

The Bylaws of Wiess College

Preamble: The members of Wiess College establish these Bylaws as the framework through which the members of Wiess College shall implement the articles of the Wiess College Constitution.

ARTICLE I: WIESS COLLEGE ELECTIONS

Section 1. Notices of forthcoming elections shall be promulgated in writing to the entire membership of the College no later than one week before the filing deadlines. The information shall contain as a minimum the offices involved, the date by which the candidates must sign up, and the actual election date.

Section 2. All candidates for the Cabinet, Court and Student Association Senator must have read the Constitution, Bylaws, and Rules. Only word-of-mouth vote soliciting shall be permitted.

Section 3. Every member of the College shall be eligible to vote for every office, with the exception of Freshman Representative and Sophomore Representative. Only freshmen shall be eligible to vote for Freshman Representative. In the spring, only freshmen will be eligible to vote for Sophomore Representative. When a number of persons are to be chosen for a position, the voter may vote for up to that number of candidates.

Section 4. If only one person is to be elected, a majority of votes shall be required for victory. The ballot shall be a preferential ballot. In an election using a preferential ballot, first place votes will be counted. The candidate with the least number of first place votes shall be eliminated and the corresponding remaining votes distributed preferentially among the other candidates. This procedure shall be continued until one candidate receives a majority of the ballots distributed.

Section 5. If more than one person is to be elected, a plurality shall suffice and the candidates receiving the highest number of votes shall be the victors. Voters shall mark only the number of candidates to fill the number of open positions.

Section 6. Annual elections shall be held within eight weeks of the start of the spring semester to elect officials of the next academic year. Preferably, the Wiess College elections shall be held at the same time as the Student Association elections. The Freshman Representatives shall be elected within six weeks of the start of the academic year. In the event of a vacancy in an elected position, the President of the College can make a special appointment until a special election can be held.

ARTICLE II: THE CABINET

Section 1. Newly-elected Cabinet members shall take office within two weeks of the elections.

Section 2. The meetings of the Cabinet shall be held at least once a month during the academic year by the President. To insure that all members of the College may attend, Cabinet meetings must be promulgated to the College membership at least 24 hours in advance.

Section 3. The Parliamentarian or his proxy shall attend all Cabinet meetings. The Parliamentarian shall be appointed by the President and approved by a $\frac{2}{3}$ majority of Cabinet. The Parliamentarian shall ensure that the Cabinet follows procedures set forth in *Robert's Rules of Order*, the Constitution, and the Bylaws and that all documentation be kept up to date.

Section 4. The President may appoint chairmen of committees existing temporarily for special purposes with the approval of the majority of Cabinet.

Section 5. Any non-Cabinet Wiess College member may serve as proxy with written authorization from the Cabinet member in question.

Section 6. The minutes of each Cabinet meeting shall be published within two weeks of the meeting.

Section 7. The Treasurer shall prepare a budget during the summer months and present it to the Cabinet members at the first Cabinet meeting.

ARTICLE III: COMMITTEES

Section 1. The President shall appoint the chairmen of the Elections committee and any committees formed by Cabinet not set forth in the constitution. Committees may be formed or disbanded as needed.

Section 2. In the cases where committee chairmen are responsible for Wiess equipment, it shall be assumed that they are holding the equipment for the entire college rather than keeping it for their own use. This includes but is not limited to: televisions, DVD players, microwaves, computers, projectors, stereo and speakers, bicycles, tools, cooking utensils, movies, shirt-screening equipment and sports equipment.

Section 3. During the summer, all Wiess equipment shall be stored without being used. Electronic equipment such as the televisions, DVD players, stereos, and computers should be kept in an air-conditioned atmosphere to avoid damage.

Section 4. All incidental breakage of college property (including but not limited to college equipment), when there is a clear indication who caused it, should be paid for by the person causing the damage. If any college member does not take reasonable precautions with college equipment, the college member is responsible for repairing or replacing it.

Section 5. Committee chairmen shall be responsible for holding the keys to the rooms or equipment they oversee. The keys or equipment may be checked out to any College member in exchange for their Rice University I.D. The College member then assumes responsibility for any damages which occur while the room or equipment is being used.

Section 6. There shall be no perquisites (perks) associated with being on any committee, unless determined by a $\frac{2}{3}$ majority of Cabinet. A list of the committees and their perks shall be maintained by the Internal Vice President and will be subject to review. The list may be changed by a $\frac{2}{3}$ majority vote of the Cabinet.

ARTICLE IV: FINANCIAL

Section 1. The budget shall be written by the Treasurers with input solicited from all interested College members. It shall be approved by a $\frac{2}{3}$ majority of Cabinet.

Section 2. The amount budgeted for any purpose may be altered by a $\frac{2}{3}$ majority of Cabinet.

Section 3. All disbursements must be approved by a simple majority of Cabinet before the funds are allocated. Chairmen and Vice-Presidents requiring money for the smooth operation of their offices shall have up to a \$50.00 discretionary fund. The Treasurer may refuse a request for discretionary funds if he/she feels the request is inappropriate. At that time, the request must be voted on by the Cabinet and requires a $\frac{2}{3}$ majority to pass.

Section 4. No money is to be disbursed directly to any non-Wiess organization without a benefit towards Wiess college members.

ARTICLE V: THE COURT

Section 1. The Chief Justice, Associate Justices, and Deputy Justices shall take office at the same time as the new Cabinet.

Section 2. The Court may use a preliminary inquiry to determine the extent of seriousness of a violation.

Section 3. The Court may elect, after a thorough investigation, not to try a case. The Court may arbitrate between members of the College when no infraction of college or university rules is involved, at the joint request of all members involved. The Court may reprimand violators without a formal hearing or trial, in which case no punishment shall be assessed.

Section 4. The hearing shall be called by the Chief Justice. The accused shall plead either "Guilty" or "Not guilty." No answer shall be considered a plea of not guilty. If the defendant pleads guilty, the Court shall determine a punishment in the absence of the accused. A plea of

guilty does not exclude the taking of evidence; and in the event there are aggravating or extenuating circumstances not clearly shown by the charge or plea, any available and admissible evidence as to such circumstances may be introduced.

Section 5. There shall be a record kept of the hearing and the trial. The order of the hearing shall be as follows. Evidence in the hands of the Court, other than testimony, shall be presented first. The witness shall be brought in by the Recorder and sworn as follows: "I, (name of witness), will tell the truth, the whole truth, and nothing but the truth, in relation to the inquiry about which I am about to give evidence; and I will maintain secrecy about this trial and the person(s) involved." Testimony is given. The Court questions the witness; the defendant may then question the witness. The witness is excused, but is subject to recall during any time during the trial. The accused may testify under oath, present evidence not under oath, or make no statement. The Court may hear no character witness for or against the accused.

Section 6. The President of the College shall sit in on the Court in the event one Justice abstains. The order of succession shall be President, Internal Vice-President, External Vice-President, Social Vice-President, appointed Cabinet members according to their seniority, and Head Fellows.

Section 7. Appeals may be based on new evidence or mitigating circumstances.

Section 8. The Court shall submit an abstract containing the accusations, verdicts, and penalties of all court decisions, formal and informal, to the College Coordinator. The College Coordinator will then make the abstract public.

Section 9. The Rice University Code of Judicial Procedure shall be followed as closely as possible in all matters concerning hearings and trials.

ARTICLE VI: THE WIESS COLLEGE RULES

Section 1. There shall be a document called the Wiess College Rules. It shall be enforced by the Court. All members of Wiess College shall be expected to be familiar with and abide by the Rules.

ARTICLE VII: DAMAGES

Section 1. All damage to University property at Wiess College, or to Wiess College property is to be considered the responsibility of Wiess College members either individually or as a whole.

Section 2. Anyone witnessing damage being done to either Wiess College or University property has the responsibility to report that damage to the Court. Failure to fulfill this responsibility is equivalent to contributing to the original damage.

Section 3. All damages to Wiess College property, for which no one can be found responsible, will be repaired by funds from the Operating Budget.

ARTICLE VIII: THE FELLOWS

Section 1. A candidate for the Fellows shall have a B- average scholastically, should have an awareness of the goals and ideals which animate the Fellowship, and should have a genuine concern for the welfare of the College membership.

Section 2. Each incoming freshman shall be assigned to a resident Fellow, who shall communicate with him during the summer and throughout the school year.

A. Head Fellow and Fellow Selection Process

1. No one who has previously served in the position of Head Fellow shall be permitted to reapply.
2. Three head fellows shall be selected to coordinate O-week. At the time of selection, a candidate must be of Sophomore, Junior, or Senior Standing.
3. The fellows must be resident in the year following their appointment.
4. If a previous Head Fellow applies to Fellow, they will be recused from the Fellows selection committee in the year they apply.
5. If a previous Head Fellow does not apply to Fellow, they will serve on the Fellows selection committee for each year they remain at Wiess.
6. In the event that all previous Head Fellows apply to Fellow and are subsequently all recused from the Fellows selection committee, the Fellows selection committee shall select a chair from among themselves. The Committee Chair shall be responsible for reaching out to First Year Programs to inquire about supplementary advisor selection training.

B. Co-Fellow Selection Process

1. When possible, all three Head Fellows shall attend Co-Fellow interviews, regardless of gender.
2. When Co-Fellow interviews overlap, the Head Fellows shall rotate evenly in intervals between the two interviews. The exact logistics shall be coordinated by the Head Fellows, but shall attempt to ensure that the Head Fellows are equally represented between the two interviews.

ARTICLE IX: COLLEGE MEETINGS

Section 1. College meetings are held when necessary and shall be called by any member of the College. They shall be presided over by the President, except in the cases in which he does not attend the meeting or chooses to give up his chairmanship. In these cases, the person who called the meeting shall preside.

ARTICLE X: AMENDMENTS AND REVISIONS

Section 1. Amendments of the Bylaws not relating to the Court shall be approved by $\frac{2}{3}$ majority of the Cabinet voting, then be approved according to the Wiess Constitution. At any time, a bylaw may be suspended only by unanimous vote of the Cabinet.

Section 2. Ballots for amendments to the Constitution, Bylaws or Rules shall bear in full, both the new and old clauses, along with any other changes to be made.

Section 3. Ratification of revisions or the rewriting of the Constitution, Bylaws, or Rules, shall occur with a $\frac{2}{3}$ majority vote of the Cabinet.

ARTICLE XI: EXECUTIVE COUNCIL

Section 1. This article shall expire on the date of spring elections in 2017. Cabinet shall be authorized to meet in a closed session, as long as the number of closed sessions does not ever exceed the number of open sessions that have been held that semester. During these sessions, Cabinet shall be authorized only to pass emergency proposals and budget requests, and to discuss matters of concern to the college in a private environment. No proposals other than emergency ones and budget requests may be passed during Executive Council.

Last Amended January 26th, 2016

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