The By-Laws of Marian and Speros P. Martel College

Article I: Typical Election Procedures
The Elections Council shall be defined by the Judicial Code.

Section A: Election Officials
Subsection I: Description of Duties
The Elections Council is responsible for the following.

1. Certification of the qualifications of each candidate before elections, and of all officers at the beginning of each semester.
2. Responsibility for the printing, supervision, counting, and disposition of all ballots.
3. Insurance that there is advance publicity of at least one week of all election rules and regulations, of all deadlines and dates concerning an election and of any other material pertinent to an election.
4. Setting of the dates of all elections with the advice of the current President under its jurisdiction, in accordance with the Constitution and these By-Laws, subject to parliamentary approval.
5. Disqualification, at its discretion, of any candidate who violates the election rules or regulations.
6. Should any member of the Elections Council run for an elected position he or she shall recuse himself or herself and the remaining members of the Council shall appoint someone to take his or her place.
7. Notification of students studying abroad of absentee balloting procedure, and distribution of absentee ballots via e-mail for elections in which they are eligible to vote (Section D, Subsection I).

Subsection II: Reversal of Decisions
In any matter under its jurisdiction, the decision of the Elections Council may be reversed only by a referendum or vote of the Executive Council. Any member of the Elections Council running in the election must recuse himself or herself.

Section B: Establishing Candidacy
All students running for office must submit a signed statement that they have read and understood the Constitution and By-Laws of the College along with a petition containing signatures of twenty members of the eligible voters for the election of that position. Petitions must be presented to the Elections Council by a deadline set by the Elections Council between one week and forty-eight hours prior to the election. Names of candidates will be listed on the ballot in alphabetical order by last name.

Section C: Campaigning
Each person who is a candidate for a College-wide office shall have an opportunity to speak on behalf of his candidacy at a meeting of the College. A candidate may provide a statement, of no more than 250 words, to the Associate Justice. The Associate Justice will compile these statements into one memorandum to be sent to the College.

For any College election, campaigning may be by word of mouth only. Campaigning infractions will be assessed by the Elections Council.

The Elections Council shall post a list, in the Commons, of who is running for each position within 24 hours after petitions are due.

Section D: Poll Procedure
Subsection I: Eligibility to Vote
Each constituent of an elected position shall be allowed one vote in the race for that position. Members of Martel College studying abroad may vote by e-mailing their vote to the Chief Justice. Masters and the Resident Associates are allowed one vote per individual for College-wide offices.

Subsection II: Manning the Polls
The polls shall be open on two consecutive class days during lunch and dinner. There shall be one poll located in the Commons. No person who is a candidate shall be allowed to sit at the polls or to count votes in any election conducted on the same day as his own. Any other member of the College shall be eligible to sit at the polls and may be assigned to do so at the discretion of the Elections Council. Each voter must sign a statement affirming that they voted. At the discretion of the Elections Council, provisions should be made to ensure the security of the ballots during non-voting hours.

Subsection III: Ballot Counting
A plurality of the vote cast shall be required to declare any candidate a victor. For each race, those ballots with valid marks shall be polled.
The votes shall be tallied immediately after the closing of the polls by the Elections Council and overseen by the Chief Justice and President (as long as they are not running for a position in which the votes are being counted). Those counting votes shall sign copies of the results of the elections. An e-mail should be sent out to all candidates with the results. The winners can be made public once the candidates have been informed of the results. One copy must be sent to the listserv and one copy retained in the College records. All ballots shall be retained for at least two weeks after the election concerned.

Section E: Contesting an Election
Any part of an election, including disqualification of a candidate, may be contested by a candidate stating the items contested and the reasons for contest. The candidate shall present a letter to the Chief Justice no more than twenty-four hours after the posting of the results of the election. If such a petition is presented, the College Court shall review all items contested. If called for, a recount shall be conducted by the College Court, including a recount of the ballots in the presence of those contesting, if such is called for. If the College Court finds that a mistake has been made or rules violated, it shall correct the items in question to the satisfaction of those involved or hold a new election, as it deems appropriate.

Section F: Lack of Candidates
If no petitions are received for an office by the deadline, responsibility for filling the office shall then rest with the current President to make an appointment to be approved by a quorum of the current Parliament. Any person elected by the Parliament under such conditions shall serve for the full remaining term of the office in question.

Section G: Runoff Elections
In the case of a tie between candidates, a runoff election shall occur between the tied candidates no later than a week after the original election.

Section H: Timeline of Elections
Elections shall occur in the following order. Prior to Spring Break the President and Chief Justice shall be elected in the first round of elections. The Vice President, Prime Minister, Treasurers, Secretaries, and Socials shall be elected in the second round of elections. The election of all the members of the House of Commons (with the exception of the Freshman Representatives), SA Senator, Rice Program Council, Honor Council and University Court Representatives should occur in the third round of elections. Appointments to the College Court should occur at least one week after the election of
the Chief Justice. In the fall, elections will be held for Freshman Representatives and Beer Bike Coordinators.

**Article II: Changeover**

**Section A: Time Line**
The outgoing President shall select a date for changeover that correlates with the changeover of University wide groups (including the Student Association, the group of College Presidents, and Blanket Tax Organizations)

**Section B: Transfer of Duties**
At Changeover all duties shall be transferred to the newly elected officials.

**Section C: Senior Representation**
To keep quorum consistent and give full representation to all classes at the College, outgoing Senior Reps shall remain on Parliament until the end of the Academic year, as defined by the Registrar's Office.

**Article III: Rooming**

**Section A: General Information**
The Master(s) of the Colleges are directly and ultimately responsible for the assignment of students to rooms by University regulations. The incoming Vice President with the help of the outgoing Vice President shall determine the placement of students in rooms in a forum known as the Room Draw. The outgoing Vice President is to provide the current Vice President with all information regarding rooming from the previous academic year, including but not limited to a list of students who currently live on campus and a list of students who have declared senior status in previous years. The primary mechanism of assignment will be seniority, combined with a lottery of those students of equal seniority. At all levels of decision, the priorities will be maximum occupancy of the available rooms and promotion of amicable, neighborly living arrangements. Out of respect for the Martel Resident Associates, consideration should be taken in drawing for rooms adjacent to those of the RAs. The dates of rooming coordination events shall be set by the Vice President, President and Master(s). The College Court shall help to solve any dissatisfaction or changes with room assignments.
Section B: Determination of Seniority

Subsection I: New Student Service Hours
New students are required to complete four new student service hours, as certified by the Vice President and defined in Article XI of this document. New students who do not complete their hours by the time of Room Draw will receive points as described below. New students who do not complete their New Student Service Hours in their first year may complete them at any time in subsequent years to receive points in Room Draw.

Subsection II: Declaration of Senior Status
A student may declare Senior Status only once during his or her enrollment at Rice. If a student chooses to declare Senior Status, he or she must do so at the time of his or her declaration of intent to live at the College. If a student does not graduate in the year he or she declares Senior Status, he or she may enter Eligibility Jack in subsequent years according to the rules described below.

Subsection III: Priority in Room Draw
A student shall receive points in Room Draw based on the completion of their New Student Service Hours. Any student who completes their New Student Service Hours shall receive two points; those who have completed at least two New Student Service Hours shall receive one point; those who have completed fewer than two New Student Service Hours shall receive zero points. Rising sophomores receive no additional points. Rising juniors and students who have declared Senior Status in previous years shall receive one additional point. Students declaring Senior Status receive two additional points. Two students entering the jack as one person shall use the higher of their two point values. The class of a student is defined at the time of Room Draw by the summation of years spent at Rice and any University or Universities from which the student transferred. Any time spent abroad shall be counted in the total. When bidding in Room Draw, all occupants of a room shall combine their points.

Section C: Jack Procedures

Subsection I: Freshmen
The College must hold a number of spaces to be specified by the Office of Student Affairs for incoming freshmen. These spaces are to be set aside before the room jack process begins. The Master and O-Week Coordinators shall place the freshmen in the rooms set aside in the spring during the summer prior to matriculation. Additionally, two beds must be reserved for a male and a female visiting international student.
Subsection II: Room Sketch
Floor Plans of the room locations in the College will be displayed at least one week before Room Draw.

Subsection III: Guaranteed Housing
Guaranteed housing shall be given to incoming freshmen, students declaring Senior Status, athletes named on the list provided by the Athletic Department, and students serving in offices benefiting the College. These offices are that of the President, Vice President, Prime Minister, Secretary, Treasurer, Chief Justice, and Social Coordinator. Two spaces are reserved for the offices of the Social Coordinators, and Orientation Week Coordinators. One space is reserved for all other offices. Spaces shall be reserved for any and all College students serving as in-charges for Rice Emergency Medical Services (REMS). In the event that no current REMS EMT is guaranteed housing for any other reason, one space shall be reserved for a College EMT. The recipient of the space will be determined by a lottery among the REMS members of the College, at least one week prior to Eligibility Jack. Students not named herein are not guaranteed housing and must enter the Eligibility Jack if they wish to live at the College.

Subsection IV: Eligibility
The number of beds available after those reserved for incoming freshmen and students with guaranteed housing (as described in Article III, Section C, Subsection III) will be distributed to remaining students who submit a bid to live at the College. Should more students bid for housing than spaces are available, the spots will be distributed by lottery in the Eligibility Jack; students will be grouped according to the number of years they have lived at the College and priority will be given to those who have resided the fewest number of semesters at the College. The number of semesters shall account for every semester leading up to the time of anticipated move-in. Residing at the College for any portion of a semester will count as a full semester lived at the College for the purposes of determining priority. Students wishing to live at the College beyond their fourth year are not exempt from Eligibility Jack.

Subsection V: Chronology of Eligibility Jack and Room Draw
Students must inform the Vice President two weeks prior (typically the 10th week of class in the Spring Semester) to Eligibility Jack of an intent to jack. Eligibility Jack will typically take place during the 11th week of class in the Spring Semester. Room Draw will typically occur during the 12th week of school in the Spring Semester. Leases must be completed and in the hands of the College Coordinator prior to Room Draw. Students cannot draw for a room without the completion of a lease. Room Draw will be spread out into two separate days. Day one of Room Draw will be for groups drawing for 6-
person and 2-person suites, and day two will be for groups drawing for 4-person suites. Waiting lists may be filed for any room. In the event that a room is given up it will be offered to the parties on the waiting list in order of seniority.

**Subsection VI: Determining Priority in Eligibility Jack**

The Vice President shall assign a random Jack Number to each student who has declared intent to live on campus during the upcoming academic year. The Vice President shall list all of these numbers without their corresponding names on a general roster in the following order: any student granted guaranteed housing with the permission of either the Athletics Department, Student Disability Services, or Article III, Section B, Subsection III of the College By-Laws; any student who declares senior status; and students that have lived at the College for less than one semester (including the current semester). Remaining students shall be listed according to the number of semesters they have lived at the College, starting with the fewest number of semesters.

At the time of Eligibility Jack, if the student has lived at the College for more than six semesters and/or is a fifth-year or higher undergraduate, he or she will be placed at the bottom of the list. Within each of these groupings based on time lived at the College, the Vice President shall randomize the list using an electronic list randomizer. The process of randomization shall be done publicly at the Eligibility Jack event, but attendance at Eligibility Jack is not required.

**Subsection VII: Specific Ranking Procedures for Eligibility Jack**

After discussing with the College Coordinator, Masters, and O-Week Coordinators in order to account for the number of beds allotted to incoming freshmen, the Vice President shall post a public list of the final order of Jack Numbers. Accounting for the predicted number of incoming freshmen, the Vice President shall draw a cutoff line to represent the number of available beds at the College. Students with Jack Numbers above the line shall be awarded a bed for the upcoming academic year, and those below the line shall be placed on a waiting list. Should a bed or beds become available, the Vice President shall adjust the waiting list cutoff line. The waiting list shall have the same structure as the original roster until the last day of final exams of the spring semester, at which point the waiting list will be used at the discretion of the Masters, and College Coordinator.

**Subsection VIII: Specific Room Draw Procedures**

The awarding of rooms in question shall be according to the following procedure: The Vice President shall post the names and years of persons participating in Room Draw to make clear what groups exist and what individuals need roommates. Two students declaring intent to go abroad on alternate semesters may enter Room Draw as one
person within a rooming group. Each posted group shall be represented at Room Draw by at least one of its constituents. Groups will be allowed to choose rooms according to the number of points the group maintains. Those groups with the most points will be allowed to choose first. Cases of a tie shall be solved by a fair draw, the details of which will be determined by the Vice President. If the situation arises in which students are unable to create full rooming groups (i.e. 2, 4, or 6 individuals) full groups shall be created at the discretion of the Vice President. Students refusing these rooming groups shall be the last to choose a room, irrespective of points.

Subsection IX: Non-Exemption From Requirements
Residency guarantees granted under this article do not provide exemption from any other procedural or eligibility requirements. All individuals with residency guarantees must follow all Eligibility Jack and Room Draw procedures, whether specified in these bylaws or determined by the Parliament. These include, but are not limited to, signing appropriate lists by the specified deadline, finding roommates and suitemates with whom to bid, and attending the Room Draw. Should any of these requirements not be met, room assignment will not be guaranteed nor will having a residency guarantee be grounds for receiving priority.

Subsection X: Priority
Priority selection of rooms shall be given to the President prior to the assignment of handicap rooms. Then, the Vice President and Chief Justice have priority by lot. Should any of these officers not bring enough roommates to fill the room, others shall be assigned at the discretion of the Vice President. Rooms shall then be assigned to students requiring handicap-accessible rooms. Students shall receive their choice of accommodating rooms at the discretion of the Vice President, in consultation with the Masters. Choice shall be given in order of necessity, then seniority, to disabled students.

Subsection XI: Waiting Lists
The waiting list will initially be created at Eligibility Jack. Any student who declines an offer of a room will be moved to the bottom of the waiting list. After the last day of finals in the spring semester, the waiting list becomes a guideline only. If space opens up over the summer, beyond that needed for incoming freshmen and visiting international students, priority shall be given to incoming transfer students assigned to Martel and then to Martel students from the waiting list. The Master is responsible for resolving changes in rooming over the summer.

Subsection XII: Unfilled Spaces
If spaces remain after rooms have been awarded to all Martel students desiring to be on campus, the extra space will be filled with additional freshmen, transfers, and other students unable to obtain housing in their respective college, at the discretion of the Master.

**Subsection XIII: Students on Leave or Studying Abroad Students**
Students who have attended Rice in the past and will be returning the following semester may enter the room draw if they make prior arrangements with the Master and Vice President. A proxy will be determined to take their place at the event. Anyone who wishes to draw for a room but is unable to attend the Room Draw because of study abroad or other circumstances must sign an agreement stating his or her intention to live with a specified College member. Those without roommates shall be assigned a room (if eligible for Room Draw) at the discretion of the Vice President with the consultation of the Master(s) and President. Students who will be away from Rice during the fall semester may draw for a spot on the waiting lists for spring semester.

**Subsection XIV: Jacking with no Intention of Living on Campus**
The Martel College Court may, at its discretion, penalize any College member found guilty of participating in Room Draw with no intention of living on campus. Any College member participating with that person may also be penalized. Penalties may include revocation of rights to participate in Room Draw in following years.

**Subsection XV: Vacancies Arising after Room Draw**
Rooms that become available during the two semesters following Room Draw because of decisions to move off-campus or leave Rice will not be assigned according to the lottery. Instead it will be at the discretion of the Master to minimize disruption of living groups, using waiting lists from the previous room draw as guidelines. 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 reorganized to open a suite for those at the top of the waiting list. Such reorganization will be at the discretion of the Master.

**Subsection XVI: – Handicap Rooms**
The handicap accessible rooms (108, 112, 113, 114, 221, 306, 321, 402, 403, 421) are for those students which Disabled Student Services deems necessary. Three singles suites totaling at least twelve rooms must be reserved for incoming freshmen and transfer students with disabilities. These rooms shall be assigned at the discretion of the O-Week Coordinators and the Masters. The Vice President shall publicize the existence of the available handicap rooms and students who wish to live there must
provide written notification to the Vice President prior to room draw to qualify for rooms. The Vice President will assign handicap rooms prior to Room Draw, those who were not assigned to a handicap room will be placed on a waiting list. On the night of room draw, if a student expresses displeasure to the Vice President regarding a future room assignment, the Vice President shall try to accommodate reasonable requests of said student in a fair manner. Students may jack for handicap rooms. Assignments will be made by using seniority point values and a draw to break ties. In the event that there are no new students that require handicap rooms, the O-Week Coordinators and Masters will notify the Vice President of the vacancy and the handicap rooms shall be offered to upperclassmen that were placed on the waiting list based on seniority and points.

**Article IV: Rules During Breaks**

The College policy during University breaks shall be the same as the University Policy. This means that infractions of rules shall be handled by the chain of command present on campus at that time. Because the chain of command may be broken, with much of the support staff absent at the time (i.e. EMS, Chief Justice, Masters, etc.) infractions may be handled directly by the University and consequences therefore may be exceptional.

**Article V: Distribution by Lottery**

**Section A: Parking**

_The Vice President shall administer the parking jack at the end of the spring semester._

_The President receives a parking permit in the North College Lot if desired. Remaining parking spaces for the College in the North College Lot will be distributed to the remaining members of the College via a points raffle with the points derived in the following manner:_

_For every year completed at Rice, you will receive one point (for up to only three possible points). If you live off campus, you will receive one additional point. Using this system, a senior who lives on campus, for instance, would receive three points while a junior who lives off campus would also receive three points. Should there be multiple parties of equivalent point standings, the Vice President will assign each student a_
Section B: OC Cubbies
Subsection I: General Information
The Vice President shall administer the Cubby Connection during the second week of
the fall semester. Of the forty square cubbies in the Library, four shall be reserved for
day-to-day use, in addition to all the large floor-level lockers.

Subsection II: Assignment of Cubbies
Should there be more requests than available cubbies, students rooming together off-
campus shall be assigned to the same cubby. Should there be more rooming groups
seeking cubbies than there are cubbies available, the cubbies shall be assigned by
lottery.

Subsection III: Locks
Students may choose to place a lock on their assigned cubby. The College will not
provide locks for the cubbies. Should a lock remain on the cubby at the year-end move-
out deadline (as prescribed by Housing & Dining), it will be cut. No reimbursements for
cut locks will be given.

Section C: Unspecified Lotteries
When necessary, as determined by the Executive Council, the Vice President shall
oversee a lottery to distribute limited resources.

Article VI: Parliamentary Procedures

Section A: Attendance
At the start of each meeting of the Parliament, the Secretaries shall take roll call of all
voting members of the Parliament attending the meeting.

Section B: Establishment of Quorum
Subsection I: Proxies
Proxies for any voting member of the Parliament may take the place of that member at
any meeting of the Parliament upon notification of the President. Representatives must
inform the President, in writing, of their proxy selection before the beginning of
Parliament. The proxy must be a current member of the College. The proxy will assume
the powers and duties of the office for the duration of the meeting.
Subsection II: Abstentions
Abstentions from voting shall not affect the quorum required to pass any resolution.

Section C: Procedure During Meetings Open to the College
Subsection I: Closure
A quorum of the Parliament may close discussion on any issue. Such a decision is final. Should a motion be the result of the discussion prior to closure, a vote must be taken immediately on that motion.

Subsection II: Tabling
A quorum of the Parliament may table any motion until the next comparable meeting. All Amendments to the Constitution and By-Laws, as well as appropriations over $500, with the exception of annual or semi-annual events, shall be tabled for one week before a Parliamentary vote is held.

Subsection III: All Other Motions
All motions not otherwise specified, including adjournment, shall be debatable. A quorum of the Parliament shall be necessary and sufficient to confirm a motion in any vote.

Subsection IV: Passing A Motion
To pass a motion a quorum of Parliament must be present with two members of the Executive Council and nine Class Reps in favor. A motion shall only pass if a majority of present voting members are in favor.

Section D: Procedure During Closed Meetings
The President may call a closed meeting of Parliament when he or she determines it is necessary. The President shall run these meetings unless the President appoints someone else to hold and run these meetings.

Article VII: Committee Structure
It is understood that the Prime Minister, in overseeing the committees, shall oversee the events calendar for the College.
Special Committees for short-term events may be appointed by the President at any time throughout the year.

Section A: Year-Long Committees

Subsection I: Constitutional Committees

Academics: Composed of all members of the Martel Mentors and College Peer Academic Advisors, the Academics Committee is charged with enhancing the academic life at the College. The committee heads (one Martel Mentor and one Peer Academic Advisor) are chosen by each respective society, and each society is responsible for carrying out the society’s own activities independently. The Martel Mentors shall select its own members. The College Peer Academic Advisors shall be selected by the Office of Academic Advising. The academics board is shared space for advertisement of both societies.

The Academics Committee as a whole shall be in charge of facilitating the presentation and selection of the College course in Parliament. The timeline for selecting a College course shall be as follows: Announce the deadline to the College at least four weeks prior to the College course deadline set by the Dean of Undergraduates and stated in the Academic Calendar, facilitate the presentation of each proposed course to the Parliament at least three weeks prior to the deadline, and submit all eligible course proposals to Parliament for voting on at least two weeks prior to the deadline.

The Academics Committee shall also be charged with maintaining information about previous and current College courses. If no College course is proposed at least three weeks prior to the deadline set by the Office of the Dean of Undergraduates, it will be the responsibility of the committee to provide at least two College course options for the following semester; Parliament can vote to not host a College course by a two-thirds majority.

Alumni: charged with communicating with, and serving the alumni of the College. The Alumni Committee shall also plan and host events to honor the alumni once a semester. Alumni are welcome to be a part of this committee.

Associates: charged with nominating, communicating with, and serving the community, faculty, and University associates of the College. The Associates Committee shall also plan and host receptions to honor its associates and benefactors once a semester.
Rice graduate students may be College associates. College alumni may also become associates at Martel College, but must wait until two years after they graduate.

Culturals: Charged with organizing College events inside and outside of the College. Example of events include movie nights, cultural dinners, ice skating, and trips. A member of the committee shall serve on the Rice Program.

Environmental: charged with developing and implementing projects to decrease the environmental impact of the College, as well as working to educate the College on environmental issues. The Environmental Committee shall include not only improvements in recycling but also changes in purchasing, food waste, and other initiatives presented by the Committee. The Eco-Rep appointed to the College will also serve on this committee.

Food: Charged with acting as a liaison between the students and the servery staff as well as Housing and Dining on matters related to the kitchens and food for the College.

Historian/Photographer: Charged with keeping a living record of the History of the College. The Historian is responsible for finding a photographer to take and collect photographs for every College event throughout the year. A member of the committee shall be the College representative to the Campanile. At the end of the year, a file of the compiled records must be submitted to the Woodson Research Center and a file must be placed in the College Library.

Improvements and Properties: Charged with compiling suggestions, hearing complaints, and overseeing work for permanent improvements of the College. As well as maintaining the ambiance of the College’s recreational areas with properties that do not need to be plugged in, laundry machines, game tables, and furniture to be serviced, and testifying to the College Court in cases of damage, theft, or misuse of the College’s public goods. The Vice President must be a member of Improvements Committee. Charged, also, with the use of matching and ambiance funds under the supervision of the Prime Minister.

Kitchen and Laundry: Charged with maintaining kitchen space throughout the College. Also charged with the maintenance and organization of the laundry room.

Library: Charged with maintaining the College Library and the College Movie Library.
Newsletter: Charged with compiling and distributing *Speros*, the College newsletter no less than once per semester.

Senior: Charged with organizing events for the Senior Class including events such as Senior Wine Tasting, Senior Dinner and other bonding activities throughout the year.

Service: Charged with providing volunteer opportunities at the College, on the Rice University campus, and in the Houston community. The Service Committee will also be in charge of coordinating all College Blood Drives.

Spirit: Charged with organizing events to increase and encourage college spirit. Examples of such, Birthday Signs in the commons, Floor Decorating Contests, TGs etc.

Sports: charged with coordinating sporting activities and equipment storage. This will include Intramural Sports Representatives.

Technology: Charged with maintaining College properties such as the televisions, video game equipments, and stacks. Also charged with maintaining and regularly updating the College website. One member of this committee shall be appointed Stacks Representative by the Vice President. The stacks representative is charged with maintaining and overseeing the use of the College stacks and working with the College Court to impose fines when necessary.

Theatre: Charged with overseeing the year’s theatrical and musical productions, including the piano concert.

*Subsection II: Non-Parliamentary Committees*

The Socials are an elected non-Parliamentary committee. The Socials Committee shall be chaired by up to four members of the College. The committee shall be open to all undergraduate members of the College in good academic standing and membership can fluctuate during the year. It shall orchestrate the public festivities of the College, including College Nights, public parties, and Pub Nights. There may be a straw poll at Parliament to choose themes for Socials events.

The Floor Lords and Off-Campus Lord are an appointed non-Parliamentary committee. One Floor Lord from each of the four floors shall be appointed by the Vice President with the approval of the Executive Council within the first two weeks of the each academic year. Each Floor Lord must be a current occupant of a room on their
respective floor and have expressed intent of living on-campus the rest of the academic year. The Floor Lords shall be charged with the management of the communal property assigned to each floor as specified by the Vice President. Any damages to communal property shall be reported to Improvements and Properties Committee chair. Social events shall be organized by the Floor Lords in order to foster a sense of community between members of each respective floor. One member of the College with an expressed intent of living off-campus for the academic year shall be appointed as the Off-Campus Lord by the Vice President with the approval of the Executive Council at the same time as the appointment of the Floor Lords. It is the responsibility of the Off-Campus Lord to encourage interaction and cohesion amongst College members living off campus and to serve as a liaison between off campus students and the Vice President.

Subsection III: Super-Committees
With the exception of the Academics and Theater committees, each year-long committee shall be part of one of three Super-Committees. The three Super-Committees are the Community Outreach Super-Committee, the Events Super-Committee, and the Martel Facilities and Properties Super-Committee.

The Community Outreach Super-Committee shall consist of the Alumni, Associates, Historian/Photographer, Newsletter, and Service committees.

The Events Super-Committee shall consist of the Cultural, Senior, Spirits, and Socials committees.


Each Super-Committee shall meet at least once a semester in an open meeting to the College. Each meeting will be initiated and facilitated by the Prime Minister. The meeting shall serve to inform College members of doings of each of the committees and as a forum for issues related to the Super-Committee.

Section B: Non-Parliamentary Temporary Committees:

Subsection I: Beer Bike
Two to four Beer Bike Coordinators shall be elected, as a group, by the College in the fall semester. The Beer Bike Coordinators shall then name bike and chug team captains and organize practices for each component of the race. The Beer Bike Coordinators may enlist other members of the College to help with logistics related to Willy Week. College students may submit their theme ideas to the coordinators. The coordinators will then select a list of four themes, which shall be put up to a College-wide election, administered by the Elections Council, which then shall select the final theme, pending approval by the administration. The President and Treasurers may not serve as Beer Bike Coordinators. Only one current member of the Executive Council may serve as a Beer Bike Coordinator.

**Subsection II: Awards Committee**

One or two members of the College shall chair a representative committee of the College members to determine the recipients of the College Awards in the spring semester. The position shall be appointed by the President and approved by the Executive Council. The committee shall be determined between the President and the Chair. The committee shall include the Masters, RAs, College Coordinator and two students representing the Senior, Junior, Sophomore and Freshman classes. Student representatives will be selected after a solicitation of volunteers.

**Subsection III: Oktoberfest Committee**

Two members of the College shall chair a committee that is charged with planning and executing Martel's Oktoberfest. The chairs of this committee will be appointed by the President and approved by the Executive Council. The committee members will be selected on a voluntary basis at the discretion of the chairs.

**Subsection IV: Super Bowl Party Committee**

Two members of the College shall chair a committee that is charged with planning and executing the College's Super Bowl Party. The chairs of this committee will be appointed by the President and approved by the Executive Council. The committee members will be selected on a voluntary basis at the discretion of the chairs.

**Subsection V: Piano Concert Committee**

The chairs of this committee will be appointed by the President and approved by the Executive Council. This committee is charged with organizing and hosting the College's annual piano concert.

**Subsection VI: Masters Search Committee**

There should be two bodies involved in the search process: the Committee, and the
Advisory Board.

The Advisory Board is a non-voting body consisting of people at the College with a vested interest in the selection but would not be appropriate to give a vote to. The membership of the Advisory Board will be the College Coordinator, Resident Associates, the President, and up to two student representatives from the Executive Council, selected by Presidential appointment.

The Committee shall be the voting body that makes the final decision on the selection of candidates. There will be exactly two Chairs for the search committee. The membership of the Committee will be eight to ten students (including the chairs), a faculty, community, or resident associate, and a current Master of another College (whose membership is mandated by the Dean of Undergraduates' Office). Each class must be represented on the Committee. The Chairs shall report bi-weekly to Parliament on their activities. The membership of the Committee, as selected by the Chairs, shall be approved by a majority vote of the Executive Council.

Subsection VII: Resident Associate(s) Search Committee

There should be two bodies involved in the search process: the Committee, and the Advisory Board.

The Advisory Board is a non-voting body consisting of people at Martel with a vested interest in the selection but would not be appropriate to give a vote to. The membership of the Advisory Board will be the Masters, College Coordinator, Resident Associates, the President, and up to two student representatives from the Executive Council, selected by Presidential appointment.

The Committee shall be the voting body that makes the final decision on the selection of candidates. There will be exactly 2 Chairs for the search committee. The membership of the Committee will be 8 to 10 students (including the Chairs), and a faculty, community, or resident associate (whose membership is mandated by the Dean of Undergraduates' Office). Each class must be represented on the Committee. The Chairs shall report bi-weekly to Parliament on their activities. The membership of the Committee, as selected by the Chairs, shall be approved by a majority vote of the Executive Council.

Article VIII: Use of Common Space
Section A: Theatrical Productions
Subsection I: Number of Productions
The Theatre Committee shall, in consultation with Parliament, determine the number of productions to finance in any year. The College shall not host more than one public production per semester.

Subsection II: Choice of Production
While determining what show to put on, the Theatre Committee shall publicize its choices and intentions to the College for discussion. Immediately upon making a decision it shall request the necessary space from the Vice President in the College common areas for auditions, construction, and performances.

Subsection III: Set Construction in Common Areas
A production may begin set construction in approved common areas no more than twenty days prior to its first scheduled performance. Common areas shall be returned to their original state within two days of the final performance. Any electrical wiring and light fixtures must be arranged carefully so as not to present a hazard to students. Particularly, productions must comply with building fire codes and load limits of electrical outlets.

Subsection IV: Seating
Productions must comply with building fire codes in the seating arrangement chosen. Minimum disruption to the common space should be observed. Seating shall be restored to a useable state outside of performances, so as not to disturb students during mealtimes.

Subsection V: Storage
Set pieces, props, and costumes may be stored in the theatre storage room and other designated areas only. Under no circumstances may theatrical equipment be stored in public areas or indoor access ways. Temporary storage on College green spaces or outdoor access ways will be permitted with Parliamentary approval.

Section B: External Organizations and College Members Wishing to Use College Common Areas
The Vice President must approve the requested date and space for any organization, College associated or not. College Common Space consists of the Commons, PDR, the library, Recreational and TV Room, Sun Deck, Quad, Rotunda and Backyard. The classrooms shall also be under the jurisdiction of the Vice President with the exception hours when the Registrar's Office is responsible for scheduling. For two groups
requesting the same day, preference will be given to the College associated group. If both groups have similar connections (or lack thereof) to the College then the space will be given on a first-come, first-serve basis. Large events requiring College space for more than one 24-hour period or accommodating more than 50 people, or the use of the Commons, require the approval of Parliament, as well as any event the Vice President feels necessary to bring to Parliament. The College will not allow space usage for private, non-Rice affiliated functions.

**Section C: Space Agreement**

Persons using Martel Common Space must adhere to the following agreement.

___________________ (The group) per the signer agrees to the following conditions:

1. The group will only use the facilities that have been approved by the Vice President of Martel College and only for the times that have been approved.

2. The group takes full responsibility for the behavior of all attendees of the event, whether invited or not.

3. Any damage to the facilities of Martel College is the full responsibility of the group.
   a. All decisions about whether damage is the responsibility of the group will be made unilaterally by the Martel College Court.
   b. Reimbursement for damage will be determined by the Martel College Court and if necessary, in conjunction with Housing and Dining.
   c. Any fines Martel College receives as a result of the function (as determined by the College Court) will be passed on to the group in full, plus a 10 percent surcharge.

4. Should any alcohol be present at the event, the group will be in full compliance with the Rice Alcohol Policy.

5. The group will act in a manner respectful of the residents of Martel College. This includes, but is not limited to, the noise of the event being at an appropriate level.
   a. Should the President, Vice President, Chief Justice, Resident Associate or Master of the College feel that this is not the case, the group must take action to see that the situation is corrected to the satisfaction of the college representative.

6. The group may not in any form sublet the space it has reserved at Martel College.

7. No pets may be present at Martel College. Guide animals are exempt. All children under 6 must be accompanied by an adult at all times.

**Section D: Use of College Common Property**

*Subsection 1: General Information*
Property deemed Common Property of the College shall remain in Common areas of the College.

Subsection II: Reclamation and Fines
Should Common Property be removed into private rooms, Housing & Dining shall have the authority to reclaim the property on behalf of the College. For the first infraction a fine of $25 shall be levied against the student(s) and awarded to the College. The fines and punishments for further infractions shall be determined by the College Court.

Subsection III: Definition of Common Property and Common Areas
Common Property refers to any property purchased with College funds or any property gifted to the College by a third party. Common Areas describes any areas to which all students of the College have access.

Subsection IV: Special Exceptions
Should a party believe an exception should be made on their behalf, they may petition the Vice President for a special release to use Common Property in a non-Common Area. The Vice President shall bring this request before the Executive Council for approval.

Article IX: Finances

Section A: College Fees
College fees shall be collected by the University and given to the College at the beginning of each fall semester.

Section B: Fiscal Year
The fiscal year of the College shall correlate with the University fiscal year.

Section C: Budget
The Treasurers shall create a budget with the advice of the Executive Council. The budget must be approved by the Executive Council before it is brought to the Parliament two weeks into the school year. Committees must provide itemized budget proposals in advance during the budget planning process. Once this budget has been approved, the Treasurers will manage the separate allocations. At the end of every fiscal year the money remaining in committee budgets will be deposited into savings with the exception of the Theater and Beer Bike Committees which shall roll over to the next fiscal year.
Section D: Treasurer Report
The Treasurer shall be prepared to present the Parliament and the Master(s) with a list of the funds spent and the money remaining in the College funds at every Parliament meeting and upon request by any member of the College.

Section E: Appropriations
Appropriations under $100 made by an elected, appointed, or constitutional committee do not require Parliamentary approval provided they are within the bounds of the committee’s budget as specified by the Prime Minister and Treasurers. If a committee received at least as much funding as it requested in its itemized budget proposal and did not receive any specific objections to an item on that proposal, that item need not be approved. The appropriations outside of these bounds must be approved by a quorum of Parliament, one Parliament meeting prior to expenditure, unless specifically outlined in the approved budget. Emergency appropriations of greater than $100 that are needed sooner than one Parliament meetings away in time can be temporarily approved by a consensus of the Executive Council. The emergency appropriation must then be made to the Parliament at the soonest possible chance. Retroactive appropriations can be heard but not guaranteed to be given funds.

If committees are part of the same Super-Committee, funds may be transferred from one committee to another if the chairs of all of the involved committees approve the transfer. Verification of such an agreement must be presented to the Treasurers. Any transfer of funds between two committees in different Super-Committees must be approved by Parliament.

Section F: Savings
Annually, the budget shall place a minimum of $1,000 into savings. At times deemed appropriate by the Parliament, the funds in this account shall be spent in conjunction with ambiance or matching funds to make very large purchases that are needed for the improvement of the College or to cover large, uncommon expenses. Expenditures from this savings account must be approved by a four-fifths vote of the Executive Council and a four-fifths majority of Parliament.

If the Treasurers deem the College saving to be more than adequate for any future needs, they, with approval of the Masters, may transfer excessive funds to the College endowment fund.

Section G: Endowment
The Martel Endowment Committee will be comprised of the Master(s), Resident Associates, President, and Treasurers. Any transactions made regarding the endowment fund not mentioned herein must first be approved by this committee.

Section H: BANNER Authority

The Treasurers have the authority to assign Purchasing Cards to College members and determine Purchasing Card declining balance and single purchasing limits for each card. The Treasurers shall serve as the one over for any member of the College who holds a Purchasing Card issued by Rice University. The President shall serve as the one over for the Treasurers and must approve any changes to the Treasurers’ Purchasing Cards. The Treasurers and the Masters must approve any change to the President’s Purchasing Card. Any Purchasing Card holder must be accountable to BANNER regulations and the rules of the Rice University Office of Payment Solutions.

The Treasurers shall be responsible for the personal reimbursements of approved purchases made for the College according to BANNER policy. The Treasurers are responsible for making and retaining copies of the itemized receipt and any paperwork submitted to Payment Solutions. Receipts and records of purchases made for the College must be kept for at least five years.

Article X: Awards

The following are the awards disseminated to members of the College in the Spring Semester. The Awards Chair shall seek multiple nominations for each award from the entire College through general announcements, balloting, or both. The Awards Chair will convene a meeting to discuss nominations and to select recipients from these nominations. Awardees will be decided by a majority of votes by Committee Members. Award decisions will be final upon completion of the Committee meeting. The names of recipients of the first four awards shall be engraved on plaques. The number of recipients for each award may range between zero and two persons based on the discretion of the Committee Members; the Committee members are not obligated to accord awards in an instance such as to simply fill a spot.

Ralph S. O’Connor Outstanding Senior Award- This award is given to a graduating senior on the basis of outstanding service and contributions to the Martel College
throughout their college career. The recipient should have participated in College government and various areas of college life such as intramural sports, theater, and social events. The recipient should be an all-around person who helped make the College a better place for other members.

The Speros P. Martel Outstanding Service Award - This award shall recognize outstanding service and dedication to fellow members of Martel College in one or more years, irrespective of the duties or activities of any Parliament position. This award is open to graduating senior members of Martel College, although it need not be given each year.

Marian Fox Martel Scholar Award - Marian Fox gave generously to Rice and was very supportive of academic excellence. This award shall recognize a junior who demonstrates extraordinary citizenship in various area of College life, focusing on academic excellence and who has a G.P.A. > 3.5. The winner will have demonstrated love of learning, independent thinking, social consciousness, tenacity, and a sense of humor.

George Miner Rice University Service Award - This award is named in the memory of George R. Miner, the lead contractor on the building of Martel College. George Miner was very interested in serving and helping Rice in general. This award is open to all junior and senior students of Martel College, although it need not be given every year. This award shall recognize outstanding and dedicated service of a Martel College student to the College and to Rice University. This award should not be given on the basis of an individual's performance in an elected capacity, but on the individual's focused dedication to College and University. As George has said, we seek those whose blood flows blue and gray.

Martel Spirit Award - Awarded to a student with a unique personality who gives unselfishly of his or herself to Martel and to the members of Martel with a sense of support, a positive attitude, and concern for the spirit of the College.

Martel Community Service Award - The award will recognize a Martel junior or senior who has either given exceptional and consistent service to those in need beyond the hedges or who has organized and encouraged efforts within Martel College directed at the needy beyond the Rice community.

Martel Sports Award - Awarded to the Martel College member who has exhibited outstanding athletic ability, participation and sportsmanship in varsity or intramural
sports. Two awards shall be given to varsity athletes and two to non-varsity athletes in recognition of their outstanding sports service to the College.

President’s Award- Awarded to the student(s), associate(s), or staff member(s) who have given time, effort, and support to the Martel College President during his term in office. Selected by the outgoing President. This award does not need to be given out every year.

Special Awards- The Awards Committee may, when it desires, present special awards to members of the College who deserve recognition for a special contribution to the College, the University or the community.

Outstanding New Students- This award is given to up to two new students in Martel College who have consistently made a positive contribution to Rice by displaying energetic leadership, enduring commitment, ready cheerfulness, and a loving concern for others. Awarded to the new student who best exemplifies the spirit of his class by taking an active interest in and showing concern for the college.

Article XI: New Student Service Hours

Each new student member of the College must perform four hours of service to the College before Room Draw of his first year. The Vice President, who will confer with the President, Master, and Resident Associates about the nature of the service, must approve these activities.

Any member of the College may request the use of New Student service hours. To be approved however it must be shown that: the hours benefit the College and upperclassmen are being recruited to volunteer in addition to the new students. The Vice President will be responsible for the recording and reporting of the New Student Service Hours.

If the hours are not completed by Room Draw that individual (assuming he is a freshmen) will be assigned zero points. If two hours are completed that individual will be assigned 1 point and anyone who has completed all four hours will be assigned two points. Transfer students will only be assigned his full number of points if he has completed all four hours.