

CONSTITUTION

PREAMBLE

Margaret Root Brown College and the government and members thereof, through the establishment of this Constitution, shall provide and maintain an atmosphere that encourages the personal, intellectual, and social growth of its members by fostering the development of communal and individual responsibility. To achieve these ends, the members shall cultivate a unique sense of tradition and belonging; empower a dedicated, strong, responsible, and compassionate college government; and share both ideas and enthusiasm with their peers and associates. Brown College and its members, in encouraging social activities and athletic and academic struggle at the highest degree of sportsmanship, hereby pledge to achieve an ideal community within Rice University.

Article I: General Structure

The Government of Brown College shall consist of the Cabinet, the Court, and any other committees and/or elected officials as enumerated in this Constitution or in the by-laws. The separation of powers between Cabinet and Court must be maintained.

Section A: Membership

The student membership shall consist of those undergraduates at Rice University who are assigned to Brown College through university procedure. Only members of this college may vote in college elections and hold college office.

Section B: Cabinet Membership

The full Cabinet shall consist of the following members:

- President
- Internal Vice President
- External Vice President
- Treasurer
- Secretary
- Parliamentarian
- Floor Representatives
- Off-Campus Representatives
- New Student Representative
- Student Association Senator
- Rice Program Council Representative

The following cabinet officers shall comprise the Executive Cabinet: President, Internal Vice President, External Vice President, Treasurer, Secretary, and Parliamentarian.

Section C: Functions and Authority of the Cabinet

Sub-Section One: Responsibilities & Rights of the Cabinet

The Cabinet shall legislate on all matters. The Cabinet shall have the power to make decisions on all college matters in the name of Brown College. The Cabinet shall be responsible for enacting bylaws to this Constitution. By-laws to this Constitution may be enacted and revoked by a two thirds vote of the Cabinet. Furthermore, the room assignment policy can be changed with a three-fourths vote of the cabinet.

The Cabinet shall take into consideration the recommendations of the Housing and Residence Council as well as the Permanent Improvements Committee in enacting rules that apply specifically to residential matters and the college building itself. Residential rules may be enacted only by a two-thirds vote of the Cabinet.

The Cabinet shall have sole responsibility for determining the fiscal policies of the college. The budget and any changes must be approved by a two-thirds vote of the Cabinet. The Cabinet may authorize individual college members or officers to spend a limited amount of college funds for specific purposes at their own discretion, subject to the approval of the Treasurer. In addition, the Cabinet may require individual approval of all single expenditures exceeding a specified maximum.

The Cabinet shall appoint its own committees whenever deemed advisable for any purpose not provided for in the duties of the officers.

The Cabinet shall coordinate and supervise the work of its officers.

Sub-Section Two: Meetings of the College and the Cabinet

All-college meetings shall be held as the need for them arises. They shall be called by the President of the college or at the request of the Master. A petition, presented to the President, of ten percent of the college membership requires the President to call an all-college meeting.

Cabinet meetings shall be held at least twice a calendar month, except during final exams. The Cabinet may call for a closed meeting by a majority vote. During a closed meeting of the Cabinet, only elected members and the Parliamentarian shall be present. All other meetings of the Cabinet shall be open to the entire college membership.

The Secretary shall publish, for the entire college to view, the minutes of all open Cabinet meetings. The Secretary shall publish, for the entire college to view, abstracts of all closed Cabinet meetings.

Meetings of the Cabinet shall be called by the President as required above or at the request of at least three Cabinet members.

The Cabinet shall further detail the rules of its own functioning in the by-laws.

Section D: Court Membership

The Court shall consist of the following members:

- Chief Justice
- Recording Justice (Secretary)
- Parking Justice
- Public Events Justice
- Private Events Justice
- New Student Representative

Section E: Functions and Authority of the Court

The Court shall have the authority to interpret and enforce the Constitution, Residence Rules, bylaws, and Judicial Code of Brown College. The Court retains the right, by majority vote and after a public hearing, to overrule the preliminary judgment of the Parliamentarian on questions of Constitutional interpretation. The Court shall be responsible for giving and enforcing fines at Brown College. These fines include both the fines levied by the Brown Court and passing on the fines from Housing and Dining.

The Court shall remain a self-governing entity, independent of the Cabinet and the general membership of the college. The Recording Justice, however, shall make abstracts of Court meetings available for the entire college to view.

Article II: Officers of the Cabinet

All officers of the Cabinet shall fulfill the requirements spelled out for their office below; they shall be elected or appointed as specified in the by-laws and below.

All elected or appointed positions within the cabinet shall be held by only one person.

Persons who hold a position in which it is required that they live on campus, and choose to move off campus, will effectively resign themselves from their position.

Section A: President

The President shall be an incoming junior, senior, or fifth year. The President must live on-campus the fall and spring semester of the academic year following his/her election; the President must

live on-campus for Orientation Week. The President shall have his/her choice of room in the college and be guaranteed a parking spot in the fall and spring semesters after his/her election.

He/she shall be the chief officer of the college. He/she shall be informed of all college activities and advise officers and committees.

He/she shall preside at meetings of the Cabinet and shall prepare the agenda for these meetings or shall delegate the preparation of the agenda. As presiding officer, he/she will not have a vote in cabinet meetings except in the case where his/her vote would make or break a tie.

He/she shall be empowered, after consultation with at least one other member of the Executive Cabinet, to make emergency decisions in the name of the college when he/she feels it is necessary, provided that he/she reports all such decisions to the Cabinet. Such actions are subject to review by the full Cabinet at its next meeting.

He/she shall be the official representative of the college and shall represent the college in the Student Association Senate.

Section B: Internal Vice President (IVP)

The IVP shall be an incoming junior, senior, or fifth year.

He/she shall assume the duties of the President in case of the absence, disability, resignation, or impeachment of the President. He/she shall also serve as the official presidential proxy to the campus-wide meetings which the President cannot attend.

He/she shall chair and oversee the duties of the floor representatives and the Room Assignment Committee.

He/she shall also supervise and advise the work of the following standing committees: Academics, Alumni, Computers, Elections, Food, History, and Permanent Improvements.

He/she shall be responsible for meetings with the Committee Chairpersons as specified in the bylaws.

Section C: External Vice President (EVP)

The EVP shall be an incoming junior, senior, or fifth year. The EVP will be guaranteed a parking spot for the fall and spring following his/her election.

He/she shall be responsible for overall social planning and coordination for all college social and athletic events, including organizing refreshments for Cabinet meetings. He/she will also be in charge of organizing search committees for new RAs and Masters when needed.

He/she shall also supervise and advise the work of the following coordinators and standing committees: Associates, Cultural, O-Week, Social, Beer-Bike, Brown Events, College Night, Social Concerns, Theater and Sports.

He/she shall be responsible for meetings with the coordinators and Committee Chairpersons as specified in the by-laws.

Section D: Treasurer

The Treasurer shall be an incoming junior, senior, or fifth year.

He/she shall work with the Cabinet, committee heads, and coordinators to disburse college funds within the framework provided by the university.

He/she shall keep the official financial records of the college and shall report at the beginning of each semester on the college's finances at Cabinet meetings. In addition, he/she will pass these records along to the subsequent treasurer in order to establish a history of Brown College Funds.

He/she shall prepare the college budget, in consultation with the Executive Cabinet, for presentation to the Cabinet for its vote of approval at the second cabinet meeting of the Fall semester.

He/she will be responsible for training the subsequent treasurer and maintaining continuity until the new treasurer receives access to Brown funds.

At the start of each fall semester, the treasurer shall deposit 40% of all unused funds from the previous academic year into Brown's endowment. The unused funds include the yearly funds provided by Rice and any possible rollover from previous years (i.e. 40% of all funds regardless of source).

Section E: Secretary

The Secretary shall be an incoming sophomore, junior, senior, or fifth year. The Secretary shall not be exempt from the bump. Anyone holding the position shall receive a point bonus, to be determined in the Room Assignment Policy, in the bump.

He/she shall be responsible for the preparation, recording, distribution, and safekeeping of the minutes of all-college and Cabinet meetings. He/she shall also make abstracts of all closed Cabinet meetings known to the entire college.

He/she shall be responsible for the semi-weekly preparation and distribution of announcements from Brown College and other student organizations, and the advertisement of cabinet meetings.

He/she shall maintain the official college records.

Section F: Floor Representatives

There shall be one floor representative for each tower floor, and one floor representative for each new wing floor, for a total of ten floor representatives. Each representative shall be elected by the current members of his/her respective floor or otherwise specified constituency during the fall elections. Each shall be an incoming sophomore, junior, senior, or fifth year-in the case that no upperclassman files a petition for the position, a new student may run.

They shall be responsible for seeking out the opinions of their constituents by holding meetings between Cabinet meetings and for representing these opinions at the Cabinet meetings.

They shall be responsible for handling the budget allotted to them by the Treasurer as approved by the Cabinet.

They shall be members of the Housing and Residence Council and responsible for those responsibilities assigned to them by the Executive Cabinet and outlined in the by-laws.

Section G: Off-Campus Representatives

There shall be three off-campus representatives selected from those college members not resident in the college building. The representatives must live off-campus for the entire duration of their term. If a representative moves back on-campus, then an election must be held for their replacement. The off-campus representatives shall be elected by the current off-campus members during the fall elections. Each shall be a returning sophomore, junior, senior, or fifth year-in the case that less than three upperclassmen file a petition for the position, new students may run.

They shall assess the opinions of the off-campus members and act as liaison between them and the college government.

Section H: New Student Representative

The New Student Representative shall seek out the opinions of the first-year college members and shall represent these opinions in Cabinet meetings. The representative shall be a non-voting member of the Cabinet for the first semester of their term; thereafter, they shall have the right to vote. The first-year members of the college shall elect him/her in the fall elections.

He/she shall encourage the participation of new college members in the activities of the college, and shall maintain a record of those new students who have completed their required service points as outlined in the by-laws. He/She shall inform the IVP of each new student's standing prior to room draw.

Section I: Student Association (SA) Senator

The SA Senator shall be an incoming sophomore, junior, senior, or fifth year. The SA Senator shall not be exempt from the bump. The SA Senator shall be a non-voting member of the Cabinet.

He/she shall submit a report of the activities of the SA in the week following each meeting of that body. This report shall be presented orally at Cabinet meetings and in a written report to be included in the college minutes. Two missed reports in a row or two missed reports in one calendar month shall be grounds for dismissal.

He/she, along with the college President, shall serve as liaison between the SA Senate and the college.

Section J: Rice Program Council (RPC) Representative

The RPC Representative shall be an incoming sophomore, junior, senior, or fifth year.

The RPC Representative shall not be exempt from the bump. The RPC Representative shall be a non-voting member of the Cabinet.

He/she shall submit a report of the activities of the RPC in the week following each meeting of that body. This report shall be presented orally at Cabinet meetings and in a written report to be included in the college minutes. Two missed reports in a row or two missed reports in one calendar month shall be grounds for dismissal.

He/she shall serve as liaison between the RPC and the college.

Section K: Parliamentarian

The Parliamentarian shall be an incoming sophomore, junior, senior, or fifth year. The Parliamentarian shall not be exempt from the bump. The Parliamentarian shall be a non-voting member of the Cabinet.

The President shall appoint the Parliamentarian before changeover, but his/her appointment is subject to the approval of the new full Cabinet. The President is obligated to appoint a Parliamentarian with a strong working knowledge of Robert's Rules of Order.

He/she shall advise the cabinet on issues of Constitutional interpretation and issue a preliminary ruling on any questions. He/she shall also be the authority on all parliamentary rules and procedure.

He/she shall be responsible for maintaining records of and publishing the text of the Constitution, Constitutional Amendments, by-laws, and all other college policies.

The ruling of the Parliamentarian on a question of Constitutional interpretation may be overridden by a majority vote of the Court after a public hearing. The ruling of the Parliamentarian on a question of procedure may be overridden by a two-thirds vote of the Cabinet.

The Parliamentarian shall assure that announcements are conducted in a timely manner at Cabinet.

He/She shall not hold an additional position within the Cabinet that is a voting position.

Article III: Officers of the Court

All officers of the Court shall fulfill the requirements spelled out for their office below and in the Judicial Code; they shall be elected as specified in the by-laws and below. After the election of the five court members, the outgoing court members shall confer with the new court and advise its members of the responsibilities and duties of the Court. The court is required to convene at least twice a semester.

All positions of the court shall be held by only one person and members of the court shall hold only one position. Positions will be determined internally by the incoming court members.

Section A: Chief Justice

The Chief Justice shall be an incoming junior, senior, or fifth year. The Chief Justice must live on campus the fall and spring semester of the academic year following his/her election; the Chief Justice must also live on-campus for Orientation Week.

The Chief Justice shall be elected directly by the members of the college.

The Chief Justice shall be required to attend Cabinet meetings only when the discussion of a disciplinary matter involving the college and an offender is on that meeting's agenda.

Section B: Recording Justice (Secretary)

The Recording Justice shall be an incoming sophomore, junior, senior, or fifth year. The Recording Justice shall not be exempt from the bump. Anyone holding the position shall receive a point bonus, to be determined in the Room Assignment Policy, in the bump.

He/she shall be responsible for the preparation, recording, distribution, and safekeeping of the minutes of all Court meetings. He/she shall also make abstracts of all Court meetings known to the entire college.

Section C: Parking Justice

The Parking Justice shall be an incoming sophomore, junior, senior, or fifth year. The Parking Justice shall not be exempt from the bump. Anyone holding the position shall receive a point bonus, to be determined in the Room Assignment Policy, in the bump.

He/she shall be responsible for the enforcement of parking rules in all college lots.

He/she shall be responsible for the sale and distribution of resident lot parking stickers to those students deemed eligible by the Cabinet.

He/She shall be the liaison to the Rice University Police Department on all parking matters.

Section D: Public Events Justice

The Public Events Justice shall be an incoming sophomore, junior, senior, or fifth year. The Public Events Justice shall not be exempt from the bump. Anyone holding the position shall receive a point bonus, to be determined in the Room Assignment Policy, in the bump. He/she shall be responsible for serving as Student Judicial Programs (SJP) event liaison, completing all needed training in order to serve in that role. He/she shall also be responsible for training registered hosts and servers, as well as assisting hosts register Brown College-related public events with SJP, in consultation with the Brown Court and Chief Justice.

Section E: Private Events Justice

The Private Events Justice shall be an incoming sophomore, junior, senior, or fifth year. The Private Events Justice shall not be exempt from the bump. Anyone holding the position shall receive a point bonus, to be determined in the Room Assignment Policy, in the bump. He/she shall be responsible for approving private events at Brown, in consultation with the Brown Court and Chief Justice.

Section F: New Student Representative

The New Student Representative shall be a non-voting member of the Court. The first-year members of the college shall elect him/her in the fall elections.

Section G: Restrictions

Members of the Court may not be members of the Cabinet during their term of office. Maximum tenure is two years total, not including service as New Student Representative.

Members of the court may not be members of the Elections Committee. If any court members are running for election they shall be removed from judiciary proceedings should an election problem occur.

Article IV: Initiative, Referendum, Recall and Impeachment

Section A: Initiative

A petition of ten percent of the college membership, presented to the President, requires the Cabinet to discuss and take action on a specific issue.

Section B: Referendum

A referendum on any action of the Cabinet may be called for by a majority of that body or by a petition of ten percent of the college membership presented to the President. The decision of the majority of those college members voting-which must be equal to or greater than thirty percent of the college membership-on the referendum is binding on the Cabinet.

Section C: Recall

A referendum for the recall of a member of the government, a coordinator, or any ad hoc or standing committee chair may be called for by a majority of the Cabinet or by a petition, presented to the President, of ten percent of the college membership. The decision of the majority of those college members voting-which must be equal to or greater than thirty percent of the college membership-on the recall referendum is binding on the Cabinet and the subject of the recall. A new election will be held or a new appointment will be made for the position if the recall referendum is successful; the recalled may stand again for election/appointment should he/she choose to do so.

Section D: Impeachment

A member of the college government, a coordinator, or any ad hoc or standing committee chair may be impeached for failure to carry out the responsibilities and duties of his/her office. A majority vote of the body of which the subject of the impeachment attempt is a member or a petition, presented to the President, of twenty-five percent of the college membership shall be required to impeach. In the case of an Executive Cabinet member being the subject of an impeachment attempt, a majority of the voting Cabinet in its entirety, excluding the member being impeached, or the above detailed petition is necessary to impeach.

The Executive Cabinet and Court sitting in joint session shall try all impeachments. The Chief Justice shall chair said tribunal; in the case where the Chief Justice is the subject of the impeachment, the chair would pass to the President. A two-thirds vote of this body shall be required to convict and remove from office the impeached. A convicted member of the college government is forever banned from holding any office or position in the college.

Article VII: Amendments

Amendments to the Constitution may be proposed by a majority vote of the Cabinet or by a petition, presented to the President, of fifteen percent of the college membership. A two-thirds majority of those college members voting-which must be equal to or greater than thirty percent of the college membership-is required to enact amendments to the Constitution.

BY-LAWS

I: Passage, Revocation, and Suspension of By-laws

A two-thirds vote of the Cabinet is required to pass, amend, or revoke any portion of the by-laws.

A proposal to suspend a portion of the by-laws (except for those deemed not open for suspension) may be made by any Cabinet member or by a petition signed by fifteen-percent of the College membership. The Cabinet member proposing the suspension may not be directly affected by the suspension. This suspension must pass by a two-thirds vote of the Cabinet.

II: Meetings

Section A: Cabinet Meeting Rules

The minutes of all meetings of the Cabinet shall carry the time, day, date and place of the next regularly scheduled meeting.

Twenty-four hour notice of any non-scheduled meetings should be given to all members of the Cabinet, including a reason for the meeting. The person(s) requesting or organizing such a meeting shall be held responsible for notifying members and publicizing such a meeting by email, posted notices and any other means necessary to secure all members' attendance. If all members of the Cabinet cannot be contacted twenty-four hours before such a meeting, resulting in the absence of any of the members, a three-fourths majority vote of the full Cabinet, not the quorum present at the meeting, shall be necessary for any decision to be made.

The ruling of the Parliamentarian, based on his/her reading of Robert's Rules of Order, shall be the authority for parliamentary decisions.

No Cabinet member shall miss a meeting without a proxy. Extraordinary circumstances will be considered. Only the electing body may remove a member for these violations.

Section B: New Students Meeting

The President, Internal Vice-President, External Vice-President, Committee Chairpersons, and Coordinators shall meet with the new students at the beginning of the fall semester to encourage participation by the incoming students.

Section C: Floor and Off-Campus Meetings

Floor and Off Campus representatives shall continue Cabinet discussions and obtain the opinions of their constituencies through Floor and Off Campus meetings held between Cabinet meetings.

III: Elections

Section A: Elections Committee

The Elections Committee shall be in charge of all elections and election procedures. The Elections Committee shall field all initial inquiries regarding the process. For fall elections, the Elections Committee shall consist of the President and Parliamentarian. For spring elections, the Elections Committee shall consist of the President, Parliamentarian, and an at-large member appointed in the fall semester by the Internal Vice President. All members of the Elections Committee shall have administrative access to the Brown College Owlections account. Any members of the Elections Committee personally running for a position in any election must recuse themselves from administrative access to said election. The Parliamentarian shall be the Chairperson of the Elections Committee.

Section B: Candidacy

Each candidate for office in Brown College must file a petition with the Chairperson of the Election Committee at least five days before the election stating that he/she has read and understood the Constitution and By-Laws of Brown College. This deadline may be changed by Cabinet if necessary. Petitions must have twenty-five signatures of college members. Those running for Floor or Off-Campus Representative shall turn in a statement to the same effect, but without the twenty-five signatures. The petitions submitted by candidates for Associate Justice or Chief Justice must also state that the candidate has read and understood the student code of conduct and campus alcohol policy.

Section C: Publicity

Election and referendum publicity is the responsibility of the Election Chairperson and the Secretary. Elections should be announced to the college two weeks prior to voting in order to provide ample time for publicity. The only means by which college members can campaign shall be limited to the blurbs submitted to the Elections Committee, along with campaign statements and speeches for select positions. Blurbs are defined as 8 1/2 x 11 sheets of paper and the Elections Committee reserves the right to not post inappropriate or offensive blurbs. All candidates, with the exception of Floor and Off-Campus Representatives, New Student Representatives to the Cabinet and Court and Court Justices, shall also have the right to make campaign speeches and submit a campaign statement to the Elections Committee. Campaign statements can be up to 200 words and should only include the candidate's qualifications and goals. The Elections Committee shall

compile these statements and display them alongside the blurbs and ballot box, as well as distribute them via e-mail to the college.

Section D: Election Schedules

Sub-Section One: Spring Elections

The Cabinet shall determine election dates at the recommendation of the Elections Committee Chairperson; it is strongly recommended that the first round of elections take place in the first two weeks of February. The election for President and Chief Justice shall be held first, at least one week before the second spring election. Nominations for awards will be held at the same time as the first election. During nominations, a list of all Brown associates, their positions and departments shall be attached to the email linking to the Owlections voting application.

At least one week after the first election, elections for the remaining Executive Offices (IVP, EVP, Secretary, and Treasurer), Coordinators (Social, Cultural, and Associates), SA Senator, RPC Representative, Honor Council Representative, University Court Representative, and College Court shall be held. Voting for awards will be held at the same time. Voting for class awards (i.e. Outstanding Freshman) shall be restricted by class.

Sub-Section Two: Fall Elections

Elections shall be announced the first day of classes. Within a week of the first weekend of classes, the following elections shall be held: Floor, At-Large, and Off-Campus Representatives; the New Student Representative to the Cabinet and Court; and re-elections to fill vacancies in the government. Voting for the New Student Representatives to the Cabinet and Court shall be restricted to first-year members of the college.

Sub-Section Three: Vacancies

In the case of a vacancy, except in the office of President, an election shall be held to fill the open position within three weeks, in accordance with the election rules outlined below. In the interim a member of the Executive Cabinet shall fill the vacancy. In the case of a vacancy in the presidency, the Internal Vice-President shall assume that office. His/her office will then be filled as outlined here.

Section D: Ballots & Balloting

Candidates shall be listed on the ballot in a random order. The number of write-in spaces available should equal the number of people to be elected. Only one candidate can be written in per write-in space.

Voting will take place through Owlections. A link to the electronic ballot shall be emailed to voters, and the voting shall be open for at least 24 hours.

Section E: Tabulation of Results

Immediately after the polls close, the Owlections results shall be reviewed by all members of the elections committee.

Sub-Section One: Multiple-Position Elections

In elections where more than one person is to be elected (i.e., Court or Off-Campus Representatives), the cumulative vote shall be used. Voters shall have as many votes as positions available. Voters are free to distribute their votes in gradients of one vote, so long as the total does not surpass the allowed number of votes. A majority of votes is not required for victory, rather the candidate with the highest number of votes is declared elected and so on, until all seats are filled.

Sub-Section Two: Single-Position Elections

For all elections in which there is a single position, the alternative vote shall be used. Voters may vote for as many candidates as they wish, in order of preference (1 for first choice, 2 for second, etc.), including write-in candidates. A majority is defined as fifty-percent-plus-one of the total ballots. Owlections tallies results automatically in the following manner:

- a. The total number of ballots and the total number of voters are tallied.
- b. First place votes are counted for each candidate. If one candidate receives a majority, he/she is elected. If no candidate satisfies this requirement, the count continues as follows:
- c. The candidate with the least amount of first place votes is eliminated. The second place votes on those ballots listing the eliminated candidate as first choice are now counted with equal weight to first place votes for other candidates. Any ballot not listing a second choice is considered to be “dead”.
- d. If after this redistribution, one candidate has a majority, he/she is elected. If no candidate satisfies this requirement, then the redistribution continues as stated above, with the ballots for the candidate with the least votes being redistributed. His/her ballots are redistributed among the candidates not yet eliminated.
- e. This procedure will be continued until one candidate has a majority. In the event of a tie in elimination, both candidates are eliminated. In the event of a tie between the final two or more remaining candidates, a runoff shall be held between the candidates that are tied.

Section G: Approval & Announcement of Results

The Court, at the request on any college member, may examine the Owlections results before the election is approved. Only the Chief Justice and the Elections Committee may be present at the examination.

All candidates for an office shall be informed of the results before they are posted for the general public. Only the final results of an election, and not the actual vote distribution, shall be made public. This by-law is not open to suspension.

IV: Coordinators

Section A: Social Coordinator(s)

The Social Coordinator(s) shall be incoming sophomores, juniors, seniors, or fifth years. A team not to exceed three people may hold this position. Anyone holding the position shall receive a point bonus, to be determined in the Room Assignment Policy, in the bump.

In coordination with the External Vice-President, he/she/they shall plan and carry out the college social events, including parties, and pub night. He/she/they shall supervise and encourage informal college social activities. He/she/they shall head the social committee whose purpose is to involve college members outside the government in the planning of social events.

All Social Coordinators must be alcohol server and caregiver trained before the beginning of his/her/their term.

He/she/they will be responsible for training the subsequent Social Coordinators and maintaining continuity until the new coordinators have planned a public party.

Section B: Associates Coordinator(s)

The Associates Coordinator(s) shall be incoming sophomores, juniors, seniors, or fifth years. A team not to exceed three people may hold this position. Anyone holding the position shall receive a point bonus, to be determined in the Room Assignment Policy, in the bump.

In coordination with the External Vice-President, he/she/they shall set up and maintain a committee to deal with the Community, Faculty and University associates. He/she/they shall be responsible for and establish policies in regard to the Associates Program. He/she/they shall be responsible for bringing new associates into the college. He/she/they shall be responsible for keeping the associates informed of college activities and University deadlines. He/she/they shall be responsible for organizing and planning semesterly Associates Nights and other events, such as receptions, dinners, and lectures, for associates and buddies. He/she/they shall also encourage the associates to become and stay involved with Brown.

Section C: Cultural Coordinator(s)

The Cultural Coordinator(s) shall be incoming sophomores, juniors, seniors, or fifth years. A team not to exceed two people may hold this position. Anyone holding the position shall receive a point bonus, to be determined in the Room Assignment Policy, in the bump.

In coordination with the External Vice-President, he/she/they shall plan and carry out a series of college-sponsored programs and activities, such as speakers, films, displays, and off-campus activities. He/she/they shall also supervise and encourage the college effort to bring people from outside the college, especially faculty members, to the College on an informal basis. He/she/they shall also assume responsibility for special projects which may come up during the year and which are not delegated to another coordinator, committee chairperson, or officer. He/she/they shall promote participation from all college members in these activities.

Section D: Orientation Week Coordinator(s)

The O-Week Coordinators shall be incoming juniors, seniors, or fifth years. A team of two or three may hold this position. The entire team must reside in Houston during the summer preceding their term in office. This by-law is not open to suspension.

The Orientation Week Coordinators shall be selected by a committee composed of the following members:

- Coordinators from the previous year
- One master
- One RA
- The president
- The college coordinator

In the event that these individuals do not constitute a seven-person committee, the committee is responsible for filling the vacant spot(s) by a unanimous vote.

The selection of an O-Week theme shall occur after the coordinators have been selected.

He/she/they will be responsible for producing the O-Week handbook; selecting advisors and coadvisors; and scheduling activities for O-Week, assigning new student rooms and roommates, and other new student affairs throughout the year.

V: Standing Committees

Section A: Selection of Committee Chairpersons

The following rules shall guide the selection of committee chairpersons for the committees outlined in this Section:

- a. An interview is required of each candidate.
- b. Both the ingoing and outgoing Internal Vice-President and External-President shall conduct the interviews. Both current officers must be present at each interview.

- c. The method of interviewing shall be determined by the interviewing body and shall be consistent for all applicants for a particular position.
- d. There will be no campaigning for any of these positions.
- e. The decision of the interviewing committee is subject to the majority approval of the Cabinet. In case of disapproval, the full Cabinet will become the interviewing committee; the new committee will interview each candidate and will make a decision by vote. The choice of the majority will be binding.
- f. Any issue raised about any of these positions should first be brought to the person holding the position, to the Vice-President in charge of the committee, or to the President. If the issue is not resolved, it should be brought to the Cabinet as a whole. If the issue is brought to the Cabinet through initiative, the Cabinet may make a decision on the issue. As with all Cabinet decisions, the Constitutional channel of referendum is available to contest any decision on the issue.
- g. Vacancies shall be filled at the discretion of the original selection committee. They may interview candidates or appoint a replacement.

Section B: Committee Membership

A committee is composed of the selected chairpersons, and those chosen to be on the committee by that chairperson. The Vice-President in charge of the committee is a member, ex-officio.

Section C: Committee Functions

All outgoing committee chairs are responsible for meeting with new chairs to discuss responsibilities and to make recommendations. At this time they will pass on the committee documents that the committee chairs shall maintain during their term. Temporary committees can be created as deemed appropriate by the Executive Cabinet. Committees that are inactive for a time due to lack of interest may be reactivated when interests arises.

1. The following committees are under the oversight of the Internal Vice-President:
 - a. Alumni Relations. This committee, with the Internal Vice-President shall encourage the continued interaction of alumni/alumnae and shall plan and coordinate activities involving alumni/alumnae including the Homecoming TG.
 - b. Computers. This committee shall be responsible for maintenance and repair of the college computers (including the College Coordinator's). It shall be composed of the two Student Computer Consultants (SCCs) and one additional member chosen by the Vice-Presidents. One member of the committee shall serve as the webmaster. This person shall be responsible for maintaining the Brown webpage and for assisting the Secretary in maintaining electronic copies of Cabinet minutes.
 - c. Staff Appreciation. This committee shall work to maintain positive relations between the college and its support staff. This committee shall update and maintain the cleaning staff

poster in the elevator lobby and the server staff poster in the commons. This committee will also organize gift collections for the cleaning staff before winter recess and coordinate English tutoring with the campus-wide ESL program.

- d. Historian. The Historian shall be responsible for the annual scrapbook and the taking, framing and hanging of the annual Brown picture. The Historian shall also be responsible for the Brown College section in the Campanile.
 - e. Permanent Improvements. This committee shall plan for the overall development of the public area of the college, especially the first floor, basement, and outdoor areas. It shall plan and execute the major expenditures for improvements as authorized by the Cabinet. It shall also be responsible for the allocation of the Ambiance and Matching Funds allocated by Housing and Dining.
 - f. Music. This committee shall be responsible for maintaining the Brown sound system and overseeing the use of this equipment. The committee shall ensure that music is played in the Brown quadrangle on Fridays and any other appropriate time.
 - g. Caregiving. This committee shall plan and carry out college care-giving activities. It will coordinate caregiver trainings, maintain a list of active caregivers, and assign caregivers to significant events. It will assist other coordinators and committees in planning care-giving for any major college event that involves alcohol.
 - h. Bicycle. This committee shall plan and carry out a series of college-sponsored programs and activities to promote and aid student bicycle use. It will be responsible for maintenance of any Brown College bicycles (excluding racing bicycles).
 - i. Food Committee. This committee shall serve as the official liaison between the College and the Housing and Dining Manager of the North Serverly to provide feedback and address concerns brought up by the college.
2. The following committees are under the oversight of the External Vice-President:
- a. Beer-Bike. This committee shall be responsible for selecting chug and bike team captains; practice times for the bike teams, chug teams and the pit crew; mock race dates; and coordination of these teams on the day of the race. It shall be responsible for appointing balloon captains and a Jack Coordinator. It shall also be responsible for securing sponsorship, choosing the team's colors, holding a T-shirt design contest, printing T-shirts, planning the entrance parade, finding members of Brown to do security on the day of the race, and submitting a budget recommendation to the Cabinet.
 - b. Brown Events. This committee shall be responsible for coordinating events such as, but not limited to, Brown Day, Brownapalooza, Talent Show, and the Holiday Party. This committee shall be available for the purpose of assisting the Masters, particularly in the area of social activities; the chairperson(s) shall work with the Masters in the planning and execution of any such function. It shall also be responsible for coordinating any such similar events not already coordinated by the Social or Cultural Coordinators. The

committee has the responsibility of changing events if necessary to better suit the Brown College needs and to help keep morale high and events fun.

- c. College Night. This committee shall be responsible for the planning and scheduling of both fall and spring college nights.
- d. Social Concerns. This committee shall plan and encourage participation in activities which are of broader social importance than most college activities. It shall coordinate such activities as voter registration, Brown's semesterly blood drive, and projects that address social issues in the greater Houston community. In the case of unusual situations (such as a death in the family, a new baby, an illness) involving a member or associate of the college, the Social Concerns Committee shall be responsible for purchasing flowers, cards, and/or other appropriate gifts. The committee shall be responsible for meeting with all parties interested in requesting donations from the college, for allocating funds appropriately in determining the amount of each donation, and for presenting all requests during cabinet meetings so that the request can be put to a vote. All donations are approved with a two thirds vote of the Cabinet.
- e. Sports. This committee shall encourage participation in intramural and extramural sports. It shall also coordinate Brown's college sports teams and be responsible for selecting team captains and/or coaches.
- f. Theater. The committee shall accept nominations for the show to be performed from the college at large in the term preceding the performance and shall select a show by majority vote of the committee before the end of that term. The role of the producer shall be filled by the chair of the theater committee who shall be responsible for the budgeting and staffing of the show. Ticket pricing shall be set according to the discretion of the committee. Proceeds shall be used to restore the theater budget and additional funds may be used for equipment purchases or to produce a second show.
- g. Environmental. This committee shall plan and carry out a series of college-sponsored programs and activities to promote environmental awareness and action. It shall promote participation from all college members in these activities. It shall be composed of the eco-rep as appointed by the university and two additional members chosen by the Vice-Presidents.

VI: Room Assignment Committee

Section A: Chair

This body shall be chaired by the Internal Vice-President who shall duly report to the Cabinet. The Chair shall coordinate and execute the freshman bump and room draw.

Section B: Membership

This Committee shall be composed of the outgoing Internal Vice-President (ex officio) and the newly elected Internal Vice-President. The President and Parliamentarian shall serve as advisors to the committee. During the school year, the committee shall be the current Internal Vice-President.

Section C: Committee Responsibilities

This body shall assign rooms and authorize room changes. The assignment of rooms in the spring for the following year shall be done in this manner: the Bump shall occur prior to Room Draw, quads shall be assigned first, no later than four weeks before the lease agreement deadline; singles shall be assigned next, no later than one week after quads are assigned, suites shall be assigned next, no later than one week after singles are assigned; regular tower rooms shall be assigned no later than one week after suites are assigned and before the lease agreement deadline. All rooms which become available during the year shall be made known to the entire college and all applications shall be considered for each room.

All complaints and applications shall be made in writing and turned in to the committee chairperson and the entire committee shall meet and discuss each question (except those involving simple, mutually agreed-upon trades which need only confirmation). A committee decision will take effect twenty-four hours after the committee has reached and published its decision. If a formal written complaint is received during that period, the committee will reconsider that decision and settle on a new solution which will be final.

All applications, complaints and committee deliberations are confidential, and members may be impeached for failure to accept this responsibility. College members should realize this and be as open as possible in their own dealings concerning room assignments.

VII: Housing and Residence Council

Section A: Chair

This body shall be chaired by the Internal Vice-President who shall duly report to the Cabinet all proceedings and recommendations of the Council and shall act as a body for referral of housing and residence matters. This body shall authorize the use of Brown College facilities and reserves the right to deny its use. Signing up is a requisite to the use of these facilities.

The Chair shall be the recipient of damage bills from the University. The Cabinet shall approve payments for any and all damage bills and may, by majority vote, ask the Court to investigate any damage. The Chair may recommend that the Cabinet send specific damages to the Court.

Section B: Membership

This Council shall be composed of the Floor Representatives. There shall be one Floor Representative from each floor of the old Brown wing (seven total); there shall be one Floor

Representatives from each floor of the new Brown wing (three total). Members shall serve on the Council for the entire school year.

Section C: Distribution of Responsibilities

The Internal Vice President shall distribute among the floor representatives the following duties:

- a. Laundry Facilities. This member shall work with the businesses which maintain laundry facilities within Brown College; he/she shall take care of reporting all repairs and complaints pertaining thereto. He/She shall be responsible for cleaning out the laundry room and removing all remaining clothing periodically for donation.
- b. Kitchen Supplies. This member shall be responsible for purchasing and distributing kitchen supplies as needed to the different floors; he/she shall be responsible for reporting any needed maintenance of equipment in the kitchens (i.e., refrigerators, microwaves).
- c. Fitness Room. This member shall be responsible for maintenance and security of the fitness room and all equipment.
- d. Facility Reservations. This member shall be responsible for maintaining a reservations calendar for use by Brown members in reserving the private dining room, classrooms, and other commons areas. He or she will also be responsible for posting these reservations on the Brown website.
- e. Basement and Trunk Room. This member shall be responsible for the general condition of the trunk room; he/she shall also be responsible for periodic cleanouts of the basement and Trunk Room with subsequent donations to charity or a sale to the Brown community.
- f. Media. This member shall be responsible for the maintenance and security of the college's games and gaming equipment, including supplying the pool tables and supervising use of Brown's board games and videos. They will also be responsible for the upkeep of the Brown Movie Room.
- g. Postings. This member shall be responsible for the maintenance of all bulletin boards and areas for postings. He/she is responsible for removing outdated flyers and posting items as requested by the College Coordinator.
- h. Pianos. This member shall be responsible for the yearly tuning of the Brown pianos.

VIII: Orientation Week

Section A: Advisor Selection

Those wishing to be advisors for the following academic year should sign a list in an appropriately advertised place by a certain deadline. Those names appearing on the list shall be selected by process of interview. Interviews shall be conducted by the O-Week Coordinators. The Masters may sit in on interviews to oversee the interview process. It is suggested that each interview take no longer than fifteen minutes and all interviews (combined) no longer than one week. A minimum of two coordinators must be present at each interview. Following the completion of the

advisor interviews for all interested parties, coordinators shall then select advisors. Those chosen can not be on scholastic or disciplinary probation. Posting alternates will be optional. There will be a minimum of ten advising groups each consisting of two advisors and one co-advisor from one of the other colleges. There must be at least one male and one female in each advising group.

All members of the college are eligible to advise except: O-Week Coordinators, graduate students, and students on academic or scholastic probation. Chosen advisors who are found to be on probation during the summer must resign their position as advisor, and will be replaced by an alternate. The same standards apply to co-advisors not from Brown.

Section B: O-Week Residence

Only those persons appearing on the list compiled by the O-Week Coordinators and approved by the Masters may reside on campus during O-Week. No one may receive keys to Brown until they pay college fees and take up official residence there. Persons not appearing on this list may not receive keys to Brown and may not move their personal belongings into the college until the Saturday after O-Week. In case of on-campus Brown members advising at other colleges, they may store their belongings at Brown during O-Week, specifically in their assigned rooms subject to said rooms' occupation during the duration of O-Week.

IX: Associates

Section A: Faculty Associates

Faculty associates will be selected for a three-year renewable term in the spring of each year following the election of the new Cabinet. Nominations shall be made by the college-at-large and turned in to the Associates Coordinator(s).

The coordinator(s) will list the nominees in order of preference and give this list to the Master of the College for the Associates draw. Both the associate and the Associates Coordinator(s) will have the option of continuing or discontinuing the associateship at any time. The recommendation of the coordinator(s) in regard to the status of an associate will be made known to the Master.

Section B: Community Associates

Community associates will be selected for a two-year renewable term in the spring of each year following the election of the new Cabinet. Nominations shall be made by the college-at-large and turned into the Associates

Coordinator(s). The coordinator(s) will then follow up as they see fit. After two years, their associateship will be reviewed by the Associates Coordinator(s). Both the associate and the Associates Coordinator(s) will have the option of continuing or discontinuing the associateship at

any time. The recommendation of the Associates Coordinator(s) in regard to the status of an associate will be made known to the Master.

Section C: University Associates

University associates will be selected for a one-year renewable term in the spring of each year following the election of the new Cabinet. After one year, their associateship will be reviewed by the Associates Coordinator(s). Both the associate and the Associates Coordinator(s) will have the option of continuing or discontinuing the associateship at any time. The recommendation of the Associates Coordinator(s) in regard to the status of an associate will be made known to the Master.

Section D: Resident Associate and Master

In the event that a new Master or Resident Associate is needed for the College, a committee shall be formed during the last Fall semester of the Masters' or RAs' term to conduct a search for their replacement. The committee, chaired by the External Vice-President, shall consist of the new President, four class representatives to be elected by the respective members of the freshman, sophomore, junior and senior classes as well as the Internal and External Vice-Presidents. The Committee shall be responsible for seeking out and interviewing all interested and qualified applicants for the position.

At least-five members of the committee must be present at each interview. An effort should be made to conduct all interviews within a week. When the interviews are complete, a time shall be set to rank the top three applicants. All members of the committee must be present at this final meeting. All information should be kept completely confidential before and after the decision is made. When the committee majority agrees upon a ranking of the top two candidates, the list shall be turned in to the current Masters and the President of the University for his/her ultimate selection.

X: College Awards

In the spring of each year at Associates Night, the following awards shall be awarded.

Section A: Student Awards

- a. Outstanding Freshman. Awarded to the freshman who best exemplifies the spirit of his/her class by taking an active interest in and showing concern for the college. Selected by the freshman class.
- b. Senior Service Award. Awarded to the senior who has contributed the most during his/her years at Brown through his/her involvement in and devotion to the college. Selected by the Senior class.

- c. Brown College Service Award. Awarded to the Brown member who has contributed the most to Brown through his/her involvement in and devotion to the college. Selected by all Brown College members.
- d. Sports Award. Awarded to the Brown member who has exhibited outstanding athletic ability and sportsmanship in varsity or intramural sports. Selected by all Brown College members.
- e. Rice Service Award. Awarded to the Brown member who has contributed the most to Rice through his/her involvement in university activities. Selected by all Brown College members.
- f. Meg Perkins Memorial Sports Award. Awarded to the Brown member who has exhibited outstanding athletic ability and sportsmanship in varsity or intramural sports. Selected by all Brown College members.

There are various other awards which, from time to time, are established by friends of Brown College. Recipients of these awards will be determined by a committee selected by the Masters, the Resident Associates and the College Coordinator. This committee will be composed of the masters, resident associates, college coordinator and a minimum of 8 members of Brown College. Committee members who are eligible for an award will not participate in the decision making process for that award.

Section B: Associate Awards

- a. Outstanding Faculty Associate. Awarded to the Brown College Associate who has demonstrated exceptional dedication to Brown College and its members. Selected by all Brown College members.
- b. Outstanding Excellence in the Humanities or Social Sciences. Awarded to the Brown Faculty Associate who has demonstrated outstanding teaching ability in the Humanities or Social Sciences. Selected by all Brown College members.
- c. Outstanding Excellence in the Sciences and Engineering. Awarded to the Brown College Faculty Associate who has demonstrated outstanding teaching ability in the Sciences or Engineering. Selected by all Brown College members.

Section C: President's Awards

President's Award. Awarded to the student(s), associate(s), or staff member(s) who have given time, effort, and support to the Brown College President during his/her term in office. Selected by the outgoing President.

XI. New Student Service Points

To promote greater involvement, every new student at Brown will be responsible for completing two New Student credits. One credit can be earned by performing one of following:

- a. One hour of security, bartending or wrist-banding at a Brown public party
- b. Set up or clean up for a Brown party
- c. Setting up and putting away tables and equipment before and after Brown public parties
- d. Helping to pick up balloons the morning after Beer Bike

The number of credits available for each duty shall be decided on a yearly basis by the Social Coordinators and Beer Bike committee under the supervision of the Internal Vice President, in order to adjust for the varying numbers of new students by year.

In order to receive a credit, new students should sign up with the appropriate committee before the day of the event. Regardless of the situation, only the pre-determined number of credits can be given out (If one student helps to set up a party for 3 hours but all the credit spots have already been signed up for, they cannot receive a credit.)

If a new student has a problem being involved in the activities associated with these requirements, they should contact the Internal Vice President for alternative options.

If a student signs up for a party shift and does not show up, they will not receive a credit and will be required to complete an extra credit (3 total credits after one offense). If they find a replacement to work their shift, they will not earn a credit but will not be required to complete an extra credit. Their replacement will earn a credit.

Only the Social Coordinators, Beer Bike Coordinators and Internal Vice President will be able to approve completed credits. They will be responsible for submitting a list of completed credits after each event to the New Student Representative.

The New Student Representative will keep a log of all new student credits. Furthermore, the New Student Representative should encourage and remind new students to complete their credits. A list of new students who have not completed their credits will be submitted to the Internal Vice President and the College Coordinator prior to room draw.

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