

Hanszen College Bylaws

Last updated November 30th, 2016

ARTICLE I. Cabinet Bylaws

Section A. Whenever the Constitution, Bylaws, or Judicial Code call for a majority vote of Cabinet, it shall be interpreted to mean a majority (over 50%) of those voting "yea" or "nea." Cabinet members abstaining shall not affect the determination of this majority.

Section B. Whenever the Constitution, Bylaws, or Judicial Code call for a two-thirds (2/3) or three-fourths (3/4) vote of the Cabinet, it shall be interpreted to mean at least two-thirds (2/3) or three-fourths (3/4) of those present, provided that those voting constitute a quorum. Cabinet members abstaining shall not affect the determination of this majority.

Section C. During meetings, the Cabinet shall abide by the following rules of procedure:

1. Close Debate

Debate on a motion may be ended by a three-fourths (3/4) vote. The motion to end debate is undebatable. An affirmative vote to close debate should be followed by a vote on the motion under discussion.

2. Lay on the Table

A motion may be tabled to the next regularly scheduled meeting; the motion to table is undebatable in this case. A motion to table to any other time shall be debatable.

3. Postpone

The disposition of a matter may be postponed to a later time in a meeting. A motion to postpone is undebatable.

4. Debatable Motions

When unqualified, the motion to adjourn is undebatable and takes precedence over all motions. Following a negative vote, that motion may not be renewed until some progress has been made. All motions not otherwise specified shall be debatable.

5. Quorum Call

A Cabinet member may at any time ask the Secretary(ies) to determine whether a quorum is present. A quorum call, as with any other point of order, shall take precedence over all other motions before the Cabinet, except a motion to adjourn or to recess.

6. Amendments

Amendments to main motions or to other amendments may be made by a majority vote of Cabinet. The President reserves the right to accept an amendment without debate, provided that there is unanimous consent of the voting Cabinet members.

7. Other Procedural Rules

Questions that arise over unspecified matters of procedure may be decided by a majority (50%) vote of the Cabinet.

Section D. Committee Guidelines

1. The Internal Vice President shall be in charge of appointing heads to the following standing committees:
 - Alumni
 - Associates
 - Awards
 - Beer Bike
 - College Night and Crane Day
 - Senior Events
 - Spirit
 - Sports
2. The External Vice President shall be in charge of appointing heads to the following standing committees:
 - Property and Permanent Improvements
 - Service and Staff Appreciation
3. The Social Committee shall be chaired by the elected Social Coordinators.
4. The president shall be responsible for appointing the Guardian whom shall head the Jacks committee.
5. Academics Committee shall be chaired by the Head Fellows.
6. The Committee Heads shall strive to maximize participation of all willing Hanszenites in any decision to be made in order to fulfill the duties of their committee. They shall also strive to maximize participation in any events or actions coordinated by the Committee. Committee meetings shall be publicly announced, and, in accordance with Article IV, Section E of the Constitution, all Hanszenites present may vote on any decision. The decision itself rests upon the Committee Heads, who may use their discretion and opt not to follow the committee's decision, though this is discouraged except in special circumstances.
7. Committee Heads shall be approved by a three-fourths (3/4) vote of the Cabinet.
8. Committee Heads may be removed with a three-fourths (3/4) vote of the Cabinet.

Section E. Budget Guidelines

1. Within one week of receiving the final amount of the College's annual funds from the University, the Treasurer(s) shall meet with the President Internal Vice President, and External Vice President to divide the budget amongst the committees. The budget must be approved by the second Cabinet following the allocation of funds from the University, by a three-fourths (3/4) vote of the Cabinet.
2. A portion of the budget shall be allocated toward the Activities Fund. The purpose of this fund is for one-time events that benefit the entire College. Any member of the College may request money from

the Activities fund by sending a proposal to the Treasurer(s). Requests to the Activities fund requires approval by a three-fourths ($\frac{3}{4}$) vote of Cabinet.

3. Interest from the Hanszen College Endowment shall be used in the annual budget of the college. The fund itself should not be touched except in extenuating circumstances. Any decision to deposit or withdraw money from the fund requires a three-fourths ($\frac{3}{4}$) vote of the Cabinet.
4. Money from the College's annual budget not designated to a committee shall be designated as the year's "General Fund." A request to use money from the General Fund must be sponsored by the President or by a petition with a detailed plan for use of funds, containing the names and signatures of twenty-five (25) Hanszenites, and requires a majority (greater than 50%) vote of Cabinet. In all cases, an attempt to request money from a committee should be made before an attempt to request money from the General Fund.
 - a. A primary use for money from the General Fund shall be to allocate to committees whose budget is not sufficient.
 - b. Any money received by the College for unspecified use is to be placed in the General Fund.
5. A money request from a committee must be sponsored by a Committee Head and requires a majority (greater than 50%) vote of Cabinet.
 - a. At the beginning of each academic year, the Treasurer shall set an amount, subject to the approval of Cabinet, below which a formal money request is not necessary. Committees may not use this method more than once in a week, and Committee Heads shall use discretion when spending money in this fashion. Any money spent should still be reported to the Treasurer prior to spending the funds.
 - b. Committee Heads may allow their funds to not only be spent on specific requests, but also to be transferred to another Committee or to the General Fund. These requests are to be handled in the same manner as any other money request.
 - c. A money request from a Committee that does not have the approval of a Committee Head may be approved with the sponsorship of the President and a three-fourths ($\frac{3}{4}$) vote of Cabinet.
6. For an outside organization to request money from a Hanszen committee or the General Fund, a representative of the organization (this may be a Hanszenite) must be present at the meeting of Cabinet to provide an explanation for the request. An attempt should be made to arrange for the representative to contact an appropriate Committee Head to discuss sponsorship prior to the Cabinet meeting.
7. For the Cabinet before changeover the President, Internal Vice President, External Vice President and Treasurer will designate an amount from the General Fund and from committees with leftover money to use for money requests. These requests may be made by any Hanszenite and need no petition or sponsor.
8. Any money not spent at the end of the academic year shall "roll over" to be part of the college's annual budget for the following year. The President, Internal Vice President, External Vice President and Treasurer shall ensure that a satisfactory amount of rollover money will be saved when determining the amount to spend at the final cabinet before changeover.

ARTICLE II. College Bylaws

Section A. Petitions

Unless explicitly stated otherwise in the Constitution, a petition shall not be considered valid unless it contains its purpose as well as both the names and signatures of its proponents.

Section B. Room Selection

Room selection shall be coordinated by the Judicial Committee, with ties broken by a game of chance.

1. Publicity

- a. Commons Display - By Tuesday of the ninth (9th) week of classes in the Spring semester, the Judicial Committee will display a poster in the commons, which will provide a method for groups to specify their first choice of rooms and average points. The poster should also display the times, dates, and locations for Single Draw and Room Draw. Room Draw groups with average points of at least 2.0 are encouraged to specify for which room they intend to draw on the poster. This mechanism is provided as a method of communication between groups so they have an idea of which rooms will be available and which will not.
- b. Minutes of Cabinet - By the ninth (9th) and tenth (10th) weeks of classes, an announcement with the times, dates, eligibility requirements, and locations for Single Draw and Room Draw will appear in the minutes of Cabinet.
- c. Mailings - By Tuesday of the ninth (9th) week of classes, the Judicial Committee will ensure that every student receives a notification stating the times, dates, and locations of Single Draw and Room Draw, as well as information regarding completion of the Housing and Dining lease and any other applicable requirements to participate in Single Draw or Room Draw.

2. Eligibility

- a. Only those members of Hanszen College who will be undergraduates the following year may participate in Room Selection.
- b. Before a student can participate in Room Selection, (s)he must submit a signed copy of a lease from Housing and Dining to the relevant party, by the deadline specified by Housing and Dining. Students who do not turn in their leases before this deadline may only enter Room Selection with the permission of the Master(s).
- c. Before a student can participate in Room Selection, (s)he must turn in a declaration of intent to live on campus, and room preference, by the Monday preceding Room Draw, as designated by the Senior Justice.
- d. A group of students may draw for a room only if the size of the group is equal to the number of students Housing and Dining states can live in that room.
- e. All first year students (all who matriculated in the academic year) wishing to be eligible to participate in room draw may only do so if they fulfill one of the following three requirements:
 - i. Serve four hours of community service as outlined in Article II, Section F. of the Bylaws
 - ii. Receive a waiver from the Cabinet obtained by a three-fourths $\frac{3}{4}$ majority vote.

iii. Obtain special permission from the College Masters.

3. Assignment of Points

- a. The student will accumulate one point for every school year (s)he is enrolled in Rice University. Enrolling for any part of a school year counts as an entire year. Students who have accumulated four (4) points (i.e., fifth years) may only participate in Room Draw if, by the lease deadline, there are fewer leases submitted than there are available spaces. Those students enter Room Draw with zero (0) points.
- b. The President of Hanszen College shall have first choice of room.
- c. A value called Average Points is calculated for each group by adding up the points of individuals in the group and dividing by the size of the group.
- d. Transfer students shall be awarded points in the following manner:
 - i. Upon a transfer student's first Room Draw, (s)he shall be assigned points as members of the class with which they are graduating.
 - ii. Students cannot claim fewer points than they did in any previous year.
 - iii. Extenuating circumstances are under the jurisdiction of the Chief Justice and Master(s).
- e. Students who take a leave of absence for an entire year shall be awarded points in the following manner:
 - i. Upon a student's return to school, (s)he will be awarded points corresponding to the number of years (s)he expects to spend completing his/her undergraduate degree at Rice. Points will then be awarded as the number of years left subtracted from four (4).
 - ii. Students returning from a leave of absence may not claim fewer points than they did in any previous year.
 - iii. Extenuating circumstances are under the jurisdiction of the Chief Justice and Master(s).
- f. Shared leases
 - i. University policy states that every student who only wants to live on-campus for one (1) semester the following year must find a person to fill his/her position for the balance of the year. Since this is a University policy, it may change without notice.
 - ii. If two (2) individuals are sharing a lease, their points will be averaged before being averaged with the rest of the group, to determine average points.
- g. Any student who qualifies to draw with two points in the Hanszen College Room Draw and is not currently living on campus at any residential college, shall be awarded, in addition to his/her two points, an extra one-tenth (0.1) of a point for use in that year's room draw.
- h. Any student who qualifies to draw with two points in the Hanszen College Room Draw and is not currently living on campus at Hanszen college, shall be awarded, in addition to his/her two points, an extra five-hundredths (0.05) of a point for use in that year's room draw.

4. Execution of Single Draw

Hanszen College contains specific rooms that have been designated as singles as decided by Housing and Dining.

a. Time and Date

Single Draw will be held before Room Draw, by Monday of the tenth (10th) week of classes, unless changed by the Master(s). However, Single Draw must always take place at least one (1) week before Room Draw, unless all Single Draw participants consent. The Judicial Committee may pick an appropriate time.

b. The Draw

All participants must arrive within ten (10) minutes of the time posted by the Judicial Committee. Before drawing begins, the Chief Justice will explain the order of the cards to all participants. All participants with three (3) points then draw a card. The individual with the highest card will get first choice of rooms. Then the second highest may choose, and finally the third highest may choose. If all the rooms are not taken after that round, the same procedure is repeated for participants with two (2) points, and then again for those with one (1) point.

5. Execution of Room Draw

a. Times and Dates

Room Draw will take place by Monday and Tuesday of the eleventh (11th) week of classes at 10:10 p.m. These dates and times may be changed at the discretion of the Master(s).

b. Point Rounds

Room Draw will be conducted in a series of point rounds based on average points. Call the points for a specific round "p": In the p point round, any group with at least p points that has not already won a room in a previous round can participate. Each group participating will indicate to the Judicial Committee the room for which it is trying. If a group trying for a specific room has more average points than all other groups trying for that room, then that group temporarily wins the room. If no group trying for a room has more average points than all other groups trying for the room, then the groups with the highest average points must draw. Each group will draw one card. The group with the highest card temporarily wins. Room assignments do not become final until the end of the round. Once a point round is closed, no other groups may try for a room that was already assigned. The number of rounds as well as cut-off points for each round is at the discretion of the Judicial Committee based on the dynamics of Room Draw. The 3.00, 2.75, 2.50, 2.25, and 2.00 rounds may occur on the first night and the 1.50, over 1.00, and 1.00 rounds the second night.

c. Withdrawal

Any group which has temporarily won a room with a draw may not then, as a group, withdraw from that room for any reason.

6. Special Considerations

a. Incoming Freshmen Designations

The Judicial Committee must ensure that enough rooms are available for incoming freshmen. The University will provide the number of incoming freshmen.

b. Athlete Designations

The Chief Justice must leave space for all scholarship athletes who choose to live on campus. (S)he will receive a list of all students for whom this condition applies. These students are guaranteed a position at Hanszen, but not a specific room or roommate.

c. Suites

A suite is defined as two (2) rooms which share one (1) bathroom. Groups try for rooms in a suite just like any other room. However, the current sex of the suite is determined by members who have temporarily won a room in the suite. The suite may be gender-mixed if all students living in the suite agree to it, as designated by Rice University's policy for gender-neutral housing.

d. Proxies

- e. If an individual cannot be present during Room Selection, (s)he may designate a proxy. The participant shall notify the Judicial Committee in writing authorizing the proxy to act on their behalf.

7. The Cards

Before Single Draw and each night of Room Draw, the Chief Justice will explain the ordering of the cards. The cards used for Single and Room Draw should be a standard deck of playing cards, excluding Jokers. The card ordering from lowest to highest is 2, 3, 4, 5, 6, 7, 8, 9, 10, Jack, Queen, King, and Ace. That is, a 7 will always beat a 6. The suit ordering from lowest to highest is Clubs, Diamonds, Hearts, and Spades. That is, an Ace of Hearts will always beat an Ace of Diamonds. During a point round, no cards are to be placed back in the deck. At the end of each round, all cards should be replaced and shuffled for the next round.

8. Off-Campus Roommates

Any non-resident College member will be issued a key to any College resident's room upon:

- a. His/her submission to the College Coordinator of a statement signed by every resident of that room (or, in the New Section, set of adjoining rooms) consenting to the issuance of a key, and
 - b. His/her payment of the required key deposit. If, at any time, one of the residents of that room informs the Chief Justice of the withdrawal of his/her consent, the key must be returned immediately.
9. If a situation arises during Room Selection that is not adequately described by these rules, action is left to the discretion of the Judicial Committee.
10. In the event that these rules are not followed, the Hanszen College Cabinet must decide the best plan of action.

Section C. Parking Allotment

1. The Judicial Committee shall allot South Lot parking spot privileges in the following order:
 - a. College Coordinator
 - b. Resident Associates
 - c. College President

- d. Discretionary Awards
 - e. Seniors
 - f. Fifth Years
 - g. Juniors
 - h. Sophomores
2. Regulations
- a. Discretionary parking spots may only be issued with the approval of the College Masters.
 - b. All permits are subject to review and removal at any time for failure to meet with any of the above specifications. The parking lists shall continually be kept up-to-date by the Judicial Committee. Individuals with parking privileges must utilize their parking spot, or forfeit it to the first person on the waitlist.
3. Execution of Draw
- Should demand for South Lot parking exceed available supply, a draw of the cards shall be conducted. This draw shall maintain the order of preference given above.
- a. Card designations shall be as designated for Room Selection.
 - b. The results of the draw should be recorded by the Judicial Committee. If additional parking should become available, it shall be awarded on the basis of the draw. Those who lose the draw shall be placed on an ordered waitlist, and will be given parking spaces if more become available based on the order of that waitlist.
 - c. Anyone who misses the draw may request to be put on the waitlist. They shall be placed at the bottom of the list at the time of their request.
 - d. Parking draw shall occur no later than the deadline set by the Rice Parking Office.

Section D. Awards

1. The following awards shall be given annually at the spring Associates' Night:
- a. Hanszen College Service Award
 - i. This award is given to outgoing seniors and fifth-years on the basis of outstanding service and contributions to the College throughout their college careers.
 - ii. No more than five (5) outgoing seniors and fifth-years shall be so named.
 - iii. The names of those selected shall be engraved on the Hanszen College Service Award plaque.
 - b. Marie Alexander Award

This award is given to up to two (2) freshmen in Hanszen College "who have consistently made a positive contribution to Rice by displaying energetic leadership, enduring commitment, ready cheerfulness, and a loving concern for others." The recipient should also have the virtues of courage, optimism, enthusiasm, and kindness.
 - c. Judge Woodrow Seals Community Service Award

This award is given to one (1) outgoing senior or fifth-year student for outstanding community service.

d. Charles D. Pomerene Memorial Sports Award

This award is given to two (2) outgoing seniors or fifth-years, one (1) male and one (1) female, in recognition of their outstanding sports service to the College.

e. Hanszen Rice Service Award

This award is given to one (1) outgoing senior or fifth-year, in recognition of outstanding service to the Rice University community, with a special eye towards willing dedication which is often behind the scenes and may perhaps go unrecognized.

f. Daniel Brown Benbow Memorial Prize

This award is given annually to an undergraduate member of Hanszen College who has demonstrated love of learning, independent thinking, social consciousness, tenacity, and a sense of humor.

g. J. Dennis Huston and Lisa Bryan Award

This award is given annually to a Hanszen sophomore or junior who has performed service to Hanszen College.

h. Dustin Stowe Memorial Award

This award is a personality award with no real guidelines. However, some qualities to be considered in choosing the recipient of the award are listed below. The award should go to someone:

- i. Who has a deep commitment to Hanszen College
- ii. With a unique personality
- iii. Who is not afraid to be an individual
- iv. Who may be rebellious in nature
- v. Who is willing to stand up for what he or (s)he believes
- vi. With an enthusiastic and positive attitude.

i. The Richard and Lisa Smith Scholarship For Study Abroad

This Scholarship is intended to supplement funds to aid Hanszenites in spending a semester or a year abroad. (In general, the scholarship should not apply to summer travel)

The Smith Scholarship Selection Committee shall consider the following criteria when choosing a scholarship winner:

- i. The student's previous travel experience. Preference should be given to those who have never traveled abroad.
- ii. Relative merits of student applications.

The scholarship is to be awarded at the annual spring awards night. In any given year the scholarship may be split or remain unawarded at the discretion of the Smith Scholarship Selection Committee.

The application process for the scholarship shall be facilitated by the Chair of the Awards Committee in conjunction with the College Coordinator. The Chair shall be responsible for publicizing the award deadline, collecting applications, and distributing copies to selection committee members for debate. The Chair shall begin publicizing the scholarship immediately at the beginning of Spring semester and shall collect applications until one week before the Selection Committee meets. Applicants shall explain the nature of their plans for going abroad and how the scholarship would aid that experience. They should be willing to answer questions from the committee if necessary. The Smith Scholarship Selection Committee shall be composed of two persons from the Masters and Staff of Hanszen College, two student volunteers selected at random, and last year's scholarship recipient(s), if they are available.

j. The Klaus and Eugenia Weissenberger Award

This award is established in January 2006 to honor the service of Klaus and Eugenia Weissenberger, who served as Hanszen College Masters for six years.

The award will be presented to a returning Hanszen College student (rising sophomore, junior, senior, or 5th year) to enable that student to explore the cuisine in an area to which (s)he will be traveling for educational purposes during the summer. The award winner will be announced at the Spring Awards Night.

In choosing the winner of this award each year, the following criteria will be considered:

- i. The relative merits of the student applications and proposals as described in an essay not to exceed three pages. Need may be one of the several factors considered, but should not be the only one.
- ii. The candidates' travel may be in the United States or abroad. The travel must be associated with educational purposes or research.
- iii. Applicants must be in good academic and disciplinary standing. They must be members of Hanszen College.

The application process will be facilitated by a committee composed of two persons from the Masters and Staff of Hanszen College, two student volunteers selected at random and one person with "culinary expertise," such expertise being loosely defined.

The award deadline will be publicized by the Hanszen Awards Committee and copies of the student application essays will be distributed to the committee for consideration well before the Awards Ceremony. Finalists will be chosen from the applications, and, if necessary, interviewed by the committee. The winner will then be chosen by the committee, and the monetary award presented at the beginning of the summer. Each year, the winner's name will be inscribed on a plaque. The winner will be expected to present the college with a photograph showing the student at the intended restaurant or food establishment or with a chef noted in the winner's application.

The winner's name will be inscribed on a plaque, and the winner will receive a check during the summer for \$100.00. This amount may increase in the future depending on the total amount of funds available for this award. The minimum amount, as stated above, should not change.

k. Associates Awards

The Awards Panel shall also recognize those Associates deemed to be Superior Associates and Outstanding Associates, and shall give the Outstanding Faculty Associate Award to one (1) Faculty Associate who has contributed the most the Hanszen family over the past year.

2. Nomination

- a. A description of all awards, a space for College members to make nominations for those awards, and a space for them to explain in detail their reasons for doing so should all be included with the Spring Election ballots.
- b. These nominations and explanations should be given to the Awards Committee Chair, who should compile a list of the nominees and their qualifications for the award, but should not mention the number of times particular names were submitted. The Awards Committee Chair should feel free to include any other nominee and his/her qualification in this report.
- c. The report should then be given to the Awards Selection Panel.

3. Selection

- a. The recipients of the awards shall be chosen by the Awards Selection Panel, which shall be comprised of the College President, seven (7) additional Cabinet members chosen by chance, and another seven (7) College members selected by chance from a list of those interested.
 - i. Cabinet members shall not be allowed to sign up for such a list unless fewer than seven (7) interested College members sign up.
 - ii. In such a case, all those non-Cabinet volunteers should be selected to the Awards Selection Panel, and then the remaining spots will be drawn for by those Cabinet members interested.
 - iii. Similarly, if fewer than seven (7) Cabinet members are interested, then all those Cabinet members should be selected to the Awards Selection Panel, and the remaining spots will be drawn for by those non-Cabinet members interested.
 - iv. The Awards Committee, the Master(s), the College Coordinator and the Resident Associates will also serve on the Awards Selection Panel in an advisory capacity.
- b. Extenuating circumstances that may arise during the Awards Selection Panel meeting are under the jurisdiction of the Awards Committee Chair and the Master(s).

Section E. Fellows of Hanszen College

1. Purpose

The Fellows shall be a group committed not only to their own academic excellence but also to providing academic assistance to other Hanszenites. They should be a group of students willing to tutor, help run review sessions, and help the Academics Committee meet Hanszen's academic needs.

2. Selection Process

- a. The Head Fellows shall obtain a list from the Academic Advising Office of those Hanszenites who have completed at least three semesters at Rice and who have a 3.5 cumulative GPA or higher. These students shall be contacted, and only those who apply shall be considered candidates.

- b. Applications for new Head Fellows and new Fellows shall be made available as soon as possible in the spring semester and will be due two weeks before spring break. New Head Fellows will be selected by the current Head Fellows in a timely manner before the selection process for new Fellows. The selection of new Fellows will occur before the start of Spring Break.
 - c. The current and new Head Fellows, current Fellows, and Masters shall meet as a Decision Group to discuss selection. Attendance for current Fellows is optional. At least one of the current Head Fellows, both of the new Head Fellows, and a Master must be present.
 - d. There is no limit to the number of applicants that can be selected. The Decision Group shall decide upon the selection of each candidate by majority vote with each participating member receiving a vote. In the case of a tie, the decision shall be made by the current Head Fellows.
 - e. The new Fellows shall be notified and be active as needed for the remainder of that spring semester. They will receive official course assignments and assume full responsibilities in the following fall semester. They should be officially recognized during the spring Associates' Night. The new Head Fellows will act in transitory responsibilities and will assume full responsibility from the current Head Fellows on the spring Associates' night.
3. Requirements

No official requirements exist but the Fellows should be very willing to tutor and provide academic assistance. Once a person is a Fellow, (s)he cannot be removed from being a Fellow even if his/her GPA falls below 3.5. A Fellow can remove himself/herself, but no one else can remove him/her.

Section F. Freshmen Community Service

1. Purpose

The purpose of the Freshmen Community Service is to encourage first year students to be involved in Hanszen by requiring four community service hours to be eligible to draw in room draw. A first year student shall be defined as any student who has been enrolled in Rice University for two semesters or less.

2. Service Activities:

First year students can obtain community service hours by participating in any one or more of the following activities listed below. The number of spots available shall be determined by the Internal Vice President and the host committee prior to the activity. The host committee may not give out more service hours than the agreed upon amount determined before the activity. The Internal Vice President may add additional activities valid for their term in office at their discretion. To make these activities permanent requires a bylaws change.

- i. Hanszen Work Days
- ii. Public Events
- iii. Beer Bike
- iv. Associates Night
- v. College Nights

3. Validation

The Internal Vice President is responsible for validation of Freshmen Community Service hours. (S)he will communicate with Committee Heads to determine completed hours and regularly provide an updated list of freshmen who have fulfilled their requirement. The Chief Justice shall use this list for determining eligibility at the time of Room Draw.