

# The Constitution of Jones College

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## **Article I. Name**

The name of the college is the Mary Gibbs Jones College of Rice University.

## **Article II. Purpose**

Mary Gibbs Jones College of Rice University shall provide and maintain an atmosphere which will promote the social and intellectual growth of its individual members. The College shall encourage responsible and cooperative participation in all spheres of community activity.

## **Article III. Membership**

College membership shall be determined from the entering undergraduate and graduate students of Rice University by the Masters of the colleges and, once determined, shall not be subject to change except by the Masters acting in concert.

## **Article IV. The Executive**

### **I. Executive Officers**

#### **A. The powers of the Chief Executive shall be vested in a President, who shall:**

1. Preside over all official meetings of the College and Cabinet
2. Act as the official representative of the College at all University, Student Association, and College functions or designate a proxy to attend such functions in an official capacity.
3. Call meetings of the College, Cabinet, and Executive Committee as he or she deems necessary.
4. Appoint the officials prescribed in Article Eight of the Constitution.
5. Have the authority to sign checks and disburse funds from the Jones College account at the discretion of the Cabinet.

#### **B. The Cabinet shall include an Executive Vice President, who shall:**

1. Assume the duties of the President in the absence of the President.
2. Act as an advisor to College committees and Coordinators, assisting in the facilitation of their activities.
3. Encourage College members to volunteer for projects of the College.
4. Appoint the officials prescribed in Article Eight of the Constitution.
5. Coordinate all Jones College talent shows.
6. Coordinate the annual Jones College Spring Awards Night.

7. Coordinate the annual Mary Gibbs Jones Birthday Bash.
  8. Shall appoint ad hoc committees at his or her discretion to evaluate or formulate programs and policies of the College.
- C. The Cabinet shall include an Associates Vice President, who shall:
1. Coordinate programs and activities involving the College Associates.
  2. Represent the views and opinions of the College Associates to the College and Cabinet.
  3. Coordinate alumni programs and activities.
  4. Assist the College Masters in the selection of new College Associates, in consideration of the recommendations of the College.
  5. Coordinate Associates' Nights.
  6. Appoint and chair the Associates Committee which shall assist the Associates Vice President in the fulfillment of his or her duties.
- D. The Cabinet shall include a Treasurer, who shall:
1. Maintain the financial records of the College for the year including his or her term and the two preceding years.
  2. Prepare and present to the Cabinet the College budget at the beginning of the fall and spring semesters and at the conclusion of the academic year.
  3. Have the authority to sign checks and disburse funds from the Jones College account at the discretion of the Cabinet.
- E. The Cabinet shall include a Secretary, who shall:
1. Keep and publish the minutes of all Cabinet and College meetings.
  2. Distribute the minutes of Cabinet to members of Jones College.
  3. Keep copies of the minutes for all meetings in the current year.
  4. Be responsible for all correspondence of the College and Cabinet.
- F. The Cabinet shall include a Historian, who shall:
1. Maintain the records of the College.
  2. Maintain the Jones College Digital Picture Archive.
  3. Document all official Jones College events.
  4. Serve as a non-voting Member of the Executive Committee.

II. The Executive Committee

A. The Executive Committee shall:

1. Consist of the aforementioned executive officers of the Cabinet and the Chief Justice of the Jones College Court.
2. Organize meetings of each residential floor in the college prior to the due date for fall semester Floor Representative election petitions for the purpose of disseminating information concerning the College government, the electoral process, and the system of floor representation.
3. Formulate the annual college budget and present it for approval by the full Cabinet by the fourth week of the fall semester.
4. Coordinate the search for candidates for the position of College Master(s) when a vacancy in this position occurs.
5. Coordinate the search for candidates for the position of Residential Associate when a vacancy in this position occurs.

B. Meetings of the Executive Committee shall:

1. Be held at the discretion of the President or upon the request of three members of the Executive Committee.
2. Hold a closed executive session upon the consent of a majority of the Executive Committee.

III. Awards Presented by the Executive Cabinet

A. The Executive Committee and the College Masters shall select the recipients for the following awards from the nominations of College members for the academic year in which the Executive Committee members have assumed their current offices:

1. The Graham C. Stebbings Service Award shall be awarded annually to members of the College or others who have rendered great service to the College outside of the capacities and duties of the College government.
2. The Outstanding Freshman Award, provided for by the generous donation of Emeritus Associate Dr. Hubert Bray, shall be awarded annually to the Jones freshman who exhibits the most outstanding qualities on the bases of leadership, service, scholastic achievement, and other qualities that positively distinguish said freshman from his or her peers.

3. The Jones College Scholarships, each in the amount of \$100, shall be awarded annually to two Jones sophomores and two Jones juniors who have exhibited outstanding scholastic achievement and service to the College.
4. The Brotzen Award shall be awarded annually to the Jones senior who has made an outstanding contribution to the College through his or her activities and service during his or her time as a member of the College.
5. The Ric Stoll Outstanding Associate Award shall be awarded annually to a College Associate who has demonstrated great commitment to the College.
6. The J. Dennis Huston Sports Award shall be awarded to members of the College who have shown great dedication in advancing the Jones College sports program.
7. The Barrera Mentor Award shall be awarded annually to an outstanding Orientation Week advisor or co-advisor for excellence in the mentorship of new students not only during Orientation Week, but throughout the entire year.
8. The Masters' and President's Award shall be defined and awarded annually at the discretion of the College Masters and the President.
9. The Geoffrey S. "Skip" Wise Memorial Award shall be awarded annually to the member of Jones College who demonstrates exceptional compassion and commitment to the well-being of his or her peers.
10. The Patrick Michael Hearon Memorial Award shall be awarded annually to the College member(s) who best personifies "Captain JIBA", by showing exceptional dedication to Jones spirit and the cohesiveness of the College.
11. The Patrick Gordon Memorial Award shall be presented annually to the varsity athlete who demonstrates the highest degree of commitment to the College.

## **Article V. The Cabinet**

### **I. Membership**

- A. The legislative powers of Jones College shall be vested in a Cabinet that consists of the Executive Officers, Floor Representatives, the Jones Student Association Senator, and the Jones College Parliamentarian. The Student Association Senator, Parliamentarian, and the Historian are non-voting members of the Cabinet.

## II. Powers and Duties

- A. The Cabinet serves to regulate and legislate upon all College policies and activities.
- B. The Cabinet shall convene on a regular basis at meetings called by the President, the College Masters, or upon the written request of five members of the Cabinet.
- C. Two-thirds of the members of the Cabinet constitute the quorum.
- D. The Cabinet regulates the disbursement of College funds acquired from member fees, matching and ambiance funds, and fundraising activities subject to the following rules:
  - 1. The Cabinet shall consider and at its discretion approve the budget proposed by the Executive Committee.
  - 2. The approved budget shall allocate funds among anticipated committee, College, and executive expenses.
  - 3. Any amount of money may be designated by the Cabinet as unbudgeted.
  - 4. Approval of the budget requires a two-thirds majority of the Full Cabinet.
  - 5. No expenditures shall be made without the expressed consent or awareness of the President or Treasurer.
  - 6. Moneys allocated for specific expenditures in the approved budget may be spent for the specified purpose without further approval from Cabinet.
  - 7. Any expenditure of moneys previously designated as unbudgeted requires the approval of a simple majority of the Cabinet.
  - 8. Any expenditure of moneys for purposes previously unallocated for in the budget requires the approval of at least two-thirds of the Cabinet.
  - 9. Subparagraphs 7 and 8 may be disregarded in the following circumstances:

- i) An expenditure of less than \$75 requiring immediate payment for a purpose not previously budgeted for may be approved by the President or Treasurer.
- ii) Expenditures demanded by the Rice University Department of Housing and Dining for maintenance or repair of College facilities may be made with the approval of President and Treasurer with no regard to the budget.
- iii) Any such case of the two above special expenditures shall be reported to Cabinet at the next meeting and the Cabinet shall adjust the budget if necessary.

## Article VI. The Court

### I. Officers of the Court

#### A. The Court shall be led by a Chief Justice, who shall:

1. Help to ensure compliance with the Rice University Alcohol Policy and Code of Student Conduct.
2. Investigate alleged infractions against standing University and College regulations.
3. Preside over all Court cases, hearings, and other Court functions.
4. Approve the security policy of private gatherings and ensure compliance with the policy.
5. Be present during Orientation Week to instruct new College members in the Alcohol Policy, Code of Student Conduct, and the Jones College Court as well as to enforce housing guidelines.

#### B. The Court shall include Associate Justices, who shall:

1. Be present and take part in all Court cases and hearings.
2. Assist in any of the duties of the Chief Justice at the request of the Chief Justice.

### II. Powers and Duties of the Court

#### A. The Court shall be vested with the following powers and duties:

1. To try all college infractions, as defined by the Rice University Code of Student Conduct, which occur within Jones College or at a Jones College function.
2. To impose sanctions consistent with the prescriptions of the Rice University Code of Student Conduct.
3. To refer cases to Student Judicial Affairs when the offense in question is deemed more serious than a college infraction.
4. To resolve disputes between members of the College when requested by said members or by the College Masters. Any such hearing shall be conducted by the Chief Justice in a manner consistent with the Code of Judicial Procedure.
5. To try all impeachment cases of the Jones College Cabinet.
6. To operate within the prescriptions of the Rice University Code of Student Conduct.

### III. The Jones College Code of Judicial Procedure

#### A. Initiation of Charges

1. The Judicial Procedure initiates when a Justice of the College Court has probable cause to believe that a college infraction has occurred within Jones College or at a College Function.
2. The Justice will inform the Accused that the incident is being referred to the Jones College Court for consideration.
3. The Justice who initiated the case shall act as the Prosecuting Justice throughout the judicial process.

#### B. Preliminary Charges

1. A closed meeting of the College Court shall be convened to discuss any charges.
2. A quorum of the Court consists of four members who must include both the Chief Justice and the Prosecuting Justice, but all reasonable efforts should be made to facilitate the presence of the entirety of the Court.
3. The Prosecuting Justice shall present all available information concerning the alleged college infraction.
4. The non-prosecuting members of the Court shall vote by majority consent as to whether a college infraction has occurred.
5. The Court shall decide by majority consent what sanctions to impose, as prescribed in the Rice University Code of Student Conduct.
6. The Chief Justice may exclude any non-prosecuting Justice from a Court session if either the Chief Justice or the Accused has reason to suspect that Justice is biased with respect to the case at hand.
7. A Justice may recuse him or herself if he or she maintains any bias with respect to the case.
8. In the case of a tie vote, the Chief Justice has the final authority, even in a case in which the Chief Justice is the Prosecuting Justice.

#### C. Presentation of Charges

1. The Chief Justice shall inform the Accused of the Court's charge(s) and sanction(s) against him or her.
2. Upon presentation of the charge(s) by the Chief Justice, the Accused may enter one of the three following pleas:

- i) A plea of “In Violation” indicates acceptance of the Court’s charges and sanctions and thus ends the Judicial Process.
- ii) A plea of “No Contest” indicates acceptance of the Court’s charges but not of the Court’s sanctions. Within three days of a “No Contest” plea, the accused must present a written or oral statement to the Chief Justice explaining why the infraction merits a sanction different from that decided by the Court. The Chief Justice shall consider the Accused’s presentation and return a decision concerning the sanctions to the Accused and the Court within two days.
- iii) A plea of “Not in Violation” calls the College Court into another session to reconsider the case under the same membership guidelines as the Preliminary Charges hearing. At the next hearing, the Accused shall hear the evidence against him or her, but the anonymity of any accusers shall be maintained. The Accused shall then present his or her account of the incident in question, including the presentation of witnesses and/or evidence. The Prosecuting Justice shall cross-examine the Accused and any witnesses called by the Accused. After the conclusion of the hearing, a majority vote of the Justices of the Court shall decide the case. In the event of a tie, the case is dismissed.

D. Termination

- 1. If the Court’s decision in a “No Contest” or “Not in Violation” case is still unsatisfactory to the Accused, the Accused may request that the Chief Justice refer the case to Student Judicial Affairs to be examined in the University Court.
- 2. The Court shall prepare an abstract of the completed case to be sent to the College Masters for final approval. If the Accused is not a member of Jones College, the Masters and Chief Justice of the Accused’s college shall be notified of the proceedings.
- 3. The Chief Justice may have a judicial hold placed on the Accused’s University account until all sanctions of the Court are met.

E. The final interpretation of this article’s procedures lies with the Chief Justice in consultation with the President and Parliamentarian.

## Article VII. Other Elected Officials

### I. New Student Orientation Coordinator(s)

The New Student Orientation Coordinator(s) shall, with the assistance of the Master(s) and the Jones College Coordinator:

- A. Organize and coordinate the orientation of new college members, supervise the activities of the advisors, and work with the coordinators from other colleges in organizing any other programs for orientation.
- B. Work with the Room Assignments Coordinator to assign rooms to new on-campus members.
  - 1. The selection of roommates for new college members shall be made during the summer.
- C. Select the Jones college advisors with the assistance of the Master(s), the Jones College Coordinator, the President, and the Resident Associates, if any of the aforementioned parties choose.
  - 1. The Jones College Advisors shall administer the guidance and orientation of new college members.
  - 2. The selection of Advisors shall be made from the incoming sophomore, junior, and senior classes by April 1 of each year.
  - 3. Advisor applications may be given to the Coordinators. Freshmen may also turn in nominations to the coordinators. They will then encourage these persons to apply.
- D. Assure that a sufficient number of Advisors shall be appointed each year in order that:
  - 1. There be two Jones Advisors and one Advisor from another college per group, and that no advisee group exceed a membership of eight.
  - 2. If too many Advisors are inadvertently selected, the excess number shall be eliminated by lottery.
- E. Assign a Jones College Associate to each orientation group.

### II. Social Coordinator(s)

The Social Coordinator(s) shall:

- A. Coordinate all social functions of the College with the exception of College dinners.
- B. Be responsible for ensuring that all Jones social events are conducted in accordance to policies of the University and College.

- III. Room Assignment Coordinator(s)  
The room assignment coordinator(s) shall:
  - A. Coordinate all aspects of Jones College room assignments according to the Room Draw Rules throughout the year.
  - B. Preside over the overall room draw.
- II. Jones College Student Association Senator  
The Jones College Student Association Senator shall:
  - A. Serve as the representative of Jones College at meetings of the Student Association.
  - B. Serve as a non-voting member of Cabinet.
  - C. Report on the activities of the Student Association to the Cabinet.
- III. Rice Program Council Representative  
The Rice Program Council Representative shall:
  - A. Represent the College and the views of the College to the Rice Program Council.
  - B. Report on Rice Program Council meetings and activities to the Cabinet.
- IV. Beer-Bike and Chug Team Captains  
The Beer-Bike and Chug Team Captains shall:
  - A. Shall be responsible for the selection of team members.
  - B. Shall be responsible for encouraging participation of College members in their respective teams.
  - C. Shall coordinate team practices.

### **Article VIII. Appointed Officials of Jones College**

- I. The President shall appoint Jones College members to the following positions:
  - A. Parliamentarian
  - B. Food Representative
  - C. Beer-Bike Coordinator(s)
  - D. Cultural Coordinator
  - E. Environmental Coordinator(s)
  - F. College Night Coordinator(s)

- G. Turkey Drive Coordinator(s)
- II. The executive vice-president shall make the following appointments:
  - A. Elections Coordinator(s)
  - B. Special Services Coordinator(s)
  - C. Ambiance Coordinator(s)
  - D. Sports Coordinator
  - E. Hospitality Coordinator
  - F. Publicity Coordinator
  - G. Theatre Coordinator
  - H. Storage Room Coordinator
- III. The Chief Justice shall, in consultation with the Jones Masters, appoint five (5) Associate Justices.
- IV. Campus Departmental Appointments  
Campus departments may assign representatives to Jones College from its membership. These include:
  - A. Student Computing Consultants (SCC)
  - B. Student Maintenance Representative (SMR)
- V. The Parliamentarian shall:
  - A. Be present, advise on procedure, keep order, and count votes at all Cabinet meetings.
  - B. Be a non-voting member of Cabinet.
  - C. Keep the official copy of the Constitution.
  - D. Advise Cabinet when the Constitution no longer reflects current practice.
- VI. The Food Representative shall:
  - A. serve as a liaison between the College and the North and South Serveries.
- VII. The Beer-Bike Coordinator(s) shall:
  - A. Be responsible for soliciting designs for the Jones Beer-Bike T-Shirt and having the T-shirts made.
  - B. Coordinate the Jones caravan in the Beer-Bike parade.
  - C. Coordinate all mock races.

- D. Be responsible, along with the Bike Captains, for the maintenance and security of the Jones bikes
  - E. Solicit sponsors for expenses associated with the race.
  - F. Supervise the Jones teams on and in the track at the race.
- VIII. The Cultural Coordinator shall:
- A. Coordinate cultural College events.
  - B. Make College members aware of cultural activities in the community and promote such activities.
- IX. The Environmental Coordinator(s) shall:
- A. Be appointed for each Jones building, although they need not live in that building.
  - B. Serve as liaisons between Jones College and Rice Sustainability Office.
  - C. Advise cabinet on ways to improve Jones College's impact on the environment.
- X. The College Night Coordinator(s) shall:
- A. Plan one college night per semester.
  - B. Make all college members aware of the event.
- XI. The Turkey Drive Coordinator(s) shall:
- A. be responsible for organizing and conducting the Jones College turkey drive prior to Thanksgiving.
- XII. The Elections Coordinator(s) shall:
- A. Oversee, determine results, and announce outcomes of all Jones College elections following the procedures described in the Constitution.
  - B. Be responsible for insuring the integrity and fairness of all College elections.
- XIII. The Special Services Coordinator shall:
- A. be responsible for the security, maintenance, and availability of all Jones College audio and visual equipment.
- XIV. The Ambiance Coordinator shall
- A. Appoint and chair the Ambiance and Matching Funds Committee, which aids the Coordinator in fulfilling his/her duties.
  - B. Take suggestions from members, and recommend annual permanent improvements to the Cabinet.

- C. Oversee the installation of Cabinet-approved permanent improvements.
- XV. The Sports Coordinator shall:
- A. Appoint and chair the Jones Sports Committee, which will aid the Coordinator in fulfilling his/her duties, and shall include members of the College with an interest or ability in coaching or organizing Jones College teams.
  - B. Maintain and make available sports equipment for use by College members.
  - C. Encourage College team formation and participation in intramural and inter-college sports.
- XVI. The Hospitality Coordinator shall:
- A. Appoint and chair the Jones Hospitality Committee, which will aid the Coordinator in fulfilling his/her duties, and which should include any previous Hospitality Coordinators.
  - B. Be responsible for receptions or special arrangements the Cabinet deems appropriate for guests of the College including Families Weekend and Alumni Weekend.
- XVII. The Publicity Coordinator shall, when asked by College officials:
- A. arrange for publicity of College events both within and outside the College.
- XVIII. The Theater Coordinator shall:
- A. Appoint and chair the Theater Committee, which will aid the coordinator in fulfilling his/her duties, and shall consist of all members of Jones College who have an interest or talent in any aspect of the production of a play.
  - B. Be responsible for the selection and production of Jones College Theater shows, at least one per school year.
- XIX. The Storage Room Coordinator shall
- A. Ensure that students' belongings and College equipment are stored in the storage rooms in an orderly and efficient manner.
  - B. Coordinate the cleanup of storage rooms when necessary.
- XX. The Laundry Room Representative shall:
- A. monitor and improve the state of the laundry room, including the removal of forgotten clothing.

## **Article IX. The Master(s) and the Associates.**

- I. The Master(s) shall:
  - A. Be the highest ranking faculty associate.
  - B. Be a member of the Committee of Masters.
  - C. Act as an advisor to the members of the College.
  - D. Be available to members for consultation.
  - E. Have binding veto power over decisions of Cabinet.
  - F. Exercise the disciplinary powers as enumerated in the Rice University Code of Judicial Procedures.
  - G. Make the final decision in the choice of new associates.
- II. The Associates shall:
  - A. be regarded as affiliates of the College.
- III. Faculty and University Associates shall:
  - A. Be faculty or staff members of Rice University in good standing.
  - B. Promote and further the objectives of the College by advising the other members of the College on matters pertaining to the College system.
  - C. Advise college members on academic matters and be available for consultation.
- IV. Resident Associates shall act as Faculty or University Associates who live in the College.
- V. Community Associates shall be associated with the College for the enrichment of all concerned, and shall be chosen at the discretion of the Master(s) upon recommendations by College members.

**Article X. Amendments and College-Wide Votes.**

- I. This Constitution may be amended by a College-wide vote of two-thirds of College members or by the vote of ten members of Cabinet, contingent upon advising members of the college in floor meetings.
- II. College-wide votes
  - A. College-wide votes may be held as a means to propose or rescind acts of legislation, amendments to the Constitution, or as a poll of College opinion.
  - B. The Cabinet has the authority to call for College-wide votes upon the request of five Cabinet members.
  - C. College-wide votes may also be instigated by submitting a petition to the Cabinet that has been signed by one-third of the total College membership.
  - D. For a College-wide vote to be binding, 50% of all College members must vote, or if the Cabinet finds the issue to be an on-campus resident issue, 50% of on-campus resident members is required.

## **Article XI. Elections, Polls, Appointments, and Removal from Office**

- I. The Elections Coordinator is responsible for arranging, conducting, and determining the results of all elections and binding polls according to the election procedures of the College.
- II. The Elections Coordinator shall provide for:
  - A. Floor Representative Elections, held before the third week of each semester, to elect Floor Representatives;
  - B. Room Assignment Coordinator and New Student Orientation Coordinator Elections, held before the sixth week of the spring semester, to elect both the Room Assignment Coordinator and New Student Orientation Coordinator;
  - C. The Executive Election, held before the seventh week of the spring semester, to elect the President;
  - D. The General Election, held at least one week and no more than two weeks after the Executive Election, to elect all other elected officers;
  - E. Special Elections, held as needed, to fill positions as needed;
  - F. Beer Bike and Chug Team Captain Elections, held within a week of Beer Bike, to elect the Beer Bike and Chug Team Captains; and
  - G. Polls, held as needed, to bring business before the entire College.
- III. The Elections Coordinator, in consultation with and with the approval of the Cabinet, shall have the power to adjust the timing, order, and positions elected of the elections called for in Section II for one election cycle only if there are extenuating circumstances. Prior notice of proposed adjustments to elections shall be publically given at least one week in advance.
- IV. For the purposes of this article, there are eight (8) floors in the College:
  - A. Second North, consisting of those college members who live on the second floor of the North Building;
  - B. Third North, consisting of those college members who live on the third floor of the North Building;
  - C. Fourth North, consisting of those college members who live on the fourth floor of the North Building;
  - D. Second South, consisting of those college members who live on the second floor of the South Building;

- E. Third South, consisting of those college members who live on the third floor of the South Building;
  - F. Fourth South, consisting of those college members who live on the fourth floor of the South Building;
  - G. Central, consisting of those college members who live in the Central Building and on the first floors of the North and South Buildings; and
  - H. Off-Campus, consisting of those members of the college who do not live in the North, South, or Central Buildings.
  - I. The most current Room Plan shall be used to determine where a member lives.
- V. All Elections shall be college-wide, unless otherwise specified.
  - VI. Floor Representative Elections shall be conducted by floor. Only members of a given floor may vote in that floor's election.
  - VII. The Beer Bike and Chug Team Captains shall be elected by the Beer Bike and Chug Teams in concert.
  - VIII. All candidates must meet the requirements for the respective office, as outlined in Article XII, at the time of the election.
  - IX. Candidates shall be elected by majority vote and assume their offices after the respective election has been approved.
  - X. All candidates must submit a petition to the Elections Coordinators no fewer than two days before the election. The petition shall state that the candidate has read and understood the Constitution of Jones College. These candidates will be known as Petitioned Candidates.
    - A. The petition for candidates for the position of Chief Justice shall state that the candidates have read and understood the Student Code of Conduct.
    - B. The petition for candidates for New Student Orientation Coordinator shall state that, if elected, the candidate will live in the Houston area during the summer after the election, and that a failure to abide by this promise is grounds for impeachment or removal from office.
    - C. All petitions, except those for Floor Representatives, must have the signatures of twenty-five (25) college members.
  - XI. Write-ins shall be permitted in Floor Representative Elections, the Executive Election, and the General Election. Write-ins may be permitted in Special Elections if the Elections Coordinator allows them.

- A. If a write-in candidate wins, he must submit a petition as described above in paragraph X to the Elections Coordinators by 3:00 PM the day after the election. No signatures are required for this petition. If no petition is received, the Elections Coordinator must declare the election void and conduct a Special Election.
- XII. Campaigning is only permissible by word-of-mouth. Candidates are not allowed to use electronic communications, posters, flyers, buttons, any method which requires the spending of money or the use of Jones equipment, or any other method that is not considered word-of-mouth campaigning. No meal announcements regarding individual candidacies are permissible. Candidates for the position of New Student Orientation Coordinator(s) shall not campaign on the merits of an Orientation Week theme nor on the selection of specific advisors.
- A. The Elections Coordinator shall determine whether a particular action is considered a violation of election policy. Appellate jurisdiction over these decisions rests with the Cabinet
  - B. Each Petitioned Candidate for elected office shall have the opportunity to give a speech at a college meeting called expressly for this purpose. This meeting shall occur no more than three days before the election and shall be conducted under the supervision of the Cabinet.
    - 1. The length of the speech of each Presidential candidate shall not exceed five (5) minutes.
    - 2. The length of other candidates' speeches shall not exceed three (3) minutes.
    - 3. Write-in candidates may only announce their candidacy.
  - C. If the majority of candidates in the Executive Election wish it, all Petitioned Candidates in the Executive Election will be given an opportunity to provide a written statement for inclusion or an informational flyer. This flyer shall be compiled by the Secretary and shall be made available to the College members the day before the elections, at the polling places, and distributed via the listserv.
  - D. Failure to abide by the campaign rules may result in the candidate's dismissal from the election. Such dismissal will be decided by a majority vote of the Cabinet in consultation with the Master(s).
- XIII. All votes shall be conducted using Preferential Voting, as outlined in the latest edition of *Robert's Rules of Order, Newly Revised*.

- A. The Elections Coordinator shall determine the details of the polling procedure.
  - B. All votes shall be by secret ballot, unless otherwise specified.
  - C. Polls shall be open no later than 9:00 AM and shall close no earlier than 4:30 PM.
    - 1. There shall be at least one (1) polling place in Jones College, in a place accessible to all College members.
    - 2. During polling hours, ballot boxes shall either be monitored by persons so authorized by the Elections Coordinators, or the boxes shall be locked.
  - D. A voter log shall be kept to ensure that each member votes only once per vote.
  - E. The Elections Coordinator may develop an absentee voting program. The absentee voting program need not provide anonymity.
- XIV. Ballots shall be counted promptly after the close of the election.
- A. Votes shall be counted by at least three (3) tellers including the Elections Coordinator. Each person shall make his signature upon the Tellers' Report. Under no circumstances shall a candidate for any office be involved in counting votes for his office.
  - B. The Tellers' Report, bearing the signatures of those who counted the votes, shall be conspicuously posted the day after elections are held.
  - C. In the event that a vote is inconclusive, a Special Election or Poll shall be held within one week.
- XV. Elections results are not valid until confirmed. Elections shall be confirmed after the Tellers' Report has been posted.
- A. The Executive Committee shall confirm Floor Representative elections, while the Cabinet shall confirm all other election results.
  - B. Election results may be contested on the basis of any violations of the election procedures within 48 hours of the posting of the Tellers' Report. Evidence of violations should be presented to the Elections Coordinator, the President, and the Masters. The body conferring approval shall consider such evidence and rule on the validity of the election.

- C. If an election fails to be confirmed because of a violation in procedures, the election is considered void and a new one must be held within one week, with measures taken to prevent repetition of the violation.
- XVI. Elections may also be voided in cases where there is a difference between the number of ballots and the number of voter signatures, and that difference is greater than the difference in votes between candidates. In this case, the Elections Coordinator decides whether a wholly new election or a run-off is required.
- XVII. If a vacancy occurs in any of the elected offices, a special election must be held within two weeks. If necessary, the President may make an appointment to fill such a vacancy until the special election is held.
- XVIII. The Cabinet has the authority to impeach elected and College officials.
  - A. *Articles of Impeachment* may be brought against an official for exhibiting malfeasance, exhibiting extreme partiality, exceeding authority, or failing to meet vested responsibilities.
  - B. Impeachment, except of the President, shall be initiated by submitting *Articles of Impeachment* to the President, who shall call a closed executive session of the Cabinet and impeach only by a three-fourths vote, not including the vote of the accused.
  - C. In the case of impeachment of the President, the *Articles of Impeachment* shall be submitted to the Executive Vice-President, who shall call and chair the closed executive session of the Cabinet.
  - D. If impeached, the accused is subject to trial by the Jones College Court, which may remove the accused from office and impose any sanctions in accordance with its normal procedure.

## **Article XII. Requirements for Office**

- I. Only members of the College may hold elected or appointed positions.
- II. Executive Officers agree to abide by the spirit and letter of this Constitution and acknowledge that a failure to do so constitutes a breach of trust with the Master(s), Associates, and members past and present of Jones College.
- III. No member on disciplinary or academic probation may hold an elected or appointed position.
- IV. The President and Executive Vice-President may not hold any other College or elected blanket-tax organization position during their term.
- V. The President, Executive Vice-President, Treasurer, Student Association Senator, and Chief Justice must live on campus during the academic year following their election.
- VI. Each elected position must be held by one person, except for the following:
  - A. The office of Secretary may be held by a maximum of two people.
  - B. The office of New Student Orientation Coordinator must be held by three people.
  - C. The office of Social Coordinator may be held by a maximum of three people.
  - D. The office of Room Assignment Coordinator may be held by a maximum of two people.
  - E. The office of Beer Bike and Chug Team captains may be held by a maximum of six people, two per sex for bike teams, and one per sex for the chug team.
- VII. Each Executive Officer may hold only one Cabinet position.
- VIII. Floor Representatives must live on the floor they represent.
- IX. Associate Justices must not be first-year students and must live on campus while serving.
- X. If, for any reason, an elected or appointed official fails to meet the requirements for his office, that office shall immediately be deemed vacant.

## **Article XIII. Room Assignment Lotteries**

- I. Definitions

- A. Bump Draw is a lottery process that occurs before room draw, in which the number of students eligible for on-campus housing is equalized with the number of available on-campus beds.
- B. Room Draw is a lottery process that allocates specific rooms to students who have been given on-campus housing by bump draw.

## II. Bump Draw

- A. For every full semester a student has lived on campus at Jones, he/she will receive one (1) bump draw point.
- B. A student is exempt from bump draw if he/she:
  - 1. Was bumped in a prior bump draw; however, a student is not exempt from future bump draws if he/she was offered a space on campus by the last day of classes of the semester in which the bump draw was held.
  - 2. Moves off-campus for one semester or more.
  - 3. Spends one semester or more abroad.
  - 4. Enters Rice as a transfer student with three (3) or more classification points (see room draw points below).
  - 5. Relinquishes his/her spot on campus within the first two weeks of any semester and lives off-campus for the rest of the semester.
  - 6. Has completed eight (8) full semesters at Rice and has lived on campus for four (4) or more semesters.
  - 7. Is elected or appointed and serves in one of the following positions for the duration of his/her third year enrolled at Rice: President, Executive Vice-President, Chief Justice, Treasurer, or SA Senator.
  - 8. Is currently serving in one of the following positions: President, Executive Vice-President, Associates Vice-President, Chief Justice, Secretary, Treasurer, SA Senator, Parliamentarian, Historian, SMR, SCC, or Room Assignment Coordinator.
  - 9. Is a scholarship varsity athlete and the Athletics Department guarantees his/her on-campus housing.
- C. A bump draw is held if the number of students requesting on-campus housing exceeds the beds available in Jones for upperclassmen.
  - 1. Jones College has 242 beds available for students.

2. An additional medical single exists, which will not be assigned in bump or room draw.
  3. Of these beds, a minimum of 82 will be reserved for freshmen and transfer students.
  4. Cabinet may vote to make any number of double bedrooms into triples if there is excessive housing demand.
- D. The bump draw will be held during either the ninth or tenth week of classes of spring semester.
1. Bump draw must take place at least a week prior to the first day of room draw.
  2. At least two weeks prior to bump draw, the Room Assignment Coordinators must distribute the necessary forms for both draws.
  3. All students requesting on-campus housing or voluntarily moving off must fill out and return a bump draw form, indicating their points and/or exemption by 5pm the day before the draw.
- E. If a bump draw occurs, students with the most bump draw points have lowest priority for housing and are bumped first.
1. The room assignments coordinators bump students with the highest number of bump draw points off campus through a lottery process, continuing until the number of available beds equals the number of students seeking on-campus housing.
  2. Students bumped in the bump draw are placed on a waiting list for on-campus housing by their sex.
    - i) Highest priority on the waiting lists is given to those bumped last in the lottery process.
    - ii) Students who fail to return necessary forms to the Room Assignment Coordinators are placed last on the waiting list, regardless of their bump draw points.

### III. Room Draw

#### A. Points

1. A student's total room draw points are the sum of their Classification points and Voluntary Move-Off points.
  - i) If students are tied for the number of total points, then students with more classification points are given priority.

2. Classification points

- i) A student earns one (1) classification point for every semester a student has attended Rice University, or has been enrolled in a Rice-approved study abroad program.
- ii) A student does not earn classification points for semesters in which he/she took a non-study leave of absence or was not enrolled for the entire semester.
- iii) If a student gains eight (8) or more classification points, his/her classification points are reduced to four (4).
- iv) Students transferring from another post-secondary institution are allotted classification points according to the number of non-AP/IB, non-summer school hours earned before coming to Rice:
  - a) Fewer than 12 hours = 0 points
  - b) 12-22 hours = 1 point
  - c) 23-38 hours = 2 points
  - d) 39-54 hours = 3 points
  - e) more than 54 hours = 4 points

3. Voluntary Move-Off (VMO) points

- i) If a student has Partial VMO status, he/she receives one (1) VMO point.
  - a) A student earns Partial VMO status if:
    - 1) Upon entry to Rice, a transfer student earns three (3) or more classification points.
    - 2) He/she voluntarily lives more than a half, but less than a full semester off-campus, not as a result of being bumped.
    - 3) He/she is elected to serve as President, Executive Vice-President, Chief Justice, or Treasurer during his/her third year enrolled at Rice.
- ii) If a student has Full VMO status, he/she receives two (2) VMO points.

- a) A student earns Full VMO status if:
  - 1) He/she declares VMO before a previous year's bump draw and remains off-campus for the duration of that semester.
  - 2) He/she relinquishes his/her spot on campus within the first two weeks of classes of a semester and remains off-campus for the duration of that semester.
  - 3) He/she studies abroad for a semester or more and declared VMO before going abroad.
- iii) No student may have more than two (2) VMO points.
- iv) Exceptions
  - a) Transfers from other colleges at Rice are not to be given VMO status for semesters spent living on-campus at other colleges.
  - b) Living off-campus as a result of being bumped does not earn a student VMO points.

B. Procedures

- 1. Room draw consists of three separate draws. Each draw must be at least 2 days apart.
  - i) In the first draw, all suites will be drawn.
  - ii) In the second draw, all singles and bathroom doubles will be drawn.
  - iii) In the third draw, all doubles and any leftover rooms will be drawn.
- 2. Roommate forms must be filled out and returned to the Room Assignment Coordinators by 5pm the day before the draw they pertain to.
  - i) Roommate forms are jointly filled out by all members of a certain room or suite, except sophomore double-bedroom suites (see below).
  - ii) All students on a roommate form must have been guaranteed on-campus housing through bump draw.

- iii) Students may enter draws on more than one day by turning in more than one roommate form; however, students may not enter two draws on the same day (e.g. singles and bathroom doubles), or the same draw on multiple roommate forms.
3. Rooms must be assigned according to the following rules:
- i) No more than two (2) adjacent doubles per floor can be assigned in room draw.
  - ii) One (1) double-bedroom suite on the 3<sup>rd</sup> floor and one (1) double-bedroom suite on the 4<sup>th</sup> floor will be reserved for freshmen.
  - iii) One (1) double-bedroom suite on the 3<sup>rd</sup> floor and one (1) double-bedroom suite on the 4<sup>th</sup> floor will be reserved for groups of four students with at least two (2) sophomores.
  - iv) At least six (6) rooms per floor in Jones North and Jones South must be reserved for freshmen and/or transfer students.
  - v) The President is automatically given first priority in room choice in any draw he/she enters.
4. All draws shall proceed according to the following rules:
- i) At least one person on a roommate form must be present at the draw to choose their room.
    - a) If no students from a particular room are able to attend, a proxy may represent them.
    - b) Proxies must be designated in advance of the draw in writing submitted to the room assignments coordinators.
  - ii) Students without roommates may only enter the draw for singles. If a student does not have a designated roommate, he/she may be paired with other students by either the Room Assignments Coordinators or the New Student Orientation Coordinators.
  - iii) The number of applicants for a room or suite must equal the number of beds in that room, except for the sophomore four-person double-bedroom suites, as their procedure is different.
5. The lottery procedure occurs according to the following rules:

- i) All the points from students on a roommate form are summed.
  - ii) Rooms are given first to the roommate forms that have the most points.
    - a) In case of a tie, those roommate forms that have more classification points are chosen first.
    - b) If a tie remains, a random process chosen by the Room Assignments Coordinators is used to decide order.
  - iii) After being given a room, the specific room number in Jones must be chosen immediately by the roommates or their designated proxy.
6. The first draw shall occur in the following manner:
- i) The two (2) four-person double-bedroom suites reserved for groups of four students with at least two (2) sophomores will be drawn first.
    - a) Sophomores enter this draw as pairs.
    - b) Two pairs of roommates will be chosen by lottery; each pair then chooses their other two roommates.
  - ii) The two (2) six-person single-bedroom suites will be drawn next.
  - iii) The four (4) four-person single-bedroom suites will be drawn next.
  - iv) If any of the rooms is left unclaimed, a special draw on the third day will occur.
7. The second draw shall occur in the following manner:
- i) Bathroom doubles will be drawn first.
  - ii) Singles will be drawn next.
  - iii) If any of the rooms is left unclaimed, a special draw on the third day will occur.
8. The third draw shall occur in the following manner:
- i) Any remaining rooms from the first two draws will be drawn for first.
  - ii) Doubles will be drawn next.

9. After draws are completed, students must complete and sign the appropriate Rice Housing and Dining (H&D) contract. It is the responsibility of the student to return this contract to the Room Assignments Coordinators or H&D by the specified deadline.

IV. Adjustments and Room Changes

- A. Incoming freshmen and transfer students who request on-campus housing will be assigned roommates and rooms by the New Student Orientation Coordinators.
- B. In the case of special circumstances, students may appeal rooming situations to the Room Assignments Coordinators and/or the Jones College Masters.
- C. A waiting list will be kept for those students wishing to move on-campus for the Spring semester of each year.
  1. First priority on the Spring waiting list is given to those with the highest classification points, and then on a first-come first-serve basis.
  2. Students will be assigned available rooms for the Spring semester on the basis of availability and mutual consent of the roommates.

V. Responsibilities and Authority

- A. It is a student's responsibility to:
  1. Ensure that his/her forms are correctly and accurately completed and submitted to the Room Assignment Coordinators by the appropriate deadline.
  2. Notify the Coordinators in writing of any rooming changes.
- B. The Coordinators are not responsible for any fines incurred by Housing and Dining as a result of a student's failure to meet deadlines.
- C. It is the Room Assignment Coordinators responsibility to:
  1. Distribute all necessary forms.
  2. Conduct the lottery process.
  3. Maintain the waiting lists.
  4. See that all applicable rules and guidelines are followed.

- VI. This policy is designed to be as fair as possible to everyone concerned. Rules set forth in this policy are binding. However, final authority for anything not covered in this document or for any deviations from these policies rests with the Jones College Masters, with consultation from the current Room Assignment Coordinators.

## Article XIV. Parking Jack Procedure

- I. Parking Jack for North Colleges Lot shall be held in the spring and presided over by the Chief Justice.
- II. Procedure
  - A. The Chief Justice shall obtain the number of allotted spaces for Jones from the Rice University Police Department.
  - B. The Chief Justice shall hold a draw from a hat for all eligible students.
  - C. Whoever's name is pulled shall not receive a parking spot for the next year.
  - D. The Chief Justice shall continue to draw until the number of remaining students matches the number of allotted spaces from RUPD.
- III. Automatic Spots
  - A. The college President and the Treasurer shall receive an exemption from the draw and shall receive parking spots.
  - B. The treasurer may not receive a spot if he or she is a rising sophomore.
- IV. Eligibility
  - A. All rising Jones seniors who will have a car in their senior year and who will live on campus their senior year are eligible to enter the draw.
    1. Students may not enter the draw for others (this excludes having a proxy).
  - B. Students graduating in three years shall be eligible for the draw, but only if there are extra spots after all four year seniors have entered the draw.
  - C. Students may only hold a spot in the Brown Lot for one year unless the students held the position of President or Treasurer in their junior year.
  - D. Fifth year seniors are not eligible for the draw if they held a spot during their fourth year. Rising fifth year seniors who have never had a spot in Brown Lot may enter the draw for their final year.

## **Article XV. Jones Academic Fellows**

- I. Purpose
  - A. The Jones College Society of Academic Fellows shall be an honorary service organization devoted to the advancement of the academic life of the college.
  - B. The Jones Fellows as a group will establish and coordinate tutoring in their various areas of competence for members of the college.
- II. Duties
  - A. In addition, the Fellows shall be responsible for maintaining the Jones test bank, coordinating the college course, and maintaining the Jones classroom.
  - B. The Fellows shall work closely with the Peer Academic Advisors and the Associates Vice President to coordinate academic activities.

## **Article XVI. Unamendable Amendment**

- I. This amendment to the Jones College Constitution is unamendable and may never be altered or deleted from the Constitution by any act of the Jones College Cabinet.
- II. The President's theme song shall be "Squeeler" by AC/DC and must be played twice per academic year during a Cabinet meeting.
- III. The President of Jones College shall possess a Goofy Hat, in the same tradition as the original Sunday Go-to-Dinner Hat. This hat must be worn twice per semester at a Cabinet gathering, and shall be the symbol of authority for the Jones College President. The Executive Vice-President may don the hat only at the expressed consent of the President, and no other member of the College may wear the hat during the President's tenure.
- IV. Presidential Hair Amendment: The newly elected President must fashion his/her hair in a wild manner, and is subject to approval by the outgoing Cabinet.

## Article XVII. Jones College Themes

- I. Jones College shall possess and promulgate to each incoming class various official rally cries of Jones College. Each Jones person must say all rally cries upon entrance to Jones College during Orientation Week or the first available Cabinet meeting if the student is a transfer to Jones.
- II. Themes may be added but never deleted from the official list.
- III. Themes include:
  1. JIBA (Jones is Bad Ass) (1988)
  2. Rock on...Jones (1988)
  3. We ride because we must. We must because we ride. Now Jones, Let's ride. (1988)
  4. Bitches, Ready Rock! (1988)
  5. Don't Fuck with Jones
  6. Jones Wins Again
  7. Jabberwocky Oligarchy Necrophilia Eat Shit
  8. Knock Knock... Who's There... Jones... Jones Who... Jones Bitch
  9. Hooray for Jones! ...Huzzah!