

# University of Rochester Computer Interest Floor Constitution

March 16, 2010

## Contents

## 1 Floor Membership

### 1.1 Types of Membership

- Floor Members

Anyone who has applied to become a CIF member and has been granted CIF membership is considered a floor member. Floor members are subdivided into resident and non-resident members. The group of both resident and non-resident members is also referred to as simply “the floor” or as “members.”

- Resident Members

People living on the Computer Interest Floor are considered resident members. Exceptions to this are the R.A. (if an R.A. lives on floor) and people placed on CIF by Residential Life to fill open spaces, any of whom are welcome to be floor members if they so chose (and must fulfil other duties if they choose to become members).

- Non-Resident Members

These are people who have all benefits and responsibilities of membership, but do not live on floor. If space becomes available on floor, interested non-resident members can move onto floor pending the approval of the CIF Board and the suite in which they would live.

- Floor Affiliates

Affiliate status is open to anyone with an interest in CIF. Floor affiliate status should not be confused with membership status. Affiliate status carries none of the responsibilities or benefits of membership, but provides individuals with a chance to interact with CIF without taking on the commitment of membership. Floor members who have graduated or moved off floor and have decided to no longer be full members may also choose to become floor affiliates.

## **1.2 Acceptance of Members**

Students at the University of Rochester who are not currently members of the Computer Interest Floor may apply for membership by contacting the Membership Director. Individuals requesting membership must complete an application provided by the Membership Director, on which they must explain why they want to be floor members and how they will contribute to life on the floor.

Applications for membership are reviewed by the Board on a case-by-case basis. Applications must be reviewed at an open board meeting whose time and purpose must be announced to the floor with at least 48 hours' advance notice. Any floor member may attend this meeting and may speak on the topic of granting membership. If at least four board members vote in favor of an applicant, that applicant is granted membership. As with any board decision, a membership acceptance decision can be overridden by a floor vote following the proper procedure.

A resident floor member who plans to move off the floor must declare his or her intentions for continued membership to the board before he or she leaves the floor. He or she may choose between non-resident membership, affiliate status, or to have no further association with CIF.

## **1.3 Acceptance of Floor Affiliates**

Anyone wishing to become a floor affiliate automatically becomes an affiliate member by notifying the Membership Director. The Board may choose to cancel an individual's affiliate status, if four board members vote to do so. If the Board revokes an individual's affiliate status, then that individual cannot become an affiliate again without requesting that the Board reconsider their cancellation. As with any board decision, an affiliate status cancellation can be overridden by a floor vote following the proper procedure.

## **1.4 Floor Dues**

At the first board meeting of the spring semester the Board of officers must decide on the amount of the dues for the next two semesters and the deadline for paying spring semester dues. At the first board meeting of the fall semester the Board must decide on the deadline for paying fall semester dues.

Floor members who cannot pay their dues must request a waiver or reduction from the Board and provide a reason for the request. The request is granted if a majority of the Board approves it. If the request is not granted, the member who requested it must pay the full dues for the semester. A floor member who does not pay dues by the deadline, and who either does not make such a request to the Board or has been turned down for such a request is placed on probation.

## 2 Elections and Officers

The government of the Computer Interest Floor consists of a board of five elected officers: the Chair of the Board (or simply the Chair), the Membership Director, the Community Relations Director, the Technology Director, and the Secretary-Treasurer. Collectively they are referred to as “the Board.”

### 2.1 Nominations

Nominations for the Board will take place at the first floor meeting held in November (known as the nomination meeting). All nominations must be seconded, and then accepted by the nominee. Each nomination must be accepted or declined within a one week period (known as the nomination period) following the nomination meeting. Failure to accept a nomination within the nomination period is treated as if the candidate had declined the nomination. Members may continue to nominate candidates via an electronic mailing list containing all current floor members until the end of the nomination period. Nominations through the electronic mailing list must still be both seconded and accepted publically to be considered as official candidates. Within 24 hours of the end of the nomination period, the Secretary-Treasurer must notify the floor with the list of candidates and the offices they are running for.

Requirements for nomination:

- The candidate must be a floor member
- The candidate must not be nominated for any other board position (a candidate may decline a previously accepted nomination to accept a nomination for a different position)
- If elected, the candidate must be reasonably proximate to floor for so long as they continue to hold office

Candidates may campaign for office during the period between nominations and elections if they so choose. This period must be at least one week in length. No floor funds may be used for campaign purposes.

### 2.2 Elections

Nominated board members are to be elected by a majority of the voting members at the election meeting. If no candidate for an office receives a majority vote, a runoff election shall be held between the two candidates with the most votes. Candidates may not vote for the office for which they are running, however, they may vote for other offices, and in runoff elections in which they are no longer eligible. The vote will be counted by both the current Secretary-Treasurer and an impartial representative of the University of Rochester Office of Residential Life. The current Chair does not vote in any election unless necessary to break a tie between two candidates.

The procedure for elections shall be as follows: Each candidate shall be allowed five minutes to individually address the floor. Each candidate will then be allowed five minutes to individually accept questions from the floor. Officers shall be elected in the following order: Chair, Membership Director, Community Relations Director, Technology Director, Secretary-Treasurer. Voting will take place after all candidates for all positions have spoken.

New officers start their term at the beginning of the spring semester and their term lasts for two full academic semesters.

## **2.3 Officer Duties**

### **2.3.1 Chair of the Board**

The Chair is the main contact between CIF and outside organizations. He or she oversees all of the other board members to ensure that everything runs smoothly and that all requirements are being fulfilled.

To ensure consistency of representation, the Chair shall be the primary and default representative to any external individual or organization (“parties”). If required by an external party, the Board shall appoint floor members as additional representatives (or a replacement primary representative) to that party, if the appointments are approved by a vote of the majority of the Board. Representatives shall report to the Board the proceedings of any meeting in which they represent CIF. If minutes were taken at a meeting, they shall be furnished to the Board. Representatives who are not Board members cannot enter into agreements with or make commitments to external parties on CIF’s behalf without first receiving Board approval.

In the course of the Chair’s (or his/her appointed representative’s) contact with the Office of Residential Life, he or she shall ensure the fulfillment of requirements set forth in the Expectations for Excellence, by making sure that each board member is aware of and able to fulfill those requirements for which he or she is responsible.

The Chair (or appointed delegate) acts as CIF’s nonvoting representative to the hall council, and cannot hold any formal office within the hall council.

The Chair calls and presides over meetings of both the Board and the floor. At least one Board meeting and one floor meeting must be held each month during which school is continuously in session. All meetings must be called with at least 48 hours’ notice (except for Emergency Board Meetings). The Chair has control over any floor committee that is not specifically under the jurisdiction of another officer. The Chair forms such committees and is responsible for seeing that they accomplish their goals.

The Chair must have advance board approval before he or she may assume any power or responsibility for floor affairs that is not explicitly mentioned in this constitution.

The Chair shall proactively monitor the Board to ensure that all officers are fulfilling their duties. If the Chair finds that an officer is not fulfilling his or her duties, the Chair shall take steps to rectify the situation.

### **2.3.2 Membership Director**

The Membership Director shall be responsible for handling issues of current and future membership, building floor community, and planning and executing internal events. This ensures that as prospective members become floor members they retain the same primary contact on the board.

The Membership Director is responsible for updating and maintaining the various membership and affiliate files and mailing lists. Information maintained should include but not necessarily be limited to: name, date accepted, contact information, and housing eligibility.

The Membership Director is primarily responsible for generating new membership (recruitment) and coordinating the application process.

The Membership Director is responsible for scheduling floor events, advising floor members on planning such events, and raising floor interest.

The Membership Director is responsible for coordinating the housing process in the spring semester, in conjunction with the rest of the Board.

**Recruitment** The Membership Director, with the assistance of the Board, is responsible for seeking new members and affiliates, and for encouraging people to apply for membership and affiliate statuses, towards the goal of filling the floor's residency to capacity for the following year.

At the beginning of the spring semester, the Membership Director must survey all residents to see who is tentatively planning on retaining residency. With that information, he or she will set a tentative goal on a number of applicants for residency for the following year (the residency goal being the housing capacity of the floor).

With the assistance of the rest of the Board, the Membership Director shall plan social events (open to the general student body) to encourage non-members to join, or at least to learn more about CIF.

**Application Process** The Membership Director is the contact for persons interested in learning more about CIF or applying to become members.

The Membership Director is responsible for contacting an applicant when an application for membership is submitted. He or she should inform the applicant of the procedures and timeframe for how their application will be processed. The Membership Director is also responsible for contacting the applicant when an application has been approved or rejected.

### **2.3.3 Community Relations Director**

The Community Relations Director shall plan and execute community service activities for the Towers or University communities, especially those which take advantage of members' special skills.

The Community Relations Director shall oversee and publicize events open to the public, designed to benefit the Towers or University communities and promote awareness of the floor.

As the recruitment process involves reaching out to the community to gain new members, the Community Relations Director shall work with the Membership Director to plan and implement recruitment.

The Community Relations Director is responsible for coordinating CIF events with R.A. programs; he or she does not have any authority over the R.A.'s programming, but is responsible for working with the R.A. to ensure that conflicts do not arise. The Community Relations Director may not schedule an event for a time that conflicts with any already-scheduled R.A. event.

The Community Relations Director should also organize regular, ongoing activities, such as study breaks and birthday celebrations.

When a person or group of people suggests an event or activity, the Community Relations Director schedules it into the floor's social calendar and organizes an initial planning meeting among the people who suggested it, as well as anyone else who wants to contribute to the planning. While the Community Relations Director is responsible for initiating the planning of an activity and scheduling it on the social calendar, the group who proposed it is responsible for seeing that something actually gets done. After the initial meeting, the Community Relations Director should serve as an advisor to the planners; the Community Relations Director is in charge of subsequent planning and organizing only if the group requests it, and he or she is so inclined.

The Community Relations Director is responsible for keeping the floor informed about the social calendar; publicity for specific events is the responsibility of those planning them.

#### **2.3.4 Technology Director**

The Technology Director is responsible for managing and maintaining all technology used by CIF. The Technology Director shall create an Acceptable Use Policy and Information Technology policy to outline and control usage of CIF's technological resources. The Technology Director has the authority to grant and remove access to any and all CIF technological resources.

The Technology Director shall create and use technological resources to help the other board members in the execution of their duties.

#### **2.3.5 Secretary-Treasurer**

The duties of the Secretary-Treasurer are to record the minutes of meetings, to keep records, collect membership dues, monitor distribution of CIF funds, and to monitor attendance at all CIF events.

The Secretary-Treasurer records the decisions made at board meetings and floor meetings, and reports those decisions to the floor as a whole. This may be done via electronic mail.

The Secretary-Treasurer is responsible for the keeping of CIF records. Written and printed records will be stored in a secure location controlled by CIF. Such records for the current semester may be temporarily stored in the Secretary-Treasurer's room for convenient access. If the Secretary-Treasurer chooses to

temporarily store the current semester's records in his or her room, they must make the records available to any member who requests to see them.

E-mail correspondence and other electronic-media records must be maintained. The Technology Director shall assist with this task.

The Secretary-Treasurer is responsible for collecting dues from floor members. Floor members may pay their dues in the form of receipts for improvements to floor, if and only if they clear it in advance with the Secretary-Treasurer.

The Secretary-Treasurer may authorize expenditures of up to \$25 at his or her discretion; however, at least two other board members must be notified of the expenditure within one week, or before the next such expenditure (whichever is sooner). If the Secretary-Treasurer fails to provide such timely notification, his or her power to spend money without getting Board approval in advance may be revoked by a majority vote of the remainder of the Board (the Secretary-Treasurer does not vote in this decision).

The approval of three board members is required to authorize expenditures up to \$100, except for those under \$25 which are left to the Secretary-Treasurer's discretion. Expenditures of more than \$100 must be approved by a vote of the entire floor.

The Secretary-Treasurer should create a budget based on the prior semester's expenditures and present it to the board at the second board meeting of the semester.

This budget should be created by the Secretary-Treasurer who was in office during the semester that the expenditures took place. The budget will include a summary of how CIF dues were spent and to give an idea on how much money will be spent in the current semester.

### **3 Floor Committees**

Any floor member may suggest to the Board that a floor committee should be formed to deal with a specified task or problem. The Board will then vote to approve the creation of this new committee at the soonest board meeting (or immediately if the committee is proposed at a board meeting).

The board must then announce the formation of the new committee to the floor and call for volunteers to serve on the committee. Those who volunteer to serve on the committee must then arrange a time for an initial meeting, during which they will elect a committee chair and determine the procedures and schedule for the committee to accomplish its goals. In the time between the initial creation of the committee and the initial meeting the person who proposed its creation will be temporarily appointed as committee chair for the purpose of organizing the initial meeting.

The committee chair will also serve as liaison between the new committee, the Board, and the Floor as a whole. By default the committee chair is responsible for these duties, but he or she may delegate these responsibilities to another member of that committee. The committee chair (or delegate) will be required to report the status of the committee at a board meeting at least once a month

as well as any other time that involves a matter needing approval by the Board. It is up to the discretion of the Board how much freedom each committee has to act on its own without requiring Board approval.

## 4 Interest and Informational Meetings

Any floor member may call an interest meeting or an informational meeting to be held at any time. The topic of the meeting must be specified when such a meeting is called.

The person who called the interest or informational meeting presides over the meeting. Discussion is limited to the announced topic. A vote of those present may be held only on the announced topic. Decisions made at an interest or informational meeting are not binding for the floor as a whole.

## 5 Floor Meetings

There must be a weekly default time for floor meetings, chosen by the Board during the first two weeks of each semester. It is not required that a floor meeting be held at this time every week, but if there is a floor meeting during a given week it must be held at the default time, unless the following procedure for calling a floor meeting is used. At least one floor meeting must be held each month while school is in session.

Floor meetings may be called in two ways:

1. The Chair may call a floor meeting for the default time with at least 48 hours' advance notice.
2. One-quarter of the members may sign a petition calling for a floor meeting to be held at any time (not just the default time) with at least 48 hours' advance notice.

When a floor meeting is held, the Chair presides over the meeting. If the Chair is unable to attend the meeting, the next officer in the order of succession presides over the meeting as acting Chair. Each officer (and the R.A.) is given an opportunity to report on current developments and plans within his or her domain.

A quorum for floor meetings will consist of one-half of the members. A quorum is required for any floor vote. A proposal is approved by a floor vote if a quorum is present at a floor meeting and a majority of those present vote in favor of the proposal.

If a floor member is not present for three consecutive floor meetings then that member will lose voting privileges until they have attended three consecutive floor meetings. A member who has lost voting privileges neither counts for quorum nor counts for the total number of members when calculating quorum.



## 6 Board Meetings

There must be a weekly default time for board meetings, chosen by the Board during the first two weeks of each semester. It is not required that a board meeting be held at this time every week, but if there is a board meeting during a given week it must be held at the default time, unless the following procedure for calling a floor meeting is used. If the board does not choose a default time for board meetings within the first two weeks of the semester, it defaults to one half-hour before the default time for floor meetings. At least one board meeting must be held each month while school is in session.

Board meetings may be called in three ways:

1. The Chair may call a board meeting for the default time with at least 48 hours' advance notice.
2. Any two board members may call a board meeting for the default time with at least 48 hours' advance notice.
3. A board meeting may be called for any time (not just the default time) if all board members agree to it.

The Chair will notify the Floor of the times and locations of planned board meetings. A quorum for board meetings will consist of all five board members. A quorum is required for any board vote.

If a board meeting is called and any board member is absolutely unable to attend, then the meeting must be rescheduled to take place within one week of the time for which it was originally called. The meeting will take place at the next default time for board meetings unless all board members agree on another time. A board meeting may be delayed in this manner only once.

If four board members agree that some or all decisions made at a board meeting should remain confidential, then the applicable set of notes taken by the Secretary-Treasurer at that meeting must be placed in the floor's filing cabinet in a sealed envelope clearly marked "NOT TO BE OPENED UNTIL mm/dd/yy", where mm/dd/yy is the date four years after the date on which the meeting was held.

Floor attendance at board meetings is never required, but encouraged. All planned board meetings are designated "open" board meetings by default, meaning that any members may attend.

If a majority of board members feel there is sufficient reason to "close" a board meeting in process, the meeting will be considered "closed" and non-board members must leave. Before they are asked to leave, a reason must be given to the non-Board members present for the meeting being closed.

Decisions made at "closed" board meetings must still be reported to floor, unless confidentiality is invoked.

## 7 Overriding Board and Board Member Decisions

Each board member has the autonomy to make decisions and plans regarding matters within his or her domain.

If any board member wishes to dispute a decision or action made by another board member, he or she may take either of two actions:

1. Call a board meeting (in conjunction with another board member) to discuss the issue and call for a vote to override the decision or action in question.
2. Have a majority of the board members sign a petition to override the decision or action in question.

When taking either of these actions, the board member must specifically describe the issue in question as well as his or her position on that issue. If a majority of the board does not agree to sign such a petition or attend such a meeting, then the decision or action cannot be overridden.

If such a vote or petition receives the support of a majority of the Board, the board member whose decision or action is being overridden may take one of two actions:

1. Comply with the decision of the Board within one day.
2. Circulate a petition to call a floor meeting at which to present his or her view and call for a floor vote. The board member must collect the signatures of one-quarter of the members within one day, and must comply with the decision of the Board if he or she fails to gather enough signatures.

If such a floor meeting is called and a quorum is not present for the meeting, then those members who are present may elect to postpone the meeting; three-quarters of those present must vote for postponement, and such a meeting may be postponed only once for at most one week. If there is no quorum and there is no successful vote to postpone the meeting, then the board's decision is upheld and the board member who called the meeting is required to comply with it.

If such a floor meeting is called and a quorum is present, a majority vote of those present is required to overrule the board's decision to override the board member. If the board's decision is overruled, then the board member is not required to comply with it.

Any member who disagrees with a decision made by the board can call for a floor vote at a floor meeting. If such a floor vote is called and a quorum is present, a majority vote of those present is required to override the board's decision. Any board decision can be overridden by a floor vote in this manner.

### 7.1 Resignation

In the event that a board member becomes (in his or her own judgment) unable to fulfill his or her duties then he or she may resign from his or her position. A

resignation must be followed immediately by nominations for candidates to fill the vacancy, unless a board member-elect already exists for the position who is not the same individual who just resigned. In this case, the board member-elect fills the vacancy, otherwise, a special election is then held at least one week later according to the usual election rules.

## **7.2 Impeachment**

To bring a vote of impeachment to the floor requires the signatures of one-half of the members on a petition specifying the reason(s) for impeaching the board member in question. The petition must also specify the time and date of the floor meeting at which the impeachment vote will be held.

A vote of impeachment is held at a floor meeting; the usual rules governing floor meetings are in effect, and all board members must be allowed to speak. The board member who is the subject of the impeachment vote may not preside over the meeting; if necessary, the next board member in the order of succession presides over the meeting. The vote of impeachment is successful if a simple majority of the members (not only a simple majority of those present) vote to impeach the board member in question. A successful impeachment vote must be followed immediately by nominations for candidates to fill the vacancy, unless a board member-elect already exists for the position who is not the same individual who was just impeached. In this case, the board member-elect fills the vacancy, otherwise, a special election is then held one week later according to the usual election rules.

## **7.3 Resolving Resignation or Impeachment**

The order of succession is as follows:

1. Chair
2. Membership Director
3. Community Relations Director
4. Technology Director
5. lastly, Secretary-Treasurer

If the Chair resigns or is impeached then the next board member in the order of succession will take on his or her responsibilities and be the acting Chair until a special election can be held. If this board member also resigns or is impeached then the next available board member will become the acting Chair until a special election can be held. If any board member other than the Chair resigns or is impeached then the Chair is responsible for the duties of that board member until a special election can be held. The Chair may choose to delegate these responsibilities to another board member at his or her discretion.

It should be noted that if the Secretary-Treasurer is impeached, the votes in the special election are counted by the Chair.

If a new Technology Director is chosen in a special election, he or she may not submit a new lab and computing staff proposal.

If a board member resigns or is impeached within the last week of classes during the spring semester, a special election to fill the vacancy is not held until the fall. Nominations for the vacancy must take place within the first 2 weeks of the fall semester, followed by an election at least one week later.

In the case of a special election to fill a vacancy in a board position, current board members are eligible to be nominated without resigning from their current position. However, if a current board member accepts a nomination, he or she is bound by the acceptance of that nomination to fill the new position (to which they have been nominated) if they are elected, without exception.

## 8 Room Assignments

For purposes of assigning housing on the floor, members are awarded housing points. Housing points are determined for any given CIF member as the sum of the following:

- 4 points for each semester they have been a dues paying member of CIF with 2/3 or more of the total participation points for the semester.
- 0.75 points for each semester they have been an active at the University with a maximum of eight semesters. Students will still be credited for semesters spent abroad. If a student transfers to the University from another college then he or she will be credited 0.5 points per semester at the other institution and may not receive credit for more than eight semesters total between the colleges.
- 0.5 points for the winner of the Nauticock Award

In the case that a person has had membership for less than a full semester it does not count towards their housing point total.

Members with the most points receive the highest priority when rooms are assigned. If a group of people wish to live together, their total points are combined to determine their priority in room assignment.

All groups of people that wish to live together must fit into an available logical grouping of rooms, meeting the requirements imposed by the Office of Residential Life.

In the event of a tie, the priority of individuals or groups with the same number of points, special tie breaking points are calculated and compared. Tie-breaking points are as follows:

- 3 points for each semester a person has lived with a roommate in a double
- 2 points for each semester a person has been a non-resident member

If there is still a tie, it shall be decided by a coin toss.

Housing points for all members must be tabulated by the Membership Director at least two weeks before the housing due date. These numbers must then be verified, recorded and posted to all members by the Secretary-Treasurer within 48 hours. If any member disputes their posted points, they should address it to the Board within 48 hours.

## 9 Selection of New Resident Members

New upperclassmen are normally selected for residence on the floor by the Board during the spring semester, as per the application process. In the case that a new upperclassman member wishes to move into an available room mid-year, he or she must receive approval of both the Board and the residents of the suite (or center double) in which the individual would be living before being allowed to move in.

## 10 Participation Points

Every member is expected to participate in the events of CIF and to help foster the community. At the beginning of every semester, the board chooses a quota for participation points, typically  $2/3$  of the expected number of events. Participation points are awarded as follows:

- 1 point for attending an event (such as a floor meeting, CIFnic, CIFgiving, CIF classes, parties, etc.) For an event to count for participation points it must be announced with 72 hours notice.
- 1 point for actively participating in a committee (this is determined by the chairperson of the committee. The Board is considered to be a committee and the Chair makes this decision. This implies that the chair of a committee chooses whether or not to award themselves the point, which is fair because the chair is an elected position and can be impeached)

A member may be excused from an event by notifying the board before the event and providing a reason the member will not be attending. The member is excused and receives participation points for the event if a majority of the Board approves it. If the excuse is not accepted, the member will not receive participation points without attending the event. In the case of an emergency, a member can bring an excuse to the Board after an event has occurred. The board will then vote to award participation points as mentioned above. If a member does not exceed the participation point quota for the semester then that member will not receive the four housing points for being a CIF member for that semester.

## **11 Nauticock Award**

To reward a CIF member who goes above and beyond the expected levels of participation and who has dedicated extraordinary amounts of time and resources to the improvement of CIF as a whole. Once per year, the floor will nominate members that demonstrate these qualities and then vote on them. If a nominee gets a majority of votes, then they are awarded the Nauticock award, which also awards the winner with a small bonus to housing points.

## **12 Conduct, Discipline and Status Change of Floor Members**

### **12.1 Probation**

Any floor member may bring a complaint to the Board and request that another floor member be placed on probation. The request must be reviewed at an open board meeting whose time and purpose must be announced to the floor with at least 48 hours' advance notice. Any floor member may attend this meeting and may speak on the topic of placing the floor member on probation. The floor member whose probation is being considered may speak at the meeting, but may not attend the vote, and if the Board decides the vote is made confidential and motions to make the meeting closed then only the officers may be present during the actual voting. A majority vote of the Board is required to place a floor member on probation. When the board votes to place an individual on probation, it must also establish the requirements and timeline that must be met by that individual in order to return from probation. Additional meetings may be held to check on the progress of the member on probation or to re-evaluate the terms of the probation.

Members who are on probation are expected to attend all floor meetings and floor activities or else give a good reason for their absence. Members who are on probation but who fail to comply with the rules of probation will face expulsion.

A unanimous Board has the power to tell system administrators to lock a member's account(s) in the case of a member who is suspected of computer-related misdeeds (breach of user agreement or criminal). If a board member is the person suspected of such misdeeds, they are not considered a board member for any discussion/votes on the matter.

### **12.2 Expulsion**

Any member who violates probation is subject to expulsion. If the board determines that a member has violated probation, that member must be given written (non-electronic) notice that he or she has violated probation and that he or she must appear at the next board meeting to explain his or her actions. If the member does not appear at the board meeting, having been given at

least 48 hours' advance notice of its time and location, and does not offer any explanation for his or her absence, he or she is expelled from CIF.

If the member offers an explanation of his or her actions to the Board, then the Board must hold a vote to decide if the explanation is acceptable. If four board members vote that the explanation is not sufficient, then the floor member in question is expelled from CIF.

Any member who remains on probation for an entire semester is brought to a hearing at a floor meeting where the member on probation offers an explanation of his or her actions.

The Floor will vote on whether or not the member should be expelled from CIF. If a two-thirds majority of the total CIF membership vote in favor of the expulsion, then the member is expelled from CIF. (In the case that the number of members is not divisible by three, the two-thirds majority must be rounded up to the nearest whole person.)

A member who has been expelled must be notified of his or her expulsion in person by the Chair. If the expulsion decision was made by the Board, then the Chair must ask the member if he or she wishes to appeal the decision to the floor because as with any Board decision it can be overridden by a floor vote following the proper procedure. If he or she does not wish to appeal the decision, his or her membership is immediately terminated. If he or she does wish to appeal the decision, this appeal must be made at the next floor meeting. If the appeal is unsuccessful, membership is terminated at the end of that floor meeting. In the case that a resident member is expelled from membership status for any reason, they are expected to move off floor in a timely manner. The individual in question must contact the Office of Residential Life about applying for a room change. The Chair is responsible for communicating and coordinating with the Residential Life Area Coordinator.

In the case that a member has had their membership status revoked for any reason before the middle of a semester, their current semester's dues will be refunded.

### **12.3 Withdrawal**

Withdrawal from membership status occurs when a member decides (for any reason, but of their own volition) that they no longer wish to be a member. In the case that a resident member decides to withdraw from membership status, they should arrange to move off floor in a timely manner.

In the case that a member decided to withdraw from their membership status for any reason before the middle of a semester, their current semester's dues will be refunded.

## **13 Procedures for Constitutional Amendment and Ratification**

### **13.1 Temporary Amendment**

If special circumstances arise such that exceptions need to be made to this constitution then a temporary amendment may be made. During a floor meeting, a floor member may propose a temporary amendment and explain the special circumstances that necessitate the amendment and the duration that the amendment will have effect. The duration may not be longer than one year. A floor vote will take place immediately and requires a two-thirds majority of the total CIF membership in favor of the amendment to pass. (In the case that the number of members is not divisible by three, the two-thirds majority must be rounded up to the nearest whole person.)

### **13.2 Amendment**

Listed below are the procedures for constitutional amendment, the process of adding or nullifying sections of this constitution. An amendment to the constitution will modify the actual text of the document and will not be appended to the end of the document. This is to aid in readability and to prevent confusion with conflicting constitutional artifacts.

Any floor member may draft and propose an amendment to the constitution. An amendment must be drafted before it is officially proposed as an amendment to the constitution. During a floor meeting, the floor member may propose the amendment, explain why they think the amendment is necessary and call for a vote on that amendment at the next floor meeting.

If a two-thirds majority of the total CIF membership vote in favor of the amendment, then the amendment passes. (In the case that the number of members is not divisible by three, the two-thirds majority must be rounded up to the nearest whole person.)

### **13.3 Ratification**

This constitution may be replaced by a new constitution or a new draft of this constitution through the process known as constitutional ratification. The draft of the new or revised constitution (as well as a copy of this constitution) must be presented to:

- the members of the Computer Interest Floor
- the Area Coordinator for Residential Life
- the floor's Staff Advisor in Information Technology Services

Those parties have two weeks after the presentation of the draft to make any suggestions they desire and to debate the merits and deficits of the draft.



After two weeks a vote will be held at a floor meeting. If three-quarters of the total CIF membership vote in favor of the new constitution, it is considered ratified.