



COMPLETE GUIDING DOCUMENTS OF EDGAR ODELL LOVETT COLLEGE

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TABLE OF CONTENTS

| | |
|---|-----------|
| <u>CONSTITUTION</u> | 5 |
| PREAMBLE | 5 |
| ARTICLE I: ESTABLISHMENT OF LOVETT COLLEGE | 5 |
| Section 1. Name | 5 |
| Section 2. Student Membership | 5 |
| Section 3. Adult Team | 5 |
| Section 4. Faculty, Community, and University Associates | 5 |
| ARTICLE II. ESTABLISHMENT OF THE CENTRAL COMMITTEE | 5 |
| Section 1. Establishment | 5 |
| Section 2. Powers and Duties of the Central Committee | 5 |
| Section 3. Requirements for Candidacy and Standing | 6 |
| Section 4. Designation of Voting Members and Procedures | 6 |
| Section 5. Approval of Budget and Expenditures | 7 |
| ARTICLE III. EXECUTIVE COMMITTEE | 7 |
| Section 1. Establishment | 7 |
| Section 2. President | 8 |
| Section 3. Internal Vice President | 8 |
| Section 4. External Vice President | 8 |
| Section 5. Secretaries | 9 |
| Section 6. Chief Justice | 9 |
| ARTICLE IV. TREASURERS | 9 |
| Section 1. Treasurers | 10 |
| ARTICLE V. ELECTED COMMITTEES | 10 |
| Section 1. Activities | 10 |
| Section 2. Associates | 10 |
| Section 3. Culturals | 10 |
| Section 4. Outreach | 11 |
| Section 5. Properties | 11 |
| Section 6. Socials | 11 |
| Section 7. Member-at-Large | 12 |
| Section 8. New Student Representative | 12 |
| Section 9. Off-Campus Representative | 12 |
| ARTICLE VI. JUDICIAL BODY | 13 |
| Section 1. Establishment | 13 |

| | |
|---|-----------|
| Section 2. Powers and Duties | 13 |
| Section 3. Chief Justice | 13 |
| Section 4. Deputy Justices | 13 |
| Section 5. Associate Justices | 14 |
| Section 6. Court Procedure | 14 |
| ARTICLE VII. ELECTIONS AND APPOINTMENTS | 16 |
| Section 1. Elections | 16 |
| Section 2. Appointed Officers | 16 |
| Section 3. Removal of Elected Officers | 16 |
| Section 4. Removal of Appointed Officers | 17 |
| Section 5. Filling of Vacancies | 17 |
| ARTICLE VIII. REFERENDA, OPINION POLLS, INITIATIVE, AND RECALL | 17 |
| Section 1. Legislative Rights of College Members | 17 |
| Section 2. Referenda | 18 |
| Section 3. Opinion polls | 18 |
| Section 4. Initiative | 18 |
| Section 5. Recall of Officers | 18 |
| ARTICLE IX. AMENDMENTS TO THIS CONSTITUTION | 19 |
| Section 1. University Policy | 19 |
| Section 2. Other Amendments | 19 |
| ARTICLE X: RATIFICATION PROCEDURE | 19 |
| Section 1. Ratification | 19 |
| Section 2. Preservation of Existing Legislation | 19 |
| ARTICLE XI. AMENDMENTS TO BY-LAWS | 19 |
| <u>BY-LAWS</u> | 20 |
| ARTICLE I. BY-LAWS FOR TREASURERS | 20 |
| Section 1. Appointment | 20 |
| Section 2. Eligibility | 20 |
| Section 3. Accountability | 20 |
| ARTICLE II. BY-LAWS FOR LOVETT REPRESENTATIVES | 20 |
| Section 1. Establishment of Lovett Representatives | 20 |
| Section 2. Student Association Senator | 21 |
| Section 3. Rice Program Council Representative | 21 |
| Section 4. Honor Council Representative | 21 |
| Section 5. University Court Representative | 21 |

| | |
|--|-----------|
| Section 6. Lovett Senior Committee | 22 |
| Section 7. Restrictions on Campaigning | 22 |
| Section 8. Removal from Office | 22 |
| Section 9. Vacancies | 22 |
| ARTICLE III. BY-LAWS FOR ROOM ASSIGNMENT | 22 |
| Section 1. General information | 22 |
| Section 2. Overview of Housing Procedures | 23 |
| Section 3. Requirements to Participate in Eligibility Jack | 23 |
| Section 4. Concerning the Eligibility of Students | 23 |
| Section 4. Eligibility Jack Procedures | 24 |
| Section 5. Timeline of Eligibility Jack | 25 |
| Section 6. Classification of Students for Room Jack | 25 |
| Section 7. Room Jack Procedures | 26 |
| Section 8. Chronological Order of Room Jack | 27 |
| Section 9. Special Provisions | 27 |
| Section 10. Students Not at Rice Currently or in the Following Academic Year | 28 |
| Section 11. Jacking with No Intention of Living on Campus | 28 |
| Section 12. Vacancies arising after the Eligibility and Room Jacks | 28 |
| ARTICLE IV. BY-LAWS FOR PARKING ASSIGNMENT | 29 |
| Section 1. Eligibility to Compete for a Sticker | 29 |
| Section 2. Eligibility to Keep a Sticker | 29 |
| Section 3. Central Committee Stickers | 29 |
| Section 4. Seniority and Parking Jack | 29 |
| Section 5. Special Circumstances | 29 |
| Section 6. Vacancies | 30 |
| Section 7. Transferability | 30 |
| ARTICLE V. BY-LAWS FOR COURT PROCEDURES | 30 |
| Section 1. Court Appointments | 30 |
| Section 2. Special Provisions | 31 |
| Section 3. Legislative and Constitutional Recommendations | 31 |
| Section 4. The Accusation and Associated Procedures | 31 |
| Section 5. The Hearing | 32 |
| Section 6. Deliberations | 33 |
| Section 7. Appeals | 33 |
| ARTICLE VI. BY-LAWS FOR ELECTION PROCEDURES | 33 |
| Section 1. Elections Committee | 33 |
| Section 2. Chronological Order of Elections | 34 |

| | |
|---|-----------|
| Section 3. Eligibility of Candidates | 34 |
| Section 4. Referenda | 34 |
| Section 5. Ballots for Officer Elections | 35 |
| Section 6. Ballots for Officer Elections | 35 |
| Section 7. Tabulation Procedures | 36 |
| Section 8. Notification, Announcement, and Approval | 36 |
| <u>CODE OF CONDUCT</u> | 38 |

CONSTITUTION

PREAMBLE

The members of Lovett College establish this Constitution as the framework by which their common activities shall contribute to the quality of university experience within the spirit of the College System, and by which the rights and liberties of each individual shall be protected.

ARTICLE I: ESTABLISHMENT OF LOVETT COLLEGE

Section 1. Name

This organization shall be named Edgar Odell Lovett College, in honor of the first President of Rice University.

Section 2. Student Membership

The membership of Lovett College will consist of registered undergraduate students of Rice University designated members of the College by the University at the time of enrollment.

Section 3. Adult Team

- A. The Magister(s) are appointed by the Administration of Rice University in collaboration with the Magister Search Committee.
- B. The Resident Faculty Associate(s) and Resident Associates are appointed by the Magister(s) in collaboration with their respective Search Committees.

Section 4. Faculty, Community, and University Associates

The Associates are appointed by the Magister(s) with the advice of the Associates Coordinators.

ARTICLE II. ESTABLISHMENT OF THE CENTRAL COMMITTEE

Section 1. Establishment

The governing body of Lovett College shall be called the Central Committee. All meetings of the Central Committee, including the place, date, and time set by the President, shall be announced to the College in advance. All meetings shall be open except those designated otherwise by the President.

Section 2. Powers and Duties of the Central Committee

By a simple majority vote of quorum, the Central Committee shall:

- A. Develop a program of action for the current school year and suggest programs for succeeding administrations.

- B. Approve a tentative budget during the spring semester after changeover (installation of newly elected officers).
- C. Subsequently outline necessary budgetary changes in harmony with the needs of the College.
- D. Approve or deny all expenditures over \$100 and review all expenditures at every open meeting.
- E. Enact legislation governing conduct of the College membership and mechanisms of College government operation.
- F. Approve or deny appointments by the President.
- G. Approve or deny the use of College facilities by groups working on non-Lovett College functions, when prompted by the External Vice President.
- H. With the approval of any office involved, have the power to delegate specific constitutional duties to appointed officers.
- I. Have the power to require equal amounts of service to the College by all new students.
- J. Take action on matters that concern the general welfare of Lovett College.
- K. Work to involve college members outside the government.

Section 3. Requirements for Candidacy and Standing

- A. Each candidate must be a student at Rice University and a member of Lovett College.
- B. No candidate or officer may be on academic or disciplinary probation.
- C. The President shall be a sophomore, junior, or senior (planning to become a Rice fifth-year student) at the time of election in the spring.
- D. Candidates for Treasurer must have the intention to remain at Lovett College for a minimum of two years from the time of appointment.
- E. New Student Representatives shall be in their first year at Rice at the time of election in the fall.
- F. All other members shall be a freshman, sophomore, junior, or senior (planning to become a Rice fifth-year student) at the time of election in the spring.
- G. The President, Chief Justice, and Deputy Justices must live on campus during their terms of office.
- H. One person holding the position of Properties Coordinator must live on campus during the term of office.
- I. No one person may hold more than one elected office simultaneously.
- J. Any eligible College member, as defined in this Section, may become a candidate for office by submitting a petition signed by twenty-five College members supporting their candidacy. Write-in candidates need not petition.

Section 4. Designation of Voting Members and Procedures

- A. The following offices are given one vote: Internal Vice President, External Vice President, Secretary, Chief Justice, Activities, Associates, Culturals, Outreach,

- Properties, Socials, Member-at-Large, New Student Representative, and Off-Campus Representative.
- B. The President may only vote in the case of a tie.
 - C. The Treasurers, Student Association Senator, University Court Representative, Honor Council Representative, Rice Program Council Representative, and all appointed positions are not given a vote.
 - D. A quorum shall consist of nine voting offices with the presence of one officeholder constituting the presence of that office.
 - E. No official votes may be taken at a closed meeting.
 - F. Those with a budget and/or voting powers on the Central Committee must declare any and all possible conflicts of interest to the Central Committee prior to any votes or monetary gifts.

Section 5. Approval of Budget and Expenditures

- A. By a simple majority vote of quorum, unless otherwise specified, the Central Committee shall:
 - i. Approve a tentative budget during the spring semester after changeover (installation of newly elected officers).
 - ii. Subsequently outline necessary budgetary changes in harmony with the needs of the College.
 - iii. Approve or deny all expenditures over \$100 and review all expenditures at every open meeting.
 - iv. Approve or deny all expenditures over \$500 with a two-thirds majority vote.
- B. Alternative voting procedures for expenditures are as follows:
 - i. When the Central Committee is not in session, expenditures can be voted on through email at the discretion of the President using quorum procedures listed above. The college must be informed by email at a minimum of twenty-four hours before an electronic Central Committee vote. The votes of each committee and the outcome of the vote shall be sent to all members of Lovett College within twenty-four hours of the completion of the vote.
 - ii. If there is insufficient time to process an expenditure through a traditional or electronic vote, Central Committee members may seek reimbursement by retroactively submitting the expenditure request.
 - iii. Using college funds for purchases without approval is grounds for referral to Lovett College Court.

ARTICLE III. EXECUTIVE COMMITTEE

Section 1. Establishment

- A. The Executive Committee shall also serve as members of the Central Committee.

- B. The Executive Committee shall be comprised of the President, Internal Vice President, External Vice President, Secretaries, Chief Justice.
- C. The Executive Committee shall be responsible for:
 - i. Overseeing the execution of programs of action as outlined by the Central Committee.
 - ii. Organization of study breaks during finals.
 - iii. Oversight of College Courses.

Section 2. President

- A. The President shall act as the Chairperson of Central Committee.
- B. They shall be obligated to:
 - i. Serve as a liaison to the University administration and other student government bodies.
 - ii. Appoint any College member to serve in any position deemed necessary, subject to the provisions of Article VII, Section 2.
 - iii. Enforce verdicts and penalties rendered by the Lovett College Court.
 - iv. Work with the Internal and External Vice Presidents and Treasurers to create an overall budget and make necessary budget changes throughout the school year.
 - v. Call the Executive Committee to order at their discretion.

Section 3. Internal Vice President

- A. The Internal Vice President shall oversee the internal affairs of the College.
- B. They shall be obligated to:
 - i. Act in the capacity of the President in their absence, particularly in regards to matters within the College.
 - ii. Oversee and advise all appointed positions related to events and facilities with the guidance of the President.
 - iii. Coordinate elections for the college and maintain records of election results, referenda, and initiatives for at least thirty days.
 - iv. Coordinate the fair and equal service of all new students as determined by the Central Committee
 - v. Coordinate the parking and room jacks.
 - vi. Determine the fair allotment of housing throughout the academic year.

Section 4. External Vice President

- A. The External Vice President shall oversee the external affairs of the College.
- B. They shall be obligated to:
 - i. Act in the capacity of the President in their absence, particularly in regards to matters outside the College.
 - ii. Oversee and advise all elected positions with the guidance of the President.

- iii. Oversee the upkeep and improvement of College facilities through the programs of Ambiance, Matching, and Green Funds.
- iv. Manage all requests for College facilities.
- v. Organize search committees for new RAs, Resident Faculty Associates, College Coordinators, and Magisters when needed.

Section 5. Secretaries

- A. The Office of Secretary shall be held by two individuals.
- B. The Secretaries shall oversee all matters regarding communication to the College.
- C. They shall be obligated to:
 - i. Oversee and advise all appointed positions related to communications with the guidance of the President.
 - ii. Oversee the Merchandise Committee, which will be responsible for the creation, sale, and distribution of Lovett College merchandise.
 - iii. Record proceedings of the Central Committee at all meetings and publicize the minutes.
 - iv. Make regular announcements to the College through appropriate channels.
 - v. Coordinate usage of all Lovett public posting spaces, including the Commons doors, bulletin boards, and chalk board.

Section 6. Chief Justice

- A. The Chief Justice shall be the Chairperson of Lovett Court and shall oversee the general wellbeing and safety of the College.
- B. They shall be obligated to:
 - i. Be the chief enforcer of the College Code of Conduct and University Alcohol Policy.
 - ii. Act as a liaison for members of the College to RUPD, SJP, the Wellbeing Center, and other health and safety leaders on campus.
 - iii. Act as Head of Security for public events held at the College.
 - iv. Oversee and advise the Security Coordinator with the guidance of the President.
 - v. Act as Parliamentarian in meetings of the Central Committee and offer advice regarding the changing of Lovett College rules.
 - vi. Maintain and make publicly available an up-to-date copy of the College Constitution and By-Laws at all times. Call for and chair meetings of the Court.
 - vii. Maintain a confidential, dated file of each judicial decision of the Court.

ARTICLE IV. TREASURERS

Section 1. Treasurers

- A. The Office of Treasurer shall be held by two individuals, a “senior” treasurer and a “junior” treasurer. These designations are not meant to reflect class, but relative levels of seniority between the two treasurers.
- B. The Treasurers shall oversee all financial transactions of the College.
- C. They shall be obligated to:
 - i. Attend open and closed meetings of the Central Committee.
 - ii. Provide a budget report of all expenses at open meetings.
 - iii. Represent Lovett College at university-wide meetings regarding college financial activities, institutions, and policies.
 - iv. Work with the President and Internal and External Vice Presidents to create an overall budget and make necessary budget changes throughout the school year.
 - v. Require and review budget proposals for all expenditures by Lovett College over \$100.

ARTICLE V. ELECTED COMMITTEES

Section 1. Activities

- A. The Office of Activities shall be held by one, two, or three individuals.
- B. The Activities Coordinators shall plan and execute all minor College-sponsored social and spirit events.
- C. They shall be obligated to:
 - i. Act as a source of ideas concerning social and spirit activities for the College.
 - ii. Foster intercollegiate relationships through joint events with other colleges.

Section 2. Associates

- A. The Office of Associates shall be held by one, two, or three individuals.
- B. The Associates Coordinators shall oversee the College’s Associates program.
- C. They shall be obligated to:
 - i. Act as a source of information about Associates’ ideas for the college and to keep Associates informed of and involved in college activities.
 - ii. Plan and coordinate an Associates Night program once per semester.
 - iii. Foster relationships between students and Associates through innovative means and by inviting Associates to college functions.
 - iv. Make recommendations for new Associates.

Section 3. Culturals

- A. The Office of Culturals shall be held by one or two individuals.
- B. The Cultural Coordinators shall oversee all cultural activities for the College.
- C. They shall be obligated to:

- i. Act as a source of ideas for cultural activities for the College.
- ii. Aid in arranging cultural programs in conjunction with other University bodies.

Section 4. Outreach

- A. The Office of Outreach shall be held by one or two individuals.
- B. The Outreach Coordinators shall oversee all service-related activities for the College.
- C. They shall be obligated to:
 - i. Coordinate community service projects for College members.
 - ii. Develop relationships between the College and organizations dedicated to community service, both on and off campus.
 - iii. Coordinate the College's programs for the appreciation of staff members.

Section 5. Properties

- A. The Office of Properties shall be held by one, two, or three individuals.
- B. The Properties Coordinators shall oversee all non-facility capital items of the College.
- C. They shall be obligated to:
 - i. Act as a source of ideas concerning capital improvements for Lovett College in collaboration with the External Vice President.
 - ii. Oversee the development of capital improvements and the maintenance of all non-facility capital items of the College.
 - iii. Keep a current and rolling inventory of all Lovett non-facility capital items.
 - iv. Coordinate optional summer storage for the College.

Section 6. Socials

- A. The Office of Socials shall be held by one, two, or three individuals.
- B. The Social Coordinators shall oversee all major College-sponsored social events.
- C. They shall be obligated to:
 - i. Act as a source of ideas concerning social activities for the College.
 - ii. Plan major College-sponsored social events and to see that such plans are executed properly.
 - iii. Work with other Rice University organizations on social activities.
- D. The social coordinators may request an appointed subcommittee from the President to assist with their activities. This committee will be composed of current Lovett students in good academic standing. The size and membership of this group shall be determined at the discretion of the coordinators in conjunction with the President and IVP.

Section 7. Member-at-Large

- A. The Office of Member-at-Large shall be held by one or two individuals.
- B. The Member-at-Large shall act as the voice of the student membership at Central Committee.
- C. They shall be obligated to:
 - i. Actively encourage the student membership to express their opinions on government matters.
 - ii. Assist the Internal Vice President with all elections, referenda, and initiatives.
 - iii. Collect and present the opinions of the student membership at Central Committee.

Section 8. New Student Representative

- A. The Office of New Student Representative shall be held by two individuals.
- B. The New Student Representatives shall act as the voice of new student membership at Central Committee.
- C. They shall be obligated to:
 - i. Hold a monthly New Student Forum meeting, supplemented with other actions, to discern the general opinions of the new student membership.
 - ii. Actively encourage the new student membership to express their opinions on government matters and participate in the activities of the College.
 - iii. Collect and present the opinions of the new student membership at Central Committee.
 - iv. Carry out the responsibilities delegated to them by the President.
 - v. Assist the Internal Vice President with new student service hours, as well as all elections, referenda, and initiatives.
 - vi. Host, in conjunction with the Activities Committee, an event for the purpose of facilitating interaction between new students and returning students of Lovett College. To be held before the end of fall recess of the academic year in which the New Student Representatives were elected.
 - vii. Host, in conjunction with the Senior Committee, a ceremonial meal for the new students and current seniors of Lovett College at a time, date, and place of their choosing.
 - viii. Organize some event exclusively for new students. To be held during the spring semester of the academic year in which the New Student Representatives were elected.
 - ix. To have a designated budget by Central Committee each year.

Section 9. Off-Campus Representative

- A. The Office of Off-Campus Representative shall be held by two College members living off campus for the duration of their term.

- B. The Off-Campus Representatives shall act as the voice of off-campus membership at Central Committee.
- C. They shall be obligated to:
 - i. Act as a source of ideas for promoting integration of on-campus and off-campus membership.
 - ii. Actively encourage the off-campus membership to express their opinions on government matters and participate in the activities of the College.
 - iii. Collect and present the opinions of the off-campus student membership at Central Committee.
 - iv. Send notice of any upcoming elections to each off-campus College member at least five days before such elections.
 - v. Assist the Internal Vice President with all elections, referenda, and initiatives.

ARTICLE VI. JUDICIAL BODY

Section 1. Establishment

The name of the judicial body of Lovett College shall be the Lovett College Court. The College Court shall consist of a recommended total of ten people, consisting of the Chief Justice, Deputy Justices, and Associate Justices.

Section 2. Powers and Duties

- A. The College Court shall interpret this Constitution and all College legislation.
- B. The Court shall determine the guilt or innocence of all University members accused of violations of Lovett College or University rules.
- C. The Court shall assess penalties for University members found guilty of such violations.

Section 3. Chief Justice

- A. The Chief Justice shall act as the Head of Lovett Court.
- B. The Chief Justice shall be elected by the College Membership as specified in Article IV of this Constitution.
- C. The Chief Justice shall act as a liaison between the College Membership and the various student health and safety organizations and leaders on campus (RUPD, SJP, Wellness Center, etc)
- D. The Chief Justice shall act as the College Head of Security for daily life, especially on nights of public parties and events hosted by Lovett College.

Section 4. Deputy Justices

- A. Deputy Justices shall act as a member of Lovett College Court and support the Chief Justice in situations deemed necessary.
- B. The Deputy Justice shall have the ability to act in the Chief Justice's stead in situations when the Chief Justice is incapable or absent for their duties.

- A. The Deputy Justices shall be appointed by a committee consisting of the incoming and outgoing Chief Justices, the outgoing President, the Magisters, and, if needed, two other committee members appointed by the incoming President.
- B. An application for the position must be submitted for consideration by the committee.
- C. Each of the Deputy Justices shall be a sophomore, junior, senior, or a Rice fifth year student at the time of their official appointment in the fall.
- D. No Deputy Justice may be on any form of probation.
- E. It is recommended that there be a representation of all eligible classes as Deputy Justices.

Section 5. Associate Justices

- A. Associate Justices shall act as a member of Lovett College Court and support the Chief Justice in situations deemed necessary.
- B. The Associate Justices shall be appointed by a committee consisting of the incoming and outgoing Chief Justices, the outgoing President, the Magisters, and if needed, two other committee members appointed by the incoming President.
- C. An application for the position must be submitted for consideration by the committee.
- D. Each of the Associate Justices shall be a sophomore, junior, senior, or a Rice fifth year student at the time of their official appointment in the fall.
- E. No Associate Justice may be on any form of probation.
- F. It is recommended that there be representation of all eligible classes as Associate Justices.

Section 6. Court Procedure

- A. All hearings shall be conducted in accordance with the Rice University Code of Judicial Procedure as is periodically amended by the University
- B. The College Court shall have original jurisdiction over complaints against Lovett College members regarding:
 - i. Violation of the Lovett Code of Conduct and Community Standards.
 - ii. Violation of University Rules whose violation does not have significant consequences for the entire student body nor for the University as a whole.
- C. Accusation
 - i. Any accusation against a college member shall be written and signed by the complainant and submitted to a Justice.
 - ii. After receiving an accusation, the Court may hold a hearing, investigate further, or take no action. The accused shall be notified in each case.
 - iii. The Court shall notify the accused via email, with copy to the College Magister, of the filing of any accusation.

- iv. Any accused Rice student can elect to be tried by Lovett College Court or to be referred to UCourt.

D. Pleas

- i. After notification from the Court that a hearing will be held, the accused has twenty-four hours to enter a plea via email to the Court. They may enter a plea of guilty, not guilty, or guilty with extenuating circumstances.
- ii. Failure to enter a plea within twenty-four hours will be taken by the Court as a plea of guilty.

E. Hearings

- i. At least three Justices and one non-voting Resident Associate or Resident Faculty Associate, appointed by the Magisters, must be present to begin a hearing.
- ii. The accused has certain rights during a hearing, including the following:
 - 1. To appear in person at the hearing
 - 2. To appear with a person from the University community chosen by the accused or appointed by the Court. Such a person may act as counsel during the hearing and shall maintain confidentiality about the case.
 - 3. To know the identity of each witness who will testify against him or her and to be present when those witnesses testify.
 - 4. To cross-examine each witness who testifies against him or her.
 - 5. To summon witnesses and produce evidence.
 - 6. To argue on their own behalf.
 - 7. To have access to a record of the hearing or trial.
 - 8. To make a record of the hearing or trial.
 - 9. To remain silent.
 - 10. To sum up the case before the Justices retire for deliberation of the case.
- iii. If the accused fails to attend a hearing after proper notification, the individual forfeits their rights and may be tried in absentia.
- iv. Hearings shall be conducted in strict confidentiality.
- v. A vote of at least three-quarters of the Justices present at a hearing shall be necessary to determine guilt or innocence. Their verdict shall be based on a clear preponderance of convincing evidence.

F. Sentences

- i. A majority vote of the Justices present at a hearing shall be necessary to determine the sentence when a verdict of guilty is rendered. A unanimous vote shall be required to assess a severe penalty.
- ii. Any fines or fees assessed must be paid within 14 days or a hold will be placed on the individual's account until the fine has been paid in full.
- iii. In addition to fines, community service, and other penalties, sentences may include disciplinary warning and probationary clauses, as appropriate for the specific violation.

- G. Appeal and Review
 - i. Appeals must be filed with the College President within twenty-four hours of the sentence. The Magisters shall act on all appeals.
 - ii. The College Magisters must review and ratify all decisions of the Court.

ARTICLE VII. ELECTIONS AND APPOINTMENTS

Section 1. Elections

- A. Dates for all elections shall be set and publicized by the Central Committee, with the stipulation that the New Student and Off-campus Representatives shall be elected in the Fall before the beginning of the fourth week of classes.
- B. All elections shall be by secret, preferential balloting.
- C. Voter Eligibility
 - i. To vote in any election, a person must:
 - 1. Be a student member of Lovett College of Rice University.
 - 2. Be registered for at least one semester hour of credit at Rice University.
 - 3. Have observed all appropriate election rules.
 - ii. To vote in the election of the New Student Representatives, a person must be a New Student of Lovett College.
 - iii. To vote in the election of the Off-Campus Representatives, a person must be an off-campus member of Lovett College.
- D. All elections shall be decided by a simple majority of those who vote in that election in accordance with commonly accepted preferential balloting procedures.
- E. The Central Committee shall approve or invalidate all election results by a simple majority.
- F. Lack of Petitioners for Office
 - i. The President, with the approval of two-thirds of the Central Committee, shall appoint a member of the College to fill temporarily an office for which no one petitions.
 - ii. Such an appointee shall have all of the powers and responsibilities of the office, including a vote on the Central Committee, and shall hold the office until such a time as someone petitions for and is elected to the office.

Section 2. Appointed Officers

The President shall nominate eligible College members to fill appointive positions. The Central Committee shall confirm or reject all such appointments by a two-thirds vote.

Section 3. Removal of Elected Officers

- A. An elected officer may be removed from office if:

- i. They are absent from three successive regular meetings of the Central Committee and does not submit a written excuse acceptable to a majority of the Central Committee.
 - ii. They become an ineligible officeholder according to Section 1, Part C of this Article.
 - iii. They misuse the powers of, or does not fulfill the duties of, their office.
- B. Impeachment and removal procedures.
 - i. An officer may be impeached by a majority vote of the Central Committee or by a petition containing fifty signatures of College Members. Such a vote or petition must clearly state the grounds for impeachment.
 - ii. After an impeachment, an officer may be removed from office by a three-quarters majority in a trial judged by the Central Committee and presided over by the Chief Justice. Should the Chief Justice be the defendant in such a trial, the President shall preside.

Section 4. Removal of Appointed Officers

Any appointed officer may be removed from office by a two-thirds vote of the Central Committee. Appointed officers may be removed from office if they are eligible for removal under Section 3, Part A of this Article. Persons so removed are disqualified from further appointments during the academic year of their removal from office.

Section 5. Filling of Vacancies

- A. No vacancy of any office specified in this Constitution may exist longer than ten school days, except for the New Student and Off-Campus Representatives, whose offices may be vacant from graduation until the regular annual elections of these offices in the following Fall; however, by a unanimous vote of present members of the central committee, the vacancy period may be extended to six weeks from the date of vacancy.
- B. A vacancy in an elected or appointed office shall be filled according to Sections 1 and 2 of this Article.
- C. Vacancies on the Court shall be filled by joint decision of the Justices, with the approval of the College Magister.

ARTICLE VIII. REFERENDA, OPINION POLLS, INITIATIVE, AND RECALL

Section 1. Legislative Rights of College Members

The members of Lovett College have the right to legislative initiative and referenda as well as to recall of elected officers.

Section 2. Referenda

- A. Petitions calling for referenda shall contain the precise wording which will appear on the ballot and the signatures of fifty College members. The Central Committee may also order a referendum held.
- B. A referendum must be held within ten class days after a petition calling for one has been submitted.
- C. Voting
 - i. All College members are eligible to vote for or against any referendum.
 - ii. Voting shall be by secret, non-preferential balloting.
 - iii. Referenda must pass by a majority of those voting.
- D. The results of a referendum are binding on the Central Committee.
- E. Recall of referenda.
 - i. To contest a referendum, the contesting individual(s) must submit to the Central Committee a written, signed statement of their/their reasons for contesting the referendum and a petition signed by no less than 50 members of the College stating their support of the proposed recall.
 - ii. If such a petition is submitted to the Central Committee, a College-wide vote on the proposal must be made within two weeks. Approval by two-thirds of those student members voting in the recall election, with a simple majority of the College membership voting, is necessary in order for the original referendum to be recalled.

Section 3. Opinion polls

The Central Committee may request an opinion poll of the College membership. The procedure for holding such polls shall be determined by the Central Committee; however, an opinion poll shall in no case be binding on the Central Committee.

Section 4. Initiative

The exercise of the right of legislative initiative shall be governed by the same procedures as referenda.

Section 5. Recall of Officers

- A. A petition requesting the removal of an officer from the Central Committee must:
 - i. Clearly state specific reasons for the removal of the officer.
 - ii. Be signed by no less than 75 members of the College stating their support of the proposed removal.
- B. If such a petition is submitted to the Central Committee, a College-wide vote on the proposal must be made within two weeks. Approval by two-thirds of those student members voting in the recall election, with a simple majority of the College membership voting, is necessary in order for the officer to be removed from office.

ARTICLE IX. AMENDMENTS TO THIS CONSTITUTION

Section 1. University Policy

This Constitution may be amended perforce to conform to the adjusted administrative policy of the University.

Section 2. Other Amendments

- A. A petition bearing both the exact wording of the proposed change and the signatures of twenty percent of the College membership must be submitted to the Central Committee to begin the process of amending this Constitution.
- B. If such a petition is submitted to the Central Committee, a College-wide vote on the proposal must be made within two weeks.
- C. Approval by two-thirds of those student members voting in the Constitutional Amendment election, or approval by a simple majority of the entire student membership of the College, constitutes passage of the Constitutional changes and amendment to the Constitution. Voting shall be by secret ballot.

ARTICLE X: RATIFICATION PROCEDURE

Section 1. Ratification

This Constitution shall become effective upon approval of a majority of the College members voting in an election called for that purpose.

Section 2. Preservation of Existing Legislation

All present College legislation shall remain intact until changed by the Central Committee or by referendum.

ARTICLE XI. AMENDMENTS TO BY-LAWS

The by-laws to the Constitution of Lovett College may be amended by a majority vote of the Central Committee. Proposed changes must be presented in an open meeting of the Central Committee at least seven days before such a vote is taken.

BY-LAWS

ARTICLE I. BY-LAWS FOR TREASURERS

Section 1. Appointment

The President, with the advice of the out-going Treasurer and the rising senior Treasurer, must nominate a Treasurer for appointment within two weeks of the last set of Spring elections. This appointment is bound by Article 5, section 3 of the Constitution. In any given year, there will be a “senior” and “junior” treasurer, designations not meant to reflect class, but relative levels of seniority between the two treasurers.

Section 2. Eligibility

- A. Candidates must fulfill eligibility guidelines under Article II, Section 3 of the Constitution.
- B. Preference will be shown to candidates who have completed or are currently completing Business 305 (Financial Accounting), or its equivalent, from Rice University at the time of appointment.

Section 3. Accountability

The Treasure is subject to an audit led by the President, Vice Presidents, Chief Justice, or delegated authority. These audits will be held as deemed necessary by the Executive Committee.

ARTICLE II. BY-LAWS FOR LOVETT REPRESENTATIVES

Section 1. Establishment of Lovett Representatives

- A. Lovett College shall elect one of its members to each of the following offices:
 - i. Student Association Senator
 - ii. Rice Program Council Representative
 - iii. Honor Council Representative
 - iv. University Court Representative
- B. Lovett College shall also appoint members to the Lovett Senior Committee.
- C. These officers, hereinafter referred to collectively as the Lovett Representatives, shall be non-voting members of the Central Committee whose purpose is to represent Lovett College in their respective University organizations, and to provide information to the Central Committee regarding these organizations.
- D. The election for the Lovett Representatives shall be governed by Article VII, Section 1 of the Lovett Constitution and administered in accordance with the Lovett By-Laws on Election Procedures.

Section 2. Student Association Senator

The Student Association Senator shall be a freshman, sophomore, junior, or senior (planning to become a Rice fifth-year student) at the time of the regular election of officers. They shall be obligated:

- A. To represent the views and opinions of Lovett College at Student Association meetings and vote accordingly.
- B. To inform the Central Committee of the proceedings of Student Association meetings.

Section 3. Rice Program Council Representative

The Rice Program Council Representative shall be a freshman, sophomore, junior, or senior (planning to become a Rice fifth-year student) at the time of the regular election of officers. They shall be obligated:

- A. To represent the views and opinions of Lovett College at Rice Program Council meetings.
- B. To inform the Central Committee of the proceedings of the Rice Program Council meetings.

Section 4. Honor Council Representative

The Honor Council Representative shall be a freshman, sophomore, junior, or senior (planning to become a Rice fifth-year student) at the time of the regular election of officers. They shall be obligated:

- A. To represent the views and opinions of Lovett College at Honor Council meetings.
- B. To inform the Central Committee of the proceedings of Honor Council meetings and trials within the guidelines of confidentiality established by Honor Council policy.
- C. To fulfill the roles of an Honor Council Member as outlined in the Honor Council Constitution and By-Laws.

Section 5. University Court Representative

The University Court Representative shall be a freshman, sophomore, junior, or senior (planning to become a Rice fifth-year student) at the time of the regular election of officers. They shall be obligated:

- A. To represent the views and opinions of Lovett College at University Court meetings.
- B. To inform the Central Committee of the proceedings of University Court meetings and trials within the guidelines of confidentiality established by University Court policy.
- C. To fulfill the roles of a University Court Member as outlined in the University Court Constitution and By-Laws.

Section 6. Lovett Senior Committee

The Senior Committee shall be appointed seniors at the beginning of the Fall semester. They shall be obligated:

- A. To coordinate events for Lovett College seniors.
- B. To represent the views and opinions of Lovett College at Senior Committee meetings and vote accordingly.
- C. To inform the Central Committee of the proceedings of Senior Committee meetings.

Section 7. Restrictions on Campaigning

- A. Campaigning for Honor Council Representative shall be restricted to methods explicitly allowed by Article VI, Section 1 of the Honor Council By-laws.
- B. Campaigning for University Court Representative shall be restricted to methods explicitly allowed by Article V, Section 1 of the University Court By-laws.

Section 8. Removal from Office

The Lovett Representatives may be removed from office in accordance with Article VII, Section 3 of the Lovett Constitution. The Honor Council Representative may also be removed by the Honor Council in accordance with the Honor Council Constitution and By-laws. The University Court Representative may also be removed by the University Court in accordance with the University Court Constitution and By-laws.

Section 9. Vacancies

- A. Vacancies shall be filled by nomination of the Lovett President, and ratification by a two-thirds vote of the Central Committee unless otherwise specified in this document.
- B. Vacancies in the office of Honor Council Representative shall be filled in accordance with Article VII, Section 1 of the Honor Council Constitution. Temporary vacancies may be filled according to Section 1 of this article.
- C. Campaigning for University Court Representative shall be restricted to methods explicitly allowed by Article V, Section 1 of the University Court By-laws.
- D. Vacancies in the office of University Court Representative shall be filled in accordance with Article III, Section 1 of the University Court Constitution. Temporary vacancies may be filled according to Section 1 of this article.

ARTICLE III. BY-LAWS FOR ROOM ASSIGNMENT

Section 1. General information

The University regulations state that the Magister of the colleges are responsible for the assignment of students to rooms. At Lovett, rooms are normally assigned by the College government according to the rules given in this section. The Internal Vice President, under the advisement of the Magister, will carry out the details. The assignments will be based on a system of seniority with a lottery choosing among those with equal seniority. When decisions have to be made on matters not covered in this

document, such decisions will be made to accommodate on campus as many students as possible and to avoid disrupting compatible living groups.

Section 2. Overview of Housing Procedures

- A. The capacity of the college shall be determined by the Internal Vice President in consultation with the Magister of the college based on the information provided by the university.
- B. The Internal Vice President and the O-Week Coordinators shall reserve the appropriate number of beds for incoming new students and exchange students, as required by the University designating rooms for these students.
- C. To be housed on campus, each member of the college must participate in Eligibility Jack and Room Jack.
- D. The remaining beds shall be filled as further outlined in this article.

Section 3. Requirements to Participate in Eligibility Jack

- A. All members of the college who wish to be housed on-campus MUST:
 - i. Electronically sign and submit a Declaration of Intent to live on-campus to the Internal Vice-President at least one week prior to the Eligibility Jack. This Declaration of Intent will be made available at least two weeks before the Eligibility Jack by the Internal Vice-President.
 - ii. Additionally, New Students must complete and submit two non-party and two party service hours one week before the time of Eligibility Jack.
 - a. In the event that Casino Party is held after Eligibility Jack, new students can promise a maximum of two hours of service for Casino Party in the form of a written and signed letter. This letter must be received and approved by the Internal Vice-President one week prior to the Eligibility Jack.
 - b. New student automatically forfeit eligibility if they do not fulfill their promise of service.
 - c. New students who promise to fulfill service for some Lovett event or promise to assist a CC elected or appointed committee but fail to do so without explicit, either written or verbal, notification of the committee in-charge prior to the scheduled service shall have to make up those hours in addition to the service hours they still need to complete.
- B. Members of the college who do not meet the eligibility requirements shall be given lowest priority for on-campus housing.

Section 4. Concerning the Eligibility of Students

On-campus housing will be guaranteed for the following people:

- A. President and their roommate, Internal and External Vice Presidents, the Chief Justice, and one of the Properties Coordinators.
 - i. Only one holder of each office is so guaranteed a room. (For example, if a rising senior and a rising sophomore jointly hold the Properties Coordinator Office, and the rising senior elects to be on-campus for the next year, the rising sophomore is NOT guaranteed a room. If the rising senior declines on-campus housing, the rising sophomore will be

guaranteed a room.)

- B. Scholarship athletes guaranteed on campus housing by the Athletic Department are guaranteed on-campus housing only for themselves, provided they are otherwise eligible for and participate in the Eligibility and Room Jack as outlined under Sections 2 and 3 of this Article.
- C. Those deserving special circumstances as outlined by the university including but not limited to: any member of the college receiving financial aid contingent on their residing on campus. Proof of dependency must be presented to the Internal Vice President at least one week prior to the Eligibility Jack, so as to be verified by the Magister. The college member must also meet all of the other requirements of Eligibility.
- D. Otherwise no member of the college is guaranteed on-campus housing.

Section 4. Eligibility Jack Procedures

- A. Students will jack based on matriculation year at any university.
- B. Transfer students may choose to participate with either their academic class or their Rice matriculation class. If the individual intends to complete 4 or more years at Rice, they must participate in Eligibility Jack at least once. If an individual chooses to jack as a member of their academic class and then takes a fourth year, they will be treated a fifth year senior, thereby having lower priority than a rising sophomore.
- C. During the jack, students will each choose an individual unique number between 1 and 100 inclusive. An automated random number generator will determine the true order of students receiving a bed on campus or being placed on the waitlist once all available beds are filled. This automated random number generator will output all available numbers in a randomized order, corresponding to the order of eligibility.
- D. Students may participate in Eligibility Jack as a single individual or with a partner.
 - i. Students participating as a pair will receive one number, leading to both students being placed on or off campus.
 - ii. If the pair is placed in order where one or both students do not receive an available bed, both individuals in the pair will draw a card to determine their order on the waitlist.
- E. Upperclassmen Jack
 - i. 45% of available beds will be designated for rising upperclassmen (rising juniors and rising seniors).
 - ii. Beds will be filled in priority according to the following:
 - a. Any rising upperclassman guaranteed on-campus housing according to the provisions of Section 3 of this Article.
 - b. Any rising senior who has submitted a Declaration of Intent to live on-campus.
 - c. Any rising junior who has previously lived off-campus for at least two complete semesters and has submitted a Declaration of Intent to live on-campus.
 - d. Any remaining upperclassmen beds will be offered to the remaining rising juniors who have submitted a Declaration of

Intent to live on-campus. If enough beds are not available, these college members will be entered into a lottery of Eligibility Jack for such remaining beds.

- e. If available, any remaining beds will be added to the underclassmen availability pool.
 - iii. In the event that the number of rising upperclassmen guaranteed on-campus housing, rising seniors, and rising juniors who have previously lived off-campus for at least two semesters exceeds the 45% quota, the excess beds shall be withdrawn from the 55% quota for underclassmen.
- F. Underclassmen Jack
- i. 55% of available beds will be designated for underclassmen (incoming freshmen and rising sophomores).
 - ii. Beds should be filled in priority according to the following:
 - a. All incoming freshmen and exchange students as described in Section 6.A of this Article.
 - b. Any underclassman guaranteed on-campus housing according to the provisions of Section 3 of this Article.
 - c. Any rising sophomore who has previously lived off-campus for at least two complete semesters and has submitted a Declaration of Intent to live on-campus.
 - d. Any remaining underclassmen beds will be offered to rising sophomores who submitted a Declaration of Intent to live on campus. These college members will be entered into a lottery of Eligibility Jack for such remaining beds.

Section 5. Timeline of Eligibility Jack

- A. Eligibility Jack must occur before the changeover of the new CC and must be facilitated by the outgoing Internal Vice President with the Internal Vice President-elect.
- B. Eligibility Jack must occur at least two weeks before Room Jack.
- C. 24 hours before Eligibility Jack, the Internal Vice President will notify all college members who have submitted a Declaration of Intent to live on campus and may not be able to secure a bed because of limited availability. These college members must be present at Eligibility Jack or they forfeit their eligibility. If a college member cannot attend the Eligibility Jack, they must send a proxy with a signed letter to maintain their eligibility.

Section 6. Classification of Students for Room Jack

- A. Room Jack Point System
 - i. The room assignment procedure (called the room jack) uses the following room jack point system:
 - a. Freshman: 1 point
 - b. Sophomore: 2 points
 - c. Junior: 3 points
 - d. Senior: 0 points

- ii. For this procedure the student is classified according to the number of years they has been enrolled at Rice University in addition to the number of years the student has been enrolled at any other universities full-time when the room jack occurs. A person who has been out of school one semester will not have this counted against him.
 - iii. As mentioned in Section 4.B of this Article, transfer students may choose to participate in all jacks with either their academic class or their matriculating class. This will determine their Room Jack Points.
 - iv. If a student is planning to graduate early, they may petition to have Junior (rising Senior) status for Room Jack Points. This petition will be reviewed by the Adult Team, IVP, and a Head PAA to ensure the student can feasibly graduate early. If this student ends up taking a fourth year at Rice, the student will be treated as a rising fifth year senior in both Eligibility and Room Jacks.
- B. The President of Lovett College shall have first choice of suites in the overall room jack, including singles, suite-less doubles, adjoined quads, and quads. Who the President chooses to live with is at their discretion, but they must have the appropriate number of suitemates for the suite of their choice. The assigned point values of the suitemates are irrelevant.
- C. No Lovett College member who has lived on campus for four years may participate in subsequent draws, except in the case where they are an elected Lovett officer required to live on campus.

Section 7. Room Jack Procedures

- A. The awarding of rooms in question shall be done according to seniority and by lot.
- B. Groups will be allowed to choose rooms according to the number of seniority points the group maintains. Those groups with the most points will be allowed to choose first. A drawing will be held among the groups with equal sums of points. All persons and groups desiring assignment to rooms shall participate in the room jack. This shall be a random drawing system (such as the drawing of cards, choosing lots, etc.). The rules of such a drawing shall be determined by the Internal Vice President before room jack and must be approved by the Central Committee. The method of the drawing must remain consistent throughout each phase of the room jack.
- C. Declaration of Intent and Groups
- i. Prior to each Room Jack, all groups wishing to participate in that Room Jack must give their names to the Internal Vice-President no later than 4:00 PM on the day prior to the Room Jack. The names of the members of each group will be listed and the list posted so that people can see who has formed a group and who has not.
 - ii. All members of a group need not be present at the room jack. However, one member of each group (or an agent of the group having written permission from all members of the group) must be present and must choose a room when it is their turn to do so. Otherwise, the group will be given last priority.

- iii. All members of each group must sign the Rice University Housing Agreement by 5:00 PM the day prior to the Room Jack. If an individual within the group fails to complete this agreement by the deadline, they forfeits their right to a bed on-campus for the next academic year. The subsequent opening will be filled from the waiting list determined at Eligibility Jack if one was required. If the person given the bed from the Eligibility Jack refuses the bed given to them, they forfeit their opportunity for any further openings for the next academic year until the waiting list has been exhausted.

Section 8. Chronological Order of Room Jack

- A. A sketch of the room locations in the College will be displayed at least one week before the jack for single rooms. The rooms saved for freshmen will be so designated.
- B. On the first day of Room Jack, there will be a jack for doubles (all 2 person suites).
- C. At least one week following the first day there will be a jack for adjoined quads (8 person suites) and quads (4 person suites). Persons awarded a room at any step are ineligible for further consideration, unless they give up the room prior to the next draw. At the time a room is given up, any future claim to that room by the student(s) awarded the room is forfeit. Rooms given up in this way will be filled from a waiting list made from the corresponding Room Jack. Those whose names are on this waiting list are still eligible for subsequent draws.

Section 9. Special Provisions

- A. Non-Exemption From Requirements
 - i. Residency guarantees granted under Section 4 of this Article do not provide exemption from any other procedural or eligibility requirements.
 - ii. All individuals with residency guarantees must follow all jack procedures, whether specified in these bylaws or determined by the CC, including, but not limited to:
 - a. Following all requirements of the Eligibility Jack
 - b. Signing appropriate lists by the specified deadline
 - c. Finding roommates and/or suitemates with whom to jack
 - d. Attending (or sending a valid proxy to) the Room Jack itself
 - iii. Should any of these requirements not be met, having a residency guarantee will not be grounds for receiving priority on the waiting list(s), invalidating the Room Jack or any portion thereof, or withdrawing an offer of a room from another individual.
- B. Waiting Lists
 - i. An overall waiting list will be established based off of the order established by the tie-breaking rounds from Eligibility Jack.
 - a. A waiting list will be kept for those who were not able to get singles during Room Assignment.
 - b. Any student who declines an offer of a room will be moved to the bottom of the waiting list.

- c. An offer of overcrowding in a suite does not constitute an offer of on-campus housing though it still counts as a semester on campus with regards to Eligibility. If a student chooses to overcrowd, their Room Jack Points will be equal to 0.
- ii. If spaces remain after rooms have been awarded to all students desiring to be on campus, the extra space will be filled with additional freshmen, transfers, and graduate students by the Magister.

Section 10. Students Not at Rice Currently or in the Following Academic Year

- A. Not at Rice during Room Assignment.
 - i. Students who have attended Rice in the past and will be returning the following semester may enter the jack if they make prior arrangements with the Magister and Internal Vice President.
 - ii. Anyone who so wishes to jack for a room, but is unable to attend the draw because of study abroad or other circumstances, must sign an agreement stating their intention to room with a specified college member; this statement must also designate the individual to pay their room deposit.
 - iii. Students who will be away from Rice during the Fall semester may jack for a spot on the waiting lists for Spring Semester.
- B. Students planning to study abroad or be absent from Rice in opposite semesters of the following year may participate in Room Jack as one person.
 - i. These students would use the average of their points during Room Jack.
 - ii. If the student planning to be gone during the Spring Semester of the following year decides to stay at Rice, the other student who intended to have the bed on campus during that Spring Semester will have priority.

Section 11. Jacking with No Intention of Living on Campus

- A. The College Court may, if it deems appropriate, penalize any college member found guilty of jacking with no intention of living on campus.
- B. Any college member jacking with that person may also be penalized.

Section 12. Vacancies arising after the Eligibility and Room Jacks

- A. Rooms that become available during the two semesters following Room Jack because of people deciding to move off-campus or leave Rice will not be assigned according to the lottery but will be assigned by the Magister so as to least disrupt living groups, using the waiting list as a strong guideline.
- B. If college members of predominantly one sex are on the waiting list, but the vacancies are in suites occupied by the opposite sex, those suites may be shuffled to open a suite for those at the top of the waiting list.
- C. If roughly equivalent numbers of both men and women are on the waitlist, the rearranging will be as follows:
 - i. The individual at the top of the waiting list will be placed in the first open space of the same sex. If someone declines their allotted space, the

- space will be made available to the next individual on the waiting list.
- ii. If more than one space is available for the same sex, the person with the lowest seniority, by class, will be given the first person from the waiting list. Seniority within each class will be determined with a second jack if necessary. (For example, this means that a sophomore on-campus person whose roommate leaves gets a new roommate before a junior whose roommate leaves.)

ARTICLE IV. BY-LAWS FOR PARKING ASSIGNMENT

Section 1. Eligibility to Compete for a Sticker

- A. Be a current member of Lovett College.
- B. Own a car either registered and insured in one's own name or in that of a legal guardian.
- C. Sign a list in the Secretary to the Magister's office before the deadline set by the Central Committee.

Section 2. Eligibility to Keep a Sticker

- A. Meet the requirements of Section 1 of this article.
- B. Keep the car regularly in South Colleges Lot. "Keeping the car regularly" shall be interpreted by the Central Committee if it finds such an interpretation necessary in dealing with specific parking sticker situations brought before it by the Lovett College membership.
- C. No individual may have more than one vehicle registered for South Colleges Lot.

Section 3. Central Committee Stickers

There will be a South College Lot Parking spot reserved for the Lovett President. If the President chooses to accept the spot, they must pay the associated price for the parking sticker. If the President chooses to decline the spot, it will be made available to the Lovett College members in the regular Parking Jack.

Section 4. Seniority and Parking Jack

- A. Class seniority determines rank in parking sticker eligibility (except 5th year students who have lowest priority).
- B. When space does not permit all of the eligible members of a class to receive stickers, a random drawing will be held to determine seniority within each class. A draw will be held for the extra spaces in accordance with the seniority rules outlined above.

Section 5. Special Circumstances

- A. Third-year students planning to graduate during the current year may petition the Central Committee requesting senior status for the purposes of parking jack.

- B. Students demonstrating extreme exceptional circumstances may petition the Central Committee for special consideration in obtaining a parking sticker for South Colleges Lot.

Section 6. Vacancies

- A. Parking spaces that become available due to graduation, transfer, or withdrawal of the student, or ineligibility under the requirements of Section 1 of this article shall be reassigned by the Internal Vice President.
- B. All students eligible under Section 1 of this article shall be eligible for the vacant space.
- C. The method of assignment of vacant spaces shall be determined by the Chief Justice in accordance with the spirit of Section 4.

Section 7. Transferability

- A. Parking spaces in South Colleges Lot are granted to an individual and are not transferable except where explicitly stated in these By-Laws.
- B. An individual granted a space in South Colleges Lot may transfer the parking sticker to a different vehicle by turning in their current parking sticker to the Chief Justice, as long as the new vehicle is owned by that individual and registered and insured in their own name or in that of a legal guardian.

ARTICLE V. BY-LAWS FOR COURT PROCEDURES

Section 1. Court Appointments

- A. Court Clerk
 - i. The Court shall appoint from among the Court a Court Clerk.
 - ii. The Clerk shall:
 - a. Keep minutes of the hearings and all preliminary hearings and investigations which shall be used by the Justices to aid in their decisions.
 - b. Maintain a file of all minutes, which shall be available only to the College Magister, the Court, and all future Courts.
 - c. Prepare briefs of the hearings, with the names of all persons involved to be deleted. The briefs shall be filed with the College Chief Justice.
- B. Court Advocates.
 - i. The Court may also appoint from the sophomore, junior, and senior members of Lovett College Court Advocates who are not Justices.
 - ii. The Court may ask an Advocate to investigate into the matter of an alleged infraction and to prepare a case against the accused.
 - iii. The accused may also request an Advocate for counsel or consultation.

Section 2. Special Provisions

- A. In the event that a Justice is involved in such a case (either as a witness or as the accused), the hearing shall be conducted by the remainder of the Justices. Any Justice may remove themselves from a hearing if they feel that they cannot judge the evidence with impartiality.
- B. If less than three qualified Justices are available to preside over a hearing, the case shall be turned over to the College Magister.
- C. Where no procedure for punishment is established, the Court shall exercise discretion in assessment of punishment.
- D. Enforcement of sentences submitted by the Court lies with the Central Committee and especially the President of the Central Committee.
- E. The Court may elect not to hear a case. In such an event, the College Magister shall decide what to do with the case. The Court may reprimand violators without a formal hearing, in which case no punishment shall be assessed.
- F. The Court may arbitrate between two or more College members when no infraction of College or University rules has occurred, at the joint request of all members involved.

Section 3. Legislative and Constitutional Recommendations

The Court may recommend to the College government changes in or additions to the College Constitution, by-laws or rules.

Section 4. The Accusation and Associated Procedures

- A. Submission of accusation
 - i. In the event of the violation of a College or University regulation, a member of the College may call the infraction to the attention of the Court by submitting to a Court member a written and signed statement naming the violator or violators and describing the nature of the infraction with the date and place of occurrence.
 - ii. This statement shall be given to a member of the Court, who shall prepare copies of it for the other members of the Court.
 - iii. If the accusation is initiated by a Justice, they must abstain as a voting member of the Court during consideration of the accusation.
- B. After receiving the accusation, the Court shall use its discretion to determine the action to be taken.
- C. If the Court decides to hold a hearing, the Clerk shall deliver to the accused a copy of the accusation. The accused shall then be notified that They has twenty-four (24) hours to enter a plea.
- D. Failure by the accused to enter a plea within twenty-four hours of notification of a hearing will be taken by the Court as an admission of guilt.
- E. If the accused pleads not guilty or guilty with extenuating circumstances, the Court or an Advocate shall investigate into the matter of the infraction.
- F. The Court shall notify the accused of the date of any hearing not less than seventy-two (72) hours before said hearing.

Section 5. The Hearing

- A. Dates
 - i. If there is an evidentiary hearing, it shall take place, if possible, within one week, excluding holidays, after presentation of the accusation to the Court. The hearing need not be formal, but may be held to determine the extent of seriousness of the infraction.
 - ii. A hearing to determine guilt or innocence shall take place, if possible, within two weeks, excluding holidays, after an evidentiary hearing, if there is one. If there is no evidentiary hearing, the hearing to determine guilt or innocence shall take place, if possible, within two weeks, excluding holidays, after the submission of an accusation to the Court.
- B. All hearings shall be closed except to the Justices, Clerk, Advocate(s), Magister, accused, and witnesses.
- C. Procedure
 - i. The Chief Justice shall open the hearing. They shall read the accusation in the presence of the defendant, who shall then enter a plea of guilty, not guilty, or guilty with extenuating circumstances.
 - ii. Testimony then proceeds. Witnesses must testify and evidence be produced in the presence of the accused.
 - iii. Witnesses may be called by the Court Advocate or by the accused.
- D. Oath and Recall
 - i. Any witnesses shall be brought in separately and shall be sworn in by the Chief Justice as follows: "I will tell the truth, the whole truth, and nothing but the truth in relation to the inquiry in which I am about to give testimony; and I will maintain secrecy about this hearing and the persons involved."
 - ii. If a witness is dismissed, they shall be subject to recall at any time during the hearing.
- E. No character witnesses may be heard.
- F. Record of the hearing
 - i. The Court Clerk shall keep an audio or textual record of the hearing and shall file the record along with those of other hearings with the Chief Justice.
 - ii. These records shall be accessible only to the College Magister, to the accused involved in the case, and to future Courts.
 - iii. The Clerk shall also prepare a brief of the hearing with all names deleted to be filed with the College Chief Justice.
 - iv. After a verdict has been rendered and approved by the College Magister, the Clerk shall post a brief notice informing that the hearing took place, giving the nature of the violation, the verdict, and the assessed punishment, if any. No names shall be given.
- G. The name or names of the accused shall be kept confidential by the Court, Advocates, and witnesses.

Section 6. Deliberations

- A. After all testimony has been given, the Justices shall meet in private to reach a decision guilt or innocence. If a verdict of guilty is delivered, they shall also decide at that time upon a penalty.
- B. The Court Clerk shall record the vote in the record of the hearing to be kept in a confidential file.
- C. Once a decision is reached, the Court shall act in unanimous support of that decision.
- D. Review and Enforcement
 - i. The sentence shall be brought to the College Magister for review within seventy-two hours of the hearing. If the sentence is not approved, the Court shall submit another sentence to the Magister.
 - ii. If the Magister approves the sentence, the Court shall submit a written statement of penalty to the College President. The President shall act to enforce the penalty, maintaining confidentiality as strictly as possible.
 - iii. The College President shall notify the defendant of the nature of punishment within forty-eight hours after receiving the penalty from the Court.
 - iv. If no appeal is made, one week will be allowed to begin application of the penalty.

Section 7. Appeals

- A. The defendant has twenty-four hours after receiving notice of the sentence to present to the College President a written statement requesting an appeal of the case. If no appeal is made within twenty-four (24) hours, it shall be understood that the defendant accepts the sentence.
- B. If a request for appeal of sentence is made, the Magister shall decide what action is to be taken.

ARTICLE VI. BY-LAWS FOR ELECTION PROCEDURES

Section 1. Elections Committee

- A. The Internal Vice President shall chair the Elections Committee.
- B. The Member-at-Large, the two Off-Campus Representatives, and the two New Student Representatives shall serve as members of the Elections Committee. The President may also appoint additional members as necessary.
- C. The Elections Committee shall:
 - i. Suggest to the Central Committee the wording of ballots.
 - ii. Post the election dates and petition deadlines determined by the Central Committee.
 - iii. Ensure that poll supervisors are present at the polling place at the correct times.
 - iv. Ensure that poll supervisors are adequately supplied beforehand with ballots, signature sheets, a ballot box, and a list of duties and regulations

- for poll-sitting.
 - v. Ensure that the votes are properly tallied.
 - vi. Notify the President of the results of all elections as soon as the votes have been tallied.
- D. Any member of the Elections Committee who is a candidate in an election may not serve on the Committee during that election.
- E. Additional responsibilities of the Chair:
- i. To keep a file of all candidacy petitions, campaign expenditure reports, executed ballots, and sign-in sheets for one month after each election.
 - ii. To keep a file of all tally sheets for as long as the results of the election shall be in effect.
 - iii. To notify the Central Committee of any campaign expenditures over the amount specified in Article III of these By-laws.

Section 2. Chronological Order of Elections

- A. Spring Elections
- i. The Presidential election shall be held before any other elections. This election must occur before doubles room jack.
 - ii. After the Presidential election, a simultaneous election for Vice-Presidents, Chief Justice, and Secretary shall be held.
 - iii. After the elections in Section 2.A.ii., simultaneous elections for all Coordinator positions, Member-at-Large, and Lovett Representatives shall be held.
- B. The New Student Representatives and Off-Campus Representatives shall be elected in the Fall semester before the beginning of the fourth week of classes.

Section 3. Eligibility of Candidates

- A. Candidates must be eligible under Article V, Section 1 of the Constitution.
- B. Petitions must be submitted to the Chair of the Elections Committee or to his or her designate by a time approved by the Central Committee. Petition forms shall be supplied to the candidates by the Elections Committee.
- C. Candidates may spend no more than \$5.00 on their campaign. An itemized expenditure list must be submitted to the Chair of the Elections Committee before the polls close if any expenditures are incurred.
- D. No person may be a petitioned candidate in more than one election held on the same day.

Section 4. Referenda

- A. Legislative Referenda
- i. Petitions
 - a. All petitions must conform to Article VIII of the Constitution. They must contain the precise wording of the proposed legislation, as well as fifty signatures of College members supporting the proposed legislation.

- b. Petitions may be submitted to the President or to the Central Committee in open meeting.
 - ii. Ballots
 - a. All ballots must contain the precise wording of the proposed legislation.
 - b. Following the proposed wording should be the following options:
 - 1. _____ agree with proposed legislation
 - 2. _____ disagree with proposed legislation
- B. Referenda for Constitutional Amendments
 - i. Petitions
 - a. All petitions must conform to Article VIII of the Constitution. They must contain the precise wording of the proposed change, as well the signatures of twenty percent of all College members.
 - b. Petitions may be submitted to the President or to the Central Committee in open meeting.
 - ii. Ballots
 - a. All ballots shall contain the old (if applicable) and new wording of the part of the Constitution under consideration.
 - b. Following the new wording should be the following options:
 - 1. _____ agree with proposed new wording
 - 2. _____ disagree with proposed new wording
 - iii. Absentee ballots may be accepted if they are delivered to a member of the Elections Committee before the polls open. Such ballots must be signed by the voter.

Section 5. Ballots for Officer Elections

- A. All elections in which more than two candidates are running shall be by preferential balloting.
- B. All ballots shall contain the official duties of each office as listed in the Constitution. However, these duties may be posted at the polls and referenced on the ballot.
- C. The Central Committee shall approve or disapprove all ballots prior to the opening of the polls.
- D. Absentee ballots may be accepted if they are delivered to a member of the Elections Committee before the polls open. Such ballots must be signed by the absentee voter.

Section 6. Ballots for Officer Elections

- A. Poll hours and location shall be specified by the Central Committee prior to each election. Polls must be open for a minimum of one hour.
- B. All polls must be constantly supervised by an eligible voter who is approved by the Elections Committee and who is not a candidate in the election.
- C. Before receiving a ballot from the poll supervisor, each voter must sign a sheet. A separate signature sheet must be maintained for each election.

- D. All ballots shall be kept in a ballot box from the time they are cast until they are counted.

Section 7. Tabulation Procedures

- A. At least one member of the Elections Committee and one member of the Central Committee must be present to tabulate votes. Votes may not be tabulated with less than two College member present. Candidates may not be present.
- B. Votes must be tallied within forty-eight hours of the closing of the polls.
- C. The following procedure, to be known as "Revised Preferential Balloting Procedure of February 16, 1971," shall be followed for preferential balloting:
 - i. Step 1. All improperly marked ballots (agreed upon as improper by two members of the Election Committee) are marked "improper" and are disregarded in the vote count. They are kept on file by the Election Committee Chairman, however.
 - ii. Step 2. All properly marked ballots are separated and counted on the basis of the first choice of the voter.
 - a. First choice abstentions are counted toward the total number of votes cast in that round. If the first round abstentions represent more than a 50% majority of total votes cast in that round, the election is automatically invalidated, and a new election must be held in which new candidates are given the opportunity to enter the race.
 - b. If the first round abstentions represent no more than 50% of the total votes cast in that round, and no candidate receives more than 50% of the first- choice votes, the candidate with the fewest votes is eliminated from the race, and his/her stack of ballots is redistributed according to the voters' second preference.
 - iii. Step 3. The candidate with the next smallest number of votes is eliminated from the race, and his/her stack of ballots is redistributed according to the voters' next preference. In this and all subsequent rounds of vote counting, abstentions are not counted toward the total number of votes cast in the round.
 - iv. Step 4. Step 3 is repeated until some candidate receives more than 50% of the total number of votes cast in that round. That candidate is the officer-elect.
 - v. Step 5. If it is impossible to arrive at a winner, a runoff will be held between the tied candidates.

Section 8. Notification, Announcement, and Approval

- A. The Elections Committee Chair shall notify the President as soon as results are tallied. The President shall then notify all candidates of the results.
- B. After all candidates have been notified, the unofficial results of the election shall be posted.
- C. At the first Central Committee meeting following the election, the Central

Committee shall either approve or invalidate the election by a simple majority.

- D. To contest an election, an individual (not necessarily a candidate) must submit to the President a written, signed statement of his or her reasons for contesting the election. Such a statement must be submitted before the Central Committee votes on the approval of the election.

CODE OF CONDUCT

1. All Lovett members shall conduct themselves such that the amenities of other members shall not be violated; nor shall any member be forced, or threatened, to participate in any activity outside of those decided to be necessary for maintenance of the College.
2. The host of any event, whether public or private, is responsible for the conduct of his/her guests and for any inconvenience their presence may cause. The Rice Student Handbook defines public parties and private gathering. Students should refer to the Handbook for the definition. Section C2j of the Handbook states: "Any party taking place in a public area of the college, or any party in a private area for which college funds are being spent, is a public party. Any party that is public in spirit or effect is a public party. For example, parties taking place in private areas and overflowing into public spaces (such as into hallways, landings, lounges, bathrooms, or other common areas) or causing undue disturbance to other college members are public parties. Private gatherings that are publicly announced or advertised to college members or students in general are public parties. "Invitation only" events held in public areas are considered public parties. Parties held in college facilities but not sponsored by the college are also public parties, and are the responsibility of the sponsoring organization." In case of doubt, the host should consult with the Chief Justice to clarify whether an event will be considered as a public party or private gathering
3. Public parties are regulated by the Rice Student Handbook. Students intending to host a private gathering must abide by the following rules and responsibilities.
 - A. Role of private gathering host:
 - i. The host **MUST** inform the Chief Justice or a Deputy Justice about a private gathering before the event begins.
 - ii. A private gathering is defined by:
 - a. The presence of a keg or punch
 - b. And/or a gathering that could possibly spill out into any common space. (this includes Lyles, the blue room, etc.)
 - iii. All private gatherings will require a host to be present for the entirety of the event. It is advisable to have the Chief Justice or a Deputy Justice present at the event to help the host with his/her responsibilities.
 - B. Basic host responsibilities are as follows:
 - i. The host is responsible for the well-being of the guests, ranging from stopping someone from drinking when there is a safety concern, to calling EMS when necessary.
 - ii. The host must be Caregiver trained or must appoint at least one Caregiver to be on call for the private gathering.
 - iii. The host is responsible for proactively calling the Chief Justice or a Deputy Justice before or when the private gathering gets out of control.

At this point, the host will have the full support of a Justice to handle the situation.

- iv. The host is responsible for cleaning up after the private gathering. This may include any trash on second floor or the area just below second floor, the quad and other public spaces.
 - v. A host of a private gathering will be referred to Lovett Court for any problems resulting from failure to fulfill the above responsibilities.
4. Destruction, defacing, misuse, or removal of property is prohibited. Any form of littering in the public areas of the College will not be permitted.
 - A. Objects may not be thrown or catapulted from any floor.
 - B. (Indelible) graffiti on balcony railing or in College restrooms is not allowed.
 - C. Private rooms may be entered and searched for specific items specified in advance by the President and/or Justices with the approval of the Magister(s). (A member who feels his/her room has been illegally searched should file a complaint with a Court member.)
 5. Access to the sixth floor roof is prohibited.
 6. Undue disturbance, or harassment, of others will not be permitted.
 - A. Members disturbed by noise should make this known to the one(s) causing the disturbance. If the complaint goes unheeded, he/she should contact the Chief Justice and/or a Deputy Justice. If the issue persists, then he/she should register a complaint with a Court member.
 - B. Private parties must be confined to the private rooms (if a College member requests that this be done).
 7. The possession of or use on campus of fireworks, ammunition, hazardous or explosive material, firearms, pellet guns and other dangerous weapons is prohibited.
 8. Forced entrance of closets, storage rooms, the kitchen area, or other restricted and/or locked locations is prohibited.
 9. Smoking is prohibited in all public areas of the college (i.e. lower and upper commons, basement).
 10. Persons encouraging a violation of these rules or falsifying information in a Court hearing or case will also be subject to prosecution. No additional complaint need be filed for action to be taken.
 11. Removing others' wash from the dryer while still wet is prohibited.
 12. Quiet hours will begin at midnight on all school nights and during the finals period as designated by the Registrar's Scheduled Exams Period. On all other nights, quiet hours begin at 2am. If an individual is approached with a noise complaint by the Chief Justice or a Deputy Justice and chooses to disobey the request, the individual will be given a fine, that will be followed up with an email from the Chief Justice. A minimum fine of \$50 will be issued, depending on the severity of the infraction.
 13. Infractions to any of these expectations will result in a referral to Lovett Court where the infractions will be assessed. Individuals brought before Lovett Court are subject to penalties up to, and including, rustication from the College.

