

## Butler Apartments Committee By-Laws

1. Name
  - 1.1. This organization shall be known as the Butler Apartments Committee, hereafter abbreviated as the “Committee”.
2. Purpose
  - 2.1. The purpose of this organization is to perform work on the behalf of, and for the benefit of, the residents of Butler Apartments; to represent and advocate the interests of the Butler community to the broader Princeton community; to provide a forum for free and open discussion of matters affecting the Butler community; to manage shared community resources; and to provide financial and organizational support for social and community events within the Butler community.
3. Definitions
  - 3.1. Resident
    - 3.1.1. In these By-Laws, a “resident” is defined as someone meeting all of the following criteria:
      - 3.1.1.1. He or she is, or within the last 30 days was, a graduate student of Princeton University, or is the spouse or domestic partner of someone who is, or within the last 30 days was, a graduate student of Princeton University. [Legislative Intent: Students who graduate or otherwise cease to be students may be considered residents for an additional 30 days as long as they meet the other requirements.]
      - 3.1.1.2. He or she lives in the Butler Apartments and is known to the Housing Office of the University as a full tenant (not a sublettor) of the apartment in Butler where he or she lives.
  - 3.2. Committee Member and Committee
    - 3.2.1. The Committee is comprised of the persons holding the elected Offices detailed in a following section of these By-Laws. Those holding these offices shall be known in these By-Laws as “Committee Members”. “Officer” is synonymous with “Committee Member”.
4. Committee Meetings
  - 4.1. The Committee shall hold a public meeting at least once each calendar month, at a time and place that is publicized no later than seven days in advance to all Butler residents. Exactly one of these meetings per month shall be designated the Committee’s official “monthly meeting”. The Committee may convene additional meetings if it chooses.
  - 4.2. The monthly meeting is open to all Butler residents. The monthly meeting is further open to any others invited by the Chair
  - 4.3. All decisions at Committee Meetings shall be made by the Committee by majority vote of Committee Members present, in consultation with residents in attendance, unless otherwise stipulated in these By-Laws.
  - 4.4. If the Chair is absent from the meeting, then as its first order of business, the Committee shall elect from among those Committee Members present an Acting Chair, who shall be charged with running the meeting.
5. Committee Offices
  - 5.1. List of Offices and Specific Duties

- 5.1.1. Chair. The Chair runs the Butler Committee. Specific duties include the following:
  - 5.1.1.1. Organize and oversee Committee meetings. Specifically:
    - 5.1.1.1.1. Schedule meetings and remind Committee Members and all residents of meetings.
    - 5.1.1.1.2. Set the agenda for each meeting. The agenda should include all open business from previous meetings along with new business that has arisen since the previous meeting.
    - 5.1.1.1.3. Run each Committee meeting.
  - 5.1.1.2. Act as a spokesperson for the Committee.
  - 5.1.1.3. Respond on behalf of the Committee to concerns addressed to the Committee. Bring these concerns forward for discussion with the entire Committee when appropriate.
  - 5.1.1.4. Oversee the rest of the Committee Members to ensure that Committee business is taken care of in a timely manner. Remind Committee Members of unresolved issues. At least once a year, review the written instructions that are maintained by other Committee Members (see “General Duties”) to make sure they are complete and up-to-date.
  - 5.1.1.5. Ensure that the election procedures are followed properly.
  - 5.1.1.6. Step in where needed to keep the Committee running smoothly; e.g. in the case of a vacant Committee position, a Committee member who is failing to fulfill his or her duties, or unforeseen responsibilities that do not fall to a specific Committee member.
  - 5.1.1.7. Review these By-Laws annually to ensure that they continue to reflect the Committee’s desired practices. Propose appropriate changes if necessary.
- 5.1.2. Treasurer. The Treasurer handles payments and reimbursements, maintains financial records, and keeps the Committee informed of budget and balance issues. Specific duties include the following:
  - 5.1.2.1. Prepare an annual budget for Committee approval at the beginning of each fiscal year.
  - 5.1.2.2. Confirm that University funding is received at the beginning of each fiscal year.
  - 5.1.2.3. Apply for external funding when needed for social events and other Committee activities.
  - 5.1.2.4. Maintain financial records for each of the Committee’s accounts:
    - 5.1.2.4.1. Maintain an independent record of all transactions that have occurred, are pending, or are anticipated.
    - 5.1.2.4.2. Regularly review and reconcile monthly statements for each account with the Committee records, ensuring that all transactions, deposits, and checks/payments are being recorded in a timely manner.
    - 5.1.2.4.3. Regularly monitor the balance in each of the Committee’s accounts, and track transactions against each line-item in the annual budget.
    - 5.1.2.4.4. Keep track of balances for particular Committee sub-budgets (e.g. the Garden’s funds) separately from the rest of the Committee funding.

This separation should also be clearly reflected in the Treasurer's monthly written report.

- 5.1.2.5. Provide a written report at each monthly Committee meeting, which must show every credit and debit, along with a brief description, and the balance for each of the Committee's accounts and sub-budgets. Ensure that these reports are archived for future reference.
- 5.1.2.6. Ensure that any authorized expenditures are submitted to the University for reimbursement or are reimbursed from Committee funds.
- 5.1.2.7. In addition to the above duties, the Treasurer must observe the following guidelines:
  - 5.1.2.7.1. The Treasurer alone will be responsible for writing checks. No signed blank checks may be issued.
  - 5.1.2.7.2. Reimbursements for expenditures are only allowed if receipts are presented. Any exceptions must be approved by the Committee.
  - 5.1.2.7.3. Copies of all receipts are to be made and kept with the account records before reimbursement is made.
- 5.1.3. External Relations Representative. The External Relations Representative shall act as a liaison between the Committee and external bodies such as the Graduate Student Government, Facilities Department, Housing Department, the Transportation & Parking Office (including the shuttle), the Graduate School, Public Safety, and the Office of Information Technology. Specific duties include the following:
  - 5.1.3.1. Attend the meetings of external bodies that are relevant to the Butler community (particularly those of the departments and organizations listed above), including, but not limited to, the GSG Assembly, GSG Graduate Housing Policy Committee, GSG Parking & Transportation Committee, and other relevant GSG committees.
  - 5.1.3.2. Collect questions and concerns from the Committee to present in these meetings and report back relevant information to the Committee.
  - 5.1.3.3. Present concerns of the Butler community to the appropriate external bodies, in particular, the Housing Department. Write and submit the Major Maintenance requests to the Housing Department each year.
  - 5.1.3.4. Regularly observe the condition of community facilities, such as the laundry room, computer cluster, playgrounds, and picnic areas, and relay concerns to the relevant University offices.
- 5.1.4. Communications Secretary. The Communications Secretary is responsible for communicating to residents information that is relevant to living in Butler Apartments. This includes basic information about the Butler community as well as information about the Committee's activities. Specific duties include the following:
  - 5.1.4.1. Take minutes at all Committee meetings and ensure they are posted on the website and in the Common Room or Laundry Room area.
  - 5.1.4.2. Aid the Social Chair in publicizing social events.
  - 5.1.4.3. Assist the Chair with Chair's correspondence as needed.
  - 5.1.4.4. Take lead responsibility for printing and distribution of any printed fliers that need to be distributed to Butler residents (e.g. the Bugle, Halloween fliers,

- etc.). In the case of the Bugle, the document to be printed shall be provided by the Butler Life Coordinator.
- 5.1.5. Webmaster. The Webmaster is responsible for the Butler website and email listservs. Specific duties include the following:
    - 5.1.5.1. Maintain the Butler Apartments website, working with the Communications Secretary and the Butler Life Coordinator to ensure the information posted there is accurate and up-to-date.
    - 5.1.5.2. Maintain e-mail listservs both for the Committee's internal use and for communicating with the residents.
    - 5.1.5.3. Annually solicit and collect feedback from residents on the quality of life in the Butler community.
  - 5.1.6. Gardening Co-Coordinators. The responsibility of the two (2) Gardening Co-Coordinators shall be to manage the Organic Community Garden. Specific duties include the following:
    - 5.1.6.1. Organize and distribute garden space, collecting annual fees from those renting spaces and delivering them to the Treasurer for deposit into Committee accounts.
    - 5.1.6.2. Work with the Facilities Department and the gardeners to ensure necessary maintenance on the garden (such as plowing) is performed.
    - 5.1.6.3. Maintain and replace as necessary the garden tools and equipment.
    - 5.1.6.4. Oversee the composters.
    - 5.1.6.5. The Garden Coordinators should also each have a plot in the Community Garden and be active in gardening.
  - 5.1.7. Community Room Coordinator. The responsibility of the Community Room Coordinator shall be to coordinate the use of the Community Room. Specific duties include the following:
    - 5.1.7.1. Maintain and publish an up-to-date reservations calendar for the Community Room.
    - 5.1.7.2. Take reservations from residents.
    - 5.1.7.3. Coordinate the pick-up and drop-off of keys when necessary.
    - 5.1.7.4. Check that the Community Room has been returned to its normal state after use.
    - 5.1.7.5. Maintain the locked bulletin board in the laundry room.
  - 5.1.8. Butler Life Coordinator. The responsibility of the Butler Life Coordinator shall be to coordinate information and events related to life in the Butler community and moving in or out of the community, and to coordinate the use of the ladder and dollies, and any other Committee-owned equipment for all residents throughout the year. Specific duties include the following:
    - 5.1.8.1. Be the contact person for: (a) new residents during and in preparation for move-in; (b) existing residents regarding the facilities in the community, except for those that specifically fall to another Committee Member (e.g. the garden, community room, etc.); (c) residents during and in preparation for move-out.
    - 5.1.8.2. Publish and distribute a newsletter to all residents at the beginning of each academic year with information about life in Butler, including information on community facilities and resources (e.g. the garden, the website, the laundry

room, the community room, the dolly, etc.), the Committee and its activities and events, safety issues and tips, important University contacts, recycling, children's play groups, and pets.

- 5.1.8.3. Ensure that the website and other committee publications are kept up-to-date with the above information throughout the year.
- 5.1.8.4. Maintain and publish an up-to-date reservations calendar for each Committee-owned resource (e.g. dollies, ladder, etc.).
- 5.1.8.5. Take reservations from residents.
- 5.1.8.6. Coordinate the pick-up and drop-off of keys when necessary.
- 5.1.8.7. Maintain any Committee-owned equipment (e.g. the ladder and dollies/hand trucks) and check that they have been returned after use.
- 5.1.9. Social Chair. The responsibility of the Social Chair shall be to organize and coordinate all social events sponsored and organized by the Committee. Specific duties include the following:
  - 5.1.9.1. Register each event with the Graduate School.
  - 5.1.9.2. Prepare a budget for each event in advance, detailing anticipated expenses and sources of funding. Assist the Treasurer in applying for any necessary funding from other organizations.
  - 5.1.9.3. Procure any food, drinks, or other supplies needed.
  - 5.1.9.4. Publicize the event.
  - 5.1.9.5. Set up for the event, run the event itself, and clean up afterwards. The Social Chair may recruit help from other Committee Members and residents for these tasks.
  - 5.1.9.6. Additionally, the Social Chair shall also act as a liaison between the Committee and other residents who want to organize their own (possibly Committee-sponsored) events for the Butler community.
- 5.2. General Duties
  - 5.2.1. In addition to the specific duties for each office listed above, each Committee Member shall be expected to fulfill the following additional general duties.
    - 5.2.1.1. Attend each monthly Committee meeting unless a valid conflict arises.
    - 5.2.1.2. Help with all social events that are sponsored and organized by the Committee unless a valid conflict arises.
    - 5.2.1.3. Complete his or her term of office except in the case of graduation or unforeseen circumstances; in either case, three months' notice should be given to the Committee.
    - 5.2.1.4. Maintain an up-to-date set of written instructions on how best to complete the position's duties. These notes should be sufficiently detailed to allow the successor to the position to replicate the Committee Member's work. These instructions should also include archived records of past activities and other useful information.
    - 5.2.1.5. Train the successor for his or her position, passing on all instructions, archives, and materials for the position, and answering any questions the successor may have.
- 5.3. Recruiting Informal Assistance.

- 5.3.1. All Committee Members may (and are encouraged to) recruit others to assist informally with their positions. However, the Committee Member has the ultimate responsibility for ensuring that their responsibilities are being fulfilled.
6. Formal Assistants
  - 6.1. The Chair, in consultation with the Committee, may create an Assistant Position at any time for any job deemed appropriate.
  - 6.2. The Chair, in consultation with the Committee, may appoint any individual who is not currently a Committee Member to this position.
  - 6.3. The Chair, in consultation with the Committee, may remove someone from such a position at any time.
  - 6.4. The position shall be given a name and list of duties by the Chair, in consultation with the Committee, at the time of creation. The name of the position shall include the word "Assistant". The position may be defined as reporting to a Committee Member, but this is not always desirable or necessary.
  - 6.5. The term of office for this position may last any amount of time but may not exceed the date of the next general election, at which point the term automatically ends. After the general election meeting, the new Chair, in consultation with the new Committee, may reinstate the previously existing Assistant Positions, choose not to reinstate them, and/or create new ones, and furthermore may appoint the same or different persons to these positions.
  - 6.6. In addition to the responsibilities of the position as defined when it is created, the persons holding Assistant Positions are included in all Committee communication. However, they do not vote as Committee Members, nor are they considered to be Committee Members for any reason.
7. Interim Offices
  - 7.1. When there is a vacancy in an Office between general elections, that vacancy may be filled by appointment by the Chair in consultation with the Committee. The Chair may appoint any individual to the position. The person holding the Interim Office fulfills the duties of that Office until the ad hoc election for that position occurs.
  - 7.2. The Chair, in consultation with the Committee, may remove someone from such a position at any time.
  - 7.3. Interim Officers are included in all Committee communication, but those who are not otherwise members of the Committee do not vote as Committee Members, nor are they considered to be Committee Members for any reason. Interim Officers who are also serving another, non-interim Office do not gain an additional vote by virtue of holding the Interim position.
8. Elections of Officers
  - 8.1. Annual Officer Elections.
    - 8.1.1. Every year, all Offices will be filled anew by an election by the residents, using the procedures detailed in this Section ("8. Elections of Officers").
    - 8.1.2. There shall be no limit to the number of terms for which an individual may be elected as an Officer.
    - 8.1.3. Terms of office – Officers shall be elected annually, for a term that runs until the next general election.
  - 8.2. Election Timetable.
    - 8.2.1. General Election

- 8.2.1.1. The general election, at which all Committee Members except the Chair are elected, shall happen during the December monthly meeting. This meeting shall not be scheduled on or before the Tuesday after Thanksgiving, and must happen prior to the last day of Fall semester classes.
- 8.2.1.2. Should an Office not be filled in the general election, it is considered vacant when the new officer would have taken office had one been elected. The Chair may immediately appoint an Interim Officer, according to Section 7. "Interim Offices". An ad-hoc election shall then be held (at the next monthly meeting) as specified in Section 8.2.3 "Ad-hoc Elections".
- 8.2.2. Special Election for Chair
  - 8.2.2.1. The Chair shall be elected at the November monthly meeting.
  - 8.2.2.2. Should the office of Chair not be filled in the special election, it is considered vacant when the new Chair would have taken office had one been elected. The Committee may immediately appoint an Interim Chair. An ad-hoc election shall then be held (at the next monthly meeting). If this ad-hoc election takes place at the same meeting as the general election, the ad-hoc election for Chair shall occur before the general election.
- 8.2.3. Ad-hoc Elections
  - 8.2.3.1. Ad-hoc elections occur when there is a vacant office prior to a general election (see Section 9 "Vacancies").
  - 8.2.3.2. After a vacancy occurs, an ad-hoc election shall be scheduled for the next monthly Committee meeting for which all requirements can be met (see Section 8.6.2 "Communication"). Ad-hoc elections may be held only at a monthly Committee meeting.
  - 8.2.3.3. In the case of a vacancy anticipated in advance, Ad-hoc Election procedures can begin before the actual vacancy occurs, but they may begin no earlier than three months in advance of the anticipated start of the vacancy. In this case, should a replacement be elected, that person takes Office upon adjournment of the election meeting.
  - 8.2.3.4. Ad-hoc elections shall be held according to the procedures detailed in this Section ("8. Elections of Officers").
- 8.3. Accession to Office.
  - 8.3.1. Newly elected Officers from the General Election or an Ad-hoc Election shall take office upon adjournment of the meeting at which they were elected.
  - 8.3.2. A new Chair, elected from the Special Election for Chair (held in November), shall commence his or her term of office upon adjournment of the December monthly meeting.
  - 8.3.3. Should a sitting Officer be elected to different Office, he or she shall be deemed to vacate their current Office upon accession to their newly elected Office.
- 8.4. Qualifications for Candidacy.
  - 8.4.1. No one may be simultaneously a candidate for more than one Office. No one may run for an office for which they are ineligible.
  - 8.4.2. Attendance at Election meeting
    - 8.4.2.1. It is not necessary for a candidate to be present at the election meeting in order to run for the office being elected.
  - 8.4.3. Declaration of Candidacy

- 8.4.3.1. If a potential candidate is not present at the Committee meeting when the election is being held, the candidate may only specify a single Office for which he or she declares candidacy and provide a statement to be read on his or her behalf.
- 8.4.3.2. Before balloting starts, any individual present may declare or change their candidacy for any office for which they are eligible.
- 8.4.3.3. Then, if a candidate has become ineligible for an Office due to the tiered eligibility system (see Section 8.4.4 “Eligibility Priority”), he or she may declare candidacy for a different office, withdrawing candidacy for all other Offices.
- 8.4.3.4. After all candidacies have been declared, the Presiding Officer declares the start of balloting, after which candidacies may not be changed.
- 8.4.4. Eligibility Priority
  - 8.4.4.1. Committee Elections use a tiered priority system to determine eligibility of candidates for offices. Tier 1 is the highest priority, tier 2 the next highest, and so on. Candidates meeting the eligibility requirements for tier 1 are always eligible to run for that office. For a given priority tier  $n$  where  $n > 1$ , a candidate who meets the eligibility requirements of tier  $n$  and does not meet the eligibility requirements of tier  $m$  for any  $m < n$  is only eligible for that office if there is no candidate meeting the eligibility requirements of any tier  $m$  with  $m < n$ .
  - 8.4.4.2. The tier system may result in candidates being removed from the ballot immediately before the election, if someone in a higher priority tier decides to run.
  - 8.4.4.3. Definition of “experienced”: “Experienced” shall be defined in this Section (8.4 “Qualifications for Candidacy”) as “having attended two monthly meetings in the previous 12 month period, a period which does not include the present election meeting but does include the previous year’s monthly meeting for the same calendar month.”
- 8.4.5. General Eligibility Priority Tiers (for all Committee Members except Chair and External Relations Representative)
  - 8.4.5.1. Tier 1: resident, experienced
  - 8.4.5.2. Tier 2: resident, inexperienced
  - 8.4.5.3. Tier 3: nonresident, experienced
- 8.4.6. Eligibility Priority Tiers for External Relations Representative
  - 8.4.6.1. The External Relations Representative uses the same general priority system, except that within each tier, students have priority over other individuals. This results in the following priority system:
    - 8.4.6.2. Tier 1: student resident, experienced
    - 8.4.6.3. Tier 2: any resident, experienced
    - 8.4.6.4. Tier 3: student resident, inexperienced
    - 8.4.6.5. Tier 4: any resident, inexperienced
    - 8.4.6.6. Tier 5: student nonresident, experienced
    - 8.4.6.7. Tier 6: any nonresident, experienced
- 8.4.7. Eligibility Priority Tiers for Chair

- 8.4.7.1. Tier 1: resident, and has served as a Committee Member for any 6 months, during any year.
- 8.4.7.2. Tier 2: resident, experienced
- 8.4.7.3. Tier 3: resident, inexperienced.
- 8.5. Qualifications for Voters.
  - 8.5.1. At any election, a person shall be considered an eligible voter if he or she meets all of the following requirements:
    - 8.5.1.1. Residence: Must be a resident.
    - 8.5.1.2. Experience: Must have attended at least one monthly meeting in the previous 12 month period, a period which does not include the present election meeting but does include the previous year's monthly meeting for the same calendar month.
    - 8.5.1.3. Attendance: Must be present at the election meeting.
- 8.6. Balloting Procedures.
  - 8.6.1. Balloting shall be held at a monthly Committee meeting, according to the following procedures.
  - 8.6.2. Communication.
    - 8.6.2.1. The Committee shall be responsible for publicizing the General Election to residents at least three weeks in advance of the balloting, and shall include the election procedures and all deadlines.
    - 8.6.2.2. For only the General Election, the Committee shall publicize, at least two weeks in advance of the balloting, the list of all current Committee members who have notified the Chair that they declare their candidacy for the same office which they currently hold, regardless of eligibility.
    - 8.6.2.3. For only the General Election, the Committee shall publicize, at least one week in advance of the balloting, the list of all candidates who have declared their candidacy to the Chair, regardless of eligibility.
    - 8.6.2.4. The Committee shall be responsible for publicizing the Special Election for Chair and Ad-Hoc Elections to residents at least one week in advance of the balloting, and shall include the election procedures and all deadlines.
  - 8.6.3. Candidacies and Nominations.
    - 8.6.3.1. Candidacies shall be accepted prior to and at the meeting for which the vote is scheduled. No nominations are required. Eligibility for candidacies shall be determined at the election meeting, before balloting starts.
  - 8.6.4. Presiding Officer and Election Proctors.
    - 8.6.4.1. Being a candidate for the election shall constitute inability to preside over the election. The Chair shall normally preside over elections. If he or she is disqualified from being the Presiding Officer, the Committee shall appoint an eligible Presiding Officer from those present.
    - 8.6.4.2. The Committee shall appoint two Election Proctors to count ballots, one of whom shall be the Presiding Officer mentioned above. No one shall be a proctor who declares or intends to declare candidacy in the election.
  - 8.6.5. Candidate Statements.
    - 8.6.5.1. Candidates or their proxies shall be given an opportunity to speak to the eligible voters, and communicate in any other manner deemed appropriate by the Presiding Officer, before the vote.

8.6.6. Openness of the Proceedings.

8.6.6.1. A secret ballot shall be held, and the Election Proctors shall be responsible for counting ballots. All candidates shall have the right to observe the election and the counting of ballots. The vote counts for each round of balloting as well as the results of the election shall be announced and recorded in the minutes.

8.6.7. Balloting.

8.6.7.1. All candidacies must be declared for all Offices before the balloting starts.

8.6.7.2. Elections will be decided using the "Instant Runoff" method as described here.

8.6.7.3. For each Office, each eligible voter may order the candidates by their preference, optionally including "None" as one of the candidates. Voters must be informed that they need not rank all candidates.

8.6.7.4. For Offices where only a single person is to be elected, after all ballots have been collected, the following procedure shall be used to determine the winner:

8.6.7.4.1. For each ballot, one vote shall be awarded to the most preferred candidate. The number of votes for each candidate shall be tallied accordingly. Throughout this Section (8.6.7.4), any reference to the number of "votes" for a candidate refers to this number tallied.

8.6.7.4.2. After all the ballots have been counted, then if any candidate (including "None") has received more than 50% of the votes (of all ballots remaining) that candidate shall be declared the winner.

8.6.7.4.3. If no candidate has received more than 50% of the vote, the candidate who receives the lowest number of votes is eliminated from contention. If two or more candidates tie for the lowest number of votes, the eliminated candidate shall be chosen via the tiebreakers outlined in Section 8.6.7.5). Exactly one candidate shall be eliminated in each iteration of this process.

8.6.7.4.4. The eliminated candidate is removed from all ballots. Any ballots with no candidates remaining are discarded and no longer counted as remaining ballots in Section 8.6.7.4.2. The process then returns to step 1 (Section 8.6.7.4.1).

8.6.7.5. Tiebreakers for Eliminated Candidates: If two or more candidates tie per 8.6.7.4.3 for the lowest number of votes in an IRV iteration, the candidate with fewest number of '1' votes (i.e., original first preference votes prior to the elimination of any candidates) shall be eliminated. If there is still a tie between candidates with the fewest number of '1' votes, the candidate with the fewest number of '2' votes shall be elected. If there is still a tie, continue in this fashion through all rankings. If there is still a tie, the candidate to eliminate is chosen by lot.

8.6.7.6. For Offices where  $n$  positions ( $n > 1$ ) are to be elected for the same Office: After all ballots are collected, the procedure for electing a single winner in Section 8.6.7.4 shall be followed, until only  $n$  candidates remain (possibly including "None" as one of the two candidates). These  $n$  candidates shall be declared the winners.

8.6.7.7. If “None” is chosen as the first or single winner for a position, then there is no winner for that Office. If there are multiple positions, any winner who has fewer votes than “None” shall not be elected. (This may result in one or more vacancies.)

8.6.7.8. Election of Disqualified Candidates: Within one month of the election of an Officer per this section (8.6.7.), if said Officer is found to be not qualified for Office (in the tier under which they were elected per Section 8.4.4 “Eligibility Priority”), he or she shall be immediately suspended and the Office considered vacant.

## 9. Vacancies

9.1. Vacancies occur for any of the following reasons:

9.1.1.1. A Committee Member resigns.

9.1.1.2. A Committee Member ceases to be a resident as defined in these By-Laws.

9.1.1.3. A Committee Member is successfully removed from office (see Section 10. “Procedure to Remove a Committee Member”).

9.1.2. After any of these events has occurred, the Chair, in consultation with the Committee, may appoint an Interim Committee Member, in accordance with Section 7, “Interim Offices”.

9.1.3. The Chair shall also schedule an ad hoc election in accordance with Section 8.2.3. “Ad-hoc Elections”.

9.1.4. Should no candidates run for that office, or no one wins the election, the ad hoc election must be run again the following month. Every time the ad hoc election is re-run, the full election procedures and communications requirements must be carried out again.

## 10. Procedure to Remove a Committee Member

10.1. Purpose: A Committee Member may be removed from office if they fail to adequately perform their duties.

10.2. Removal of a Committee Member proceeds in two stages: i) a vote on a probation motion and ii) a vote on an eviction motion.

10.3. Probation: A Committee Member (or Members) may make a motion to place another Committee Member on probation at any monthly meeting of the Committee.

10.3.1. This motion may be introduced by one Committee Member or as a joint motion by more than one Committee Member.

10.3.2. The Committee Member(s) introducing the probation motion must present specific charges.

10.3.3. If present, the Committee Member being charged may defend herself.

10.3.4. The vote on this motion, which is to be conducted by secret ballot, shall occur at the same meeting as the motion. Only Committee Members who are present may vote, and the motion requires a majority of those Committee Members present in order to pass.

10.3.5. In the event of a successful probation motion, the Committee Member put on probation, and all other Committee Members who were absent from the meeting, must be notified of the outcome of the vote by the Chair within one week from the date of the vote.

10.4. Eviction:

- 10.4.1. Officers on probation may not vote in any eviction votes.
- 10.4.2. Timeline
  - 10.4.2.1. If the probation motion passes, an eviction vote will normally be held at the following monthly Committee meeting. However, it can be postponed for the following reasons:
    - 10.4.2.2. Quorum: If there are not enough voting Committee Members present to successfully evict an Officer on probation were the vote unanimous, the eviction vote shall be tabled until the following monthly meeting.
    - 10.4.2.3. Attendance: If an Officer on probation is not present at the meeting, the committee may decide to postpone the eviction vote for this Officer until the next monthly meeting.
  - 10.4.3. Prior to voting, the Committee Member(s) who had introduced the probation motion must remind the Committee of the charges. If said Committee Member(s) are absent, the Chair shall perform this task.
  - 10.4.4. Also prior to voting, the Officer on probation will be allowed time to address the Committee. If the Officer on probation cannot attend the meeting, he or she may provide a statement to be read by the Chair.
  - 10.4.5. Other individuals present at the meeting will also be allowed to speak prior to the vote.
  - 10.4.6. The vote to evict will be held by secret ballot and requires two-thirds of all Committee Members not on probation to vote in favor of eviction in order to pass, regardless of the number present at the meeting. Only Committee Members present at the meeting may vote; proxy or absentee votes are not permitted.
  - 10.4.7. If the eviction motion passes, a vacancy takes place immediately for the evicted Office. If the vote fails, the Committee Member is no longer on probation.
  - 10.4.8. Replacement of an evicted Committee Member shall follow the ad hoc election guidelines included in these By-Laws.
- 10.5. Removal process roles.
  - 10.5.1. Normally the Chair shall preside over all aspects of both the probation and eviction processes.
  - 10.5.2. However, in the event that there is a motion to place the Chair on probation, then before the motion is voted on, if an Acting Chair has not already been elected for this meeting, the Committee shall elect an Acting Chair from among those Committee Members present.
  - 10.5.3. The Acting Chair shall run the secret ballot vote on the probation motion.
  - 10.5.4. Regardless of whether the probation motion passes or fails, after the vote, the Chair, if present, shall immediately resume running the meeting.
  - 10.5.5. However, if the probation motion passes, the Acting Chair shall assume the responsibility of notifying the absent Committee Members of the outcome of the vote.
  - 10.5.6. At the monthly meeting at which an eviction vote is scheduled for the Chair, the Committee shall, as its first order of business, elect an Acting Chair. This Acting Chair shall, as her first duty, preside over the eviction motion.
  - 10.5.7. If the eviction motion fails, and if the Chair is present, then the Acting Chair has no further role to play, and the Chair immediately resumes her office.

10.5.8. However, if the eviction motion passes, the Committee shall appoint an Interim Chair, until the vacancy is filled via an ad hoc election.

## 11. Procedure to Amend These By-Laws.

11.1. An amendment to these By-Laws may be submitted for consideration by either a majority of the Committee (henceforth known as “Committee-sponsored”) or by a petition signed by at least 10% of residents (henceforth known as “Resident-sponsored”).

11.1.1. Any such petition must clearly specify one or more sponsoring authors as well as the full text of the proposed amendment.

11.2. Any submitted amendment must be presented in writing at a monthly Committee meeting and shall be voted on at the next monthly Committee meeting.

11.3. The Chair shall ensure that the submitted amendment is publicized to residents at least one week prior to the vote on it.

11.4. At the first monthly meeting following the presentation of the amendment, there shall be two votes on the amendment.

11.4.1. Prior to any vote, the committee shall entertain discussion of the proposed amendment, during which the authors of the amendment (either the Committee or the sponsoring authors), may accept changes to the proposed amendment by majority vote, as long as these changes reflect the spirit of the original submitted amendment.

11.4.2. The first vote is taken among the Committee Members only. This vote passes with the support of two-thirds of all Committee Members, regardless of the number present at the meeting. Only Committee Members present at the meeting may vote; proxy or absentee votes are not permitted. No quorum of Committee Members is necessary for this vote to take place.

11.4.3. The second vote is taken among all residents in attendance at the meeting (which includes those Committee Members who are residents). This vote passes with the support of two-thirds of all residents in attendance.

11.4.4. The outcome of the proposed amendment depends on the outcome of these two votes and on whether it is a Committee-sponsored or Resident-sponsored amendment.

11.5. Outcome of a Resident-sponsored Amendment.

11.5.1. If the proposed amendment passes both votes, then it passes and becomes part of the By-Laws.

11.5.2. If the proposed amendment fails either vote, then the author(s) may decide (by a majority vote if there is more than one co-author) to send it immediately to a referendum of all residents (see Section 11.7. “Amendment by Referendum”).

11.6. Outcome of a Committee-sponsored Amendment.

11.6.1. If the proposed amendment passes both votes, then it passes and becomes part of the By-Laws.

11.6.2. If the proposed amendment fails the Committee vote, then it fails.

11.6.3. If the proposed amendment passes the Committee vote but fails the Resident vote, then the Committee, by a two-thirds vote of all Committee members, may send the proposed amendment to a referendum of all residents (see Section 11.7. “Amendment by Referendum”).

11.7. Amendment by Referendum

- 11.7.1. If a referendum is created on a proposed amendment, the Committee shall be responsible for running the referendum in accordance with these rules.
  - 11.7.2. The start of balloting shall occur within thirty (30) days of the meeting at which the referendum was approved.
  - 11.7.3. The Chair shall ensure the referendum is publicized to all residents.
  - 11.7.4. The Chair shall notify the Graduate School and ask that they oversee the referendum to ensure the integrity and fairness of the process.
  - 11.7.5. The wording of the proposed amendment may not be altered from the wording voted upon when the referendum was created.
  - 11.7.6. The Committee may, by a two-thirds vote of all Committee Members (regardless of the number present at the meeting), create one or more counter-amendments that shall be circulated and voted upon along with the original amendment.
    - 11.7.6.1. [Legislative Intent: These counter-amendment(s) may be in the spirit of the original amendment, perhaps incorporating better wording, or may be against the spirit of the original amendment, perhaps addressing the perceived problem in a different way. The Committee may also offer counter-amendments that are a combination of some or all of the proposed amendments or counter-amendments, since only one amendment per referendum can be approved.]
    - 11.7.6.2. Residents may also submit counter-amendments to be included as in Section 11.7.6, as long as they are accompanied by a petition that meets the requirements of Section 11.1.
    - 11.7.6.3. The Committee must publicize the text of all amendments and counter-amendment(s) to be considered to all residents at least ten (10) days in advance of the start of balloting.
  - 11.7.7. Both the Committee and the author(s) of the original amendment or any counter-amendments may write statements to explain and support or rebut the amendments. These statements shall be circulated with the proposed amendments during balloting.
    - 11.7.7.1. In addition, any residents may provide statements regarding the amendments and counter-amendments, which the Committee shall publicize to all eligible voters. However these statements need not be circulated with the proposed amendments.
  - 11.7.8. Voting in the referendum shall occur over a period of time no less than seven days via secret ballot.
  - 11.7.9. All residents (as defined in these By-Laws) are eligible to vote in the referendum.
  - 11.7.10. Each voter must choose “Yes” or “No” or “Abstain” for each amendment (or counter-amendment) on the ballot. The amendment (or counter-amendment) with the most “Yes” votes passes, as long as it has more “Yes” votes than “No” votes, and the number of “Yes” votes is greater than or equal to 15% of those eligible to vote. All other amendments (and counter-amendments) fail.
12. Housing Priority
- 12.1. So long as the University grants priority in the housing draw to the Committee, if ever the number of housing priority slots granted is different from the number of Committee Members, the Committee shall assign the slots as it sees fit.
13. Governing Documents

- 13.1. The Committee may supplement these By-Laws by approving standing rules by majority vote, provided they do not conflict with these By-Laws. Such standing rules remain in effect until removed by majority vote, and may be overridden by a majority vote.
- 13.2. These By-Laws always take precedence over any standing rules and may not be overridden or suspended by the Committee except through amendment.
- 13.3. The Committee shall interpret these By-Laws as needed by majority vote.
14. Adoption of these By-Laws
  - 14.1. Upon receiving the necessary approval under the old By-Laws, these By-Laws become effective immediately, with these exceptions:
    - 14.1.1. Section 5, "Committee Offices", which redefines the number and nature of the offices, shall not become effective until the end of the December 2008 elections for those offices. The current Officers shall serve out their terms, with the duties as defined under the old By-Laws, until the end of the December 2008 elections.
    - 14.1.2. As the office of Bugle Editor is being removed by these By-Laws, should there be a vacancy in this position, the Committee shall not be bound, after passage of these By-Laws, to schedule an an-hoc election for this position.

Authors:

Jeffrey Dwoskin, Housing Representative  
Shannon Hughes, former Chair  
David Jorgensen, Chair  
Andrew Owen, Webmaster

Ratified September 8, 2008.