



THE BYLAWS OF MARIAN AND SPEROS P. MARTEL COLLEGE

ACCEPTED BY VOTE ON SEPTEMBER 27TH, 2017

Article 1: Elections

1. Refer to Article 3 of the Martel Constitution for General Election Procedures.

2. Blurb
 - a. The blurb to be sent to the College Court with announcement of candidacy as outlined in Article 3. Section 2.b.i of the Martel Constitution should be no longer than 500 words.

 - b. The blurb is intended to be sent in an email, and should be formatted as such, with 12 pt font, no excessive spacing, pictures or GIFs. Bolding, italics, and colored text are allowed. If the blurb meets the above requirements, the Chief Justice should do their best to preserve the candidates formatting wishes in the blurb to be sent out to the College.

3. Campaigning

- a. All of the following campaign guidelines should be clearly presented in writing by the outgoing Chief Justice to each candidate upon their formal declaration of candidacy.
- b. Each candidate running for an elected position at Martel may campaign both through word of mouth and through a single 8.5in x 11in sheet of paper hung in a place chosen by the outgoing Chief Justice. Both forms of campaigning are optional.
- c. “Word of mouth” is defined as face-to-face communication. Emails, posts to Facebook pages, GroupMe, Facebook Messenger, group texts, Slack and any other form of mass-digital communication is not considered word of mouth. These mediums should not be used for campaigning. This is to encourage candidate interaction with potential constituents in an honest and fair manner.
- d. Candidates may host town-halls, meetings, and other events to help them campaign, but these events must be in-person and in a Martel public space.
- e. Emails, posts to Facebook pages, GroupMe, Facebook Messenger, group texts, Slack and any other form of mass-digital communication may be used to alert Martelians to the existence of these campaign events. Communications over these mediums can only contain the location, time and topic of these meetings and must not be perceived as campaigning.
- f. No significant amount of money may be spent in producing and hosting these campaign events. “Significant amount” can be

defined by the outgoing Chief Justice and Magister(s) should a clarification be needed, though as guidance any cost above \$5 USD is likely inappropriate. This means that food, drinks, and/or other incentives to attend should not be provided. This is to encourage free and open campaigning among all candidates.

- g. All sheets of paper from the various candidates should be hung in a place chosen by the outgoing Chief Justice at equal height, and in a way that does not favor any sheet of paper over another.
- h. These sheets of paper should be used in good faith to promote a candidate, and not for degrading or negatively portraying any individual in any way. Examples of appropriate content for these sheets of paper includes candidate platforms, achievements, goals, qualifications, pictures of the candidate, personal anecdotes, testimony from others to their character etc. Any sheet of paper found to be portraying a candidate or any individual in a negative light must be immediately taken down by the outgoing Chief Justice.
- i. Sheets of paper may utilize pictures, color, glitter, etc. There is free reign to the candidate over what the sheet of paper contains, but it must not become larger than a single 8.5in x 11in sheet of paper.
- j. No significant amount of money may be spent in producing this sheet of paper. "Significant amount" can be defined by the outgoing Chief Justice and Magister(s) should a clarification be needed, though as guidance any cost above \$5 USD is likely inappropriate.

- k. Reports of candidate behavior in violation of any of the above campaign restrictions must be reported to the outgoing Chief Justice. It is then their duty to alert the President and Magister(s) to review the report and determine its validity.
- l. Any individual, candidate or not, found in violation of any of the above campaign restrictions must immediately cease, and if found to be acting egregiously, repeatedly, or in bad faith, may be removed from candidacy and/or punished by the College Court, as per Article 4 of the Martel Constitution.

4. Recusament

- a. The outgoing Chief Justice may not be responsible for running an election for a position that they are a candidate for. In the case that the outgoing Chief Justice is a candidate for a position, the President will then run the election for that position. Should the President also be a candidate for that position, then the role of running the election will go to the rising Junior Treasurer, who should be ineligible to be a candidate for the position in question.

5. Announcement of the Results

- a. Votes should be counted electronically and overseen by whomever is running the election plus at least one other member of the Executive Council who is not in the election and/or the Magister(s).
- b. As soon as results are tabulated, an e-mail should be sent out to all candidates with the results. The winners can be made public to the

whole College once all the candidates have been informed of the results.

6. Contesting

- a. Any part of an election, including disqualification of a candidate, may be contested by a candidate stating the items contested and the reasons for contest.
- b. The candidate shall present their contest, in writing, to the Chief Justice no more than twenty-four hours after the announcing of the results of the election. If such a petition is presented, the College Court shall review all items contested. If called for, an audit shall be conducted by the College Court, including an audit of the electronic election. If the College Court finds that a mistake has been made or rules violated, it shall correct the items in question to the satisfaction of those involved or hold a new election, as it deems appropriate.

7. Lack of Candidates or Position Holders

- a. If no petitions are received for an office by the deadline, or if at any point throughout the year a position becomes open for reasons outside of removal or impeachment, the responsibility for filling the office shall then rest with the current President to make an appointment to be approved by a quorum of the current Parliament. Any person elected by the Parliament under such conditions shall serve for the full remaining term of the office in question.

Article2: Changeover

1. Refer to Article 2. Section 5 of the Martel Constitution for broad changeover guidelines.
2. Selection of Date
 - a. The specific date for changeover will be chosen by the outgoing President, and must fall within the timeline guidelines as set up by the constitution.
3. Changing of Duties
 - a. Official duties of each position transfer to the new holders of these positions following the changeover meeting of Parliament.
 - b. The period of time between an election and changeover should be treated as an apprenticeship period, and outgoing elected positions should incorporate incoming elected officials into meetings, daily routines and any other activities deemed important to the roles and responsibilities of the position.
 - c. Robust changeover notes concerning major ongoing policy discussions, roles and responsibilities of the positions, and tips and tricks to help the incoming elected individual succeed should be kept by the outgoing elected individual throughout their term, and made available to the incoming elected official during this period.

Article 3: Room Draw, Parking and OC Cubbies

1. General Rooming Information
 - a. The Magister(s) of the College are directly and ultimately responsible for the assignment of students to rooms by University regulations.

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

- c. The number of beds available after those reserved for incoming new students and those students with guaranteed housing will be distributed to remaining students who submit a bid to live at the College. Should more students bid for housing than spaces are available, the spots will be distributed by lottery in the Eligibility Jack and Room Draw.

2. Eligibility Jack

- a. Eligibility will be determined by points awarded based on how many semesters an individual has lived on campus. Each semester

an individual has lived on campus is -1 point. Students declaring Senior Status receive 4 additional points. Two students entering the draw as one person shall use the higher of their two point values. The class of a student is defined at the time of Room Draw by the summation of years spent at Rice and any University or Universities from which the student transferred. Any time spent abroad shall be counted in the total. At the time of Eligibility Jack, if the student has lived at the College for more than 6 semesters and/or is a fifth-year or higher undergraduate not declaring seniors status, they will be placed at the bottom of the list.

- b. A waitlist will be established with those who were not awarded rooms in Eligibility Jack based on points. Students who did not participate in Eligibility Jack may request to be added to the bottom of the waitlist.

3. Determination of Room Draw Order

- a. New students are required to complete four new student service hours, as certified by the Vice President and defined in Article 9 of this document. New students who do not complete their hours by the time of Room Draw will receive points as described below.
- b. A student may declare Senior Status only once during their enrollment at Rice. If a student chooses to declare Senior Status, they must do so at the time of their declaration of intent to live at the College. If a student does not graduate in the year they declare Senior Status, they may enter Room Draw in subsequent years according to the rules described below.

- c. Students receive points in Room Draw based on the amount of years completed at Rice or another University plus 1. A New Student shall receive points in Room Draw based only on the completion of their New Student Service Hours. Any student who completes all of their New Student Service Hours shall receive two points; those who have completed at least two New Student Service Hours shall receive one point; those who have completed fewer than two New Student Service Hours shall receive zero points. Two students entering the draw as one person shall use the higher of their two point values. The class of a student is defined at the time of Room Draw by the summation of years spent at Rice and any University or Universities from which the student transferred. Any time spent abroad shall be counted in the total. When bidding in Room Draw, the average of a group's points is considered.

- d. The College must hold a number of spaces to be specified by the Office of Student Affairs for incoming new students. These spaces are to be set aside before the room draw process begins. The Magister(s) and O-Week Coordinators shall place the new students in the rooms set aside in the spring during the summer prior to matriculation. Additionally, two beds must be reserved for a male and a female visiting international student.

- e. Floor Plans of the room locations in the College will be displayed at least one week before Room Draw.

- f. Guaranteed housing is given to incoming new students, students declaring Senior Status, athletes named on the list provided by the

Athletic Department, and students serving in offices benefiting the College. These offices are that of the President, Vice President, Prime Minister, One of the Secretaries, One of the Treasurers, and the Chief Justice. One space is reserved for each of these offices. One space is reserved for each member of the College serving in ROTC. Spaces are reserved for any and all College students serving as in-charges for Rice Emergency Medical Services (REMS). In the event that no current REMS EMT in-charge is guaranteed housing for any other reason, one space is reserved for a College EMT. The recipient of the space will be determined by a lottery among the REMS members of the College, at least one week prior to room draw. Students not named herein are not guaranteed housing and must enter the room draw if they wish to live at the College.

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

4. Chronology of Room Draw

- a. Room draw will typically take place during the 11th or 12th week of class in the Spring Semester. Students must inform the Vice President two weeks prior to room draw of an intent to draw, via Eligibility Jack. Leases must be completed and in the hands of the College Coordinator prior to Room Draw. Students cannot draw for a room without the completion of a lease. Room Draw will be spread out into two separate days. Day one of Room Draw will be for groups drawing for 6-person and 2-person suites, and day two will be for groups drawing for 4-person suites. Any groups wishing to draw for the designated 'quiet rooms' adjacent to the Resident Associate apartments, rooms 329 and 429, will submit their names to the Vice President, who will consult with the Resident Associates to make a selection. This selection will occur at least 5 days in advance of Room Draw. In the event that a room is given up it will be offered to the parties on the waiting list in order of seniority.

5. Room Draw Procedure

- a. The Vice President will post lists for which groups can sign up indicating if they would like 2,4, or 6 person suite at least a week before Room Draw. At the time of room draw, if the student has lived at the College for more than six semesters and/or is a fifth-year or higher undergraduate, they will be placed at the bottom of the list. Within each of these groupings based on time lived at the College, the Vice President shall randomize the list using an electronic list randomizer. The process of randomization

shall be done publicly at the room draw event, but attendance at room draw is not required.

- b. Accounting for the predicted number of incoming new students, the Vice President shall draw a cutoff line to represent the number of available beds at the College. After discussing with the College Coordinator, Magister(s), and O-Week Coordinators in order to account for the number of beds allocated to incoming new students, the Vice President shall notify those who participated in Eligibility Jack of their status via email. Students with draw numbers above the line shall be awarded a bed for the upcoming academic year, and those below the line shall be placed on a waiting list. Should a bed or beds become available, the Vice President shall adjust the waiting list cut off line. The waiting list shall have the same structure as the original roster until the last day of final exams of the spring semester, at which point the waiting list will be used at the discretion of the Magister(s), and College Coordinator.

- c. The awarding of rooms in question shall be according to the following procedure: The Vice President shall post sign up sheets for groups of persons participating in room draw to make clear what groups exist and what individuals need roommates. Two students declaring intent to go abroad on alternate semesters may enter room draw as one person within a rooming group. Each posted group shall be represented at room draw by at least one of its constituents. Groups will be allowed to choose rooms according to the average number of points the group maintains. Those groups with the highest average will be allowed to choose first. Cases of a

tie shall be solved by a fair draw, the details of which will be determined by the Vice President. If the situation arises in which students are unable to create full rooming groups (i.e. 2, 4, or 6 individuals) full groups shall be created at the discretion of the Vice President. Students refusing these rooming groups shall be the last to choose a room, irrespective of points.

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

6. Priority Selection

- a. Priority selection of rooms shall first be given to Martelians with reasonable accommodation requests as outlined by Disability Support Services. Students with accommodation needs shall receive their choice of accommodating rooms at the discretion of the Vice President, in consultation with the Magister(s). Choice shall be given in order of necessity, then seniority, to these students.
- b. Following Martelians with accommodation needs, the incoming President will then have priority in room selection. Should the

president not bring enough roommates to fill the room, others will be assigned at the discretion of the Vice President.

7. Waiting List

- a. The waiting list will initially be created when determining eligibility. Any student who declines an offer of a room will be moved to the bottom of the waiting list. After the last day of finals in the spring semester, the waiting list becomes a guideline only. If space opens up over the summer, beyond that needed for incoming new students, priority shall be given to incoming transfer students assigned to Martel and then to Martel students from the waiting list. The Magister(s) is/are responsible for resolving changes in rooming over the summer.

8. Unfilled Spaces

- a. If spaces remain after rooms have been awarded to all Martel students desiring to be on campus, the extra space will be filled with additional new students, transfers, and other students unable to obtain housing in their respective College, at the discretion of the Magister(s).

9. Students on Leave or Studying Abroad Students

- a. Students who have attended Rice in the past and will be returning the following semester may enter the room draw if they make prior arrangements with the Magister(s) and Vice President. A proxy will be determined to take their place at the event. Anyone who wishes to draw for a room but is unable to attend the Room Draw because of study abroad or other circumstances must sign an agreement stating their intention to live with a specified College

member. Those without roommates shall be assigned a room, if eligible for room draw, at the discretion of the Vice President with the consultation of the Magister(s) and President. Students who will be away from Rice during the fall semester may draw for a spot on the waiting lists for spring semester.

10. Jacking with no Intention of Living on Campus

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

11. Vacancies Arising after Room Draw

- a. Rooms that become available during the two semesters following Room Draw because of decisions to move off-campus or leave Rice will not be assigned according to the lottery. Instead it will be at the discretion of the Magister(s) to minimize disruption of living groups, using waiting lists from the previous room draw as guidelines.

12. Accommodating Rooms

- a. The accommodating rooms (108, 112, 113, 114, 221, 306, 321, 402, 403, 421) are for those students which Disabled Student Services deems necessary. Four beds must be reserved for incoming New Students with accommodation needs. Additionally, at least two of the first floor singles must be reserved for incoming students who need accommodations. Students without

accommodation needs may request to live in an available first floor single, but it is the responsibility of the Vice President to inform them that they can lose the room if another individual requires it.

- b. The Vice President in conjunction with the Coordinator and Magister(s) may allow students to draw for these reserved rooms upon request, but occupants of all the above accommodating rooms can be moved into a different room if an incoming student requires such a room. These rooms shall be assigned at the discretion of the O-Week Coordinators and the Magister(s). The Vice President shall publicize the existence of the available accommodating rooms and students who wish to live there must provide written notification to the Vice President prior to room draw to qualify for rooms. The Vice President will assign accommodating rooms prior to Room Draw, those who were not assigned to an accommodating room will be placed on a waiting list. On the night of room draw, if a student expresses displeasure to the Vice President regarding a future room assignment, the Vice President shall try to accommodate reasonable requests of said student in a fair manner.
- c. Any students may draw for accommodating rooms, at a lower priority than students with accommodation needs. Assignments will be made by using seniority point values and a draw to break ties. In the event that there are no new students that require accommodating rooms, the O-Week Coordinators and Magister(s) will notify the Vice President of the vacancy and the accommodating rooms shall be offered to students that were placed on the waiting list based on seniority and points.

13. Parking

- a. The Vice President shall administer the parking draw at the end of the spring semester. The College Coordinator, President, and the Parliamentary Food Representative each receive a parking permit in the North College Lot if desired. Remaining parking spaces for the College in the North College Lot will be distributed to the remaining members of the College via a points raffle with the points derived in the manner of the following subsection 13.b.
- b. For every year completed at Rice, or another University, you will receive one point (for up to only three possible points). If you live off campus, you will receive one additional point. Using this system, a senior who lives on campus, for instance, would receive three points while a junior who lives off campus would also receive three points. Should there be multiple parties of equivalent point standings, the Vice President will assign each student a random number to determine who receives the spot.

14. OC Cubbies

- a. The Vice President shall administer the Cubby Connection during the second week of the fall semester. Of the forty square cubbies in the Library, one shall be reserved for the RHAs, whose responsibility it is to keep stocked. Additionally, all the large-floor level lockers, and four other lockers shall be reserved for day-to-day use.
- b. Should there be more requests than available cubbies, students rooming together off-campus shall be assigned to the same cubby.

Should there be more rooming groups seeking cubbies than there are cubbies available, the cubbies shall be assigned by lottery.

- c. Students may choose to place a lock on their assigned cubby. The College will not provide locks for the cubbies. Should a lock remain on the cubby at the year-end move-out deadline (as prescribed by Housing & Dining), it will be cut. No reimbursements for cut locks will be given.
- d. The process of lock cutting shall be administered by the Vice President in an event known as Cubby Wars. Any items found abandoned inside of a locked OC Cubby may then be auctioned off to members of the College in a reasonable manner as adjudicated by the Vice President. Starting bids should be in the 1 - 10 cent range, and bids should not become excessive. Should any particularly valuable or personal item be found, it should be given to the Magister(s) for safekeeping until its owner can be identified and the item returned.

Article 4: Rules During Breaks

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

Article 5: Committees

1. Calendar

- a. The Prime Minister, in their role of overseeing the committees, shall also oversee the events calendar for the College and update it regularly.

2. Types of Committees

- a. There are five types of committees: Super, Special, Search, Budgeted, and Flexible Committees.
- b. All committees must consist of at least two Martelians.

3. Super Committees

- a. Please refer to Article 5 of the Martel Constitution for overarching Super committee structure.
- b. Super Committee directors should be chosen no later than three weeks following changeover. At this time, lists of each committee under the Super Committees and their members should also be made publically available.
- c. Super Committees may make budget requests as if they were Flexible Committees. See Article 5 Section 7.c of the Martel College Bylaws.

4. Special Committees

- a. Special Committees may be appointed by the President at any time throughout the year. These Special Committees may fall under the oversight of the President or the Prime Minister, at the discretion of the President.
- b. Special Committees may be granted a budget of up to \$300 at discretion of the President

- c. Special Committees may make budget requests as if they were Flexible Committees. See Article 5 Section 7.c of the Martel College Bylaws.

5. Search Committees

- a. When the College needs to select its next Resident Associate(s), Magister(s) or Coordinator, a search committee should be formed as soon as possible in order to have a timeline of no less than a month to select an individual for the position.
- b. The committee will be a voting body which should be made up of 10 Martelians:
 - i. 2 co-chairs to lead the committee, appointed by the President
 - ii. 8 Martelians, 2 from each class, selected by the co-chairs, and approved by a majority vote of the Executive Council. A focus on representative diversity beyond just class should be made in this selection.
 - iii. The president may not serve as either a chair or voting member of this committee.
 - iv. This committee will vote on the final candidates, and these votes will be the basis for the preferences Martel send into the Office of the Dean of Undergraduates.
- c. In addition to the above voting members, the following non-voting members will be part of the committee:
 - i. All of the A-Team members who are not currently in the position being searched for, (i.e. the remaining Resident Associate(s), the Magister(s), and the College Coordinator

in a search committee for new RA's, or both sets of RA's and the College Coordinator in a search for a new Magister(s))

- ii. The President of the College
- iii. Up to two student representatives from the Executive Council, appointed by the President
- iv. Any other individuals deemed necessary by the Office of the Dean of Undergraduates.

d. The chairs of the search committee should provide updates bi-weekly at Parliament.

e. In years where a search can be pre-empted, an amount should be budgeted for Search Committees.

f. Search committees may make budget requests as if they were Flexible Committees. See Article 5 Section 7.c of the Martel College Bylaws.

6. Budgeted Committees

- a. Budgeted committees represent committees that will have a structured and pre-set budget throughout the year. Budgeted committees should be those that have a strong history of throwing successful, well-attended events, often utilize their full budget, throw events that are deemed critical to the culture of Martel, and that have predictable yearly budgets.

- b. A list of budgeted committees, their mission statements, and their members should be chosen by the Executive Council no later than three weeks following changeover.
- c. Any committee may make a request in writing to the Executive Council to become a budgeted committee for the following year, and will receive a budget based upon the judgement of the Executive Council as per the criteria stated in Article 5, Section 6.a of the Martel College Bylaws.
- d. Budgeted Committees may make budget requests as if they were Flexible Committees. See Article 5 Section 7.c of the Martel College Bylaws.

7. Flexible Committees

- a. Any Committee that is not a Super, Special, Search, or Budgeted Committee is a Flexible Committee.
- b. A list of Flexible Committees, their mission statements, and their members should be chosen by the Prime Minister, with input from the Executive Council, no later than three weeks following changeover.
- c. Flexible Committees may make budget requests to the Executive Council through the Committee Budget Request System or to the College at large through Parliamentary Budget Requests. See Article 6 Section 3 of the Martel Bylaws for more information.

Article 6: Finances

1. College Fees, Fiscal Year and BANNER

- a. College fees shall be collected by the University and given to the College at the beginning of each fall semester.
- b. The fiscal year of the College shall correlate with the University fiscal year.
- c. The Treasurers have the authority to assign Purchasing Cards to College members and determine Purchasing Card declining balance and single purchasing limits for each card. The Treasurers shall serve as the one over for any member of the College who holds a Purchasing Card issued by Rice University. The President shall serve as the one over for the Treasurers and must approve any changes to the Treasurers' Purchasing Cards. The Treasurers and the Magister(s) must approve any change to the President's Purchasing Card. Any Purchasing Card holder must be accountable to BANNER regulations and the rules of the Rice University Office of Payment Solutions. The Treasurers shall be responsible for the personal reimbursements of approved purchases made for the College according to BANNER policy. The Treasurers are responsible for making and retaining copies of the itemized receipt and any paperwork submitted to Payment Solutions. Receipts and records of purchases made for the College must be kept for at least five years.

2. Savings

- a. Annually, a minimum of \$1,000 worth of funds allocated to Martel shall be placed into savings. At times deemed appropriate by the Parliament, the funds in this account shall be spent in conjunction

with ambulance or matching funds to make very large purchases that are needed for the improvement of the College or to cover large, uncommon expenses. Expenditures from this savings account must be approved by a four-fifths vote of the Executive Council and a four-fifths majority of Parliament. If the Treasurers deem the College saving to be more than adequate for any future needs, they, with approval of the Magister(s), may transfer excess funds to the College endowment fund.

3. Endowment

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

4. Low Income Accessibility Fund

- a. \$2,500 dollars should be set aside every year at the beginning of the academic school year for low-income accessibility throughout that year.
- b. These funds should be reserved for reducing and subsidizing the costs of Martel events, merchandise, and or experiences for either:
 - i. Individuals for whom the standard costs would render the event, merchandise, or experience prohibitive
 - ii. The College at large to reduce the costs of something mandatory, i.e. Beer Bike Shirts, to a reasonable amount so that all students may participate at a reasonable cost
- c. The usage of these funds is to be at entirely the discretion of the Magisters when individuals seek funds, and at the discretion of the Magisters and the EC when the College at large is concerned.

5. Budget

- a. The Treasurers shall create a budget from all remaining provided funds that are not a portion of savings, the low income accessibility fund, or the Martel Endowment. This budget should be created with the advice of the Executive Council. The budget must be approved by the Executive Council before it is brought to the Parliament two weeks into the school year.
- b. Any committee selected as a budgeted committee must provide itemized budget proposals in advance during the budget planning process. Once this budget has been approved, the Treasurers will manage the separate allocations. At the end of every fiscal year the money remaining in budgeted committee budgets shall roll over to the next fiscal year.
- c. Budgeted committees must keep updated and accurate financial reports as per the guidelines of the Treasurers. Failure of a committee to do so may result in that committee having some of its budget taken away, or losing its status as a budgeted committee in the following year, both at discretion of the Treasurers with input from the Executive Council.
- d. Funds can be transferred between budgeted committees with the approval of the members of both committees and both of the Treasurers.
- e. The Treasurer shall be prepared to present the Parliament and the Magister(s) with a list of the funds spent and the money remaining

in the College funds at every Parliament meeting and upon request by any member of the College.

- f. The remaining budget of the College that are not allocated to a Budgeted Committee becomes the Martel Amusement, Planning, Technicality and Excitement Quota (MAPTEQ).
- g. The MAPTEQ is designed to be a large pool of resources available for the members of the College to utilize in creative and fun endeavors to better the lives of all Martelians.
- h. No more than 25% of the MAPTEQ should be spent in the first quarter of the academic school year. Whatever portion of MAPTEQ funds are not spent in the first quarter roll over to the second quarter. No more than 33% of the remaining MAPTEQ funds should be spent in the second quarter. Whatever portion of MAPTEQ funds are not spent in the second quarter roll over to the third quarter. No more than 50% of the remaining MAPTEQ funds should be spent in the third quarter. Whatever portion of MAPTEQ funds are not spent in the third quarter roll over to the fourth quarter. The remaining 100% of MAPTEQ funds may be spent in the fourth quarter. Any MAPTEQ funds that are available at the end of the year should go into savings.
- i. The MAPTEQ amount should, at every opportunity, be made public to the College at large, through T.V. updates, email announcements, and Parliament speeches.

6. Budget Requests

- a. There are two types of Budget Requests, Committee Budget Requests and Parliamentary Budget Requests. Both requests pull from the MAPTEQ.

7. Committee Budget Requests

- a. Committee Budget Requests may be made by the members of any committee at any time. Ideally, Committee Budget Requests should be made at least two weeks prior to the date of the funds being used, to provide ample time for EC review and feedback. This is not a requirement however, and Committees may make budget requests at any time at their own risk. If they do not give the EC enough time to adequately review their request, their request may be denied.
- b. These requests should be submitted in writing to the Executive Committee in a format deemed fit by the Executive Committee. As a guidance, these requests should include detailed plans and budgets for how the requested money shall be spent in accordance with the mission statements of each committee.
- c. These requests can be for any amount, and may either be denied, approved partially or approved in full by the Executive Committee.
- d. Budgets awarded through Committee Budget Requests are then managed by the Treasurers. Any unspent funds awarded through Committee Budget Requests at the end of the academic quarter are then redistributed to the MAPTEQ.

- e. Committees awarded budget through Committee Budget Requests must keep updated and accurate financial reports as per the guidelines of the Treasurers. Failure of a committee to do so may result in that committee having some of its budget taken away, or losing its ability to apply for budget the following quarter.

8. Parliamentary Budget Requests

- a. Any Martelian may make a Parliamentary Budget Request of any amount at any time for any purpose, however that individual, or a representative of that individual must attend the next meeting of Parliament to announce and defend their budget request before the College at large.
- b. Committee members may make Parliamentary Budget Requests on behalf of their committee.
- c. Parliamentary Budget Requests of less than \$100 USD may be announced and voted upon at the same meeting of Parliament. Parliamentary Budget Requests of greater than \$100 USD must be announced at one meeting of Parliament, and then voted upon within the next three following meetings of Parliament, to give representatives time to consult with their constituencies on the topic of larger allocations.
- d. When a Parliamentary Budget Request of more than \$100 USD has been made, further Parliamentary Budget Requests may be postponed or halted at the discretion of the Treasurers in order to ensure that the requested funds are still available when the Request comes to a vote. This is to prevent multiple Parliamentary Budget

Requests of under \$100 USD being made to reduce the MAPTEQ and prevent the initial Budget Request from being able to happen.

- e. While not a requirement, Parliamentary Budget Requests that are accompanied by descriptive slides, compelling speeches and effective reasoning are far more likely to be approved by the good Parliament of Martel.
- f. Particularly large and/or impactful Parliamentary Budget Requests may be drawn from sources other than the MAPTEQ, such as the Martel Endowment or Savings, with the permission of and at the discretion of the Executive Council, Residential Advisors and Magister(s).
- g. Parliamentary budget requests shall be awarded through a majority vote of a meeting of Parliament at which there is quorum. See Article 7 Section 3 of the Martel Bylaws.
- h. Budgets awarded through Parliamentary Budget Requests are then managed by the Treasurers. Any unspent funds awarded through Parliamentary Budget Requests at the end of the academic quarter are then redistributed to the MAPTEQ.
- i. Individuals or Committees awarded budget through Parliamentary Budget Requests must keep updated and accurate financial reports as per the guidelines of the Treasurers. Failure of an individual or committee to do so may result in that individual or committee having some of its budget taken away, or losing their ability to apply for budget the following quarter.

9. Emergency Budget

- a. In select circumstances where critical funds are unavailable through any of the above means, or if urgent requirements forego the ability to wait the necessary timeline, Accelerated Worktable Sectional Hierarchy Implementation Treasure (AWSHIT) funds may be activated. AWSHIT funds are entirely at the discretion of the Executive Council, Residential Advisors and Magister(s) and should not, except in the most dire of circumstances, exceed \$500 USD. AWSHIT Funds should be drawn from the MAPTEQ, but in dire circumstances may be drawn from elsewhere.
- b. Any AWSHIT funds allocated that are unused for their explicit purpose should be immediately returned to the MAPTEQ.

Article 7: Parliamentary Procedures

1. Roll Call

- a. At the start of each meeting of the Parliament, the Secretaries shall take roll call of all voting members of the Parliament attending the meeting. This roll call should be made in the order of how the voting members are listed in the Constitution.
- b. A failure to answer for roll call attendance indicates being late for Parliament. A reasonable amount of lateness can be forgiven without the need for proxy with advanced notice to the Secretaries, or for members of Parliament with irreconcilable scheduling conflicts immediately before Parliament. If neither of the two above conditions are met, failure to arrive within the first fifteen minutes of Parliament shall count as an absence without proxy and

is grounds for impeachment as per Article 3. Section 6.a.ii of the Martel Constitution.

2. Proxies

- a. Please see Article 2 Section 6.e of the Martel Constitution for guidelines on submitting Proxies.
- b. Proxies must be a current member of the College, and constituent of the representative they are proxying for. Members of Parliament who serve on the EC or are already voting members of Parliament may not serve as Proxies. The SA Senator and NSR's may also not serve as proxies.
- c. The proxy will assume the full powers and duties of the individual they are proxying for during the meeting, and shall be considered a member of Parliament for the meeting of Parliament that they serve as a proxy in.
- d. Failure to submit a proxy to the Secretaries at least one hour before Parliament counts as an absence without proxy and is grounds for impeachment as per Article 3. Section 6.a.ii of the Martel Constitution.
- e. Failure to submit a proxy to the Secretaries at least one hour before Parliament also forfeits the honor of serving as a member of Martel's government during that meeting of Parliament. This honor may be taken by a Yeller, the first Martelian to yell "Proxy" after an individual who is both absent and has not sent a notice of late attendance to the Secretaries, has their name called in roll call.

- f. The Yeller must be a constituent of the individual they are yelling for, and may not already be a registered proxy or member of Martel Parliament.
- g. The Yeller may serve as a proxy for the absent individual during this meeting of Parliament with or without that absent individual's consent. Having a Yeller serve as proxy does not exempt the absent individual from also accumulating an absence without proxy.
- h. If the same Yeller successfully becomes a Yeller for the same absent individual at three consecutive sessions of Parliament, the Yeller will then, at the discretion of the Executive Council, become the holder of that position.

3. Votes in Parliament

- a. A vote may be called in Parliament at any time by any member of the parliament. Votes may be used to gauge the opinion of the College, to approve Parliamentary Budget Requests, to amend the Constitution, Judicial Code, or Bylaws, or for any other task that the Parliament sees fit.
- b. For any vote in a session of Parliament to be valid, a quorum of the Parliament must be present. This quorum is constituted by nine non-executive voting members, and any two members of the Executive Council as per Article 2. Section 6.d of the Martel Constitution.

- c. All votes should allow for discussion on the topic before the vote is held.
- d. Votes that are to gauge general support or interest may be called via roll call. Votes that allocate funds, adjust membership, or otherwise have immediate and tangible effects in the College should be conducted anonymously and electronically, and tallied by the Secretaries, who will provide the result of the vote to the President, who then may announce the result of the vote to Parliament.

Article 8: Martel Spaces

- 1. Common Property and Common Areas
 - a. Common Areas describes any areas to which all students of the College have access.
 - b. Common Property refers to any property purchased with College funds or any property gifted to the College by a third party.
- 2. Common Areas
 - a. The Vice President must approve the requested date and space for any organization, College associated or not. The classrooms shall also be under the jurisdiction of the Vice President with the exception hours when the Registrar's Office is responsible for scheduling. For two groups requesting the same day, preference will be given to the College associated group. If both groups have similar connections (or lack thereof) to the College then the space will be given on a first-come, first-serve basis.

- b. Large events requiring College space for more than one 24-hour period or accommodating more than 50 people, or the use of the Commons, require the approval of Parliament, as well as any event the Vice President feels necessary to bring to Parliament. The College will not allow space usage for private, non-Rice affiliated functions.
- c. Requests to use a common space for a repeated event such as weekly meetings require the approval of Parliament.

3. Space Agreement

- a. Persons using Martel Common Space must adhere to the agreement outlined in subsection 3.b.
- b. _____ (The group) per the signer agrees to the following conditions:
 - i. The group will only use the facilities that have been approved by the Vice President of Martel College and only for the times that have been approved.
 - ii. The group takes full responsibility for the behavior of all attendees of the event, whether invited or not.
 - iii. Any damage to the facilities of Martel College is the full responsibility of the group.
 - iv. All decisions about whether damage is the responsibility of the group will be made unilaterally by the Martel College Court.
 - v. Reimbursement for damage will be determined by the Martel College Court and if necessary, in conjunction with Housing and Dining.

- vi. Any fines Martel College receives as a result of the function (as determined by the College Court) will be passed on to the group in full, plus a 10 percent surcharge.
- vii. Should any alcohol be present at the event, the group will be in full compliance with the Rice Alcohol Policy.
- viii. The group will act in a manner respectful of the residents of Martel College. This includes, but is not limited to, the noise of the event being at an appropriate level. Should the President, Vice President, Chief Justice, Resident Associate or Magister of the College feel that this is not the case, the group must take action to see that the situation is corrected to the satisfaction of the College representative.
- ix. The group may not in any form sublet the space it has reserved at Martel College.

- c. Pets and children follow the Rice University Campus-Wide policies for each.

4. Use of College Common Property

- a. Property deemed Common Property of the College shall remain in Common areas of the College. Except under the strict permission of the Chief Justice.
- b. Should a Martelian fill out the appropriate rental form, as determined by the Chief Justice, the Martelian may utilize Common Property in a private space for a limited period of time.

- c. Should Common Property be removed into private rooms, or kept in rooms longer than agreed upon by the rental form filed with the Chief Justice, punishment may be dealt by the College Court.
- 5. Special Exceptions
 - a. Should a party believe an exception should be made to any of the above rules on their behalf, they may petition the Vice President or Chief Justice for a special release to use Common Property in a non-Common Area. The Vice President may bring this request before the Executive Council for approval.

Article 9: Awards

- 1. The following are the awards disseminated to members of the College in the Spring Semester. The Awards Chair shall seek multiple nominations for each award from the entire College through general announcements, balloting, or both. The Awards Chair will convene a meeting to discuss nominations and to select recipients from these nominations. Awardees will be decided by a majority of votes by Committee Members. Award decisions will be final upon completion of the Committee meeting. The names of recipients of the first four awards shall be engraved on plaques. The number of recipients for each award may range between zero and two persons based on the discretion of the Committee Members; the Committee members are not obligated to accord awards in an instance such as to simply fill a spot.
- 2. Ralph S. O'Connor Outstanding Senior Award
 - a. This award is given to a graduating senior on the basis of outstanding service and contributions to the Martel College throughout their College career. The recipient should have

participated in College government and various areas of College life such as intramural sports, theater, and social events. The recipient should be an all-around person who helped make the College a better place for other members.

3. The Speros P. Martel Outstanding Service Award

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

4. Marian Fox Martel Scholar Award

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

5. George Miner Rice University Service Award

- a. This award is named in the memory of George R. Miner, the lead contractor on the building of Martel College. George Miner was very interested in serving and helping Rice in general. This award is open to all junior and senior students of Martel College, although it need not be given every year. This award shall recognize outstanding and dedicated service of a Martel College student to the College and to Rice University. This award should not be given on the basis of an individual's performance in an

elected capacity, but on the individual's focused dedication to College and University. As George has said, "We seek those whose blood flows blue and gray."

6. Martel Spirit Award

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

7. Martel Community Service Award

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

8. Martel Sports Award

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

9. President's Award

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

10. Outstanding New Students

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

11. Maria's Award

- a. The Maria Byrne Award is named after Martel's first College Coordinator who served in the role for 17 years. Maria is a founding member of the college and played a fundamental role in determining its culture, making Martel what it is today. Students could always drop by her office for a hug, the best gossip, and support every single day. She truly cared for each Martelian and provided guidance on all aspects of their life. The recipient of this award is a senior who has demonstrated outstanding compassion and support for each member of the Martel family.

12. Special Awards

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

Article 10: New Student Service Hours

1. Each new student member of the College must perform four hours of service to the College before Room Draw of their first year. Only two of these service hours may be completed in the first semester.

2. Only the Vice President may approve New Student Service hours. They may also confer with committee members, the President, EC Members, the Magister(s), and/or the Resident Associates about the nature of the service if the Vice President sees fit.
3. Any member of the College may request the use of New Student service hours. To be approved however it must be shown that: the hours benefit the College as a whole, and that upperclassmen are being recruited to volunteer in addition to the new students. Any member of the College who intends to request the use of New Student hours must get the permission of the Vice President prior to advertising that New Student service hours will be awarded.
4. Prior to Room Draw, the Vice President must make each new student's New Student Service Hours publicly available so that every new student enters the Room Draw process knowing exactly how many New Student Service Hours they have.
5. If the hours are not completed by Room Draw that individual (assuming they are a New student) will be assigned zero points. If two hours are completed that individual will be assigned 1 point and anyone who has completed all four hours will be assigned two points. Transfer students will only be assigned their full number of points if they have completed all four hours.

Article 11: Additional Positions

1. Diversity Council

- a. The Martel Diversity Council (DC) is an independent body of advisors for the Martel Executive Council. The role of the Diversity Council is to advise the Martel Executive Council, Parliament, A-Team, and broader College on their blind spots in areas of representation, diversity, and inclusion.
- b. The Diversity Council should be comprised of 3-5 individuals who hold no other positions within the Martel Parliament, EC, or Government. Diversity Council members may also serve as members or chairs of a Committee, but when at all possible should be drawn from individuals who are not currently involved with Martel events and procedures. Diversity Council membership is a position appointed by the Executive Council. The 3-5 members should be appointed within three weeks of changeover. The members of the Diversity Council should then be presented to the College at large during the next meeting of Parliament.
- c. At least one DC member should be invited to every meeting of Pre-Parliament, and at least one DC member must attend every session of Parliament.
- d. Beyond advising the EC, Parliament, A-Team, and broader College, the DC should also engage in activities that help promote diversity and inclusion at Martel. This may include but is not limited to:
 - i. Encouraging a diverse set of candidates and applicants for all Martel Positions to ensure that everyone's voice is heard. This may be accomplished through holding info sessions for underrepresented groups, personally reaching

out to qualified candidates, and providing support for these candidates throughout the process.

- ii. Hosting events that focus on diversity and inclusion, and/or hosting events that are targeted at Martelians who do not find the currently available events catered to them.
 - iii. Being both a focal point and resource for any Martelian, organization, or individual who wishes to engage in a dialogue of diversity, ensure that their ideas are beneficial to all Martelians, or add an element of diversity and inclusion to an event of their own.
- e. The Diversity Council may make budget requests as if they were a Flexible Committee. See Article 5 Section 7.c of the Martel College Bylaws.

2. Parliamentary Food Representative

- a. The Parliamentary Food Representative is responsible for the selection, purchasing, and preparation of food and snacks for parliament per the wishes of the President and EC.
- b. The Parliamentary Food Representative should be chosen by the incoming President and outgoing Parliamentary Food Representative from among a set of applicants before the first Parliament after changeover.
- c. The Parliamentary Food Representative is not required to have a car, but it is encouraged that they have easy access to transportation for the ability to ensure timely delivery of food for Parliament.

- d. The Parliamentary Food Representative is guaranteed a parking spot in North College Lot should they chose to utilize and pay for it. See Article 3 Section 12.a of the Martel College Bylaws. This parking spot is reserved for the Representative to assist in their ability to feed the Parliament and keep the wheels of Martel's governance turning.

Article 12. Diversity and Inclusion

- a. At all times, in all positions and activities, Martel should strive to maintain a dedication to diversity and foster an inclusive environment for every Martelian.
- b. Any event, item of merchandise, or fee for an official Martel College event should be kept as low as possible. If the event, item of merchandise, or fee is \$5 or higher, then the individuals responsible for the cost must advertise the Magister's Accessibility Fund and promote its usage along with advertising for the event, item, or fee.