resolution of the difficulty. The incumbent Executive Committee shall have the sole power to consider the validity of protests and to reschedule invalidated elections.

## **SECTION 10. INSTALLATION**

All officers shall be installed as results become known. All previous officers shall retire immediately upon the installation of their respective successors. The new officers shall satisfy all qualifications and perform all duties as specified in Articles III and IV.

# **ARTICLE IX – INITIATIVE & REFERENDUM**

## **SECTION 1. PETITION**

Upon presentation to the Executive Committee by any member of the House of a petition bearing the signatures of twenty percent of the member of the House requesting certain legislation upon any matter within the authority of the Executive Committee, the Executive Committee shall pass such legislation or, if not, shall submit the same to vote by secret ballot of the house within fifteen days from the date of presentation of such petition. The petition must be signed not more than fifteen days before it is submitted to the Executive Committee.

## **SECTION 2. REFERENDUM**

The Executive Committee, upon fifteen days notice, may submit any proposed legislation to a secret ballot of the house.

## **SECTION 3. VOTING**

Legislation resulting from any of the procedures outlined above may be brought to a vote of the House at a house meeting as specified in Article II. Unless otherwise provided in these bylaws, a majority of votes cast shall suffice to pass acts of legislation not relating to the expenditure of funds. A two-thirds majority of votes cast shall be necessary to adopt or repeal an act of legislation relating to the expenditure of funds.

# **ARTICLE X – RECALL**

## **SECTION 1. INITIATING A RECALL**

Upon presentation of a petition for recall of any elected officer, bearing the signatures of twenty percent of those eligible to vote for the office, a special election shall be held. Signatures will be valid only if the petition was signed not more than seven days before it was submitted to the Executive Committee.

## **SECTION 2. VOTING**

On the question of whether or not the officer shall be recalled, an affirmative vote from two-thirds of the voters shall suffice to remove them from office; otherwise they shall continue.

## **SECTION 3. SUCCESSOR**

Nominations for the election of a successor, in the event of a successful recall, will open and close, and the recall election will be held, in accordance with the provisions of Article VIII, except that the officer who was recalled may not be a nominee and nominations will open the Wednesday immediately following the removal of the elected officer. The successor will take office immediately upon election.

# **ARTICLE XI – ROOM PICKS**

## **SECTION 1. SECRETARY’S ROLE**

The Secretary of Page House shall be responsible for its room picks, and shall be the final arbiter of all disputes regarding room picks. They shall be responsible for any and all facets of the room selection process, including the running of any meeting regarding room picks, liaison with the Housing Office or the MOSH, or the resolution of any questions regarding singles. The Secretary is responsible for keeping all records pertaining to the living arrangements in the house, including room lists, singles lists, phone lists, etc.

## **SECTION 2. CARD PICKS**

At times and places to be determined by the Secretary, each member of the house who wishes to live in Page will pick two cards. One will determine the member’s ranking in the doubles pick list, while the second will determine the member’s ranking in the singles list. No member shall be allowed to change roommates after their cards have been drawn. When the appointed time period for drawing cards has expired, the Secretary must make public the ordered lists. No member will be allowed to draw cards until they have declared a roommate, with the exception of the President. Another exception is for a situation in which there are members who wish to pick but cannot find a roommate—they will automatically be placed at the bottom of doubles and singles card order, regardless of their card drawn. If there are two members in this situation and a mixed-gender room assignment is not an agreeable compromise, then they will both pick last in an order dictated by their relative card picks.

For any member which picks alone and receives a single, they—with the exception of the president—will still be subject to the singles selection process. The single will be offered to everyone in the order established by the singles list, and their assignment may be subject to change upon the start of the following term.

### SECTION 3. CARD ORDER

The card picks shall be ordered in the normal manner (i.e. aces high). If two cards are numerically the same, then the high card order shall be spades, hearts, diamonds, clubs. If two people pick identical cards, then there will be a draw between the two people to determine which person is higher. All seniors that draw shall be higher than all juniors that draw, and juniors are above sophomores. In other words, the best sophomore pick is still lower than the worst junior pick. If an out-of-Page member who was not kicked off the previous year decides to move back into Page in the year following room picks, they will automatically go to the bottom of their class on both lists. However, if such an individual moves back to Page before room picks, they will only go to the bottom of their class on the doubles list.

### SECTION 4. BONUSES

Certain officers of Page House are entitled to bonuses on their singles or doubles picks.

Those bonuses are as follows:

<b><u>OFFICE</u></b>	<b><u>DOUBLES BONUS</u></b>	<b><u>SINGLES BONUS</u></b>
President	top of list	top of list
Vice President	top of class	top of class
Secretary	top of class	top of class
Treasurer	top of class	top of class
Athletic Manager	top of class	top of class
Social Team	+3 spots	
Athletic Team	+3	
Work Wyoance		+3 spots
ASCIT Review Commitee, BOC, CRC and ARC Reps		+3
Librarian		+3
Historian		+3
Damage Rep		+3
Food Rep		+3
House Tool		+3
Kiddie Pool Friend		+3
Orange Watch Coordinator		+3

Bonuses for the Executive Committee become effective at the room picks after elections. Social team and ath team double bonuses become effective at the room picks before their term has been served. Singles bonuses apply for the year following elections. The only officer bonus that becomes effective immediately is the President's single bonus. Immediately upon their election, the President goes to the top of the singles list. None of these bonuses may be applied to obtaining an out-of-Page room. Bonuses are not cumulative. That is, if a person is a member of the social team and the athletic team, they does not receive a +6 doubles pick. However, if a person is a member of the social team and is also historian, they do receive both bonuses, as one pertains to a doubles pick and the other to a singles pick. For room pick purposes, if there is more than one officer in any one class, the order shall go as follows: President, Vice President, Secretary, Treasurer, Athletic Manager.

## **SECTION 5. PICKING ROOMS**

At the room pick meeting, the Secretary will call for each member to make their room selection, in the order dictated by the doubles list. The suggested time limit for each person to make their room selection is five minutes, although certain factors might lengthen the time limit. After a person has selected a room, the Secretary simply calls the next person on the ordered doubles list. When roommates are picking a room, they simply use the highest pick between the two of them.

## **SECTION 6. ROOMMATES**

At the beginning of every school year, each member living in Page House will have a roommate, with the exception of the President. Roommates must live together for at least one term, or until one or both of the roommates obtains a single, moves out-of-Page, or leaves the House or the Institute. As with all concerns regarding Page House room picks, it will be the Secretary's job to deal in good faith with all members of the House.

## **SECTION 7. SINGLES**

The singles list will be utilized when a member moves out-of-Page, or whenever a space becomes available in an alley in Page. There is a set of rules that the Secretary must follow whenever a space or spaces become available.

- All available rooms must be offered to every member, in the order established by the singles list. If the member has chosen to live outside of Page, they will be removed from the order of the singles list. Students studying abroad maintain their order in the singles list.
- If one of two roommates decides to take a single, the person taking the single has to move. If the person not taking a single is agreeable to moving, however, the person taking a single could conceivably keep their room as a single, while their roommate moves. However, if no such agreement can be reached, the person taking the single room will have to move.



- The one exception to the above rule is that neither corner double may be taken as a single.
- Once a person has taken a single, their name is scratched off of the singles list for the remainder of the school year, and they may not pick another single. However, in passing up a particular room as a single, a person does not relinquish their rights to pick a later single that might become available.
- Singles can be taken away in the reverse of the order dictated by the singles list if a member of the house wishes to move into Page.
- Talking and dealing between the various members involved in taking and relinquishing singles is certainly encouraged. The Secretary shall assist in these negotiations and shall oversee the entire process by proposing solutions starting at the time that the new single becomes available. It is the Secretary's job to make sure that an equitable living arrangement is produced as a result of these dealings. As long as the above three rules are followed, and the Secretary and parties involved deal in good faith, any other living arrangement that can be reached is acceptable.
- All members must be moved within one week of the time that a new single becomes available. If no agreement can be reached by the members themselves, the Secretary shall suggest a reasonable arrangement and moving shall commence so as to be completed by the one-week time limit.

## SECTION 8. INVOLUNTARY MOVES

- The bottom picks from the sophomore and junior classes will have to move out-of-Page in equal proportion to their in-Page numbers to satisfy the guarantee that all freshmen have housing their first year.
- One is considered to be forced or involuntarily moved out-of-Page if one is denied a room in the house during room picks and if one does not move into the house by the end of the fifth week of fall term. Involuntary moves do not include removal or denial of residence in the House due to proceedings outside of the Page picks process, including, but not limited to administrative or punitive actions by Caltech.
- If a person is involuntarily moved out-of-Page, and if they wish to move back into Page, they do not go to the bottom of their class in the doubles rankings. They pick normally, with whatever bonuses they might have.
- In any case, no person may be involuntarily moved out-of-Page more than once.

**Guarantees:** The following officers shall not be forced out-of-Page unless necessary: members of the Executive Committee, three members from the Social Team, the Social Director, the Page House Board of Control Representatives, the Health Advocate with the highest card pick, the Title IX Advocate with the highest card pick, and the Page House Academic and Research Committee Representative. These members are said to have been given a "guarantee". If the Health Advocate is already guaranteed to live in Page, then there will be no guaranteed spots for the other Health Advocates.

**Necessary non-guaranteed rooms:** A minimum of four rooms- split evenly between the rising sophomore and junior classes- must not be filled by members with guarantees from one of the above positions. If, in fulfilling the above guarantee requirements, there are fewer than four rooms left to members without any guarantees, guarantees will be removed from the positions in the following order: ARC Rep, BoC Reps. This is at the discretion of the Secretary.

## **SECTION 9. LOSERS**

Any member who refuses to abide by the rules for room picks and room changes as set forth in this Article shall lose their right to participate in room picks for the following year. This action shall be confirmed by the Executive Committee, and may only be rescinded by a valid petition for an initiative.

## **SECTION 10. SUMMER ROOM PICKS**

All members who wish to live in Page over the summer must pick two cards, as outlined in Section 2, to determine summer doubles and summer singles ranking. Card order is determined the same way as in fall picks, outlined in Section 3. No bonuses apply. Roommate pairs need not be determined at this time, but must be set before the summer room picks meeting. Every person must have a roommate to pick a summer room, with the exception of the male with the highest singles rank, if there are an odd number of male members seeking summer housing, or the female with the highest singles rank, if there are an odd number of female members seeking summer housing. Room picks proceed as follows:

1. All members currently living in Page are offered the choice of keeping their current room. If two people are currently living in the same room, but are not rooming together over the summer, the one with the higher doubles pick has priority.
2. All members who have a fall assignment in Page for the following year have the option of taking their fall room, if it is still available. If two people are living in the same room the following fall, but are not rooming together over the summer, the one with the higher doubles pick has priority.
3. The remaining rooms will be selected as in Section 5. Rooms will be chosen according to summer doubles rank, selected from rooms that have not already been claimed.

### **Additional rules:**

- No member may have a corner double as a single
- If rooms are to be designated as storage rooms, the Secretary must make the designation before summer picks, taking care to choose rooms that are most convenient for the House overall

The Secretary may be allowed to give out additional singles, if housing allows it, and there is no reasonable alternative

## **ARTICLE XII – RATIFICATION & AMENDMENT**

### **SECTION 1. RATIFICATION**

These Bylaws shall be considered ratified and valid when a two-thirds majority of the membership present at a house meeting called for this purpose vote for the ratification. At said time, all articles contained herein become official and changeable only by the means outlined below.

### **SECTION 2. AMENDMENT**

Amendments to these Bylaws must be ratified by a two-thirds majority of the votes cast at a house meeting, as described in Article II. Amendments may be proposed through referenda by the Executive Committee or through petitions for initiative by the House membership, both as specified in Article IX.

## **ARTICLE XIII – MISCELLANEOUS**

### **SECTION 1. HOUSE DAMAGE**

If any member of Page House participates in the intentional damage of house property, as determined by the Executive Committee, they are required to:

- First offense: The member must pay for the cost of damage and clean up said damage. If the member is unable to pay, they may pay for as much as they can afford, and perform house community service honored at \$15 an hour (or California's minimum wage, whichever is higher) to make up the remaining cost. Community service is to be assigned by any non-offending member of the Executive Committee, and may include (but is not limited to) setting up events, cleaning up events, or helping with other house projects.
- Second offense: The member must pay for twice the cost of damage (following the payment guidelines above) and clean up said damage.
- Additional offenses: The member will be suspended from attending all house social events (such as happy hour, ski trip, and beach trip) until they apply for reinstatement at the next house meeting. Reinstatement will be granted upon a two-thirds majority vote. This is in addition to all that is required for the second offense.

In the event of damage to the house, the Executive Committee will vote at the next weekly Executive Committee meeting (Article 3, Section 3) to determine if the damage was accidental (unexpected, unintentional, *and* unforeseeable) or intentional. Damage will be declared as intentional if at least a quorum of the present Executive Committee members deem it so, otherwise it will be considered accidental. In the event that a member of the Executive Committee caused the damage, that member will not be allowed to vote and the Social Director (or, if the Social Director is unable, a randomly selected member of the Social Team) will vote in their place. In all cases, the member who damaged the property must not be present during the vote.

The damage policy that is in effect when the offense occurs will be the guideline for the required retributions, regardless of amendments to this policy that occur after the damage is done. Repeated refusal to participate in community service will result in social probation (as outlined above in Additional offenses). Additionally, in the case of more than two offenses, attending any house social event before reinstatement will result in a permanent loss of house membership.