

Baker College Bylaws
Revised Spring 2017

1. The official rules of Baker College include the Constitution, the Bylaws, the Code of Conduct, the Court Constitution, the Room Assignments Policy, and any miscellaneous Rules and Policies referenced in these written documents. Any proposed changes in, or additions to, Baker College rules, other than the Constitution, shall be made publicly available to the College no less than two days before being presented to the Cabinet. The Cabinet shall approve the proposed changes by a two-thirds vote of present members no sooner than seven days after the revised documents have been publicly presented.

2. All College elections shall be by secret ballot and shall be conducted under the supervision of the Elections Committee. Special and regular elections shall be announced at least three days before the balloting begins. Voting should be conducted over a period of at least two days, with at least three opportunities to vote total. The Elections Committee shall retain the ballots of each election for a period of thirty days after the date of the election, during which time the College Cabinet, any College member or Faculty Associate may request an investigation by the College Court. If the Court finds that the election was improperly conducted, it may invalidate it and order the Elections Committee to hold another. If the Court finds that the election was conducted properly, but the ballots were miscounted, it may recount the ballots and declare new results. The Court shall base its decisions on the procedures given in these Bylaws. In the case of a dispute, the Court shall be the sole interpreter of the election rules.

3. ELECTION PROCEDURE

A. PREFERENTIAL ELECTIONS

- (1) All College elections for positions to be occupied by a single person shall be by preferential ballot according to the following rules. To vote in a preferential election, the voter should designate the candidate they prefer as their #1 candidate. The voter should then decide which of the candidates they would vote for if their first choice were eliminated and designate that candidate as their #2 candidate. The voter should continue this process until they have ranked all the candidates in order of preference. An additional option to add a write-in candidate should be provided, who could then be ranked as well.
- (2) To determine the winner of a preferential election, the Elections Committee shall use the following procedure.
 - (a) Record the number of times each candidate is the most preferred eligible candidate on a ballot. This is the number of votes for a candidate at any point in the counting. If no candidate has a simple majority of the votes ($1/2[\text{no. of votes}] + 1$ for even numbers, $1/2[\text{no. of votes}] + 0.5$ for odd numbers), then the candidate with the least number of votes should be eliminated, and their votes

preferentially distributed to the other candidates. Continue this process until one candidate has a simple majority of votes.

- (b) If two or more candidates are tied in having the least number of votes, examine all the votes to determine which of the tied candidates would receive the least votes if the current most preferred candidate on each ballot were eliminated. That candidate, the one preferentially least preferred, shall be eliminated and their votes redistributed.
 - (c) If, at any point, all remaining candidates have the same number of votes and the tie cannot be broken by the process described in (b), then a tie must be declared and a run-off held. No write-in votes are valid in a run-off.
- (3) Shared positions shall be elected in the same way, with individual candidates being replaced by teams.

B. NOMINATION AND CAMPAIGNING

- (1) Candidates in either regular or special elections shall be nominated by petition. Every petition of nomination must include a signed statement by the candidate that they have read the Constitution and Bylaws of Baker College. Signature requirements for petitions shall be as follows: for the offices of Chief Justice and executive Cabinet officers, the signatures of at least 25 members of Baker College are required; for the offices of other *elected* representatives, the signatures of at least 15 constituents. Each candidate must submit with their petition of nomination a signed waiver statement allowing the Elections Committee chairman to obtain information from the Registrar and the Proctor of the University concerning the candidate's eligibility to hold office. In the event that the candidate ultimately elected did not submit a waiver statement (e.g. a write-in candidate), they must submit one to the Elections Committee before they take office. Standard petitions and waiver statement shall be available from the Elections Committee no later than one day after the announcement of an election. The Elections Committee shall set the deadline for the receipt of petitions of nomination and waiver statements before an election. The nominee's name must be placed on the official ballot by the Elections Committee if a valid petition of nomination and a waiver statement have been received before the announced deadline, unless the nominee signs a written statement in the presence of the Elections Committee chairman and at least one member of either the Court or the Cabinet that they have changed their mind and does not want their name to appear on the ballot.
- (2) Candidates running for a shared position shall be nominated in the same way as candidates nominated for unshared positions, with one petition submitted for the entire team and each candidate submitting a signed statement and waiver.
- (3) Candidates will only be permitted to participate in word-of-mouth campaigns. If a complaint is received concerning a candidate's use of another type of campaign, it

will be up to the discretion of the Elections Committee to determine a course of action.

- (4) Nominees who have submitted a petition and waiver will have the option of submitting a a template for a printed flyer to the Elections Committee. Distribution of printed flyers shall be carried out by the Elections Committee under guidelines determined by the Committee.
- (5) Nominees who have submitted a petition and waiver will be given the opportunity to deliver an election speech, with guidelines and times determined by the Elections Committee.

C. VACANCIES IN OFFICE

In the event of an office of any type in the College becoming vacant before the normal time of expiration of the term, it must be filled. Vacancies may not exist longer than the period of two weeks after the office becomes vacant. The Court Constitution shall prescribe the method of filling vacancies on the Court. All vacancies on the Cabinet shall be filled by special election unless said vacancy occurs within six weeks prior to the general election. Special elections shall be conducted by the Elections Committee in accordance with the general election rules of the Constitution and these Bylaws and must be completed within two weeks of the occurrence of the vacancy. Interim appointments to vacant Cabinet positions shall be made by the majority vote of the remaining Cabinet members to fill the position until an election is held. All interim appointees must meet the requirements specified in the Constitution for the office. In the event that no candidates submit petitions of nomination for a position in either a regular or special election, three additional days shall be allowed for the receipt of a petition. After this time, if no petition has been received, then the interim appointee shall hold the office until the end of the term.

D. ABSENTEE VOTING

- (1) The Elections Committee should grant all members of Baker College studying abroad but currently enrolled in Rice University the opportunity to vote in any election for a Cabinet position where they are part of the constituency.
- (2) The Elections Committee should conduct absentee voting using email. Solicitations for absentee ballots should be sent out when elections are announced.
- (3) The Elections Committee will email each student requesting an absentee ballot a copy of the election blurbs submitted by every candidate for the current election, along with an explanation of election procedures by the time blurbs are made public to the rest of the College.

4. In the event of dispute over parliamentary procedure not specifically provided for by this Constitution and Bylaws, the Cabinet shall act in accordance with procedure as stated in *Robert's Rules of Order, Revised*.
5. The Cabinet shall be considered replaced at such time as established by the Cabinet, but in no case later than the final cabinet meeting of the academic year. All Cabinet members shall be responsible for maintaining copies of the governing documents and budgets of the committees they oversee. In addition, each shall be responsible for maintaining a collection of materials to be passed on to their successors.

6. CABINET MEETINGS (Time, place, and quorum)

Excluding University holidays and exam periods, the Baker College Cabinet will meet weekly, as announced by the President. Special meetings may be called by the President at any time. Special Cabinet meetings shall not be held unless an attempt to notify each member has been made. Seven voting members of the Cabinet, including proxies, shall constitute a quorum at any Cabinet meeting.

7. FISCAL YEAR

The fiscal year of the College shall coincide with the academic year of the University.

8. COLLEGE COURT

The organization and powers of the Baker College Court shall be defined under the Court Constitution.

9. ATTENDANCE

- A. All Cabinet members are required to attend meetings of said body in order to retain their office. Absence from any four regular meetings during their term of office shall be cause for removal of a Cabinet member from office. The removal from office shall be upon the request of any member of the College and shall be subject to the approval of the majority of Cabinet members.
- B. In the event a Cabinet member cannot be in attendance at a regular Cabinet meeting, they should notify the President and Secretary and send a proxy to serve in their place. The proxy shall count for a quorum and have voting privileges according to the position they are filling. They shall make announcements, money appropriations, and space reservations as instructed by the member they are replacing.

10. COMMITTEE CHAIRMEN

- A. Committee chairmen will be selected by the Cabinet official in charge of their committee and shall be subject to the approval of a two-thirds majority of Cabinet members present and voting.

- B. Any chairman may be removed from their position at the request of the College President, subject to the approval of a two-thirds majority of the Cabinet present and voting. Upon such action the position shall be declared vacant and a new chairman appointed.
- C. Committee chairmen shall serve from the day appointed until the day a new chairman is appointed. It is expected that the former chairman shall advise the new chairman until the end of the academic year and provide formal transition documents to their supervising Cabinet member to be passed on to the incoming Cabinet member and committee chairman.. All elected officials and committee chairmen shall be responsible for an annual examining of segments of the Constitution under their jurisdiction, and for suggesting revisions.

11. COMMITTEES AND DIVISION OF RESPONSIBILITIES

- A. The duty of each Vice President and each Representative shall be to coordinate and oversee the operation of all committees assigned to him. They will be responsible for appointing a person to fill each position under their supervision. Outgoing cabinet members shall submit formal, year-end transition documents to their successor. The duty of the President is to coordinate and oversee the operation of all committees.
- B. Any official with an approved budget may spend a discretionary amount up to \$55 per week without prior approval of the Cabinet, or up to \$15 over a specified amount, provided that the budget is not exceeded. The Treasurer(s) are responsible for supervising and training the Cabinet where all such allocations are concerned. The Cabinet may, at its option, require any committee to request prior approval of any expenditure. Any expenditure over \$55 must have prior approval of the Cabinet. *Exception:* Restricted Funds may be spent by the person in charge of these funds without necessity of approval of the Cabinet. (Restricted Funds include Orientation Week, and Theater.)

C. STANDING COMMITTEES AND OTHER RESPONSIBILITIES:

- (1) Under the supervision of the Executive Vice President:
 - (a) **Room Assignments** - To be headed by two chairmen; to supervise all details of room assignment and transfers (See Room Assignment Policy); to hold a retreat to train their successors after Changeover and guide them through the rooming process.
 - (b) **Beer Bike Coordinators** - To be headed by four or five coordinators from the Sophomore, Junior, Senior, or Fifth Year Class. The coordinators will be responsible for selecting men's and women's chugging and biking captains, obtaining and maintaining biking equipment, and getting sponsors for all Beer Bike related activities. The coordinators will be responsible for recruiting bikers and chuggers and creating an attitude conducive to victory.

- (c) **Sports** - To be headed by between two and four representatives; to be responsible for all College, intramural, and varsity sport information and recruitment.
 - (d) **Spirit** – To promote college spirit by organizing events for this purpose and providing College merchandise.
- (2) Under the supervision of the External Vice President:
- (a) **Alumni** - The External Vice President will be responsible for the activities and events associated with Homecoming, and has the option of forming a committee for this purpose. Additionally, the External Vice President will communicate with the Office of Alumni Affairs to ensure communication and contact is maintained between Baker College and its alumni.
 - (b) **Calendar** - To be maintained by the External Vice President; to be responsible for keeping a current master calendar of College events and handling applications for use of Commons, Library, and other public Baker spaces, according to the Room Reservation Policy. Permission for organized use of one of these areas must be obtained directly through the External Vice President and be approved by the Cabinet.
 - (c) **Faculty and Staff Appreciation Committee** - To be responsible for improving relations between students and support staff.
 - (d) **Community Service Committee** - To encourage involvement in community service by planning and implementing service projects for students to participate in; to make students aware of service opportunities outside of the College and facilitate their involvement.
 - (e) **Environmental Committee** – To raise awareness of environmental issues and encourage sustainable practices.
 - (f) **Permanent Improvements and Maintenance Committee** - To maintain, build, or acquire all College improvements and be responsible to other committee heads for approved additions or repairs under their jurisdiction; to work with individual committees, especially Socials, to provide suitable equipment for College functions, e.g. projectors, platforms, lighting, and sound; to keep a running inventory of all College equipment, and its caretakers; to supervise all College equipment and facilities including study rooms, the weight room, and entertainment areas. The chair of the Permanent Improvements committee shall have a purchasing card to pay for purchases under the committee’s jurisdiction.
- (3) Under the supervision of the Educational Vice President:
- (a) **Associates Committee** - To be chaired by the Educational Vice President and not more than two appointed Associates Coordinators, who together will select at least five other members; to be responsible for the selection of Faculty,

University, Community, and Honorary Associates; to maintain communication with Associates and encourage their involvement in College activities.

- (b) **Baker Society of Academic Mentors** - To be chaired by one to two Head Mentors; to offer counseling, tutoring, and advising of College members desiring help in their courses; to initiate an informal Baker volunteer tutoring program that shall take effect no later than the beginning of the third week of classes of the fall semester; to act as liaison to academic advising societies across campus; to hold educational events, such as research panels, throughout the year to benefit Bakerites.
 - (c) **Peer Academic Advisors (PAAs)** - To be chaired by not more than three Head PAAs appointed by the Office of Academic Advising; to select and train College members as PAAs in conjunction with the Office of Academic Advising; to provide peer advice to College members concerning degrees, courses, co-curricular opportunities, and academic rules and procedures; to collaborate with the Masters, Divisional Advisors, Associates, and O-Week Coordinators and Advisors to provide academic advising.
 - (d) **Orientation** - The Educational Vice President shall sit on the selection committee for new Orientation Coordinators and will work with Orientation Coordinators to ensure that the academic needs of new students are met before, during, and after Orientation Week.
 - (e) **Theater** - To act as a liaison between production staff and the College. The producer shall be in charge of theater production matters including overseeing selection of productions and directors, recruiting producers, actors, and technical crew, and managing the Theater budget.
- (4) Under the supervision of the Treasurer(s):
- (a) **Summer Expenditures** - to supervise, or designate another Cabinet member to supervise, all College expenditures over the summer vacation period except Orientation Week expenditures. All unappropriated College expenditures greater than \$15 must be approved by the Treasurer(s). To give a report to the Cabinet on summer expenditures at the first Cabinet meeting of the fall semester.
- (5) Under the supervision of the Secretary:
- (a) **Webmasters** - To maintain the Baker College website and keep all resources up-to-date; to renew the website's domain name as needed.
 - (b) **Historian** - To maintain a scrapbook of Baker events during the academic year. The scrapbook shall include clippings from the Thresher or other news media, a record of Baker's standings in intramural sports, a record of the members of cabinet, a record of recipients of awards, a list of new associates, and a notice of any other information that distinguishes Baker during the year. To be

responsible for acquiring, disposing of, and soliciting books and equipment for the library, as well as maintaining clean decorum.

- (c) **Listerv** – To moderate the Baker College listerv.
- (6) Under the supervision of the Senior Class/5th Year Representative:
 - (a) **Elections Committee** - To be responsible for forming a committee to conduct Baker College elections. Members of this committee who are running in an election are not to be involved in conducting the round of elections in which they are candidates. Should the Senior Class/5th Year Representative choose not to form said committee, they assume all of its responsibilities.
- (7) Under the supervision of the Junior Class Representative:
 - (a) **College Aesthetics** - To be in charge of keeping the inner and outer commons, as well as other parts of Baker, neat, clean and attractive.
- (8) Under the supervision of the Sophomore Class Representative:
 - (a) **Baker Service Hours** - To be tracked by the sophomore representative, as outlined in the Baker Service Hours Policy
- (9) Under the supervision of the Freshman Class Representative:
 - (a) **Freshman Camping Trip** - To be responsible for coordinating and the annual camping trip for the freshman class; to be responsible for the acquisition and display of the Baker holiday tree.
- (10) Under the supervision of the Baker Gentlemen's Hedonist Society Ministers:
 - (a) **BGHS Committee** - To be chaired by the Baker Gentlemen's Hedonist Society Ministers; to handle all areas of College cultural activities including speakers, art, and cultural events in or with the Houston community.
- (11) Under the supervision of the Socials Chairs:
 - (a) **Socials Committee** - To be headed by two chairmen elected by the college; to organize and carry out College parties, College Night, and other College social activities.

D. RULES GOVERNING THE USE OF COLLEGE EQUIPMENT:

It shall be the duty of those committees whose responsibilities include supervision of College equipment to find voluntary caretakers for said equipment. When a College member assumes responsibility for any piece of College equipment, they also assume liability for any and all damage to that equipment due to negligence, even to the extent of replacement costs. Anyone borrowing College equipment must sign an agreement assuming liability for it. The borrower may choose to surrender their I.D. in lieu of signing said agreement. In the event a student borrows equipment without signing an agreement or surrendering their I.D., the person in charge of distributing that equipment will be responsible for it. Accidental damage will be assessed by the committee chairman in charge of the damaged equipment, subject to review by the Cabinet.

12. ORIENTATION OF NEW STUDENTS

A. BAKER COORDINATORS

No more than three Coordinators, who shall chair the Orientation Committee, shall be appointed by a selection committee composed of the College President, the Educational Vice President, the outgoing Coordinators, the College Masters, the RAs, and other members of Baker at the discretion of the above listed. That appointment shall be subject to the approval of a majority of the Cabinet. The Coordinators shall have Junior, Senior, or Fifth year standing during Orientation week and may not be on judicial or academic probation. The Coordinators shall ensure that new students are informed of the Code of Conduct and the Bylaws of the Baker Constitution. If possible, the Chief Justice shall be included in Orientation Week activities for that purpose. Orientation Coordinators will be under the supervision of the Dean of Undergraduate's office, specifically the Student Director of Orientation and the Director of First Year Programs and are expected to meet all University requirements for Orientation of new students.

B. BAKER ADVISORS

Advisors will be selected at the discretion of the Baker Coordinators. Baker Advisors will be selected from the returning undergraduate members of the College. No Baker Advisors may be on any type of probation. All members applying for positions as Advisor shall submit a written application as designed by the Coordinators. Both the written application and the interview shall be kept completely confidential. Before announcing the Baker Advisors, the Coordinators shall submit a list of prospective advisors to the Baker Masters for approval.

C. BAKER CO-ADVISORS

Co-advisors will be selected at the discretion of the Baker Coordinators from returning undergraduates of Colleges other than Baker. The Baker Co-Advisors shall be subject to the same guidelines and restrictions as Baker Advisors.

13. ASSOCIATES SELECTION AND TENURE

- A.** The Associates' Committee will be responsible for the selection of Faculty, University, Community, and Honorary Associates.
- B.** The Associate's Committee reserves the right to remove a Faculty, University, Community, or Honorary Associate from their position.
- C.** The tenure of Faculty, University, and Community Associates will be equal to one calendar year. At the beginning of the Spring Semester said associates receive a letter or email informing them that their term has expired. Those who have demonstrated involvement with Baker College will have their term renewed. Those associates whom the Associates' Committee determines have not been involved with Baker College can renew their membership by demonstrating continued interest in the program.

D. Baker alumni who wish to become associates with Baker College may not apply until two academic years have passed since their year of graduation.

E. COMMUNITY ASSOCIATES

There shall be a number of Community Associates who shall be appointed by the Associates Committee with the approval of the Masters and the College Cabinet. The Community Associate shall be a man or woman in the Houston community whose activities would be of significant interest to Rice students. The primary purpose of the Community Associates program shall be to add a new dimension to the students' awareness and form valuable references and contacts between Baker College and the Houston community. They shall be invited to functions of Baker College as appropriate.

F. UNIVERSITY ASSOCIATES

There shall be a number of University Associates who shall be appointed by the Associates Committee with the approval of the Masters and the College Cabinet. The University Associates shall be non-faculty members of the University administration and staff. The purpose of the University Associates is to provide opportunities for association of the members of the Rice community, who do not carry out teaching duties, yet are too much a part of the Rice campus to be considered Community Associates, with the student and faculty members of Baker College.

G. HONORARY ASSOCIATES

There shall be a number of Honorary Associates who shall be appointed by the Associates Committee with the approval of the Masters and the College Cabinet. Honorary Associate status shall be awarded to anyone who has offered exceptional service to Baker.

14. ENDOWMENT FUNDS

A. BAKER ENDOWMENT BOARD

The Baker Endowment Board shall be composed of the President, Treasurer(s), and one Baker upperclassman who is not a member of Cabinet, to be selected by the President and the Treasurer(s) after an application process. The Board will work in consultation with the Masters to report to Cabinet on the status of Baker's various endowment funds, including reporting how much of the funds are available to be spent by Cabinet for the College that year and relating suggestions for spending the available funds. A report should be made by the Board to Cabinet within the first month of school.

B. BAKER COLLEGE ENDOWMENT FUND

An Endowment Fund shall be maintained, whose income shall be used to enhance educational aspects of the College. For example, when sufficient interest has

accumulated it may be used to pay for short-term residence in Baker of distinguished guests. This Endowment shall be under the supervision of the Baker College Masters, and spending is left to their discretion. Spending suggestions may be made by Cabinet, but all decisions are to be made by the Masters.

C. PARKER REDMAN MEMORIAL FUND FOR BAKER COLLEGE

- (1) The Parker Redman Memorial Fund was created in 2007 in memory of Baker College member Parker Redman, and should be used exclusively for the benefit of the students of Baker College. Use of the funds should be supervised by Cabinet, in consultation with the College.
- (2) This Endowment Fund, in accordance with the wishes of the family, should be used for the following purposes: for Baker Shakespeare Theater, Baker Blues, capital improvements to Baker, and generally for merriment, frivolity, and classiness outside of the ordinary that benefits the Baker community as a whole.
- (3) When possible, spending decisions should be made in consultation with a member of the Redman/Dingus family or extended family members.