

# **House of General Science Constitution**

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**Article XIX – Amendments****29****Article I – Name**

Section I – The name of the House shall be the “House of General Science,” hereafter also known as “HoGS”.

Section II – The logo can only be changed via a Constitution Amendment with the flow of approval going from Executive Board to Committee Heads and Liaisons to the House.

**Article II – Derivation of Authority**

Section I – HoGS shall recognize that it receives its right to function as a Special Interest House from the Center for Residence Life of Rochester Institute of Technology (RIT).

Section II – HoGS recognizes that failing to fulfill the occupancy of our current living floor will result in those vacancies being filled by Residence Life and Housing Operations.

Section III – The house must maintain an annual retention rate of 25 percent of its on-floor members. If the annual retention rate drops below 25 percent, HoGS retains the right to inquire upon the member’s reasons for moving off floor.

**Article III – Purpose**

Section I – The purpose of HoGS is to promote a friendly environment where students can learn and gain a better understanding of the multitude of different sciences. Another prime purpose of HoGS is to serve as a positive role model to incoming freshmen and other student at RIT.

## **Article IV – Membership**

Section I – Membership is open to all RIT and National Technical Institute for the Deaf (NTID) students in good standing with the Center for Student Conduct.

### Section II – Categories

#### A. On-floor members

1. Are defined as:
  - i. Living on the floor the House resides on
  - ii. Having paid the appropriate House dues
2. Are required to:
  - i. Pass evaluations as defined by the Constitution (See Article V)
  - ii. Take part in one of the house committees (See Article VIII)
3. Are permitted to:
  - i. Hold office
  - ii. Use appropriately all house facilities and equipment, as defined by the Executive Board
  - iii. Vote

#### B. Off-floor members

1. Are defined as:
  - i. Having paid the appropriate House dues
  - ii. Having signed the membership form
  - iii. Having a trial evaluation period once they declare off-floor membership
  - iv. Not an on-floor member
2. Off-floor members in good standing
  - i. Are required to:
    - a. Pass evaluation periods (same as the on-floor members)
    - b. Attend 2 out of the 5 meeting per eval before elections in order to vote

- c. Provide current contact information to the Executive Board
- ii. Are permitted to:
  - a. Have card access to the building
  - b. Use appropriately all house facilities and equipment, as defined by the Executive Board and Committee Heads
  - c. Attend scheduled floor meetings, and other important meetings, and are encouraged to do so.
  - d. Attend HoGS programs (Open Houses and Social Events)
  - e. Vote in HoGS elections
  - f. Receive a discount at events
  - g. Apply for on-floor membership for the next academic school year
  - h. If interested in on-floor membership, expressing interest to the Executive Board through proper paperwork (Expression of Interest form)
  - i. Be on a committee
- iii. Are not permitted to:
  - a. Hold an elected position such as being an Executive Board member or Committee Head, besides Off-Floor Liaison, Historical Head, Tech Head, Academic Liaison, and Community Service Head.
    - 1. Given that there are no fitting candidates otherwise, the Project Manager and Public Relations Head may be a non-first-year off-floor member
    - 2. These off-floor members who hold position shall be required to attend the same number of floor meetings as on-floor members (See Article V, Section II, Subsection 1)

3. Those position which are held by off-floor members shall host office hours on floor for at least one hour once per week.
  4. Off-floor members who have joined HoGS this academic year may not hold any Committee Head positions at any point preceding spring Committee Head elections.
3. Off-floor members not in good standing:
- i. Are required to:
    - a. Provide current contact information to the Executive Board
  - ii. Are permitted to:
    - a. Have card access to the building
    - b. Use appropriately all house facilities and equipment, as defined by the Executive Board and Committee Heads
    - c. Attend scheduled floor meetings, and are encouraged to do so
    - d. Attend HoGS programs (Open Houses and Social Events)
  - iii. Are not permitted to:
    - a. Vote
    - b. Apply for on-floor membership for the next academic school year
    - c. Hold an elected position such as being an Executive Board member or Committee Head
4. Applying for on-floor membership as an off-floor member in good standing
- i. An off-floor member who is in good standing and has not failed more than one evaluation period since expressing interest in becoming an on-floor member may become an on-floor member by filling out the Expression of Interest paperwork.

### C. On-hold members

#### 1. Are defined as:

- i. A student who has been a HoGS member for at least one consecutive year and leaves to go on co-op or is on hiatus from RIT
- ii. Having not paid dues for the current academic period
- iii. Having made a request to the Secretary to be changed to on-hold status before week 3 of the semester in which they leave and provide an anticipated return date for membership.

#### 2. Are permitted to:

- i. Use all house facilities and equipment as defined by the Executive Board and Committee Heads
- ii. Attend scheduled floor meetings and other important events
- iii. Attend HoGS programs such as Open Houses and Social Events
- iv. Be a member of a committee
- v. Apply for HoGS membership for the next academic year
- vi. Run for an elected position such as Executive Board and Committee Head
  - a. Returning on-hold members will be treated as the position they anticipate returning as the next academic semester they will be attending RIT or NTID as a full-time student.
  - b. If they do not return within the first week of the anticipated semester of return, they will lose any position that they were elected to
- vii. Keep in contact with HoGS via the Secretary
  - a. This includes receiving meeting minutes
- viii. Return with voting rights and be considered as passing all eval periods where they were away

#### 3. Are not permitted to:

- i. Vote in HoGS elections
- ii. Receive a discount at events

#### D. House Alumni

1. Are defined as:
  - i. Having previously been members of HoGS, in good standing
  - ii. Maintain an active interest in HoGS
  - iii. No longer attending RIT or NTID
2. Are permitted to:
  - i. Attend house meetings and/or read the meeting minutes
  - ii. Attend house programs (Open Houses and Social Events)
  - iii. Keep in contact with the floor via the Secretary
  - iv. Use house facilities and equipment
3. Are not permitted to:
  - i. Hold an Executive Board position or a position on any committee
  - ii. Receive funds from the house in any way
  - iii. Vote

### **Article V – Membership Evaluation**

Section I – All members shall be evaluated three times per semester, excluding summer session, as evenly spaced as possible, shortening the first eval if necessary

Section II – On-floor members' criteria for evaluations:

- A. House Meetings: must not have more than one unexcused or two excused absences per evaluation period unless given prior approval by the Executive Board.
- B. Social Events: Must attend a minimum number of Social Events as determined by the head of the Social Committee with approval by the Executive Board (Alt: with approval by the Vice President, unless a veto is issued).

- C. Community Service Events: Must attend a minimum number of Community Service Events as determined by the head of the Community Service Committee with approval by the Vice President, unless a veto is issued.
- D. Public Relations: Must attend a minimum number of Public Relations Events as determined by the head of the Public Relations Committee with approval by the Vice President, unless a veto is issued.
- E. Housing Rotation Requirement: Members are required to attend, at minimum, one housing rotation per eval. Housing rotations will be announced at least a week in advance. Housing rotation requirements are determined by the head of the Housing Improvements Committee but will require some form of cleaning. Reasonable accommodations will be made if a member can not attend a rotation based on their schedule. The Housing Improvements Head will give members a chance to make up any missed rotations.
- F. Committee Requirements: Members must complete committee requirements for the committee they belong to as determined by their respective Committee Head
  - 1. If a Committee Head finds that one of their members is not meeting committee participation requirements, then they will issue a warning to the member. If the member continues to fail this requirement then the Committee Head will meet with the Executive Board prior to the end of evaluations and give reason for committee requirement failure. The Executive Board will vote and with a majority decide if the member will fail the committee requirement.

### Section III – Committee Head Evaluations

- A. The Vice President will evaluate all Committee Heads and each Committee Head will evaluate their Committee Members
- B. All the requirements in Section II must be passed in order for an on-floor member to pass evaluations



#### Section IV – Off-floor member Evaluations

- A. Are subject to evaluation if they wish to be in good standing and must meet the requirements for maintaining off-floor membership
  - 1. For Social Committee, off-floor members require 1 less point than on-floor members in order to pass each committee, but cannot be less than 1 point

#### Section V – On-hold member Evaluations

- A. Are not subject to evaluation

#### Section VI – Alumni member Evaluations

- A. Are not subject to evaluation

#### Section VII – Free Eval

- A. If it is a member's first evaluation period, then they will automatically pass that eval to give them time to become accustomed to HoGS

#### Section VII – Dues

- A. Dues for the new fiscal year will be decided upon by the Executive Board after consulting the Committee Heads for the upcoming year during the Spring Semester. Finances will be partitioned into periodic, long-term, and subsidized expenses.

#### Section VIII – Appeals

- A. All members have the right to make an appeal to the Executive Board after failing an evaluation. This process is as follows:
  - 1. Must attend an Executive Board meeting within two weeks of the evaluation
  - 2. Must give a legitimate excuse as defined by the Executive Board for failing the evaluation

3. Appeals need to have a three out of four vote in order to pass

#### Section IX – Delivery of Evaluations

- A. Members will be notified of their current grades and passing status via the myCourses at least biweekly.

#### Section X – Good and Poor Standing with the Floor

- A. A member is in “poor standing” with the floor if they failed the most recent evaluation period and they do not successfully appeal to the Executive Board as defined in Article V, Section VII.
- B. A member in “poor standing” can return to “good standing” by passing the upcoming evaluation period unless they have failed two or more evaluations (in which case they must appeal), or by a successful appeal for the failed evaluation as determined by the Executive Board
- C. The appeal process is as follows:
  1. Any member who has failed evaluations is permitted to attempt to appeal
  2. The appeal process is held at the Executive Board meeting the week following evaluations
    - i. A separate meeting may instead be scheduled if a time conflict exists
  3. All appeal decisions are subject to the discretion of the Executive Board
  4. When a member comes to appeal, they must be informed by the Vice President as to the reason for their failure
  5. The individual who failed must then state reasons they believe they should be exempt from the full requirements
  6. At the discretion of the Executive Board, the individuals failing evaluation may be converted to a passing evaluation
- D. A member in “poor standing” cannot:
  1. Vote in house matters

2. Raise a "Vote of No Confidence" against a member of the floor holding a position
3. Become an Executive Board or Committee Head member
4. Request funding
5. Receive discounted rates for Social Events

#### Section X – Floor Points

- A. Any member may earn floor points by performing acts for the floor above and beyond the expectations of a member
  1. An act to earn these points may not be monetary in nature
- B. These points may be used as a stand in for any point requirement that member may have missed during an eval period
  1. Only 2 can be used per person per eval
  2. Only 1 can be used for any given point bearing committee per person
  3. These cannot be used to fulfill a Housing Improvements requirement
- C. Approval for these points require a 3/4 approval by the Executive Board
  1. In the event an Executive Board member wished to earn a floor point, it instead is determined by a 3/4 vote of the Committee Heads
- D. Floor points last until the end of the semester and do not roll over between them

### **Article VI – Executive Board**

Section I – The Executive Board shall consist of the President, Vice-President, Secretary, and Treasurer

Section II – Qualifications for an Executive Board position shall be:

- A. In good standing with HoGS at the time of elections
- B. A HoGS member that will be living on floor in the following academic year

Section III – The officers shall be elected in the Spring Semester in a set manner as described in Article XIV.

Section IV – No member shall hold more than one position simultaneously within HoGS

- A. If a recently elected Executive Board or Committee Head member holds another position, then they may keep the position until the next election of put the position up to a vote in the regular manner of Committee Head elections

## **Article VII – Duties of the Executive Board**

### Section I – President

- A. Acts as a liaison from HoGS to RIT (i.e. Res Life, other SIH's, and Housing Operations) and to the general public
- B. Be a good role model to the members of the house and set aside adequate time to be with the house
- C. Run all meetings efficiently, referencing the Constitution if needed
- D. Be a good leader and be able to inspire confidence in other people's abilities
- E. Must attend any SIH Leadership activities
- F. Must attend President's Meetings as they occur
- G. Must attend weekly meetings with the HoGS Res Life Advisor
- H. Acts as summer contact to incoming freshmen

### Section II – Vice-President

- A. Shall take over the responsibilities of the President if they are unable to attend meetings or gatherings
- B. Be a good role model to the members of the house
- C. Supervise the Committee Heads and hold a weekly meeting with them in order to update the Executive Board on current house issues
- D. Notifies members of their current points in each committee and passing status via the myCourses at least biweekly
- E. Must attend any SIH Leadership activities

- F. Evaluates House members per Article V
- G. Is required to distribute any Committee Head binder if and only if the former Committee Head vacates the position and is not present at HoGS to pass it off themselves
- H. Given that the Secretary is unable to attend a floor meeting, the responsibility of taking meeting minutes falls onto the Vice President

### Section III – Secretary

- A. Be a good role model to the members of the house
- B. Record minutes at all meetings and relay those minutes to all house members
- C. Keep a running record of attendance at all meetings
- D. Forwarding floor minutes and activities to persons of interest at the College of Science and in ResLife, such as the Faculty Advisor and the Staff Advisor
- E. Must attend any SIH Leadership activities
- F. Must keep records of all House activities via the submitted records
- G. Maintains records of all correspondences pertaining to the floor
- H. Writes the End of Year Report for the term which they have served
- I. Act as a liaison for HoGS to on-hold members and to alumni
  - 1. Must send a roster of all active on and off floor members to the alumni Relations Office at the end of each academic year
- J. Collect contact information for all members either new, moving off floor, on-hold, or alumni and place them on the appropriate mailing list
- K. Required to edit the Constitution as changes as made to it
  - 1. Edit the Table of Contents to reflect the contents of the Constitution
  - 2. If the Secretary finds any minor errors of the following types in the Constitution, the error can be brought up and thoroughly explained at a floor meeting and then brought up in the following meeting for a vote of the floor that must pass by a simple majority
    - i. Spacing
    - ii. Inconsistent numbering/lettering

- a. Any references to these numbers or letters can be adjusted to match the changes
- iii. Font type
- iv. Sizing uniformity
- v. Equivalent character uniformity
- vi. Any misspelling that renders a term meaningless
- vii. Text color

#### Section IV – Treasurer

- A. Be a good role model to the members of the house
- B. Keep a record of dues received from all house members
- C. The Treasurer and only the Treasurer can make purchases for the house using house funds
  - 1. In the case that the Treasurer cannot make a purchase, the President can purchase the materials with the guidance of the Treasurer
- D. Establish a realistic and itemized budget for the house and ensure it is followed
- E. Maintain a continuous, transparent, and accurate record of all house related transactions
- F. Give a report on house finances at Executive Board and house meetings
- G. Must attend any SIH Leadership activities
- H. Create a fundraiser if the floor is seeking to raise funds for events, floor items, or in times of great financial need
- I. Will assist Project Manager and Project Understudy in purchasing materials for ImagineRIT
- J. Shall post all final designs for hall decorations and apparel on the myCourses

#### Section V – Constitutional Revision Advisory Board

- A. The Executive Board will review the Res Life constitutional standards, and RIT policy and revise the Constitution where needed

- B. The board will be comprised of the current Executive Board and any members in good standing who care to attend

#### Section VI – Executive Board Voting

- A. In the event of a tie among the Executive Board in an Executive Board vote, (including situations such as appeals, the removal of floor members, and all other Executive Board decisions) the Social Head, Public Relations Head, and Community Service Head will vote on the subject
- B. Three Executive Board members can issue a veto of the other Executive Board member's decision by unanimous vote
  - 1. A proposal or a decision on a proposal can be vetoed, but not an Executive Board member's vote

### **Article VIII – Committees**

#### Section I – Functions of a Committee

- A. A committee is any group of members which assists a committee head in completing the tasks assigned to their position
- B. Any committee head may choose whether to have a committee within the first evaluation period of the academic year
  - 1. The existence of these committees, the role of its members, and the number of members will be decided at this time with approval of the Executive Board
- C. In order to form a new committee, disband an existing committee, or change the size of a committee, the approval of the corresponding committee head is needed, as well as a majority vote within the executive board, followed by a majority vote of the floor
- D. Members of a committee may be an on-floor, off-floor, or on-hold members who do not currently hold an executive board position or a committee head position

1. On-floor members must be a part of a committee to fulfill their evaluation requirements
  2. This requirement can be fulfilled by being a member of the Executive Board or a Committee Head
  3. Off-floor and On-hold members are not required to join a committee, but are welcome to do so if they desire
- E. Committees will hold meetings once per week, to be attended by members of the committee and any other interested member of the floor
1. Consistent failure to attend meetings of a committee to which a given member belongs, or failure to participate in duties entrusted to said member by their committee head, may result in failure of an evaluation, at the discretion of the committee head

## Section II – Historical Head

- A. Arrange for pictures to be taken at all house events
- B. Responsible for accumulating and maintaining all pictures, videos, and typed records of house events.
- C. Responsible for maintaining the house hard drive
- D. Make all historical materials openly available
- E. Creates the annual house yearbook
- F. The Historical Committee Head shall be the care-taker of the Library and the Archives in the Tech Lounge
- G. Accepts new textbooks, leisure books, notes, magazines, scientific journals, and games
- H. Documents new materials and adds them to inventory
- I. The Historical Committee Head is to create slideshows and other media presentations as requested by the Executive Board for the house

## Section III – Social Head

- A. Plan Academic and Social Events



1. Academic or science related events are encouraged
- B. Promote participation in events in order to maintain high morale and unity amongst HoGS members
- C. Social events could include on and off campus events
- D. Document all activities and monies spent during Social Events, and report to the Treasurer
- E. Take attendance, maintain a written record of members that attend Social Events, and report Social Events and attendance to the Vice President for Evaluations
- F. The Committee Head may not be a member who has joined HoGS this academic year, except under extenuating circumstances such as a lack of returning members who are willing or able to fill the position
- G. Social Events:
  1. There are three kinds of Social Events
    - i. A planned event is one that is announced by the Social Committee Head or another floor member with the approval of the Social Committee Head at a floor meeting preceding the event
    - ii. An RA event is an RA program held by a Resident's Advisor of RIT and made available to HoGS members
    - iii. A spontaneous event is an event not planned as listed above that still counts for social points if it follows the following requirements:
      - a. Has 10 or more members present
        1. The number is reduced to 5 when RIT is on a break for which the university is closed
        2. The Executive Board can vote to approve a spontaneous event regardless of attendance with a unanimous vote of approval

- b. A picture of the event and who was present must be given to the Social Committee Head with the date and a description of the event for approval
- 2. A member can earn all but one social point from spontaneous events

#### Section IV – Tech Head

- A. Maintain the house's official web page
  - 1. The web page should reflect the ideas and interests of all house members, inform the general public about HoGS, and advertise the prospective house members
- B. Maintain an informal “tech crew” to help members solve rudimentary computer problems
- C. Tech Committee will be responsible for maintaining the computer equipment in the Tech Lounge
- D. Tech Committee will be responsible for maintaining the media lab, under the guidance of the Tech Head
- E. The official HoGS group chat should be maintained by the Tech Head
  - 1. All edits to the HoGS group chat must be approved by the majority of the Executive Board
  - 2. Edits are defined as adding or removing of publicly visible channels, creation and assignment of roles, adding of automated bots, and change of access to channels

#### Section V – Public Relations Head

- A. Publicize events regarding the house
- B. Stimulate interest in the current and prospective RIT population regarding the house
- C. In charge of planning and gathering interest in Open House activities (i.e. tables, layout)

- D. Public Relations Committee Head is responsible for awarding points to members who attend Open Houses and other Public Relations related events, the number of points required decided by the Public Relations Committee Head
- E. The Committee Head may not be a member who has joined HoGS this academic year
- F. Required to review and update the Open House material (pamphlets, poster board, etc.) every year
- G. There shall be at least one Public Relations event each evaluation period outside of Open Houses
- H. Is to maintain all social media pages and accounts that the house owns
- I. The Public Relations Head is to make a Recruitment Committee at the end of the spring semester
  - 1. This committee shall be temporary, remaining active only during the summer session and early fall semester
  - 2. This committee is to plan recruitment events for the early fall semester

#### Section VI – Housing Improvements Head

- A. Monitor the cleaning of the floor and its amenities
- B. Coordinate project proposal forms with Housing Operations and Facilities Management Services
- C. Coordinates with Treasurer on purchasing and keeping inventory of the house supplies (cleaning, kitchen, bathroom, etc.)
- D. Housing Head is to assist the Project Manager and Project Understudy with on-floor projects
- E. Will work with Project Managers to maintain inventory list of tools in the Tech Lounge
- F. Files FMS Maintenance Request forms as necessary

#### Section VII – Community Service Head

- A. Research and plan Community Service activities for the house

- B. Keep record of activities done and attendance of floor members
- C. Brings Community Service opportunities to the attention of the house
- D. Will provide hourly points as follows:
  - 1. 1 point per hour for the first 2 hours
  - 2. 1/2 point per hour for hours 2-4
  - 3. 1/4 point per hour for all remaining hours
- E. Events that are monetary or donation based are 1 point regardless of the amount given
  - 1. Exceptions to increase of points provided at the discretion of the Community Service Head

#### Section VIII – Academic Liaison

- A. Expected to keep active contact with the administration of the College of Science through:
  - 1. Communication with the Dean's Office of the College of Science
  - 2. Any other means required to keep an active and viable relationship with the College of Science
- B. Plan and promote College of Science events including:
  - 1. Promoting the participation of HoGS members in College of Science events
  - 2. Inviting College of Science Faculty and Staff to participate in HoGS sponsored events
- C. Inform the floor of important announcements given by the College of Science
- D. Maintain contact with the College of Science Student Advisory Board (COSSAB)
- E. Academic Liaison should remain in contact with the College of Science Advisor and meet with them at least twice per semester and should report to the Executive Board with the topics discussed

#### Section IX – Project Manager

- A. Oversee the logistics of outreach projects, such as exhibit construction/prototyping for the Rochester Museum and Science Center
- B. Will oversee the creation of ImagineRIT projects
  - 1. This will be done with the assistance of the projects' respective heads
    - i. Imagine Heads are defined as the person responsible for the proposal, bill of materials, and physical creation for the respective project
  - 2. Will maintain communication with the College of Science Representative/Liaison to ImagineRIT Festival to allow for the smooth integration of the HoGS Imagine Projects with the College of Science
    - i. Will relay all information at these meetings to the Executive Board at the following Committee Head meeting
  - 3. Will hold bi-weekly meetings with the Imagine Heads once the heads are chosen
  - 4. Will work with the Treasurer on the finalization of a Bill of Materials
    - i. Any Bill of Materials need to be approved to be approved by the treasurer before being sent to any party not in HoGS
    - ii. The treasurer will purchase the items on the Bill of Materials that are not provided to HoGS through donations or from the College of Science and its Stock Rooms
- C. Will work with Housing Improvements Head on the completion of on-floor projects
- D. Responsible for maintaining and enforcing the rules for the Tech Lounge
  - 1. These rules will be posted in the Tech Lounge
  - 2. All added or changed rules must be approved by the Executive Board
- E. Will work with Housing Improvements Head to maintain inventory list of the tools in the Tech Lounge
- F. The Project Heads will work together to complete all tasks listed above

1. One Project Manager will be elected in the spring while the other will be elected in the fall
2. Any disagreements between Project Heads will be settled by the Vice President

#### Section X – Off-floor Liaison

- A. May not be a member who has joined HoGS this academic year, except under extenuating circumstances such as a lack of returning members who are willing or able to fill the position
- B. Expected to keep active contact with off-floor members
  1. Welcoming new off-floor members
  2. Reconnecting with off-floor members who have not been on-floor in a while
- C. Will report to the Executive Board if there are issues that off-floor members are struggling with
- D. Must attend all weekly meetings, with the exceptions granted to on-floor members
- E. In charge of keeping track of attendance and voting rights for off-floor members
  1. Will report attendance to the Secretary at the end of the eval
- F. Has control over the rules regarding off-floor locker until such a time as official rules are made

#### Section XI – Temporary Committees

- A. At the digression of the Executive Board, a temporary committee would be enacted to accomplish a specific house project
- B. The temporary committee would be announced at the next possible floor meetings and volunteers will be chosen, participation being purely voluntary
- C. The Executive Board will choose a temporary committee head from among the volunteers
  1. This person must accept the position

## **Article IX – The Committee Heads**

Section I – This pertains to the Committee Heads and elected liaisons to non-HoGS board, which are overseen by the Vice-President

### Section II – Responsibilities of Committee Heads

- A. Schedule and run committee meetings, as needed
- B. Report committee requirement fulfillment to the Vice President
- C. Delegation of work among committee members
- D. Resignations must be given two weeks in advance to the Executive Board
- E. All committees shall document and submit an accurate record of activities and functions conducted by that committee every evaluation period to the Executive Board in text
- F. Will train the new committee head before leaving their position
- G. At the end of their terms, the Committee Heads will add to their respective binder
  - 1. These binders are required to have a digital copy
  - 2. These binders will describe that Committee Head's position and include the information necessary to do the jobs of that position

Section III – Members may not hold a Committee Head position while they are on co-op

Section IV – If a Committee Head finds that they must step down from their position then they will give the Executive Board a two-week notice and another head will be elected in the same manner as a normal Committee Head election would proceed

## **Article X – Executive Board and Committee Head Evaluations**

Section I – Committee Head evaluations are done by the Vice President

- A. At the first meeting of every evaluation period the Vice President will go over the Committee Head reports with each Committee Head, in a meeting where all members are welcome may ask questions after each head finished their report

Section II – If a Committee Heads fails evaluation, they can be removed of their position by a Vote of No Confidence, but:

- A. Will stay within their committee
- B. May run for the position again the following academic year

Section III – The new Committee Head cannot be the one just removed from office. The new Committee Head will be elected following Article XIV

Section IV – Member Evaluations of the Executive Board and Committee Heads

- A. An anonymous survey will be sent to members which will evaluate the Executive Board and Committee Heads once an evaluation period
  - 1. Members will be asked to rate “satisfactory” or “unsatisfactory” on each of the descriptions in the Constitution for all members of the Executive Board and Committee Heads, along with a comments section
- B. An open eval meeting will be held on the same day as the open committee head meeting that all members can attend
- C. If an Executive Board or Committee Heads member receives a majority of “unsatisfactory” votes, then a warning will be issued and they will be told what to improve on
  - 1. After a second survey revealing a majority of “unsatisfactory” ratings, an immediate Vote of No Confidence is issued for that member



## **Article XI – Advisors**

Section I – The house shall have at least one Academic Advisor and one Res Life Advisor

### Section II – Academic Advisor

- A. Any house member can submit the name of a faculty or staff member to be the Academic Advisor
  - 1. The Executive Board must approve the decision
- B. An election of an advisor shall take place after the Executive Board has compiled a short list of names
  - 1. A simple majority is necessary
  - 2. A quorum of fifty-percent of eligible voting members must be present
- C. After a person has been elected, the Executive Board will present them with a list of expectations
  - 1. If the person feels they cannot fulfill those expectations, a new person is elected
- D. The advisor will serve the office until their resignation is submitted to the Executive Board
- E. In the duration of their service, the advisor shall meet with the Academic Liaison twice per semester
- F. An advisor may resign by submitting the intention in writing to the Executive Board, and will become effective one received
  - 1. The advisor will be talked to about resignation given that the Executive Board deems them inadequate and finds a suitable replacement

### Section III – Residence Life Advisor

- A. Role of the advisor will be further defined by the guidelines established by Residence Life
- B. The Executive Board will present the Residence Life advisor with a list of expectations at the start of the academic year

## **Article XII – Residence Life Advisor Evaluation**

Section I – Residence Life Advisor evaluations will be conducted once a year during the late winter or early spring quarter

Section II – Upon recommendation of the house, the Executive Board will compose a letter or assessment for each advisor

Section III – If a member chooses they may write a letter evaluating each advisor which will be reviewed by the Executive Board and, if appropriate, submitted for evaluation

## **Article XIII – Meetings**

### Section I – House Meetings

- A. Meetings shall be held on a weekly basis at a time and place determined by the house members
- B. The order of the meeting is as follows:
  - 1. President's Report
  - 2. Vice President's Report
  - 3. Treasurer's Report
  - 4. Secretary's Report
  - 5. Resident Advisor's Report
  - 6. Advisor's Report
  - 7. Committee Reports
  - 8. Old Business
  - 9. New Business
  - 10. Voting

### Section II – Executive Board Meetings

- A. Meetings of the Executive Board are held weekly

1. Any member who wishes to speak privately to the Executive Board may meet with them at this time
- B. Each member of the Executive Board is required to give a report
- C. The Executive Board shall have the right to call a “closed” meeting when necessary

## **Article XIV – Elections**

Section I – All on-floor and off-floor members in good standing can vote in all elections

Section II – Elections for Executive Board, Public Relations Head, Social Head, Off-floor Liaison, and Project Manager will take place during spring semester

- A. Nominations for Executive Board will occur during week 6 and nominations for Public Relations Head, Social Head, Off-floor Liaison, and Project Manager will occur week 8
  1. Elections for these offices will occur the next floor meeting after nominations

Section III – Elections will be held in the beginning of fall semester for the positions of the Committee heads and Liaisons, except for Public Relations Head, Social Head, Off-floor Liaison, and Project Manager

Section IV – Elections for Executive Board shall take two weeks: the first week is help solely for nominations; the second week is for nominations and elections

Section V – Candidates for each office and Committee Head will require a nomination and a second

Section VI – Each member can be nomination for any number of positions, but may only accept up to two of said nominations, with the runner-up taking the position not accepted

Section VII – The Executive Board does not vote in Executive Board elections.

- A. In the event of a tie, the Executive Board will submit their votes

- B. In the event of an Executive Board tie, the President submits a second vote

Section VIII – A reasonable percent as decided by the Executive Board in good standing with the house must be present to hold a vote

- A. A simple majority vote from these members is necessary
- B. The Vice President and Treasurer will tally the votes
  - 1. If either the Vice President or Treasurer are not in attendance, the Secretary will assist in tallying the votes
  - 2. Given the Vice President is running for an elected position, the Treasurer will tally the votes

Section IX – All elections are to have an option for abstention

- A. If the abstain vote obtains more than fifty percent of the vote, a re-vote must be done

Section X – Executive Board members elected will shadow the previous Executive Board, and take over Executive Board duties at the discretion of the Executive Board and the newly elected Executive Board

Section XI – Each nominee for an Executive Board position has three days after nomination to post a letter of intent

- A. A letter of intent consists of at least the following:
  - 1. Intended office
  - 2. Reasons for running
  - 3. Proposed improvements
  - 4. Qualifications
- B. A copy of these letters will be sent to the Secretary, who will then send each letter out to everyone who receives meeting minutes after the three days have passed

Section XII – In order to hold an elected position, the member must be in good conduct standing with RIT

- A. A poor standing with RIT may be overlooked if the Executive Board deems their offense to be not applicable

Section XIII – Given nobody accepts a nomination for a given Executive Board or Committee Head position, nominations will proceed as normal the next week

- B. If at least one member accepts nominations, elections will happen that week
- C. Otherwise, it is the responsibility of the residing Executive Board to appoint a member to the position with a 3/4 vote and then the house to agree to that nomination with a simple majority

## **Article XV – Vote of No Confidence**

Section I – Any member in good standing for at least two consecutive evaluations with the house can move for a Vote of No Confidence against any Executive Board member or Committee Head

Section II – The Vote of No Confidence must be sent to our Staff Advisor

Section III – After the Vote of No Confidence is announced, the floor will have a chance to talk about what was said with the subject away from the location in which opinions can be discussed openly by those voting on the issue

Section IV – The voting should be done the same way that Executive Board elections are done, with treasurer taking over the voting in the case that the Vice President is the subject being voted against

Section V – The house must have 3/4 majority present to hold a Vote of No Confidence

Section VI – A 2/3 majority is required for the vote to pass

Section VII – If the Vote of No Confidence is successful the house will follow election procedure with nominations beginning the week after the Vote of No Confidence

Section VIII – A member subject to a successful Vote of No Confidence cannot run again in the immediate election but can run again in the future

## **Article XVI – Removal of Members from Floor**

Section I – On-floor membership can be denied and/or revoked for any of the following circumstances:

- A. Failing two or more evaluations at any time during the academic year, prior to housing selection
- B. Continued failure to comply with house rules regarding facilities and equipment usage
- C. Failure to comply with Residence Life, RIT Housing Operations, Public Safety and/or disciplinary policies

Section II – If any of the circumstances in Section I are met, the Executive Board may push for their removal from floor, either immediately or for the following academic year, as detailed in Section III

Section III – The removal process will proceed as follows:

- A. For the first offense a verbal warning is given by the Executive Board
- B. For the second offense a written warning letter is given, and the recipient is put on a probation period
  - 1. The warning letter will detail the reason for the warning, and the requirements for the probation period and to resolve the circumstance aforementioned
  - 2. The warning letter will be signed and dated by two members of the Executive Board, the Residence Life Advisor, and the recipient of the letter

3. If the recipient willingly refuses to sign the warning letter within a week, then a meeting with the Residence Life Advisor will be arranged
- C. If the recipient failed to comply with the terms of their probation, then their actions serve as grounds for the Executive Board to push for their removal from HoGS and/or the floor

Section IV – Process for emergency revocation of membership status is as follows:

- A. This procedure is for emergency purposes only, such as the member in question causing serious mental, emotional, or physical pain to other members
- B. The procedure for emergency revocations requires full agreement of the Executive Board with the consultation of the Resident Advisor
- C. The member in question will be informed of the situation and will be given a hearing
- D. The hearing will consist of all on-floor members, in good and poor standing
- E. The member in question will be given a chance to defend themselves
- F. A 90% vote of members present is required to revoke a membership status
- G. If the member in question loses membership status and has a place on the floor next year, the Executive Board and Resident Advisor will work with Housing Operations for the removal of the ex-member

## **Article XVII – Banning of People from Floor Access**

Section I – Access to floor can be denied and/or revoked for any of the following circumstances:

- A. There is a threat to the mental, physical, or emotional wellbeing made to any member of HoGS whether it be verbal or through any sort of written communication
- B. Failure to comply with Residence Life, RIT Housing Operations, Public Safety, and/or disciplinary policies

Section II – If any of the circumstances in Section I are met, the Executive Board may push for the removal of their access to floor, either immediately or for future years, as detailed in Section III

Section III – The removal process will proceed as follows:

- A. A written letter will be made by the Executive Board and will be sent to the individual after it is checked by the HoGS Staff Advisor via their RIT email, or by another means as approved by the Staff Advisor if no such email exists
  - 1. The letter will detail the reasoning for the ban, a request for a reply to confirm receipt, and a contact in the case that the individual wishes to ask questions, which shall be an email with no specific name attached to it
  - 2. If the recipient does not reply within a week, then a meeting with the Staff Advisor or with any other staff member at RIT who is deemed appropriate for the case will be arranged
- B. Public Safety will be made aware of the events taking place at the permission of the individual who was threatened with harm
- C. The remaining HoGS members will be informed of the ban by the Executive Board once the letter has been sent, with the name of the individual threatened not being released under any circumstances, via a group chat announcement, followed by an announcement at the next floor meeting as well

## **Article XVIII – Housing Selection**

Section I – Roommates are selected prior to Housing Selection procedures. All names will be placed on a roster of the floor to be handed in to Housing Operations

Section II – Completed housing contracts are submitted by the President who will use a roster to sign people for living assignments

- A. Rooms will be chosen on a first-come, first-serve basis



Section III – If a member failed to remain in good standing for two or more of the evaluation periods prior to housing selection, they may not apply to live on-floor for the following academic year with no appealing allowed by this time

Section IV – If a person has lived on-floor, but was no a member of HoGS, they may not become an on-floor member for the following year

Section V – For an off-floor member to become an on-floor member for the following year they must do one of the following things:

- A. Must notify the Executive Board of their intent to be evaluated and must pass two evaluations before housing selection, meeting the same requirements as on-floor members for evaluations
- B. Submit an application to the Executive Board to apply to be an on-floor member for the following year, before the deadline for housing selection

Section VI – Housing Selection Board

- A. Will be formed by the Executive Board and all HoGS members in good standing who wish to volunteer
- B. Obtains and reviews all applications for the House of General Science
- C. The acting Executive Board and Public Relations Head will be the summer contacts for all applicants
- D. The Executive Board shall keep in touch with each other and Residence Life regarding decisions made during the summer session
- E. Will ensure that each accepted applicant reads and understands the house Constitution and that they understand all requirements of being a member of the house
- F. The Executive Board will obtain the email and/or USPS addresses of all new members and distribute a welcome letter to them welcoming them to the floor
  - 1. The welcome letter will be approved by the Residence Life Advisor

## **Article XVIII – Review of Constitution**

Section I – The Executive Board shall review the Constitution at least once each semester

A. The meeting at which this occurs is to be run by the Secretary

Section II – The house shall vote upon any changes to the Constitution, where a 2/3 majority of members in good standing are present for the vote

A. Off-floor members in good standing who wish to vote must attend 2/5 of meeting in the last evaluation period

Section III – All constitutional changes take effect two weeks after their approval

## **Article XIX – Succession**

Section I – In the event of the President leaving office before the end of their term, the Vice President will take up the President's responsibilities immediately

A. The Vice President can appoint a house member in good standing to fulfill the role of the Vice President temporarily

B. The normal process for the election of Executive Board members applies for the election of a new Vice President, with the current Vice President assuming the office of President until the election has completed

1. In the case that the President abdicated their position, then the House shall nominate a new president to take office effective immediately
2. If the President is told to leave office, the Presidency goes to the Vice President

Section II – If any Executive Board member leave their office before the end of their term, the President will appoint a temporary replacement who is in good standing until a new Executive Board member is elected through the normal election process

Section III – Given the event that both the President and Vice President are abdicated or impeached at the same time, there will immediately be an election for a new president who will then immediately appoint a temporary Vice President

A. A new Vice President will be elected at the next available floor meeting

1. This voting will be run by the Secretary and Treasurer

## **Article XX – Amendments**

Section I – The purpose of an amendment is to improve the wellbeing of the floor and to update the Constitution so that it is relevant to the current HoGS environment.

Section II – Amendments may be added to the Constitution by a 2/3 majority vote of members who are in good standing

Section III – If two items proposed to amend a single item in the Constitution are passed, then a vote is held for which item will be put into the Constitution, in which case the one with more votes is enacted

Section IV – If there are three or more propositions to amend a single item in the Constitution:

- A. The Executive Board will conduct a preliminary vote on all propositions
- B. The two propositions receiving the greatest and second greatest numbers of votes will go to a full house vote
- C. The proposition that receives majority votes will be enacted

Section V – There shall be one open amendment forum in the spring semester after the election of the New Executive Board

- A. This will be held to discuss proposed changes to the Constitution