

# McMurtry By-Laws

## Article I. Establishment of Rules

Section I.01 These By-Laws are established as the functional addendum to the Constitution, serving as modifiable and active rules and standards for McMurtry College.

## Article II. Elections

Section II.01 EC and At-Large Rep elections shall be executed according to the following timeline:

- (a) Petitions for President and Chief Justice (CJ) shall be released during the second week of the Spring Semester.
- (b) The President shall be elected no later than 2 weeks after petitions are released.
- (c) Petitions for At-Large Rep and the remaining EC positions shall be released during the fourth week of the Spring Semester.
- (d) The At-Large Rep and the remainder of the EC shall be elected no later than 2 weeks after their petitions have been released.
- (e) The committee selection process shall take place no later than 2 weeks after the EC has been elected.
- (f) The official changeover ceremony shall take place no later than 2 weeks after events a. to e.

Section II.02 PC elections shall take place no later than 1 week after housing jack has concluded.

Section II.03 Elected positions are chosen by a vote of their available constituents.

Section II.04 First Year Representatives shall be chosen before the second Town Hall of the Fall Semester.

Section II.05 Elections and Special Elections shall be determined through a preferential vote, and conducted by the Parliamentarian.

- (a) The President shall proxy for any election that the Parliamentarian wishes to run in.

Section II.06 In the case of a tie, run-off elections shall be held between those that tied until a candidate gains a plurality.

- (a) If a tie occurs between the same two candidates twice consecutively, a vote of the PC shall elect the candidate between the two remaining by simple majority

Section II.07 In the case of special circumstances that would hinder the election process, an election may be delayed by one week following a majority ruling of all voting members

Section II.08 Eligibility for McMurtry government positions will be determined at the discretion of the Magisters and SJP.

## Article III. Nominating

Section III.01 Nominations shall be done via petition

- (a) Elections involving the entire college require 25 signatures.
- (b) Elections for the Class, Hall Representatives, and O.C. Representatives require 10 signatures.

Section III.02 Changeover

- (a) The Executive Council and College Court shall change over on the first Monday after Spring Break.
- (b) All other confirmed McMinistry positions shall change over on the last day of classes.

Section III.03 The positions of Treasurer(s) and Secretary(s) are the only elected positions for which more than one person may run and hold office.

## Article IV. Campaigning

Section IV.01 Direct solicitation of votes and organized speeches are permitted.

Section IV.02 Public campaigning for elected positions is not permitted, and the following list includes, but does not exhaust, the use of mediums prohibited:

- (a) Facebook
- (b) Twitter
- (c) Other social media
- (d) Fliers
- (e) Public announcements

Section IV.03 Any candidate found not in compliance with campaign regulations may be removed by vote of the EC, or if elected, under the terms of impeachment described in the Constitution.

## Article V. Meetings (time, place and quorum)

Section V.01 Town Hall Meetings

- (a) Town Hall Meetings
  - i) Shall be held every other week during the academic year.
  - ii) Shall be held in a public McMurtry space large enough to accommodate all members wishing to attend.
  - iii) Shall be announced by the President or Prime Minister within twenty-four hours prior to the time of the event. The Prime Minister shall encourage attendance.
- (b) President and Parliamentarian will uphold order.
- (c) Any attendee can bring up agenda items.
- (d) President reserves the right to reasonably reject agenda items not formally submitted prior to Town Hall.
- (e) Additional announcements
  - i) Can be made by College members and approved non-College members.
  - ii) Must be made in a respectful fashion.
  - iii) Should pertain to College-wide and/or University-wide interests.
  - iv) Should not include solicitations for funds.
- (f) Attendance
  - i) Executive Council members, People's Council members, and a committee head from each committee are required to attend all Town Hall Meetings.
- (g) Proxy Regulations
  - i) Proxy must be approved by the President, Prime Minister, At-Large Rep, or related Vice-President prior to a meeting.
  - ii) Proxy shall be a McMurtry member not in a voting position.
  - iii) A McMinistry member may designate a proxy no more than three times during the academic year.
  - iv) Proxy member should be briefed prior on pertinent issues prior to the Meetings.
- (h) Absences

- i) If a McMinistry member is absent, without proxy, more than three times, the voting members may relieve the member from his or her position. The position shall be filled in accordance with the vacancy section in Article III of the Constitution.
- (i) Minutes
  - i) The Secretary shall record accurate minutes and keep a record of attendance.

#### Section V.02 Voting

- (a) All McMinistry votes shall be conducted publicly (whether in person or virtually).
- (b) Any voting member can call a vote.
- (c) In the case of a tie, the President shall act as tiebreaker.
- (d) Positions with co-occupiers shall be represented by one member voting for the group as a whole.
- (e) For any vote, a voting member reserves the right to request that the Parliamentarian conduct a roll call vote in which no voting member may abstain from voting. The roll call vote would supersede the previous vote.

#### Section V.03 Executive Council Meetings

- (a) EC meetings shall be held weekly.
- (b) The President may invite Magisters, RAs, Members of the College, or any other relevant persons.
- (c) An EC member must inform the President prior to an absence.

#### Section V.04 People's Council Meetings

- (a) PC meetings shall be held every other week.
- (b) The At-Large Rep and the President shall set the agenda.
- (c) Voting items shall be brought up at a PC meeting in advance of a Town Hall vote.
- (d) An EC member must inform the President prior to an absence.

#### Section V.05 Public Space Reservations

- (a) Reservations for the Commons and the Quad as well as recurring reservations for all McMurtry public spaces shall be brought to the secretaries and will require a majority vote of the EC to gain approval.

### Article VI. Fiscal Responsibilities and Establishment

#### Section VI.01 Budget Procedures

- (a) The McMinistry is responsible for ratifying Fall and Spring Semester budgets with consideration of the members of the College.
- (b) President and Treasurer(s) will prepare the budget for discussion and ratification by the College population via a simple majority vote by the voting members of the McMinistry.
- (c) The Fall Midterm Budget Review shall be executed according to the following timeline:
  - 1. The review shall be held no later than the 8<sup>th</sup> week of the Fall Semester.
  - 2. The Review shall be conducted by the EC. If changes to the budget are recommended, they must be passed by a majority vote of the EC and PC.
  - 3. Budgets for the following Spring Semester shall be submitted no later than the 10<sup>th</sup> week of the Fall Semester.

- (d) The Spring Midterm Budget Review shall be executed according to the following timeline:
  - 1. The Review shall be held no later than the 8th week of the Spring Semester.
  - 2. The Review shall occur before the official EC changeover during Spring Semester.
  - 3. The Review shall be conducted by the EC. If changes to the budget are recommended, they must be passed by a majority vote of the EC and PC.
  - 4. Budgets for the following Fall Semester shall be submitted by the 10th week of the Spring Semester.
- (e) Budgets shall be presented to the EC and PC at least one week prior to voting.
- (f) Budgets shall be presented at town hall 1-2 weeks after they have been submitted.
- (g) Committee budgets are reset at the end of each semester.
- (h) If a committee or McMinistry member negligently exceeds an allotted budget, the voting members of the McMinistry shall elect an advisor from the McMinistry to oversee the rehabilitation of funds. During this time, the committee or McMinistry member shall have no access to McMurtry funds. After this occurs, the voting members of the McMinistry shall elect to retain or relieve the member in question.
- (i) 3% of the budget every semester shall be allocated towards the accessibility fund.
- (j) Calendaring for the next semester shall occur no later than dead days.

#### Section VI.02 College Initiatives Fund

- (a) The initiative fund shall support innovative and beneficial improvements to the college.
- (b) Funds shall be allocated to the initiatives fund each year.
- (c) Requests should be proposed by any member of the college and will require a simple majority of voting members of the McMinistry to approve funds. This vote can be held virtually.

#### Section VI.03 Endowment

- (a) The endowment shall be presented with the semester budget, and be managed by the Treasurer(s) and President.

#### Section VI.04 Socio-Economic Inclusivity

- (a) Any funds provided to McMurtry by the Socio-Economic Inclusivity Initiative will be used exclusively for that purpose.
- (b) The EC will set maximum costs for events and Murtchandise at the beginning of the year.
- (c) Events that exceed the set limit must meet EC approval.
- (d) Committees that wish to sell Murtchandise items that exceed the limit must get approval from the EC confirming that there are comparable alternatives within the set limit.

### Article VII. Committee Regulations

#### Section VII.01 Standing Committees

- i) Alumni: Shall be responsible for updating the alumni on pertinent College news, and inviting them to important College events.
- ii) Amenities: Shall be responsible for the improvement and upkeep of public spaces throughout the College
- iii) Associates: Shall serve as liaisons between the College's students and associates, and help coordinate events to facilitate relationships between the two parties. Shall work closely with the Magisters.
- iv) Beer Bike: Shall organize McMurtry events surrounding Willy Week and Beer Bike, coordinating with campus-wide entities.

- v) **Cultural**: Shall engage students in the diversity of the Houston community and the world. Shall facilitate opportunities for events and shows in Houston.
- vi) **Diversity**: Shall host events and meetings that foster greater understanding of diversity at McMurtry. Shall aim to foster a sense of community while also respecting and celebrating individuality at the College. Will consult with other committees and elected officials if questions pertaining to diversity arise.
- vii) **Innovation Space**: Shall oversee the management of the McMurtry Innovation Space.
  - 1) Committee may be comprised of members of other residential colleges, but the head must be a member of McMurtry College
- viii) **Murtchandise**: Shall manage and obtain McMurtry paraphernalia.
- ix) **Seniors**: Shall plan and host events for the Senior class. The committee head(s) shall also serve on the People's Council as the Senior Representatives.
- x) **External Socials**: Shall host events that foster inter-College spirit. Shall manage public parties, college nights, and North college block parties.
- xi) **Internal Socials**: Shall host events that foster McMurtry spirit and camaraderie.
- xii) **Sports**: Shall consist of two committee heads, one as a liaison to the Intramural Sports program and another as a liaison to the Varsity Sports program.
  - 1) The IM Head shall serve as a liaison between the College and Rice Intramural Sports. They shall promote participation in both college and intramural sports.
  - 2) The Varsity Head shall be responsible for promoting Rice University varsity athletics at the College.
- xiii) **Technology**: Shall be responsible for maintaining and managing all technology equipment owned by the College.
- xiv) **Website**: Shall manage content and update information on the McMurtry Website.

#### Section VII.02 Committee Heads

- (a) No voting member of the EC nor the At-Large Rep shall serve as a committee head.

#### Section VII.03 Ad-Hoc Committees

- (a) May be created and managed by the President as he or she sees fit.
- (b) Ad-hoc Committee Heads shall be appointed by the President.
- (c) All funding for Ad-Hoc Committees shall be gained through initiative-based funding or appropriated by the budget.

#### Section VII.04 Awards Committee

- (a) The McMurtry President, CJ, At-Large Representative, McTeam, and 4 McMurtry at-large college students shall comprise the Awards Committee.
- (b) This group will award extraordinary McMurtry college members and affiliates who have exemplified the McMurtry College mission and values throughout the school year.
  - a. All specific awards shall be finalized and submitted to the Head of the Associates Committee no later than two weeks prior to Associate's Night.
- (c) The Awards Committee shall be formed no later than the second week of the Spring Semester.
- (d) The Awards Committee shall begin meetings no later than one month prior to Associates Night to determine the awards given to students during the event.
- (e) The At-Large Representative shall serve as Awards Committee Head.
  - a. The At-Large Representative shall be responsible for scheduling committee meetings as well as application and selection of At-Large Murt committee members.

- i. The group of 4 McMurtry at-large students shall be selected through a committee application, which is to be released no later than 3 weeks prior to when the Award Committee meetings commence.
- (f) Awards shall be selected by a simple majority vote of committee members. In the event of missing committee members which leads to a tie, the At-Large Representative shall decide the outcome of the vote. The McTeam shall conduct a final review of the awards, during which time they can determine awards for committee members, if applicable.

#### Section VII.05 Committee Oversight

- (a) Budget Oversight
  - i) Committee Heads shall check in with their Overseer on a monthly basis.
  - ii) Requests for the purchasing card requires approval from Committee Overseer prior to checking out.
  - iii) Itemized receipts MUST be returned with the purchasing card within 24 hours of purchases.
- (b) General Oversight
  - i) The Prime Minister, Internal Vice President, and External Vice President shall be responsible for overseeing committees as defined in the Constitution.
  - ii) The Overseers shall be responsible for checking in with each committee at least once a month.
  - iii) The Overseers shall be responsible for advising committee programs and initiatives.

### Article VIII. New Student Orientation (O-Week)

#### Section VIII.01 Appointment of New Student Orientation Coordinators

- (a) O-Week Coordinators shall consist of rising Juniors and Seniors and shall represent a diversity of interests at the College.
- (b) Selection will occur prior to Winter Break of the year preceding O-Week.
- (c) O-Week Coordinators shall be selected by a committee of the College Magisters, RAs, College Coordinator, previous O-Week Coordinators, and President.
- (d) Coordinators are expected to regularly report to the McMurtry Magisters and President.

#### Section VIII.02 Responsibilities

- (a) The O-Week Coordinators shall be responsible for planning and executing O-Week. They shall select advisors and co-advisors at their discretion, with input from the Magisters.

#### Section VIII.03 The President and Chief Justice must be on campus during O-Week.

### Article IX. Associated Members

#### Section IX.01 Selection of Non-Resident Associates

- (a) Potential Non-Resident Associates may be recommended to the McMurtry Associates Committee, by any member of the College.
- (b) Non-Resident Associates are appointed by the Magisters in consultation with the McMurtry Associates Committee.

#### Section IX.02 Selection of Resident Associates

- (a) The President shall work with the Magisters to form a Resident Associate Selection Committee which will consist of both students across all classes and representatives from the current adult leadership (RA, Coordinator, Magisters, or Associates) from McMurry or, if necessary, from other colleges.
- (b) The outgoing RA shall serve as consultant to the committee and to the candidates.
- (c) The committee shall submit recommendations to the Magisters.
- (d) The Magisters shall make final recommendations to the Dean of Undergraduates Office.

#### Section IX.03 Selection of the Magisters

- (a) The President shall work with the Magisters to form a Master Selection Committee, which will consist of both students across all classes and representatives from the current adult leadership (RA, Coordinator, or Associates) from McMurry or from other colleges.
- (b) The McMurry President is an ex officio (voting) member of the committee.
- (c) The outgoing Magisters shall serve as consultants to the committee and to the candidates.

### Article X. Robert's Rules of Order

- Section X.01 All procedure not described in the Constitution or By-Laws shall follow the most recent edition of *Robert's Rules of Order*.