



# **Complete Guiding Documents of Wiess College**

**THE CONSTITUTION****2**

ARTICLE I: NAME AND MEMBERSHIP	3
ARTICLE II: RESIDENTIAL ASSOCIATES	3
ARTICLE III: ASSOCIATES	4
ARTICLE IV: THE CABINET	4
ARTICLE V: VOTING MEMBERS OF THE CABINET	5
ARTICLE VI: NON-VOTING MEMBERS OF CABINET	8
ARTICLE VII: THE REPRESENTATIVES	9
ARTICLE VIII: THE WIESS COLLEGE COURT	10
ARTICLE IX: THE FELLOWS	13
ARTICLE X: THE COMMITTEES	14
ARTICLE XI: ELECTIONS	15
ARTICLE XII: THE BUDGET	17
ARTICLE XIII: IMPEACHMENT	18
ARTICLE XIV: RECALL AND REFERENDUM	18
ARTICLE XV: STANCE ON HATE SPEECH	18
ARTICLE XVI: AMENDMENTS	19

# THE CONSTITUTION

The members of Wiess College establish this Constitution as the framework through which Wiess College shall complement the education offered by the University.

In support of the mission of Rice University, it is the purpose of Wiess College and of the government thereof, empowered and created by this Constitution, to foster democratic student self-government and provide for the intellectual, cultural, social, and professional development of the Wiess community.

## ARTICLE I: NAME AND MEMBERSHIP

Section 1. This organization shall be named Wiess College for the late Harry Carothers Wiess, whose generosity, with time, mind, and resources, greatly shaped the expansion of the University.

Section 2. College membership shall be determined from the entering undergraduate students of Rice University by the Dean of Undergraduates in consultation with the Magisters of the Colleges acting together, and, once determined, shall not be changed except by the Magisters acting in concert.

## ARTICLE II: RESIDENTIAL ASSOCIATES

Section 1. The Magister shall be recommended by a committee led by two Chairmen selected by the President, with the President serving as ex officio. The Chairmen shall select no fewer than six Wiess members as members of the committee. These members should seek to reflect the diversity of interests and identities present across Wiess. The President shall have veto power over membership selections. The Magister shall then be appointed by the administration of Rice University. All other Associates shall be appointed by the Magister acting upon the recommendation of the Associates Committee.

Section 2. The Resident Associates shall be recommended by a committee led by two undergraduate Chairmen selected by the President, with the President serving as ex officio. The Chairmen shall select no fewer than six Wiess members as members of the committee. Should the Resident Associate Search take place over a period in which the President's term ends, the former President retains their title as ex officio member until the Search Committee disbands. The President shall have veto power over any membership selections. The Resident Associates shall then be appointed by the administration of Rice University.

## ARTICLE III: ASSOCIATES

Section 1. There shall be Associates who shall be faculty members of Rice University. The Magister of Wiess College shall be the highest-ranking faculty Associate of Wiess College.

Section 2. There may be any number of Community Associates not chosen from the faculty of Rice University, but on the basis of service to the College or community. The Associates shall advise and assist the College.

## ARTICLE IV: THE CABINET

Section 1. The legislative powers shall be vested in Cabinet, who shall function in a republican manner to effect the will of the College.

Section 2. The Cabinet shall set and administer the Rules and Bylaws of the College and may pass such laws as it shall deem necessary and expedient to the proper functions of the College.

Section 3. College meetings are held when necessary and shall be called by any member of the College. They shall be presided over by the President, except in the cases in which they do not attend the meeting or choose to give up their chairmanship. In these cases, the person who called the meeting shall preside.

Section 4. Elections for all positions except the First-Year Representatives and Off-Campus Representatives shall be held by the final week of February in the Spring Semester. The First-Year Representatives shall be elected within six weeks of the beginning of the fall semester and their term will begin immediately. Class eligibility shall be determined by matriculation year, with transfer students treated on a case-by-case basis. The appointed members shall be selected by the incoming President in consultation with the Cabinet.

Section 5. No person shall be a Cabinet member who is on Rice University probation of any sort. Should a member of Cabinet be put on probation, they shall tender their resignation to the President.

Section 6. A quorum shall consist of a simple majority (9) of the voting members of Cabinet, not including proxies.

Section 7. Cabinet shall meet publicly at a regular time and place set by the President at least once a month during the fall and spring semesters, and shall distribute the minutes of any

meeting of Cabinet to the College. To ensure that all members of the College may attend, Cabinet meetings must be promulgated to the College membership at least 24 hours in advance.

Section 8. Attendance at all Cabinet meetings shall be mandatory for all voting members. A voting member of Cabinet unable to attend a Cabinet meeting must appoint a Wiessman as proxy to attend Cabinet in their role, temporarily assuming all responsibilities of that position. Proxies are responsible for relaying important information to those for whom they proxy. Two unproxied absences warrant grounds for impeachment. It is the duty of the Parliamentarian to take and monitor attendance to ensure this standard is met.

Section 9. All members of Cabinet are expected to read and understand the Constitution and the Bylaws, to update and pass on all relevant documents to their successor, and to act as a mentor during the changeover process, and be available as a resource after their term ends.

Section 10. If a Wiessman is considering studying abroad, or graduating early, they are encouraged not to run for an office if their time abroad will overlap with their time in office. If a Cabinet member chooses to go abroad or graduates after entering office, then prior to their departure, they shall submit a resignation to the President.

Section 11. No person may hold two positions on Cabinet concurrently.

Section 12. In the event of a vacancy on Cabinet, an interim will be appointed by the President with the approval of Cabinet, and the President shall order a special election to fill the seat.

Section 13. Changes to the composition or responsibilities of Cabinet in the Wiess Constitution shall be implemented in the Annual elections of the year following the changes. The addition or removal of certain positions should be clearly advertised to the College by the Elections Representatives in their announcements of upcoming elections.

Section 14: There shall be an executive branch of the Wiess Cabinet composed of the most senior positions. The Executive Cabinet shall meet at least once per month to discuss the current activities and potential areas of improvement within the college. The Executive Cabinet may, at its discretion, invite persons to attend this meeting.

The Executive Cabinet shall consist of the President, Chief Justice, Internal Vice President, External Vice President, the two Social Vice Presidents, Head Treasurer, and Apprentice Treasurer.

## **ARTICLE V: VOTING MEMBERS OF THE CABINET**

Section 1. Cabinet shall consist of 17 voting members:

1. There shall be a President of Wiess College who shall:

1. Be at the time of election a sophomore, junior, or senior, and must be a resident during the academic year following their election;
  2. Call meetings of Cabinet and preside over meetings of the College and Cabinet;
  3. Approve and oversee the creation of all ad hoc committees with the approval of Cabinet;
  4. Represent Wiess College at College, Student Association, and University affairs.
2. There shall be an Internal Vice President who shall:
    1. Be at the time of election a sophomore, junior, or senior,;
    2. Assume the duties of the President upon the absence, resignation or impeachment of the President, or upon the inability of the President to continue their duties, and shall continue in that position until the President is replaced or able to resume their duties;
    3. Appoint and coordinate with the various Wiess College representatives;
    4. Uphold various Wiess traditions to ensure they are continued and modernized.
    5. Plan Wiess College Summit and Big Bang.
      - i. Big Bang is to be planned with the Head Fellow(s).
3. There shall be an External Vice President who shall:
    1. Be of sophomore, junior, or senior standing at the time of election;
    2. Coordinate and foster programs and events in cooperation with Wiess College Alumni, other Residential Colleges, Associates, and the surrounding community; and
    3. Chair the Associates and Alumni Committee and be tasked with heading the committee; and
    4. Organize the Alumni BBQ and Wiess' Finest.
4. There will be two Social Vice Presidents who shall:
    1. Plan and direct the social activities of the College including the public parties;
    2. Be the chairs of the Social Committee; and
    3. Run jointly in the election.
5. There will be two First-Year Representatives who shall:
    1. Be new students during the academic year of their election;
    2. Seek input from their peers in order to best represent the new student class; and
    3. Be elected independently by a vote of the new student class.
6. There will be two Sophomore Representatives who shall:
    1. Be sophomores during the academic year following their election;
    2. Seek input from their peers in order to best represent the sophomore class;
    3. Chair the New Student Council;
    4. Organize freshman service points to be measured in hours as decided by Cabinet; and
    5. Be elected independently by members of the rising sophomore class.

7. There will be one Junior Representative who shall:
  1. Be a junior during the academic year following their election;
  2. Seek input from their peers in order to best represent the junior class; and
  3. Be elected by members of the rising junior class.
  
8. There will be one Senior Representative who shall:
  1. Be a senior during the academic year following their election;
  2. Seek input from their peers in order to best represent the senior class;
  3. Create a monthly State of Wiess summary to be disseminated to the College;
  4. Chair the Senior Committee; and
  5. Be elected by members of the rising senior class.
  
9. There will be two Off-Campus Representatives who shall:
  1. Be non-residents in the academic year following their election; and
  2. Coordinate activities among non-residents and residents in order to bring all Wiessmen closer together.
  
10. There will be one Treasurer who shall:
  1. Manage the finances of the College;
  2. Prepare, for the approval of Cabinet, a budget, before the beginning of the academic year and present it to Cabinet members at the first Cabinet meeting;
  3. Inform Cabinet of the financial condition of the College as necessary;
  4. Have been Apprentice Treasurer, and be confirmed to their post by a two-thirds vote of Cabinet, or in the case the former Apprentice is not confirmed or is unwilling to serve, the seat will become vacant and be filled by temporary presidential appointment and subsequent special election;
  5. Be responsible for training and mentoring the Apprentice Treasurer; and
  6. Solicit opinions from Wiess College members on modifications to the budget.
  
11. There will be one Apprentice Treasurer who shall:
  1. Assist the Treasurer with managing the College finances; and
  2. Be elected by the entire College to a two year term with the first year spent being trained by the Treasurer in the ways of the Wiess Budget.
  
12. There will be two Diversity Chairs who shall:
  1. Celebrate and support diversity of identity at Wiess through hosting events and providing an open forum for discussion;
  2. Chair the Diversity Council;
  3. Advocate for underrepresented groups at Cabinet meetings; and
  4. Run jointly in the election .

## ARTICLE VI: NON-VOTING MEMBERS OF CABINET

Section 1. There shall be additional non-voting members of Cabinet who may participate in debate and procedural matters, but cannot vote on matters of substance.

**Section 2.** There shall be non-voting members of Cabinet who are appointed by the President, who may participate in debate and procedural matters, but cannot vote on matters of substance. Wiessmen interested in Appointed positions will submit an Application from and to the President for selection.

**Section 4:** The Appointed Positions to Cabinet are comprised of:

1. There shall be a Parliamentarian who shall:
  1. Be appointed by the President with the assent of Cabinet;
  2. Attend every Cabinet meeting, or appoint a proxy;
  3. Control the flow of debate at meetings of Cabinet;
  4. Be knowledgeable of the Constitution and the Bylaws of the College;
  5. Instruct Wiess College on the Constitution and the Bylaws in the form of town hall, information session, etc.;
  6. Ensure that all members of Cabinet are aware of their constitutional duties and the Bylaws; and
  7. Convene a committee to review the effectiveness of the Constitution and Bylaws every 3 years starting in the fall of 2020.
  8. Ensure that any amendments to the Constitution and the Bylaws passed by Cabinet are recorded.
  9. Ensure that Cabinet follows procedures set forth in *Robert's Rules of Order*, the Constitution, and that all documentation be kept up to date.
  
2. There shall be two Secretaries of Cabinet who shall:
  1. Be appointed by the president with the assent of Cabinet;
  2. Apply independently to the position of Secretary;
  3. Attend every Cabinet meeting or appoint a proxy;
  4. Take the minutes of every Cabinet and distribute them to the College within two weeks of the meeting;
  5. Maintain the Wiess listserv in a timely and appropriate manner.
  
3. There shall be official Historian(s) of the College who shall:
  1. Be appointed by the President with the assent of Cabinet;
  2. Apply independently to the position of Historian;
  3. Be charged with recording, archiving, and presenting the history of the College; and
  4. Be responsible for maintaining Wiess social media pages (excluding the Wiess website) such as the Wiess College Facebook and Instagram.
  
4. There shall be a Capital Improvements Liaison who shall:
  1. Be appointed by the President with the assent of Cabinet;

2. Explore capital improvement projects for the benefit of the College;
  3. Assist the Treasurers in effectively utilizing University funds available to the College.
5. There shall be an Academics and Career Chair who shall:
    1. Be appointed by the President with the assent of Cabinet;
    2. Collaborate with College and University academic representatives such as Peer Academic Advisors, Peer Career Advisors, and Wiess Mentors to support Wiessmen in their academic and career-based pursuits.

Section 5. In addition to the appointed, non-voting members of Cabinet, the following representatives may participate in debate and procedural matters, but cannot vote on matters of substance:

6. The Student Association Senator shall be a non-voting member of Cabinet and shall give updates to Cabinet on the actions of the Student Association. They are to be elected alongside the voting members of Cabinet.
7. The Chief Justice of the Wiess Court shall be an observing member of Cabinet and shall give updates to Cabinet on Court matters pertaining to the College. They are to be elected alongside the voting members of Cabinet.
8. The Magisters and Resident Associates shall also be non-voting members of Cabinet. The Magisters shall have the power to veto any action of Cabinet. In the event that the Magisters veto any action of Cabinet, Cabinet can issue an official statement of dissent by a two-thirds vote.
9. Any member of Wiess College may attend any meeting of Cabinet as a non-voting member.

## ARTICLE VII: THE REPRESENTATIVES

Section 1. There shall be an undefined number of Wiess Representatives that shall include but are not limited to:

1. Housing Representatives (3) who shall
  - a. Execute all housing jacks by the end of the Spring Semester.
  - b. Choose an Apprentice Housing Representative before the housing jack who shall be a sophomore at the time of their appointment and will serve as Housing Representative and Senior Housing Representative the following years.
2. Two Election Representatives who shall:
  - a. Run Wiess elections in accordance with Article XI of this Constitution;
  - b. Be selected by the Internal Vice President.
3. A Merchandise Representative who shall:

- a. Chair the merchandise committee as outlined in Article X of the Constitution;
  - b. Release Wiess merchandise to the College at least once a semester;
  - c. Communicate with the President and/or Magisters to ensure maximum economic accessibility to merchandise;
  - d. Be selected by the Internal Vice President.
4. At least 2 College Night Representatives who shall:
    - a. Coordinate fall and spring college nights;
    - b. Plan events, merchandise, and food & drinks for college night;
    - c. Apply in tandem.
    - d. Be selected by the Internal Vice President.
  5. A Webmaster representative who shall:
    - a. Maintain the aesthetic and informational role of the Wiess College website; and
    - b. Ensure that all information and links on the website remain up-to-date throughout the duration of their term; and
    - c. Be selected by the Internal Vice President.
  6. A Chalkboard representative who shall:
    - a. Create thematic chalkboard designs that represent the upcoming events of Wiess College; and
    - b. Maintain the quality and cleanliness of the Wiess Commons Chalkboard; and
    - c. Be selected by the Internal Vice President.
  7. A Birthday Representative who shall:
    - a. Document and disseminate the birth dates of Wiessmen for the upcoming month(s) to the remainder of the college; and
    - b. Be selected by the Internal Vice President.

## ARTICLE VIII: THE WIESS COLLEGE COURT

Section 1. The Wiess College Court shall be conducted as stipulated in the Rice University Code of Student Conduct. The Court's purpose shall be to ensure that the College is responsible for the self-discipline of its own members in College affairs.

Section 2. The Court shall consist of eight members:

1. The Chief Justice:
  - a. The College shall vote for the Chief Justice by a majority.
  - b. d. In the case of a vacancy in the office of Chief Justice, the remaining Associate Justices shall vote among themselves to select a justice to fill the position.
  - e. The Chief Justice shall be a resident of Wiess College during the academic year following their election, and they must be at least a second-year student at the beginning of their term.
2. The Associate Justices:

- a. The Chief Justice shall hold an application and/or interview process for the selection of the Associate Justices according to their own discretion. The selected candidates will appear on the ballot for the College vote.
  - b. The College shall select by vote six Associate Justices from the ballot in the spring election.
  - c. Candidates shall be at least a first year student at the beginning of their term.
  - d. In the case of a vacancy, the election shall occur within ten days after the filing deadline.
3. The Deputy Justice
1. The Chief Justice shall hold an application and/or interview process for the selection of the Deputy Justice according to their own discretion. The selected candidates will appear on the ballot for the College vote.
  2. The Deputy Justice shall be selected within six weeks of the beginning of the fall semester and their term will begin immediately. The position shall be reserved for a member from the new student class.
  3. In the case of a vacancy, the election shall occur within ten days after the filing deadline.
  4. The Deputy Justices shall aid the Court in the performance of all Court proceedings. They shall be present at all Court proceedings, and shall have a vote in the decisions of the Court.
4. The Ombudsman
1. After the selection of a Chief Justice, the Associate Justices should select from among themselves an Ombudsman. This should occur within two weeks of the selection of a Chief Justice and can be decided by a two-thirds vote. The Chief Justice will not have a role of any capacity in the selection of the Ombudsman.
  2. The Ombudsman shall be responsible for:
    1. Indicating procedural errors to the Court as indicated in the Rice University Student Code of Conduct;
    2. Indicating to the accused if the deliberative process is defective and presenting any grounds for appeal to the accused;
    3. Presenting the accused their rights in each case.

Section 3. No person shall be a Court member who is on Rice University probation of any sort. Should a member of court be put on probation, they shall tender their resignation to the Chief Justice.

Section 4. The Wiess College Court shall have original jurisdiction of any complaint of an alleged College Infraction of Rice University Student Code of Conduct (§ II.B.2) brought against any members of Wiess College. The College Magisters and the Associate Dean of Undergraduates may choose to remove or refer a matter before the College Courts to the University Court or the Judicial Affairs Committee as appropriate. The Wiess College Court shall have power to investigate, to hold hearings and trials, to reprimand, and to produce decisions and sentences, as according to the University Code of Student Conduct. The Wiess College Court may also

choose to refer matters otherwise within their authority to another college court, the College Magister, University Court, or the Associate Dean. In the event of alleged misbehavior by one or more members of the Court, they will be tried by the remainder of the Court.

Section 5. The Chief Justice shall notify the accused of the verdict and penalty.

Section 6. A defendant may appeal their case to the Magister. Grounds of appeal are those found in the University Code of Student Conduct.

Section 7. The Court shall establish The Wiess College Court Procedures and Code of Conduct in harmony with the University Code of Student Conduct. These laws may be amended by a simple majority of assenting votes of the Court. The Code of Conduct shall be enforced by the Court. All members of Wiess College shall be expected to be familiar with and abide by the Rules. Policies of the Rice University Code of Student Conduct supersede the policies of the Wiess College Court.

Section 8. The Chief Justice of the Court or an appointed proxy from the Court shall be present at all College and Cabinet meetings.

Section 9. The Resident Associates and the College President shall serve as ex-officio members to the Wiess College Court.

Section 10. The Court may use a preliminary inquiry to determine the extent of seriousness of a violation.

Section 11. The Court may elect, after a thorough investigation, not to try a case. The Court may arbitrate between members of the College when no infraction of College or university rules is involved, at the joint request of all members involved. The Court may reprimand violators without a formal hearing or trial, in which case no punishment shall be assessed.

Section 12. The hearing shall be called by the Chief Justice or by an acting Chief Justice as defined in Section 6. The accused shall plead either "Guilty" or "Not guilty." No answer shall be considered a plea of not guilty. If the defendant pleads guilty, the Court shall determine a punishment in the absence of the accused. A plea of guilty does not exclude the taking of evidence; and in the event there are aggravating or extenuating circumstances not clearly shown by the charge or plea, any available and admissible evidence as to such circumstances may be introduced.

Section 13. There shall be a record kept of the hearing and the trial. The recorder shall be determined on a case-by-case basis and shall be a member of the Court. The order of the hearing shall be as follows. Evidence in the hands of the Court, other than testimony, shall be presented first. The witness shall be brought in by the Recorder and sworn as follows: "I, (name of witness), will tell the truth, the whole truth, and nothing but the truth, in relation to the inquiry about which I am about to give evidence; and I will maintain secrecy about this trial and the person(s) involved." Testimony is given. The Court questions the witness; the defendant may

then question the witness. The witness is excused, but is subject to recall any time during the trial. The accused may testify under oath, present evidence not under oath, or make no statement. The Court may hear no character witness for or against the accused.

Section 14. The President of the College shall sit in on the Court in the event one Justice abstains. The order of succession shall be President, Internal Vice President, External Vice President, Social Vice Presidents, Parliamentarian, Treasurer, Secretary, SA Senator, Apprentice Treasurer, and Head Fellows. For positions with multiple people, a decision will be made by random selection (e.g.: coin toss, drawing names out of a hat, etc.). If the Chief Justice abstains, then an acting Chief Justice will be temporarily appointed for solely the proceedings of the case by a simple majority vote from all non-abstaining members of Court and the representatives of Cabinet who are standing in for those abstaining.

Section 15. The Court shall submit an abstract containing the accusations, verdicts, and penalties of all court decisions, formal and informal, to the College Coordinator. The abstract will be a general overview of the aforementioned elements and should only contain gender-neutral pronouns so as to avoid identification of those involved in the case. The College Coordinator will then make the abstract public in the form of a public file.

Section 16. The Rice University Code of Judicial Procedure shall be followed as closely as possible in all matters concerning hearings and trials.

## ARTICLE IX: THE FELLOWS

Section 1. The Fellows' responsibility shall be to advise and assist the new students with their transition to Rice and Wiess. Within the framework established by Cabinet and the Head Fellows for that year, the Fellows shall be responsible for the new students' orientation and assimilation within the College.

Section 2. Fellows shall have a B- average scholastically, should have an awareness of the goals and ideals which animate the Fellowship, and should have a genuine concern for the welfare of the College membership.

Section 3. There shall also be Co-Fellows (currently enrolled members of another residential college of Rice University) who shall work with the Fellows during new student orientation and throughout the year in new student advising. Co-Fellows are expected to uphold and maintain the same expectations as Fellows.

Section 4. Three Head Fellows shall be selected to coordinate O-Week by the previous O-Week's Head Fellow team. At the time of selection, a candidate must be of sophomore, junior, or senior standing. All Head Fellows must be attending Rice University the year they coordinate O-Week.

Section 5. The Fellows and Co-Fellows shall be selected by a method determined by the current Head Fellows.

1. If the Head Fellows decide to change the process, they must gather sufficient input and

take into account the opinions of the College.

2. If the Head Fellows decide to choose any members of the O-Week team by themselves, they can be assisted by the A-Team but given proper agency in their choices.
3. If a previous Head Fellow applies to Fellow, they will not help in choosing the O-Week team in the year they apply, regardless of the method used for Fellow selection.

Section 6. The Head Fellows will have discretion over how they form the O-Week teams. They will include input from the A-Team and the past Head Fellows in their decision-making process. Major changes to the process will be disclosed to the College with opportunities for discussion and modification.

Section 7. Upon completion of their O-Week, Head Fellows remain responsible for ensuring the proper behavior of their Fellows and Co-Fellows, supporting new student assimilation, and promoting the continuing bonds of O-Week groups. Big Bang shall be a collaborative effort between the Head Fellows and the Internal Vice President.

## ARTICLE X: THE COMMITTEES

Section 1. There will be 7 Standing Committees. The chairs will be responsible for appointing the members through an application process and subsequently convening the committee at least twice a semester to fulfill committee goals.

1. There shall be an Associates and Alumni Committee which shall:
  1. Be chaired by the External Vice President;
  2. Maintain friendly relationships with the Wiess College Associates by keeping a roll of current Associates, encouraging Associates to maintain contact with the College, and vetting and adding new Associates;
  3. Utilizing the life experiences of Associates and Alumni to help current students on both personal and professional topics;
  4. Schedule events to encourage interactions between Associates, Alumni, and students; and,
  5. Coordinate the Fall and Spring Associates Night.
4. There shall be a Diversity Council which shall:
  1. Be chaired by the Diversity Chairs; and
  2. Celebrate and support diversity of identity at Wiess through hosting events and providing an open forum for discussion.
5. There shall be a New Student Council which shall:
  1. Be chaired by the Sophomore Representatives;
  2. Discuss matters relevant to new student life at Wiess; and
  3. Plan activities to encourage bonding among the new students, with other Wiessmen, and with the rest of the Rice community.
6. There shall be a Merchandise Committee which shall:

1. Be chaired by a Merchandise Representative who shall be appointed by the Internal Vice President;
  2. Solicit opinion, design, market, and sell merchandise to members of the College and Associates; and
  3. Be available for help with the design, marketing, purchase, and sale of merchandise for any member of Wiess.
7. There shall be a Senior Committee which shall:
1. Be chaired by the Senior Representative; and
  2. Plan and execute events for the benefit of the senior class.

Section 2. Additional ad hoc committees may be created upon application to the President who may, at their discretion, bring the matter to Cabinet for approval. These committees must be reauthorized each year by the Cabinet.

Section 3. Standing Committee budgets will be set by Cabinet at the recommendation of the Treasurer and will be re-assessed and redistributed each year based on the utilization of the budget funds and benefit derived for the College as a whole.

Section 4. Ad hoc Committees may request a budget from unallocated funds upon their formation and may be allocated a repeating budget line upon renewal.

Section 5. Committee membership must be open to the College as a whole except where excessive size would inhibit their function, in which case the selection must be fair and equitable.

## ARTICLE XI: ELECTIONS

Section 1. Elections of members of the Wiess College Cabinet shall be by Preferential Voting according to the procedure set forth in the College Bylaws. The Election procedures herein shall be conducted by the Election Representatives.

Section 2. Notices of forthcoming elections shall be promulgated in writing to the entire membership of the College no later than one week before the filing deadlines as expressed by the Elections Representatives. The information shall contain as a minimum the offices involved, the date by which the candidates must sign up, and the actual election date.

Section 3. All candidates for Cabinet, Court and Student Association Senator must have read the Constitution, Bylaws, and Rules.

Section 4. Prior to the release of the ballot, candidates must submit their intention to run for office to the College Magister(s) via a confidential form, created by the Elections Representative, that only the College Magister(s) shall be able to view. The College Magister(s) shall submit the

list of names on the form to Student Judicial Programs for verification that the College members are not on disciplinary or academic probation, and will notify candidates of their eligibility or ineligibility. The College Magister(s) will then provide the list of eligible candidates to the Elections Representative.

Section 5. The Elections Representatives are responsible for determining whether campaigning violations have occurred. The designated penalty for campaigning violations is disqualification from the current election cycle for the specific position being sought. The following campaigning methods are prohibited:

1. Spending funds on campaigning materials;
2. Physical distribution of materials (e.g., flyers, posters, pins);
3. Actively misrepresenting or interfering with other candidates; and
4. Electronic messaging through official Wiess communication channels.

Section 6. Every member of the College shall be eligible to vote for every office, with the exception of offices that represent a particular matriculating class, as outlined in the Wiess Constitution Article III Section 12.

Section 7. The ballot shall be a preferential ballot. In an election using a preferential ballot, voters rank candidates based on preference, assigning a numerical value to each candidate. The value of one is assigned to the voter's first-choice candidate, the value of two is assigned to the second choice, and so on. If no candidate receives a majority of first-choice votes, the candidate with the least first-choice votes is eliminated from the candidate pool and their votes are redistributed among the remaining candidates. The order of the candidates on the ballot will be determined according to the order in which their information is submitted to the Election Representatives.

Section 8. If only one person is to be elected, this procedure shall be continued until one candidate receives an absolute majority of the ballots distributed. In cases where multiple persons are being elected for the same title, the procedure outlined in Article I Section 4 shall be continued until the number of candidates remaining corresponds with the number of positions available.

Section 9. In the event that a voting or non-voting member of Cabinet as outlined in Article III, besides the President, becomes vacant, the President shall make a temporary appointment approved by a simple majority of Cabinet. The temporary appointment will last until a special election can be held if the position is elected or until the end of the term if the position is appointed.

Section 10. In the event that an elected position, besides the President, becomes vacant, a special election for that position will be held within three weeks of when the vacancy becomes present.

Section 11. A justice of the College Court may not be elected or appointed a voting member of Cabinet during his/her tenure in office as a voting member of the Court.

Section 12. Annual elections shall be held within eight weeks of the start of the spring semester to elect officials of the next academic year. The First-Year Representatives shall be elected within six weeks of the start of the academic year.

Section 13. Candidates must be eligible under Article IV, Section 5 and Article VIII, Section 3 of the Constitution.

Section 14: The Election Representatives are not permitted to run for an elected position while simultaneously conducting the election. If an Election Representative chooses to run for an elected position, they must resign from their role prior to submitting the intent to run form for that election. In the event that an Election Representative steps down, the Internal Vice President is responsible for appointing an interim to conduct the election.

## ARTICLE XII: THE BUDGET

Section 1. The budget shall be written by the Treasurers with input solicited from all interested College members. It shall be approved by a two-thirds majority of the Cabinet.

Section 2. The amount budgeted for any purpose may be altered by a two-thirds majority of Cabinet. All budget requests must be approved by a two-thirds majority of the Cabinet.

Section 3. All disbursements must be approved before the funds are allocated. Disbursements for less than \$50.00 may be allocated if given approval by both the Treasurer or President. All disbursements for greater than \$50.00 must be approved by a simple majority of Cabinet before the funds are allocated. Requests totalling between \$50.00 to \$100.00 may be brought to a vote during Pre-Cabinet meetings, while requests totalling over \$100.00 must be voted upon during Cabinet meetings.

Section 4. The Treasury of the College shall consist of an allotment from the university, fines imposed by the Court at the discretion of the Court, and any other funds derived by Cabinet-approved methods not constituting involuntary collection from the members of the College.

Section 5. No money is to be disbursed directly to any non-Wiess organization without a benefit for Wiess College members.

Section 6. Usage of the President's Endowment is restricted to activities and purchases that are available to all Wiessmen and subject to approval by the Magisters. The Wiess President may use the endowment throughout the academic year following their election.

## ARTICLE XIII: IMPEACHMENT

Section 1. Impeachment of any Cabinet or Court member may only be on the grounds of malfeasance, partiality, exceeding authority, or failure to meet vested responsibilities.

Section 2. Impeachment, except in the case of the President, shall be by a signed accusation from a member of Cabinet or Court submitted to the President. In the case of the President, the signed accusation shall be submitted to the elected members of Cabinet. Cabinet shall convict only by a  $\frac{3}{4}$  majority in a closed session.

Section 3. If an individual holds two or more positions within the College, his/her impeachment or conviction in one of those offices shall not affect his/her other positions.

Section 4. If an individual has a conflict of interest, he/she shall recuse themselves from the process.

## ARTICLE XIV: RECALL AND REFERENDUM

Section 1. Aside from any constitutional changes or disciplinary acts of Cabinet or the Court, a referendum on Cabinet or Court actions or recall of any Cabinet or Court members may be initiated on the written petition of at least one quarter of the total College membership.

Section 2. A positive vote of two-thirds majority of those voting in the recall shall require that the position be vacated. Any resulting vacancies may be filled according to procedures set out in Article VII Sections 2 and 3.

Section 3. If the Court or Cabinet action is not sustained by the simple majority of the College membership voting in the referendum action, the decision supported by the referendum shall be binding on the Court or Cabinet.

Section 4. A recall or referendum will be arranged and completed by the Elections Committee within seven days of receipt of the petition from one quarter of the College.

## ARTICLE XV: STANCE ON HATE SPEECH

Section 1. Wiess College both encourages and expects all of its members to practice active and ongoing respect for all of the identities and experiences represented within our community. Any words or actions that disrespect Wiessmens' identities and backgrounds or encroach on their feelings of safety and acceptance will absolutely not be tolerated.

Section 2. Any hate speech will not be tolerated at Wiess. In accordance with Rice University Policy 830, hate speech is defined as "any act of harassment that incites imminent criminal

activity or consists of specific threats of violence targeted against a person because of that person's membership to a protected class".

Section 3. All Wiess-associated communications must remain conscious of the diverse backgrounds of our college members, and any individuals that violate the above expectation will face consequences as decided by the Wiess College Court. This includes all publications or programming on behalf of or directed to Wiess; a non-comprehensive list of examples includes events, college-wide emails, and social media postings.

Section 4. Any violations of the expectations established above are enforceable by the Wiess College Court, regardless of intent. Infractions of the Wiess or University Code of Conduct that relate to Article XV must be conducted in partnership with the Diversity Facilitators to ensure appropriate handling of both constitutional and diversity-related concerns. All members of these proceedings are bound by confidentiality.

Section 5. Reports of Article XV violations should be reported to the Chief Justice, any member of the Wiess College Court, or to a Diversity Facilitator. Their information is to remain published and easily accessible via the Wiess website.

Section 6. In addition to sentences typical of the College Court, violations of Article XV are eligible for determinations of restorative justice as advised by the Diversity Facilitators. Offenders will be required to comply with the consequences approved by the Wiess College Court and Diversity Facilitators to educate themselves about the effects of their actions and how they can work toward allyship.

Section 7. In accordance with Rice University Policy 830, reporting students who are found to have submitted reports in bad faith will be subject to disciplinary action under Rice Student Judicial Programs (SJP).

## ARTICLE XVI: AMENDMENTS

Section 1. Amendments to the Constitution, Bylaws, or Rules may be proposed by:

1. A Cabinet member; or
2. A College member through an initiative petition authored by any College member and having the signatures of at least five percent of the College membership.'

Section 2. A Cabinet or College member proposing a constitutional amendment must present their initiative petition to the Elections Representative. The Elections Representative must verify the signatures on an initiative petition authored by a College member within one week of receiving their petition.

Section 3. The author of the initiative petition and the Elections Representative must draft a ballot detailing the proposed amendment and present it to Cabinet within one week of the receipt of the petition.

Section 4. Proposed constitutional amendments must be approved by a two-thirds vote of Cabinet and then a two-thirds vote of the College, in which at least two-fifths of the College participates.

Section 5. Proposed constitutional amendments must be announced to the College at least one week prior to the College vote and they must include the section(s) and text of both the new and old clauses, along with any other proposed changes.

Section 6. Amendments shall be implemented in the text of the Constitution upon approval. The date at which the last amendment was made must be recorded at the bottom of the Constitution.

Section 7. The Parliamentarian shall assemble a committee to review the effectiveness of the Constitution and Bylaws every 3 years starting in the fall of 2020, according to the procedures set out in Article XVI.