

# Hanszen College Constitution

Last updated February 4<sup>th</sup>, 2015

## **ARTICLE I. Name and Purpose**

### Section A. Name

This college shall be known as the Harry Clay Hanszen College of the Rice University.

### Section B. Purpose

It shall be the purpose of the Harry Clay Hanszen College of the Rice University, and the government thereof, created by this constitution, to provide an atmosphere which will encourage the social and intellectual growth of its members through the development of a sense of responsibility in all spheres of community action. It shall further be the purpose of the Harry Clay Hanszen College and the government thereof to provide this atmosphere through group living and dining, through the development of a satisfactory tradition of student life, and through the sharing of ideas and enthusiasms with faculty/staff members in residence and association.

## **ARTICLE II. Membership**

### Section A. Current and New Members

Inasmuch as all undergraduates and graduate students in a five-year master's program who were undergraduate members of the College are members of this or one of the fellow colleges, membership in this College is open to those new students, both freshmen and transfer, who are designated to membership in the College by the Masters of the several colleges acting in concert.

### Section B. Off-Campus Members

Students not residing within the College, once having attained membership as stipulated above, shall be in all respects members of this College, having the same privileges and responsibilities as resident members. They shall have the right to participate in all College activities, including the right to hold office subject to such abridgment as may be required by the duties of the office and stipulated hereafter.

## **ARTICLE III. Organization**

### Section A. Officers

1. The officers of this College shall be a President, Internal Vice President, External Vice President, Secretary(ies), Treasurer(s), and Chief Justice.
2. The President, Internal Vice President, External Vice President, and Chief Justice shall be incoming juniors, seniors, or fifth-years. The President, Internal Vice President, External Vice President, Treasurer(s), and Chief Justice may be non-resident members of the College at the time of their elections, but shall be resident members of the College during the academic year following their elections. The Secretary(ies) may be non-resident members of the College at the time of their election.

and during their terms of office. The positions of Secretary and Treasurer may be filled by up to two (2) College members, if they are elected as such.

3. The officers shall be elected in the second semester of each academic year, and shall serve until they are replaced in the second semester of the following year. The election shall run in accordance with the Election Code. All members of the college shall be eligible to vote in the Officer Election.

#### Section B. Cabinet

The executive and legislative authority of this College shall be embodied in a Cabinet composed of the following members:

1. The officers of the Cabinet, who shall be the President, External Vice-President, Internal Vice President, Secretary(ies), Treasurer(s), and Chief Justice.
2. Twelve Class Representatives: three from each class. The three first-year representatives shall be elected in the Fall Election and shall serve until the Spring Election. The sophomore and junior class representatives shall be elected in the Spring Election and shall serve until the following Spring Election. The senior class representatives shall be elected in the Spring Election and shall serve until the end of the following year. Undergraduate members of the College pursuing an undergraduate degree after four years shall be considered seniors for the purpose of representation. Similarly, undergraduate members of the College pursuing an undergraduate degree in less than four years shall be considered seniors during their final academic year for the purpose of representation. Transfer students shall be considered members of the class with which they are graduating, after their first year. Each representative shall, at the beginning of the fall semester during his/her time of service, be a member of the class (s)he represents. All representatives must be undergraduates and members of Hanszen College at the time of their election and during their time of service.
3. The Parliamentarian, who shall be appointed by the incoming President following the Officer Election.
4. The Social Coordinator(s), who shall be elected by all College members at the time of the Officer Election, in accordance with Election Code.
5. The Student Association Senator and the Rice Program Council Representative, who shall be elected by all members of the College at the time of the Spring Election, in accordance with the Election Code.
6. The Masters of the College and the Resident Associates, who shall serve in an advisory capacity.

#### Section C. Judiciary

1. The judicial and disciplinary powers of the College shall be vested in the Judiciary Committee which shall consist of the Chief Justice and six (6) Associate Justices. Of these Associate Justices the New Section Justice and Old Section Justice shall be members of the College nominated by the Chief Justice and chosen by a vote of three-fourths (3/4) Cabinet. The Class Justices shall be members of the respective class by which they are elected. (Passed by Hanszen in Spring 2011)
2. The Judicial Code of Hanszen College shall contain the procedure for the administration of justice and discipline in Hanszen College. Those holding the above offices shall act in accordance with the procedures set forth in the Judicial Code of Hanszen College.

#### Section D. Recall

1. Any Cabinet member or College officer may be removed from office upon petition by sixty percent (60%) of his/her constituency. A petition must clearly state its purpose and enumerate alleged grounds

for recall, and must be worded such that each signer realizes (s)he is calling for removal from office. The petition must be presented to the Judicial Committee for approval of wording and held for three (3) days, during which time the Judicial Committee shall notify the representative being recalled that a petition is pending against him/her. After this period the petition may be circulated for signatures. After the signatures have been checked for authenticity and sufficiency by the Judicial Committee (except in a recall of the Chief Justice, in which case the Cabinet shall check the signatures), the position shall be declared vacant and an election called.

2. If a position is declared vacant, an election to fill the position shall be held within four (4) weeks. The removed officeholder shall not be eligible to run due to his/her removal.

## **ARTICLE IV. Powers and Duties**

### Section A. Of the College

1. Meetings of the College shall be called by the President or the Cabinet. A petition of one-fourth (1/4) of the College, filed with the Chief Justice, shall also be sufficient to call a meeting of the College.
2. One-half (1/2) of the College membership shall constitute a quorum for the transaction of business. The Cabinet shall not have the authority to override any action of the College.

### Section B. Of the Members of the College

The members of the College as a whole shall be responsible for the maintenance of a high standard of conduct and the advancement of the purposes of the College at all times.

### Section C. Of the Cabinet

1. The Cabinet shall legislate on all matters pursuant to the aims of the College and for the general welfare of the College and its members, provided those matters are not reserved to the University.
2. The Cabinet will be responsible for promoting unity and spirit among its members.
3. The Cabinet shall be responsible for execution of all approved sentences of the Judicial Committee.
4. Public meetings of the Cabinet shall be called at regular intervals by the President of the College. Three-fourths (3/4) of the voting Cabinet membership, Internal Vice-President, External Vice President, Secretary, Treasurer, and twelve (12) representatives shall constitute a quorum for the transaction of business. Motions may only be introduced and seconded by voting Cabinet members, or by an initiative petition signed by five percent (5%) of the total membership of the College and presented to the Cabinet. Motions introduced by initiative petitions shall not require a second and may not be tabled beyond the second meeting of the Cabinet after they have been introduced.
5. If at any time a vacancy occurs in the Cabinet, the Cabinet may appoint someone to fill a vacancy until an election can be held. This election must be held within four (4) weeks exclusive of University holidays.

### Section D. Of the Cabinet Members

1. Attendance
  - a. Any member of Cabinet, as defined by Article III, Section B, who misses two (2) consecutive or a total of three (3) Cabinet meetings in a semester shall be automatically removed from

office. Reinstatement can occur by a three-fourths (3/4) vote of the Cabinet upon submitting a letter to the President stating the reason for his absence.

- b. Any voting Cabinet member may appoint a proxy from their constituency who will be allowed to vote at Cabinet, and count for quorum calls. However, the proxy's attendance will not count for the voting member's attendance for the purposes of (a) above.
  - c. If a position is a shared responsibility, only one (1) must be at Cabinet for the purposes of attendance and voting.
2. Of the President
    - a. The President is the chief executive of the College. (S)he shall act as an official representative of the College at all times.
    - b. (S)he shall preside over all meetings of the College and the Cabinet; as such, (s)he will vote at Cabinet meetings only in the case of a tie.
    - c. The President shall appoint a Historian(s), a Guardian, and a Parliamentarian, all subject to Cabinet approval.
3. Of the Internal Vice President
    - a. The Internal Vice President shall assume the intra-College functions of the President in his/her absence.
    - b. (S)he shall have a vote at Cabinet meetings.
    - c. The Internal Vice President shall appoint the chairpersons, subject to Cabinet approval, and coordinate the activities of the standing committees under his/her jurisdiction, as designated by the by-laws.
    - d. In the spring, the outgoing Internal Vice President shall obtain from the committee chairpersons written reports and criticism of his/her committees' activities.
4. Of the External Vice President
    - a. The External Vice President shall assume the extra-College responsibilities including acting as Property Master, manage Hanszen space, and act as the contact for inter-collegiate activities.
    - b. (S)he shall have a vote at Cabinet meetings.
    - c. The External Vice President shall appoint the chairpersons, subject to Cabinet approval, and coordinate the activities of the standing committees under his/her jurisdiction, as designated in the bylaws. (Amendment passed in the Spring 2012 election)
    - d. The External Vice President shall serve a Hanszen Property Master. (S)he shall hold keys to Hanszen storage spaces. (S)he shall manage the College's property, loan it to other organizations when (s)he sees fit, and ensure its safe return with committee head approval should any property de facto belong to a committee.
    - e. The External Vice President shall manage Hanszen space and act as a contact for anyone within the University and without who wishes to use Hanszen space. (S)he shall report space requests for Cabinet's approval.

- f. The External Vice President will act as a general contact for other Colleges who wish to plan events with Hanszen or collaborate in any way.
5. Of the Chief Justice
  - a. The Chief Justice shall preside at all meetings and trials of the Judicial Committee.
  - b. The Chief Justice shall be primarily responsible for the proper operation of the Judicial Code of Hanszen College. (S)he shall also be required to implement judicial policy as set by the University.
  - c. The Chief Justice shall help oversee Room and Parking Selections, in accordance with the Bylaws.
  - d. The Chief Justice shall be a non-voting member of Cabinet.
6. Of the Secretary(ies)
  - a. The Secretary(ies) shall keep and publish the minutes of the College and Cabinet meetings, shall attend to the correspondence of the College and the Cabinet, shall post notices of meetings, and shall keep permanent record of attendance at all Cabinet meetings.
  - b. The Secretary(ies) shall have one (1) vote at Cabinet meetings.
7. Of the Treasurer(s)
  - a. The Treasurer(s) shall have charge of the finances of the College, disbursements being subject to the approval of the Cabinet. At the beginning of their term they shall prepare the College budget and submit it for approval of the Cabinet. They should hold committees as closely as possible to their budgets. At the close of the fiscal year they shall submit a statement of financial condition to the Cabinet and the Masters. A financial statement shall be publicly posted at least once a month.
  - b. The Treasurer(s) shall have one (1) vote at Cabinet meetings.
  - c. There shall be an audit made of the financial records of the College at the end of each academic year
  - d. The Treasurer(s) shall be held responsible for mentoring the incoming Treasurer(s) from Change-over until the end of the academic year. This duty shall not interfere with the Treasurer's ability to run for another officer position in the incoming year.
8. Of the Class Representatives
  - a. The Class Representatives are responsible for informing their constituents of the issues and activities of the Cabinet, and for reporting to the Cabinet the opinions of their constituents.
  - b. Each Representative shall have one (1) vote at Cabinet meetings.
9. Of the Social Coordinator(s)
  - a. The Social Coordinator(s) shall chair the Social Committee.
  - b. The Social Coordinator(s) shall be responsible for administering the social activities of the College.
  - c. The Social Coordinator(s) shall have (1) vote at Cabinet meetings.

#### 10. Of the Student Association Senator

- a. The Student Association Senator shall represent the College members at meetings of the Student Association, and shall inform the Cabinet and College of the business transacted at those meetings. The President shall also be a representative to the Student Association Senate.
- b. The Student Association Senator shall be a non-voting member of Cabinet.

#### 11. Of the Representatives to University-Wide Campus Organizations

- a. The Rice Program Council Representative, U-Court Representative, Honor Council Representative, and any other such organizational representative shall represent the College members at meetings of their organizations, and shall inform the Cabinet and College of the business transacted at those meetings.
- b. The above positions will be non-voting members of the Cabinet.

#### 12. Of the Parliamentarian

- a. The Parliamentarian shall become well acquainted with the Constitution, Bylaws, Election Code, and Judicial Code, and shall answer questions pertaining to them which may arise during the course of a Cabinet meeting.
- b. (S)he shall keep a copy of the Constitution, Bylaws, Election Code, and Judicial Code current with all changes or additions which have been made up to and including the last regularly-scheduled Cabinet meeting; these shall be brought to each Cabinet meeting.
- c. (S)he shall also be responsible for providing, and correcting upon revision, the current Constitution, Bylaws, Election Code, and Judicial Code in the College office. These shall be available for check-out by any member of the College. Copies shall also be provided to all officers of the Cabinet.
- d. The parliamentarian shall be a non-voting member of the Cabinet.

#### Section E. Of the Committees

1. Committee meetings should be open to all College members, and all who attend should be allowed to contribute to the discussions and, if relevant vote on decisions made in committee.
2. Each committee has the power to extend membership to a Faculty Associate interested in the activities and goals of the committee.
3. In the spring, each chairperson shall present written reports and criticism of his/her committee's activities to their managing outgoing Vice President.
4. (S)he is also expected to remain familiar with the financial status of his/her committee by consulting with the Treasurer(s), and to stay within the budget appropriated to the committee by Cabinet.
5. Each chairperson should be prepared to report to the Cabinet at the request of his/her managing Vice President.

#### Section F. Of the Judicial Committee

1. The Judicial Committee shall have the power and responsibility to determine the innocence or guilt of any member of the College of any infractions of the rules and regulations of the College and to impose sentence on those found guilty, in accordance with the procedure set forth in the Judicial Code. The

regulation and approval of elections, referenda, and amendment votes shall be the jurisdiction of the Judicial Committee.

2. The Judicial Committee may offer a decision in a dispute between members of the College at the joint request of all members involved, in accordance with Article V, Section B of the Judicial Code.
3. Any decision of the Judicial Committee is subject to the review of the Masters and/or Administration of the University.
4. Any individual's right to due process shall not be infringed upon by the College government.

#### Section G. Of the Historian

The Historian shall maintain the records of the College, including but not limited to Cabinet minutes, committee reports, photographs, and election records.

#### Section H. Of the Guardian

1. The Guardian is responsible for promoting Hanszen spirit during Willy Week through safe, responsible, and non-damaging jacks on other colleges.
2. The Guardian will be responsible for coming up with ideas for creative jacks, and encouraging members of the college to participate in jacks as a college only.
3. The Guardian will attend several meetings in the Spring semester leading up to Beer Bike with other university officials, Beer Bike Coordinators, and jacks coordinators from other colleges.

### **ARTICLE V. Referenda**

#### Section A. Introduction of Referenda Votes

A referendum vote of the College on any act of legislation by the Cabinet may be had on petition of at least one-fourth (1/4) of the total membership of the College. In the case of legislation pertaining primarily to resident members of the College, a petition of one-fourth (1/4) of the resident members of the College is sufficient to secure a referendum. A referendum on any act may be had on a majority (greater than 50%) vote of the Cabinet.

#### Section B. Referendum Voting Procedure

A majority (greater than 50%) of the membership of the College voting shall be required to enact a measure (or to override a Cabinet measure), provided that majority includes one-third (1/3) of the total membership of the College. In the case of a measure pertaining primarily to resident members, a majority (greater than 50%) of the resident members voting, provided that majority includes one-third (1/3) of the resident membership, shall be necessary to enact a measure.

### **ARTICLE VI. Faculty**

#### Section A. The Masters

1. The Masters are the highest ranking College members, responsible to the University for the actions of the College. Their duties are to be informed of and to advise the College as a whole concerning all matters. Although the University has granted the Masters ultimate authority in the College, they should confine their direct activity in the sphere of College government to only the most extraordinary

situations. In the face of inaction or vacillation by the Cabinet on an important issue, the Masters may be forced, by default, to govern. Above all, the Masters should promote College government and decision-making by the students and their elected representatives, and strive to accept their dictate as College policy.

2. The Masters shall advise the Dean of Undergraduates regarding their choice of Resident Associates.
3. In the event of the Masters' disapproval of a Cabinet measure, the Cabinet may, at its discretion, put the matter before the College as a whole in the form of a referendum. The results of the referendum will be presented to the Masters for their consideration.

#### Section B. Resident Associates

There may be Resident Associates appointed by the Dean of Undergraduates who shall reside in the College and shall assist the Masters and the Cabinet.

#### Section C. Non-resident Associates

1. Non-resident Associates shall be invited by the Masters and the College to further the aims of the College. They shall upon invitation act in an advisory capacity to the College.
2. The procedure for association shall be as follows:
  - a. Alumni, University, and Community Associates may be suggested by any College member and formally nominated by the Associates Committee. The Cabinet may then invite the nominee to serve as an Alumni, University or Community Associate for a term of two (2) years. Alumni Associates are alumni of Hanszen residing in the Houston area who wish to remain formally affiliated with the College. University Associates are those Rice University staff members who can contribute to Hanszen in other than a faculty counselor role. Community Associates are those Houstonians whose formal relation with the College would be of general benefit.
  - b. In the spring before their terms expire, all Alumni, University, and Community Associates who have, in the opinion of the Cabinet and at the recommendation of the Associates Committee, participated actively with Hanszen College will be invited to renew their association for another term. There is no limit to the number of terms an Alumni, University, or Community Associate may serve.

### **ARTICLE VII. Amendments**

An amendment to this Constitution may be proposed by five (5) voting members of the Cabinet, or by petition of one-fourth (1/4) of the total membership of the College. It must be approved by a three-fourths (3/4) majority of the College voting, provided that those voting include fifty percent (50%) of the total membership of the College.

### **ARTICLE VIII. Bylaws**

#### Section A. Enactment by the Cabinet

A bylaw to the Constitution may be enacted by a three-fourths (3/4) vote of the Cabinet. The bylaw must be introduced to the Cabinet at least one (1) week before a vote.



Section B. Enactment by the College

A bylaw may also be enacted by a three-fourths (3/4) majority of the College voting, provided that those voting include fifty percent (50%) of the total College membership.

Section C. Purpose of the Bylaws

The bylaws contain any powers or duties not outlined in the Constitution.

**ARTICLE IX. Election Code and Judicial Code**

The College is responsible for the establishment of an Election Code and a Judicial Code which shall be enacted by a two-thirds (2/3) majorities of the College voting, provided that those voting constitute fifty percent (50%) of the total College membership.

**ARTICLE X. Ratification**

Section A.

This Constitution of Hanszen College shall be considered ratified when accepted by two-thirds (2/3) of those voting in the ratification election, provided that at least fifty percent (50%) of the total membership votes in the election. This Constitution shall go into effect immediately upon ratification.

Section B.

Those in office at the time of ratification shall complete their terms in compliance with the powers and duties outlined in this Constitution.

Section C.

The Bylaws, Judicial Code, and Election Code of Hanszen College in place at the time of ratification shall remain in effect until such time as new ones are established, except where they may conflict with this Constitution, in which case the Constitution shall take precedence.