THE BY-LAWS OF
MARIAN AND SPEROS P.
MARTEL COLLEGE
RATIFIED: DECEMBER 2, 2009
ARTICLE I
TYPICAL ELECTION PROCEDURES

The Chief Justice, the Elections Justice and the Associate Justice shall constitute the Elections Council.

SECTION A
Election Officials

The Elections Council is responsible for the following.

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

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

SECTION B
Establishing Candidacy

All students running for office must submit a signed statement that they have read and understood the Constitution and By-Laws of the College along with a petition containing signatures of twenty members of the eligible voters for the election of that position. Petitions must be presented to the Elections Council by a deadline set by the Elections Council between one week and 48 hours prior to the election. Names of candidates will be listed on the ballot in alphabetical order by last name.

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

For any college election, campaigning may be by word of mouth only.

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

SECTION D
Poll Procedure

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

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

A plurality of the vote cast shall be required to declare any candidate a victor. For each race, those ballots with valid marks shall be polled.

The votes shall be tallied immediately after the closing of the polls by the Elections Council and overseen by the Chief Justice and President (as long as they are not running for a position in which the votes are being counted). Those counting votes shall sign copies of the results of the elections. An e-mail should be sent out to all candidates with the results. The winners can be made public once the candidates have been informed of the results. One copy must be sent to the listserv and one copy retained in the college records. All ballots shall be retained for at least two weeks after the election concerned.

**SECTION E**

**Contesting an Election**

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

**SECTION F**

**Lack of Candidates**

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

**SECTION G**

**Timeline of Elections**

Elections shall occur in the following order. Prior to Spring break the President, Vice President, Prime Minister, Treasurer, and Secretary shall be elected. The election of all the members of the House of Commons (with the exception of the Freshman Representatives), Chief Justice, SA Senator, Socials, RPC, Honor Council and University Court Representatives should occur at least one week after the elections stated above. Appointments to the College Court should occur at least one week after the election of the Chief Justice. In the Fall, an election will be held for Freshman Representatives.

**ARTICLE II**

**CHANGEOVER**

**SECTION A**

**Time Line**

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

**SECTION B**

**Transfer at Duties**

At Changeover all duties shall be transferred to the newly elected officials.

**SECTION C**

**Senior Representation**

To keep quorum consistent and give full representation to all classes at Martel, outgoing Senior Reps shall remain on Parliament until the end of the Academic year, as defined by the Registrar’s Office.
ARTICLE III
ROOMING

SECTION A
General Information
The Master(s) of the Colleges are directly and ultimately responsible for the assignment of students to rooms by University regulations. The incoming Vice President with the help of the outgoing Vice President shall determine the placement of students in rooms in a forum known as the Room Draw. The primary mechanism of assignment will be seniority, combined with a lottery of those students of equal seniority. At all levels of decision, the priorities will be maximum occupancy of the available rooms and promotion of amicable, neighborly living arrangements. Out of respect for the Martel Resident Associates, consideration should be taken in drawing for rooms adjacent to those of the RAs. Room Draw shall take place around the 12th week of class in the Spring Semester, with the date set by the Vice President, President and Master(s). The Martel College Court shall help to solve any dissatisfaction or changes with room assignments.

SECTION B
Determination of Seniority

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

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

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

SECTION C
Jack Procedures

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

Subsection II: Room Sketch
Floor Plans of the room locations in the College will be displayed at least one week before Room Jack.

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

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

Subsection V: Order of Jack
Students must inform the Vice President two weeks prior (typically the 10th week of class in the Spring Semester) to Room Jack of an intent to jack. Leases must be completed and in the hands of the College Coordinator prior to Room Jack. Students cannot jack for a room without the completion of a lease. Eligibility Jack will typically take place during the 11th week of class in the Spring Semester. Room Draw will typically occur during the 12th week of school in the spring semester. Waiting lists may be filed for any room. In the event that a room is given up it will be offered to the parties on the waiting list in order of seniority.

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

Subsection VII: Non-Exemption From Requirements
Residency guarantees granted under this article do not provide exemption from any other procedural or eligibility requirements. All individuals with residency guarantees must follow all 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/or suitemates with whom to bid, and attending the Room Draw. Should any of these requirements not be met, room assignment will not be guaranteed nor will having a residency guarantee be grounds for receiving priority.

Subsection VIII: Priority
Priority selection of rooms shall be given to the President prior to the assignment of handicap rooms. Then, the Vice President and Chief Justice have priority by lot. Should any of these officers not bring enough roommates to fill the room, others shall be assigned at the discretion of the Vice President.

Subsection IX: Waiting Lists
The waiting list will initially be created at Eligibility Jack. Any student who declines an offer of a room will be moved to the bottom of the waiting list. After the last day of finals in the spring semester, the waiting list becomes a guideline only. If space opens up over the summer, beyond that needed for incoming freshmen and visiting international students, priority shall be given to incoming transfer students assigned to Martel and then to Martel students from the waiting list. The Master is responsible for resolving changes in rooming over the summer.
Subsection X: Unfilled Spaces
If spaces remain after rooms have been awarded to all Martel students desiring to be on campus, the extra space will be filled with additional freshmen, transfers, and other students unable to obtain housing in their respective college, at the discretion of the Master.

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

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

Subsection XIII: Vacancies Arising after Room Jack
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 they will be assigned by the Master to minimize disruption of living groups, using waiting lists from the previous room draw as guidelines. If college members of predominantly one sex are on the waiting list, but the vacancies are in suites occupied by the opposite sex, those suites may be reorganized to open a suite for those at the top of the waiting list. Such reorganization will be at the discretion of the Master(s) and the Vice President.

Subsection XIV: Handicap Rooms
The handicap accessible rooms (108, 112, 113, 114, 221, 306, 321, 402, 403, 421) are for those students which Disabled Student Services deems necessary. Three singles suites totaling at least twelve rooms must be reserved for incoming freshmen and transfer students with disabilities. These rooms shall be assigned at the discretion of the O-Week Coordinators and the Masters. The Vice President shall publicize the existence of the available handicap rooms and students who wish to live there must provide written notification to the Vice President prior to room draw to qualify for rooms. The Vice President will assign handicap rooms prior to room draw. On the night of room draw, if a student expresses displeasure to the Vice President regarding a future room assignment, the Vice President shall try to accommodate reasonable requests of said student in a fair manner. Students may jack for handicap rooms. Assignments will be made by using seniority point values and a draw to break ties.

ARTICLE IV
RULES DURING BREAKS
The Martel 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 (ie. EMS, chief justice, masters, etc.) infractions may be handled directly by the University and consequences therefore may be exceptional.

ARTICLE V
DISTRIBUTION BY LOTTERY
SECTION A
Parking
The Vice President shall administer the parking jack at the end of the Spring semester. The President receives a parking permit in the North College lot if desired. Remaining parking spaces for Martel College in the North College Lot will be distributed on a seniority basis. Should there be multiple parties of equivalent
standing a draw shall occur and spots shall be given on a semester basis as needed.

SECTION B
OC Cubbies

Subsection I: General Information
The Vice President shall administer the Cubby Connection during the second week of the Fall semester. Of the 40 square Cubbies in the Library, 4 shall be reserved for day-to-day use, in addition to all the large floor-level lockers.

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

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

SECTION C
Unspecified Lotteries

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

ARTICLE VI
PARLIAMENTARY PROCEDURES

SECTION A
Attendance

At the start of each meeting of the Parliament, the secretary shall take roll call of all voting members of the Parliament attending the meeting. Non-voting members and guests shall list their name on a circulated sign-in sheet.

SECTION B
Establishment of Quorum

Subsection I: Proxies
Proxies for any voting member of the Parliament may take the place of that member at any meeting of the Parliament upon notification of the President. Representatives must inform the President, in writing, of their proxy selection before the beginning of Parliament. The proxy must be a current member of Martel College. The proxy will assume the powers and duties of the office for the duration of the meeting.

Subsection II: Abstentions
Abstentions from voting shall not affect the quorum required to pass any resolution.

SECTION C
Procedure During Meetings Open to the College

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

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

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

Subsection IV: Passing A Motion
To pass a motion a quorum of Parliament must be present with two members of the Executive Council and nine Class Reps in favor.
SECTION D
Procedure During Closed Meetings

Subsection I: Convening Meeting
The President may call a closed meeting of Parliament when he/she determines it is necessary. The President shall run these meetings unless the President appoints someone else to hold and run these meetings.

ARTICLE VII
COMMITTEE STRUCTURE

It is understood that the Prime Minister, in overseeing the committees, shall oversee the events calendar for the college.

Special Committees, for example Awards, for short-term events may be appointed by the president at any time throughout the year.

SECTION A
Constitutional Committee Descriptions

Academics
Composed of all members of the Martel Mentors and Martel PAAs, the academics committee is charged with enhancing the academic life at Martel. The committee heads (the Head Mentors) are chosen by the Martel Mentors, and each society is responsible for the selection of its members and carrying out the society’s own activities independently. However, the academics board is shared space for advertisement of both societies.

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

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

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

Associates
Charged with appointing, communicating with, and serving the community, faculty, and university associates of the College. The associates committee shall also plan and host receptions to honor its associates and benefactors once a semester.

Martel alumni may not become community associates until one year after they graduate. Rice graduate students may be College associates.

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

Food & Laundry
Charged with maintaining kitchen space throughout the college and acting as a liaison between the students and the servery staff as well as Housing and Dining on matters related to the kitchens and food for the college. Also charged with the maintenance and organization of the laundry room.

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

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

**Innies**
Charged with organizing small internal events for the College. Examples of events include movie nights, cultural dinners, and study breaks.

**Library**
Charged with maintaining the College Movie Library.

**Outies**
Charged with organizing College events beyond the hedges. Examples of events include broomball, ice skating, Miller Outdoor Theater, trip to Galveston.

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

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

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

**Sports**
Charged with coordinating sporting activities and equipment storage. This will include Intramural Sports Representatives.

**Technology**
Charged with maintaining College properties that can be plugged in including the copy machine, televisions, video game equipments, computer labs etc. Also charged with maintaining and regularly updating the Martel website.

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

**SECTION B**
**Elected Non-Parliamentary Committees**

**Subsection I: Socials**
The Socials committee shall be chaired by up to two members of the College. The committee shall be open to all undergraduate members of the College in good academic standing and membership can fluctuate during the year. It shall orchestrate the public festivities of the College, including College Nights, public parties, and Pub Nights. There shall be a straw poll at Parliament in choosing themes for Socials events.

**Subsection II: Beer Bike**
Two to four Beer Bike Coordinators shall be elected, as a group, by the College in the fall semester. The Beer Bike Coordinators shall then name bike and chug team captains and organize practices for each component of the race. The Beer Bike Coordinators may enlist other members of the College to help with parade details. Martel students may submit their theme ideas to the coordinators. An initial list of Beer Bike theme ideas shall be put up to a college wide election. Then, the top four themes shall be put up to another college wide election, which shall select the final theme, pending approval by the administration. The President, Vice President, Prime Minister, Treasurer and Secretary may not serve as Beer Bike Coordinators.
SECTION C
Appointed Non-Parliamentary Committees

Subsection I: O-Week Coordinators
Three O-Week coordinators shall be selected by the President and a panel of previous O-Week coordinators, who are current undergraduates, the Master(s), the Resident Associates and the College Coordinator. The O-Week Coordinators shall select advisors and co-advisors as they feel necessary. The date of appointment of O-week coordinators shall be made by the University.

Subsection II: Awards Committee
One member of the college shall chair a representative committee of the college members to determine the recipients of the Martel Awards in the Spring Semester. The position shall be appointed by the President. The committee shall be determined between the President and the Chair. The committee shall include the Masters, RAs, College Coordinator and students representing the Senior, Junior, Sophomore and Freshman classes.

Subsection III: Floor Lords
One Floor Lord from each of the four floors shall be appointed by the Vice President with the approval of the Executive Council within the first two weeks of the each academic year. Each Floor Lord must be a current occupant of a room on their respective floor and have expressed intent of living on-campus the rest of the academic year. The Floor Lords shall be charged with the management of the communal property assigned to each floor as specified by the Vice President. Any damages to communal property shall be reported to Improvements and Properties Committee chair. Social events shall be organized by the Floor Lords in order to foster a sense of community between members of each respective floor.

Subsection IV: Off-Campus Lord
One member of the college with an expressed intent of living off-campus for the academic year shall be appointed as the Off-Campus Lord by the Vice President with the approval of the Executive Council at the same time as the appointment of the Floor Lords. It is the responsibility of the Off-Campus Lord to encourage interaction and cohesion amongst college members living off campus and to serve as a liaison between off campus students and the Vice President.

ARTICLE VIII
USE OF COMMON SPACE

SECTION A
Theatrical Productions

Subsection I: Number of Productions
The College shall finance one production per academic year. The College shall only host one production per semester (this includes the production financed by the College).

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

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

Subsection IV: Seating
Productions must comply with building fire codes in the seating arrangement chosen. Minimum disruption to the common space should be observed.

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

**External Organizations and Martel Members**

**Wishing to Use Martel Common Areas**

The Vice president must approve the requested date and space for any organization, Martel associated or not. Martel Common Space consists of the Commons, PDR, the library, Recreational and TV Room, Sun Deck, Quad, Rotunda and Backyard. The classrooms shall also be under the jurisdiction of the Vice President with the exception hours when the Registrar’s Office is responsible for scheduling. For two groups requesting the same day, preference will be given to the Martel associated group. If both groups have similar connections (or lack thereof) to Martel then the space will be given on a first-come, first-serve basis.

Large events requiring Martel space for more than one 24-hour period or accommodating more than 50 people, or use of the commons, require the approval of Parliament, as well as any event the Vice President feels necessary to bring to Parliament. Martel will not allow space usage for private, non-Rice affiliated functions.

**SECTION C**

**Space Agreement**

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

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

1. The group will only use the facilities that have been approved by the Vice President of Martel College and only for the times that have been approved.
2. The group takes full responsibility for the behavior of all attendees of the event, whether invited or not.
3. Any damage to the facilities of Martel College is the full responsibility of the group.
   a. All decisions about whether damage is the responsibility of the group will be made unilaterally by the Martel College Court.
   b. Reimbursement for damage will be determined by the Martel College Court and if necessary, in conjunction with Housing and Dining.
   c. Any fines Martel College receives as a result of the function (as determined by the College Court) will be passed on to the group in full, plus a 10 percent surcharge.
4. Should any alcohol be present at the event, the group will be in full compliance with the Rice Alcohol Policy.
5. The group will act in a manner respectful of the residents of Martel College. This includes, but is not limited to, the noise of the event being at an appropriate level.
   a. Should the President, Vice President, Chief Justice, Resident Associate or Master of the College feel that this is not the case, the group must take action to see that the situation is corrected to the satisfaction of the college representative.
6. The group may not in any form sublet the space it has reserved at Martel College.
7. No pets may be present at Martel College. Guide animals are exempt. All children under 6 must be accompanied by an adult at all times.

**SECTION D**

**Use of Martel Common Property**

**Subsection I: General Information**

Property deemed Common Property of Martel shall remain in Common areas of the College.

**Subsection II: Reclamation and Fines**

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

**Subsection III: Definition of Common Property and Common Areas**

Common Property refers to any property purchased with Martel funds or any property gifted to Martel College by a third party. “Common Areas” describes any areas to which all students of the College have access.

**Subsection IV: Special Exceptions**

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

SECTION A
College Fees

College fees shall be collected by the university and given to Martel at the beginning of each fall semester.

SECTION B
Fiscal Year

The fiscal year of Martel College shall run from the Parliamentary approval of one budget to the Parliamentary approval of the next. Fiscal years are designed to begin with collection of college fees from Freshmen and new transfers in the Fall.

SECTION C
Budget

The Treasurer shall create a budget with the advice of the Executive Council. The budget must be approved by the Executive Council before it is brought to the Parliament 2 weeks into the school year. Committees must provide itemized budget proposals in advance during the budget planning process. Once this budget has been approved, the Treasurer will manage the separate allocations.

SECTION D
Treasurer Report

The Treasurer shall be prepared to present the Parliament and the Master(s) with a list of the funds spent and the money remaining in the Martel account at every Parliament meeting and upon request by any member of Martel College.

SECTION E
Appropriations

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

SECTION F
Savings

Starting with the 2006 – 2007 fiscal year, a minimum of $3,000 annually shall be placed into a separate savings account. At times deemed appropriate by the Parliament, the funds in this account shall be spent in conjunction with ambiance or matching funds to make very large purchases that are needed for the improvement of the college. Expenditures of any amount from the savings account must be approved by a quorum of Parliament and a college wide vote with two-fifths of the members of Martel College participating and two-thirds of participants approving.

SECTION G
Endowment

The Martel Endowment Committee will be comprised of the Master(s), Resident Associates, President, and Treasurer. Any transactions made regarding the endowment fund must first be approved by this committee.

SECTION H
Check Signing Authority

The Positions of President, Vice President, Prime Minister and Treasurer shall have check signing authority. The College Coordinator shall have check signing authority.

All checks must have a double signature from two different positions.
**ARTICLE X
AWARDS**

The following are the awards disseminated to members of Martel College in the Spring Semester. The Awards Chair and Committee, including the Master(s), RA’s and College Coordinator will select the recipients. Changes to the awards may be made by a majority of the student members of the awards committee.

**Ralph O’Connor Outstanding Senior Award**
This award is given to outgoing seniors and fifth-years on the basis of outstanding service and contributions to the Martel College throughout their college careers. The names of those selected shall be engraved on the Martel College Service Award plaque.

**The Speros P. Martel Outstanding Service Award**
This award shall recognize outstanding service and dedication to fellow college members, irrespective of the duties or activities of any parliament position. This award is open to Senior members of Martel College, although it need not be given each year.

**Marian Fox Martel Scholar Award**
During her life she gave generously to Rice and in her will she endowed four academic chairs. She was very supportive of academic excellence. Awarded to any Sophomore or Junior who demonstrates extraordinary citizenship in various area of college life, focusing on academic excellence (G.P.A. 3.5+). Participation in various areas of college life such as college and intramural sports, theater, social events, etc., and involvement in college governance considered. The winner will have demonstrated love of learning, independent thinking, social consciousness, tenacity, and a sense of humor.

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

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

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

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

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

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

**Outstanding Freshman**
This award is given to up to two (2) freshmen 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 freshman who best exemplifies the spirit of his/her class by taking an active interest in and showing concern for the College.
**ARTICLE XI**

**NEW STUDENT SERVICE HOURS**

Each new student member of Martel College must perform 4 hours of service to Martel before room draw of his/her first year. The Justice, who will confer with the President, Master, Resident Associates and Chief Justice about the nature of the service, must approve these activities.

Any member of Martel College may request the use of New Student service hours. To be approved however it must be shown that: the hours benefit Martel College and upperclassmen are being recruited to volunteer in addition to the new students.

The New Student Service Hours Justice will be responsible for the recording and reporting of the New Student service hours.

Serving as a Freshman/New Student Class Representative will count as 4 hours of Martel service.

If the hours are not completed by room draw that individual (assuming he/she is a freshmen) will be assigned 0 points. If 2 hours are completed that individual will be assigned 1 point and anyone who has completed all 4 hours will be assigned 2 points. Transfer students will only be assigned his/her full number of points if he/she has completed all 4 hours.