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. The preferential ballot shall contain the names of all the candidates, a space for the name of a write-in candidate, and rows of numbers next to the names of the candidates and the write-in space. Each row of numbers shall start at '1' and continue to 'n+1', where n is the number of candidates. To vote in a preferential election, the voter should circle the '1' next to the name of the candidate he prefers. The voter should then decide which of the candidates he would vote for if his first choice were eliminated and circle the '2' by the name of that candidate. The voter should continue this process until he has ranked all the candidates in order of preference.
      
      (2) To determine the winner of a preferential election, the Elections Committee shall use the following procedure.

      (a) Count the total number of ballots, the number of signatures, the number of properly marked ballots (votes) and the number of improperly marked or unmarked ballots (abstentions). Subtract the number of signatures from the total number of ballots; if it is a non-negative number, then this is the number of discrepancies (negative numbers shall be considered equal to zero). If all the candidates ranked on a ballot have been eliminated, that ballot shall be counted as an abstention. If, at any point in the counting, the most preferred candidate on a ballot is ineligible, the next highest ranked eligible candidate on that ballot shall receive the vote.

      (b) 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[no. of votes]+1 for even numbers, 1/2[no. of votes]+0.5 for odd numbers), then the candidate with the least number of votes should be eliminated, and his votes preferentially distributed to the other candidates. Continue this process until one candidate has a simple majority of votes or the difference between the two remaining candidates is greater than the number of discrepancies.
(c) 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 his votes redistributed.
(d) If one candidate has achieved a majority, add the votes of all the other candidates and subtract this number from the number of votes of the majority candidate. If the resulting number, the margin of victory, is greater than the number of discrepancies, then the majority candidate has won. If not, continue the process described in (c).
(e) If the difference separating the two final candidates is less than the number of discrepancies, 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 he has 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 his 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), he must submit one to the Elections Committee before he takes 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 he has changed his mind and does not want his 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 not be permitted to participate in paper campaigns or mass e-mail campaigns. If a complaint is received concerning a candidate’s use of such campaigns, 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 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.

(6) There shall be no electioneering within 25 feet of the polls, or such that it can be heard at the polls. The Elections Committee may request that the Court Officers enforce this provision.

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) Online ballots should be in a similar format as printed ballots, allowing for minor changes to accommodate the email system. Students voting absentee are not required to sign-in at polling stations, but may only vote once and must use their official Rice email account as a substitute for their signature.
(5) Absentee ballots will be emailed out by the opening of the election polls, and are due at the close of voting. Requests for absentee ballots received after polls open will be honored, but only those returned by the close of voting will be counted.
(6) Absentee ballots will be counted in the same way as normal ballots.

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 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 his 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, he should notify the President and Secretary and send a proxy to serve in his place. The proxy shall count for a quorum
and have voting privileges according to the position he is filling. He shall make announcements, money appropriations, and space reservations as instructed by the member he is 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 his 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. Any committee chairman or co-chairman 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 reporting all such allocations to the Cabinet on a weekly basis. 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, Theater, and Soft Drink Machines.)
D. 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.
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. The duty of the President is to coordinate and oversee the operation of all committees.
B. 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; to maintain a regularly updated Birthday Board.
(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) **College Courses** - To be chaired by the Educational Vice President; to plan, institute, and oversee College courses on topics of interest not offered by the University; additionally, this committee shall schedule periodic educational lectures that do not necessarily qualify as full College courses.

(c) **Baker Society of Academic Mentors** - To be chaired by the Educational Vice President and 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.

(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 needs of new students are met before, during, and after Orientation Week.

(e) **Theater** - To be in charge of theater production matters including overseeing selection of productions and directors, recruiting producers, actors, and technical crew, managing the Theater budget, coordinating with Socials to help organize Baker’s Annual Shakespeare Faire, and acting as a liaison between production staff and the College.

(4) Under the supervision of the Treasurer(s):

(a) **Soft Drink Machines** - To order cases, to load and to provide for service of the soft drink machines as necessary.

(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.

(6) Under the supervision of the Senior Class/5th Year Representative:
(a) Elections Committee - To be responsible for all College elections, including poll-sitters, ballots and their disposal time and notification to candidates and College members of elections and results. 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.

(7) Under the supervision of the Junior Class Representative:
(a) College Aesthetics - With the help of the Chief Justice, 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) Holiday Party - To be responsible for coordinating and hosting Baker College's annual holiday party in December; 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 have a representative of each class as appointed by the chairmen; to organize and carry out College parties, College Night, and other College social activities.

C. 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, he also assumes 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 his I.D. in lieu of signing said agreement. In the event a student borrows equipment without signing an agreement or surrendering his 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 committee composed of the College President, the Educational Vice President, the present Coordinators, the College Masters, and the RAs. 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-AVISORS
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 an Associate from his or her position. Those associates who have not demonstrated involvement with Baker College by the Associates’ Committee will be encouraged to reapply.
C. The tenure of all associates will be equal to one calendar year. At the beginning of the Spring Semester all associates will receive a letter informing them that their term has expired. Those who have demonstrated involvement with Baker College will receive an invitation to renew their term. Those associates who have not demonstrated involvement with Baker College by the Associates’ Committee will be encouraged to reapply.
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 Masters with the approval of the 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 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. Selection, introduction, involvement and tenure of Community Associates is described in section F.
F. UNIVERSITY ASSOCIATES
There shall be a number of University Associates who shall be appointed by the Masters with the approval of 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. The tenure, introduction, involvement, and selection of the University Associates shall be as that of the Community Associates.
G. VISITING ASSOCIATES
There shall be a number of Visiting Associates who shall be appointed by the Masters with the approval of the College cabinet. Visiting Associates shall be faculty members such as postdoctoral fellows and visiting faculty from other institutions whose limited stay at Rice makes their involvement as faculty associates impractical. The purpose of this class of associates is to allow College members to benefit from the broad experiences of these temporary members of the Rice community while establishing meaningful connections to the College and University for the Visiting Associate. The tenure, introduction, involvement, and selection of Visiting Associates shall be as that of Community and University Associates. The number of Visiting Associates shall not exceed four.

14. SUMMER EXPENDITURES
At the end of the academic year, the Cabinet shall appoint a member of the College, preferably a College officer, 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 this person and, if possible, the appropriate chairman. The appointed trustee shall give a report to the Cabinet on summer expenditures at the first Cabinet meeting of the fall semester.

15. 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.