

MAITLAND E. SMITH SCHOLARSHIP HOUSE

CONSTITUTION

Preamble

We, the residents of Maitland E. Smith Scholarship House (hereafter referred to as the House), in order to both contribute to the successful operation of this house and further our own educational interests, have designed and laid down this system of laws.

As members of an ordered society, and as citizens of a country in which democratic government the norm, we feel that the provisions of this constitution will facilitate operations, foster fellowship and cooperation among ourselves, and serve as an expression of the responsibility invested in us by our benefactors.

Article I

Section 1: Restrictions and Statement of Non-discrimination

A. Unless otherwise approved by the Maitland E. Smith Scholarship House Alumni Association (hereafter referred to as the Association); application to, and continuation in, the Smith Scholars program is open to all men enrolled at Kansas State University's Manhattan campus.

B. Smith Scholarship House will not discriminate against its members or prospective members because of race, color, ethnic or national origin, sexual orientation, religion, age, ancestry, disability, military status, veteran status, or other non-merit reasons. Any action by or attitude held by an individual member that reflects such discrimination should not be construed, in any way, as indicative of the policy or attitude of the House in general. Any member feeling harassed or discriminated against for the previous reasons shall have the responsibility of submitting his case to the Mediation Board.

Section 2: House Meeting

A. The basic unit in the governing system of the House shall be the house meeting in which each resident shall assume membership, privilege of discussion, and the right to vote.

- i.** A member may carry the vote of another absent member with written permission from the absent house member for the house meeting(s) from which the member is absent.
- ii.** Alumni are welcome to attend meetings and may speak if recognized by the President or presiding member. Alumni do not have the right to vote.

B. In order for the house meeting to conduct business, a quorum, consisting of one-half of the house members, must be present.

C. The house meeting shall occur at regular intervals throughout the school year, at such a time as determined at the beginning of each school term. Special house meetings may be called at the discretion of a majority of the members or at the discretion of the officers.

D. Attendance of members at house meetings is mandatory unless a member obtains an excuse from the Vice President in advance. Unexcused absences at three house meetings during the course of a semester may result in Mediation Board action, including the assignment of a duty cut.

Section 3: Executive Council

A. The Executive Council of the House shall consist of the following members: President, Vice President, Secretary, Treasurer, Recruiting Chairman, House Manager, Kitchen Manager, and the three Mediation Board Members.

B. At the start of each term, the Executive Council shall determine a regular interval (e.g. monthly) in which to convene at regular intervals throughout the semester. Special meetings may be called at the discretion of any council member. Each individual on the council shall have one executive vote.

Article II

Section 1: Leadership and Governance

A. Executive Positions

- i. *The President* shall preside over all house meetings; serve as chairman of the Executive Council, and act as representative of the House on appropriate occasions. He shall also have the power to appoint, with the aid of the Vice President, special committees as the need arises. He will appoint all regular house committees. He shall be responsible for assigning residents to rooms with the aid of the House Manager, Recruiting Chairman, and any other special committee member he chooses. He shall have the power to award duty cuts for violations of the Cooperative Code. He shall act as official liaison between the House and the Association, including the Association's Board of Directors, unless matters dictate otherwise.
- ii. *The Vice President* shall assume the position and duties of the President in his absence, will serve as a non-voting chairman of the Mediation Board, and will serve as parliamentarian. He will also work with the President in the appointment of committees and will serve as an ex-officio member on all committees, checking their progress. He shall act as official liaison between the House and the Board if the President cannot fulfill that duty. If neither the President nor the Vice President is able to act as liaison, the remaining members of the House will elect a temporary Scholar Delegate to act as liaison for the duration of the matter.
- iii. *The Secretary* shall record the minutes of all house meetings, regular and special, and handle all regular correspondence of the House, including the forwarding of mail, updating the mailbox labels, and sorting incoming mail to the appropriate house members. He shall also track all constitutional amendments made by the House. He shall maintain the master calendar for scheduling house events. He shall be responsible for posting rack-out sheets in the second floor hallway.

B. Paid positions

- i. Paid positions serve a term of one year and will not be elected, but rather appointed by the Association, and will receive a stipend of an amount determined by the Association. Paid positions shall be overseen by the executive director and they shall report to the Association as the source of their authority. The full responsibilities of these paid positions shall be described in detail by a written contract signed by both the Association and the paid position.
- ii. *The Treasurer* shall collect, be in charge of, and account for all revenues of the House. He shall be a standing member of the Fundraising Committee, and represent this committee on the executive council. He shall chair the Budget Advisory Committee.
- iii. *The Kitchen Manager* is responsible for the orderly operation of the kitchen. He will maintain inventories, maintain storage of food and supplies, maintain kitchen tools and property (e.g. towels, refrigerators, etc.), organize training sessions, plan formal dinners, and assist the dietician in menu planning. He, in conjunction with the House Manager, will assign house jobs at the beginning of the semester. The Kitchen Manager has the power to assign duty cuts to those who unsatisfactorily complete or fail to complete kitchen jobs. He shall chair the Food Interest Group. The group shall assist the dietitian and Kitchen Manager in inventories, storage of food supplies, organizing training sessions, formal dinners, and will assist in menu planning.
- iv. *The House Manager* is responsible for the maintenance of the House. He will maintain supplies and make any necessary minor repairs. He is responsible for bringing before the House business concerning repairs or replacements. He is responsible for training sessions. He, in conjunction with the Kitchen Manager, will assign House jobs at the beginning of the semester. The House Manager has the power to assign duty cuts to those who unsatisfactorily complete or fail to complete house jobs. He will also work with the President and Recruiting Chairman in room assignments.
- v. *The Recruiting Chairman* shall chair the Recruiting Committee, shall coordinate activities involved in new member selection, new member orientation and summer house meeting, and shall correspond with potential recruits and new members. He will work with the President and House Manager in room assignments. His term will start after the orientation week in the fall semester and end after the orientation week the following year.

C. Support Positions

- i. *The Community Service Chairman* shall oversee organizing all community service projects and related activities. He shall chair the Community Service Committee.
- ii. *The Cultural Chairman* shall oversee cultural events sponsored by the House and will inform the house of plays, concerts, lectures, and other such activities occurring on campus and in the community. He will be responsible for the purchase and distribution of McCain tickets and the engagement of any guest lecturers to house meetings. He will be responsible for the maintenance and upkeep of the piano and shall determine quiet hours for the piano. He will chair and be assisted by the Cultural Committee.
- iii. *The Intramural and Health Chairman* shall be responsible for planning and coordinating the participation of the House in all intramural and health-related activities. He will chair the Recreation Committee. His term will be one full year.
- iv. *The Fundraising Chairman* shall oversee organizing all fundraising-related activities. He shall chair the Fundraising Committee.
- v. *The Scholarship Chairman* shall be responsible for all house plaques, the test file cabinets, the dining room whiteboard and markers, and finals week snacks. He shall compute the house grade point average for each semester. He will chair the Scholarship Committee. The committee shall review and update House plaques and the House test files. It is also responsible for planning, preparing for, and cleaning up after finals snacks and academic workshops.
- vi. *The Social Chairman* shall oversee all social events sponsored by the House, including the planning, decoration, cleanup and other coordination of all social events hosted by the house. He will chair the Social Committee, which shall serve as a source of advice for the Social Chairman.
- vii. *The Vocational Chairman* shall be responsible assisting members with job-related questions and informing the house of current job-related opportunities. This may include seminars and lectures on various topics, including résumés and interviews. He will chair the Vocational Committee, and the committee shall be responsible for assisting the Vocational Chairman in gathering and maintaining material related to job opportunities.
- viii. *The Historian* shall compile a record of house events and activities at the end of each year. This record may include news clippings, snapshots, or any other material concerning the House and its residents. The record shall be presented to the House during Orientation Week as a bound volume.
- ix. *The Network Administrator* shall be responsible for maintaining the hardware and software of the house computers, server, router, and printer as well updating the house web site. Election of the Network Administrator will be subject to the approval of his predecessor(s).
- x. *The University Representative* shall be responsible for representing the House at meetings of the Kansas State University Student Governing Association and other university activities, and he shall report those proceedings to the members of the House. He will also serve as liaison between the House and its neighbors.

Section 2: Elections, Terms of Office, and Qualifications

- A. All elected officers shall have their position for one semester. Exceptions are the Historian and the Intramural and Health Chairman, who shall both take office for one year, starting in the fall semester after they have been elected.
- B. All Executive Council officers must have lived in the house at least one full semester before their election. All members are eligible for offices not part of the Executive Council.
- C. No elected Executive Council officer shall occupy the same position for more than two consecutive terms, nor shall one member occupy two Executive Council offices at the same time.
- D. All elected officers must win election by a majority of the House members voting in the election.
- E. Two or more members serving as co-chairmen may occupy any non-executive council position, if the house perceives the pair rather than the individual would better fulfill the duties of the position.
- F. House elections
 - i. Elections shall be held the ninth week of the semester with the installation of the elected officers the twelfth week. However, the Historian and the Intramural and Health Chairman will only be elected in the spring and

they will take office in the fall. In the event the paid positions have not yet been hired for the next year, spring elections shall be held at the house meeting immediately after the next year's paid positions are hired.

- ii. Nominations will be handled by the Vice President; he shall provide at least one candidate for each position if there are no volunteers. The declaration of volunteers and nominees shall be made during the week before the election. Nomination may also occur at the election meeting.

Section 4: House Expenditures and Budget Control

A. *The Budget Advisory Committee* shall be chaired by the Treasurer. It shall review regular reports concerning house finances supplied by the Treasurer. It shall be informed by the Treasurer and keep track of all budget changes less than \$250.00 made at the discretion of the Treasurer. The committee or treasurer will inform the House of budget changes of more than \$250.00 during the next house meeting. The committee shall consist of three members. The President shall serve as one member of this committee. The other two members shall be voted in by house election. The committee will report to the Executive Director in the event of possible misspending.

B. Committee chairmen shall have the sole discretion over their respective budgets and the use of said budgets for expenditures in the interest of the house. The decisions of committee chairmen concerning the use of their respective budgets may only be overridden by a two-thirds majority vote of the house. Decisions concerning expenditures by the committee chairmen, or by a two-thirds majority vote of the house, may be overruled if they exceed the respective budget for the year, to be set by the Treasurer. Only funds of the house that have been collected through fundraising activities by the house members shall be allocated by a simple majority vote of the house. Decisions concerning expenditures of fundraising money that would exceed the current funds held by the house may be overruled by the Treasurer.

Article III

Section 1: The Mediation Board

A. The Mediation Board shall consist of four members; the Vice President and three additional members who will be elected at the regular house elections by a majority vote and serve for a term of one semester. The members shall take office at the same time as the new officers. They will each have one Executive Council vote.

B. The Vice President shall attend all meetings. His duties shall be to maintain order, to organize the meetings, and to report significant action of the board at the scheduled house meetings. He shall not hold voting power in this capacity; if he is unable to attend, the meetings shall serve its function with another Mediation Board member assuming the Vice President's duties, but retaining his own vote.

C. No position on the Mediation Board shall be filled by one of the paid positions.

Section 2: Duties and Responsibilities of the Mediation Board

A. The Mediation Board shall be responsible for working out problems between the House and/or its members when solutions cannot be reached by members on an interpersonal level. The Mediation Board will do this by hearing all cases and providing advice, guidance, and counseling in reaching a solution that is best for all members involved.

B. The mediation board's responsibilities shall include the following:

- i. Hearing and ruling on all cases brought to its attention in a just, fair, and unbiased manner
- ii. Providing a professional atmosphere for discussion and decision making
- iii. Stressing the importance and necessity of cooperation
- iv. Treating each case as an individual one; making decisions appropriate to the unique conditions and severity of each case
- v. Interpreting the Cooperative Code
- vi. Arbitrating violations of the other policies adopted by the House (e.g. Alcoholic Beverage Code, etc.)
- vii. Hearing cases involving possible dismissal of members from the House, according to the Association's Judicial Policies

Additionally, the Mediation Board shall assign disciplinary work for violations of the Cooperative Code, when deemed necessary. As a guideline, the second occurrence of any one violation should result in a work assignment.

B. The Mediation Board shall meet when deemed necessary by the Vice President or its members.

C. The Cooperative Code shall serve as a guide to members for the normal function of the House. The Mediation Board shall interpret the Cooperative Code in its own manner.

D. In the event that the Executive Director's attempts to regulate the duties of a paid position prove ineffective, any house member may call upon the Mediation Board to evaluate the position's performance. If the position has an unsatisfactory first evaluation, the Vice President will issue a public warning at the next house meeting. If the members request a second evaluation, and the position still has unsatisfactory performance, the matter will be formally referred to the Board, and may result in the positions' removal, a pay cut, or other penalties at the discretion of the Association.

Section 3: Rights of the House Residents

A. Every member of the House shall have the responsibility of requesting a Mediation Board hearing for any case which he wishes to bring to the board's attention regarding:

- i.** A violation of the Cooperative Code
- ii.** A violation of the Alcoholic Beverage Code and other policies not amendable by the House
- iii.** A violation of a house member's rights

Members should request hearings by delivering a written request to a Mediation Board member within 48 hours of the occurrence. The Mediation Board shall render a judgment within 48 hours of the case presentation, and will hand-deliver written copies to the involved parties.

B. The House Meeting may be used as a means of appeal by any resident who feels the Mediation Board has not treated him fairly. The plaintiff must submit a written statement of appeal to the President within 48 hours of his receipt of the judgment. The house meeting will hear this appeal, submitted to the President no less than four hours prior to the meeting if all parties involved have received their notification. The plaintiff may request the President to call a special house meeting within 48 hours of submission of his appeal. A two-thirds majority vote of the House shall be required to overturn a decision of the Mediation Board.

C. A meeting may be postponed or reset to accommodate the involved members if they desire. The decision to postpone or reset a meeting will be made by the Vice President.

Section 4: Further Considerations

A. Should an elected board member be accused of an infraction or be directly involved in a case, he cannot arbitrate that case. Open mediation board positions due to conflicts of interest shall be filled by the Vice President and President; in that order.

B. In the event that an elected board member cannot attend a mediation board meeting, the open votes shall be filled by the Vice President and President, in that order. If three voting members of the mediation board are not available, the hearing will be postponed until the earliest convenient time.

C. The Mediation Board Meetings shall be closed to members of the House not involved in the case being heard. At the discretion of the Mediation Board, the violator of the Cooperative Code shall attend the meetings, as shall the member who requested the hearing.

D. Should a Mediation Board decision be overturned by the vote of the House; the House shall then have the option to remand the case back to the Mediation board for another decision.

Article IV

Section 1: Fundraising Requirement

Many improvements and acquisitions made by the House utilize money raised through the fundraising efforts of the members. As such, every resident of Smith Scholarship House shall be required to complete a minimum of three hours of fundraising for every semester the resident will be staying in the House. These hours must be completed by the end of the resident's occupancy. If the resident is unable or is unwilling to complete the required number of hours by the appointed time, he shall be assessed a \$4.00 fine for every half hour that he has not completed. The allocation of the fundraising income shall be decided by a majority house vote.

Section 2: Required Events

A. Smith House regularly holds several events that are essential to the traditions and foundations of the House. As such, member attendance at these events shall be mandatory. Absences must be cleared with the President, with the possibility of compensation being made for the absence. Unexcused absences will result in a duty cut and possible compensation made to the House.

B. The required events are:

- i.** Orientation Week
- ii.** Halloween Auction
- iii.** Trick or Treating for the Flint Hills Breadbasket
- iv.** Summer House Meeting

Other events may be declared as required events at the discretion of the Executive Council.

Article V

Section 1: Suspension of Rules

Any provision of the Constitution and Cooperative Code may be temporarily altered, voided, waived, or circumvented by a two-thirds majority vote of those house members attending the house meeting. The exceptions are the Tobacco Products Clause, and items listed in the Policies Not Amendable by the Scholars section of the Cooperative Code.

Section 2: Amendments

Any amendment or revision to this Constitution and Cooperative Code shall require the vote of a three-fourths majority of the residents of the House to become effective. The Association should be notified of any changes by sending a copy of revisions to the Operations Board members.

Section 3: Prior Notice

Any proposed amendment of the Constitution or Cooperative Code must be read and made available for discussion no less than two House Meetings before it may be submitted for ratification. Motions to temporarily suspend rules must include a time frame for the rule suspension to apply.

COOPERATIVE CODE

General Conduct

- A.** Respect the property of the House and of all its members
- B.** Use of tobacco products and nicotine-based inhalants, in any form, is strictly prohibited anywhere in the house and on its surrounding property
- C.** Parlor games will take precedence over other activities at the card table
- D.** Decide use of the media room by a majority vote of all members who are present
- E.** Consider the following additional guidelines:
 - i.** No wrestling in the living room or media room
 - ii.** No sleeping in study rooms or public areas outside the media room
 - iii.** No fighting with water, shaving cream, etc., when such fights could deface or destroy house/member property
 - iv.** No eating or drinking in the living room except during special functions
 - v.** No walking or playing on the lawn without prior consent

Anti-Hazing Policy

All students are expected to follow Kansas State University's anti-hazing policy.

Spiritual Freedoms Policy

The House will respect the spiritual aspirations of its members.

Quiet Hours

Quiet hours are observed 24 hours daily in the sleeping dorms, and between 8 p.m. and 8 a.m. the following day on Sunday through Thursday elsewhere. The President may alter quiet hours for special occasions.

Dress Code

- A.** There shall be only one restriction imposed upon dress in the living and media rooms: no indecent exposure (i.e. genitalia, perineal area).
- B.** All members should be reasonably clean and presentable when entering the dining room for meals. They should respect other members and their guest by not dressing disrespectfully at dinner.
- C.** Formal dinners will occur at the Kitchen Manager's discretion. Members should dress appropriately. Appropriate attire includes a collared, buttoned shirt and full-length pants. The Kitchen Manager may set additional dress requirements for meals, as he sees fit.
- D.** Shoes, pants, and a shirt with sleeves must be worn in the kitchen at all times.

Visitors to the House

Guests, male or female, may visit members in the public areas of the House and in their study rooms twenty-four hours a day. Public areas do not include the sleeping dorms. However, house members often dress casually on the second and third floors, and so the following two precautions will protect guests and house members from indecent exposure:

- A.** Obtain permission from all roommates to have the guest over
- B.** Announce "woman on floor" loudly when a female enters the second and third floors. Close the bathroom doors if they are open and re-open them when the female leaves.

Laundry Schedule

Each room will have one day in each week when the members may wash their clothes. Any other person wanting to wash on that day should gain permission from all members of the room(s) scheduled to do laundry that day.

Kitchen Usage

On any occasion, persons using the kitchen and dining room facilities must clean up after themselves, returning all utensils and cookware to their storage positions and all other kitchenware to the kitchen in a timely manner. This includes snacking late at night, eating takeout with dinnerware from the kitchen, cooking for personal consumption, and any other uses outside scheduled mealtimes.

Any house member may use the outside grill provided he cleans it when he has finished grilling. The House Manager shall keep the grill stocked with propane for this purpose.

Meal Organization

The kitchen runs most efficiently when members:

- A.** Inform cooks when signed late plate requests are not needed (i.e. when attending that meal)
- B.** Clear and rinse their late plates, whether eaten or not
- C.** Do not take food from the pantry or refrigerators, unless authorized to do so
- D.** Do not eat or dispose of others' late plates until 24 hours after the meal was served

Dining Etiquette

Courtesy and etiquette are foremost in establishing cooperation.

- A.** Fill the tables in order
- B.** Don't talk to members of different tables during dinner
- C.** Make requests of the servers through the head of the table
- D.** Use proper table manners
- E.** Ask permission to be excused from the head of the table before leaving the table, unless seconds have been served

Room Decorations Policy

- A.** All furnishings, whether provided by the Association or by the residents, should be structurally secure so as not to damage the room or carpet.
- B.** All roommates must agree on furnishings not provided by the Association. Furnishings provided by the Association shall include a desk, dresser, and bed.
- C.** Wall and ceiling hangings shall be secured by straight pins only, unless otherwise noted by the House Manager.
- D.** Permanent, quality shelving must be approved by the House Manager and Executive Director.
- E.** Refrigerators must not drip.
- F.** Refrigerators and couches may only be moved about the house with the consent of the House Manager or Executive Director; any damage done to the House in moving will result in being charged for the cost of repairs.
- G.** Any appeals by residents may be taken to the Mediation Board.

POLICIES NOT AMENABLE BY THE SCHOLARS

Alcoholic Beverage Code

Adopted 3/11/01

- A.** The Maitland E. Smith Scholarship House and its surrounding property are to be a “dry house.” No alcohol allowed.
- B.** No funds from the Smith House Treasury shall be used for the purchase of alcoholic beverages.
- C.** Purchase and/or use of a bulk quantity of alcohol (e.g. kegs) shall not be permitted at any function sponsored by the Smith Scholarship House or any Smith Scholar (e.g. Party 101).
- D.** Person(s) purchasing and/or providing alcohol is/are responsible for individuals who consume that alcohol and their actions.
- E.** Any member caught with an alcoholic beverage on the Smith House property, by any Smith Student or the Executive Director, will be referred to the Mediation Board and will be penalized with an Alcoholic Duty Cut.
- F.** An alcoholic duty cut is to be treated exactly like a duty cut, when an alcoholic duty cut is given, the individual will be assigned a make-up duty by either the House Manager or Kitchen Manager. This additional duty must be made up within one week of notification of the cut. If the individual does not make up the duty within one week, then they are to receive a second duty cut.
- G.** Three alcoholic duty cuts are considered a breach of contract and will result in the House Member appearing before the Mediation Board. The Mediation will review the case and, if necessary, take appropriate steps to remedy the concern. This could include removal from the House, with the resident still bound to housing contract.
- H.** Any visitor to the House will be expected to abide by these rules and if not, will be told to leave. Any functions sponsored by Smith Scholarship House must be personal invite only.

Drug Policy

Affirmed by the Board of Directors October 31, 1992

The unlawful manufacture, distribution, dispensation, possession, or use of illicit controlled substances is prohibited. Cases of violations of this policy will be directed to the Alumni Board of Directors for decisions which will result in disciplinary action up to and including the immediate dismissal for residents and discharge of employees.

Duty Cut Policy

Adopted by the Board of Directors October 20, 1984

Assigned House duties are part of contractual agreement between the resident and the Smith Scholarship House Alumni Association. If it is clear a resident is not fulfilling his obligation to the other residents by not properly performing a duty, the House or Kitchen Manager has the responsibility of determining contractual duty cuts according to the following procedures and definitions.

A duty cut consists of:

- not doing a duty.
- skipping a duty training session.
- not completing a duty with the time frame indicated by the duty.
- not performing the duty according to the accepted standards.

When duty cuts occur the manager and resident concerned must sign the form, both of them keeping a copy and another submitted to the House Director. When a duty cut is given, the individual will be assigned a make-up duty by the manager. This additional duty must be made up within one week of notification of the cut. If the individual does not make up the duty within one week, they receive a second duty cut. At this point in time, the individual has two duty cuts and has one more week to make up both duties missed. If the individual fails to make up either of these cuts, this will result in a third duty cut. At this time the case will go before the mediation board. Three duty cuts is considered a breach of contract and will result in the resident appearing before the Mediation Board. The Mediation Board will review the case; and if necessary, take appropriate steps to remedy the concern. This could include removal from the House, with the resident still bound to his contract. Note that making up a duty cut does not erase that cut from the record. The duty cut stays on file and in effect until the end of the school year.

Decisions made by the Mediation Board may then be appealed according to Smith Scholarship House Alumni Association Judicial Policy.

Firearms Code

Adopted 8/17/07

No firearms (including BB guns and blow dart guns) are permitted on the premises of Smith Scholarship House.

Scholarship Policy

Adopted February 16, 1985; Amended by the Board of Directors August 20, 2016

All Scholars must have a 2.7 cumulative GPA at the end of the spring semester and a minimum 1.8 GPA at the end of the fall semester to remain in the House. Appeals may be written to and heard by the Operations Committee and will be handled in the same manner as prescribed in Step V of the Judicial Policy. Students may reapply for the program when their GPA returns above returns above a 2.7 through summer school, fall classes, quiz outs, corrected grades, etc.

Smith Scholarship House Alumni Association Judicial Policy

Adapted from the Smith Scholarship House Alumni Association Judicial Policy; Adopted by Operations Committee October 20, 1984

I. The Mediation Board will be the first body to hear and mediate cases involving...

A. matters of internal conflict

B. violations of...

1. Cooperative Code

2. Spiritual Freedoms Policy

3. Alcoholic Beverage Code

4. Visitation Policy

5. any other policy adopted by the House

C. breaches of contract regarding performance of duties.

Cases will be submitted to, heard by, and responded to by the Mediation Board; as outlined in the House Constitution. The Vice President, or one Mediation Board Member, will hand deliver written copies of the Mediation Board judgment to each party involved, the President, and the House Director, and keep a copy in the Mediation Board folder.

II. The House Meeting will hear an appeal of a Mediation Board judgment which has been submitted, in writing, to the President within 48 hours of the plaintiff's hand-delivered receipt of that judgment. The President will place it on the agenda of the next meeting if and when a) all parties involved have received copies of the judgment; and b) there is a minimum of four (4) hours before the meeting. The plaintiff may request the President to call a special House Meeting within 48 hours of submission of his appeal. A House vote must be taken within 48 hours of the plaintiff's presentation of the appeal. As prescribed in the House Constitution, a 2/3 majority vote is required to overturn the Mediation Board judgment.

III. The House Director will receive written appeals of the House Judgment submitted within 48 hours of the vote. He/she will render a judgment within 48 hours of the submission, immediately post for public display, and hand deliver to the plaintiff(s) written copies of that judgment. The House Director has the power to act directly 1) when the House cannot hold a special meeting within the 48-hour period requested by the plaintiff; 2) on breaches of contract other than duty cuts – i.e. nonpayment of "rent" and other charges, non-vacating the house, damages to property. The House Director's judgment becomes immediately enforceable, except for expulsion which has a 48-hour grace period, and shall stand in effect until such time as it may be overturned.

IV. The Chairman of the Operations Committee will receive written appeals of the House Director's judgment submitted within 48 hours of the plaintiff's judgment. He will convene the Operations Committee within one week of the submission, rendering a judgment at that meeting.

V. The Chairman of the Operations Committee will receive written appeals of the Operations Committee's judgment within 48 hours of the plaintiff's receipt of that judgment. The Chairman will then call a meeting of the Board of Directors, within one week of the submission; be it via telephone or in person, as provided by Article III, Section 8 and Section 11 of the Bylaws of the Maitland E. Smith Scholarship House Alumni Association.

PARLIAMENTARY LAW

Ground Rules

- A. One person may speak at a time and will have the attention of all other members
- B. The chair must address a person before that person may speak, regardless of his title and status
- C. A person who has the floor may address others so long as the conversation remains impersonal and germane
- D. All members of the assembly must remain civil and show a basic respect to their peers, the assembly, and the house
- E. The president or presiding chair has control of discussion
- F. General discussion requires a motion before commencing

Powers and Duties of the Presiding Chair

- A. Work with Executive Council members to develop an agenda and an order of business and assure that all members are aware of business at hand at all times
- B. Announce behaviors expected during the meeting, up to and including removing hats, sitting or standing as appropriate, and paying attention/refraining from reading or other forms of entertainment. House members should comply with any reasonable and mature requests from the chair
- C. Limit debate if deemed necessary to conduct business, using options such as:
 - 1. Round Robin: the chair may mandate that each person receive a set amount of time (10-20 seconds) before considering any longer pieces of discussion
 - 2. Timed Discussion: the chair may set a specific amount of time for the debate to occur at the onset of the debate. After the time limit, the current speaker may finish and then the chair shall remind the body of the limit and call for a vote to end discussion. If 2/3 of the house does not agree to end discussion, then discussion continues.
- D. Give verbal warnings, at the chair's discretion, to members whose behavior disrupts meeting progress. After a verbal warning, the chair may remove him. If the chair removes an individual, that individual shall receive an unexcused absence for the meeting. Obnoxious and rude behavior, speaking out of turn, and other forms of misconduct as deemed by the chair may all constitute instances of disruption.
- E. Move the meeting venue, if the body has consensus and the chair approves

Duties of the Vice Chair

- A. Monitor discussion to ensure it follows the rules set forth in this document
- B. Attempt to clarify any questions regarding parliamentary law or refer those questions to someone who can make that clarification.
- C. Recommend removal of disruptive individuals from the meeting. These recommendations must be legitimate, not petty or immature. Removal shall only occur at the chair's discretion and for the common good of the group.

Duties of the Secretary

- A. Take accurate minutes
- B. Identify the presence of a quorum (1/2 of house members)
- C. Take a counted vote when the chair requests or when any member calls for division of the house

Discussion Rules

- A. The person making a motion shall have first discussion for that same motion
- B. All persons shall have the opportunity to discuss once before anyone may discuss a second time
- C. A member shall wait until the person speaking has finished his discussion; the member may then raise his hand for recognition by the chair

D. All persons shall remain respectful and attentive to an individual's right to discussion.

E. The chair may appoint the secretary to record a speaking order for who has already and who has yet to discuss the current business.

Voting Rules

A. A majority vote requires either one more than half the assembly for an even number of members present or half the assembly rounded up to the next whole number for an odd number of members present.

B. The chair may use any voting method he sees fit for a motion (voice, hand, standing, roll call, secret ballot, etc.). All types of counted votes shall be the responsibility of the secretary to count and report back to the presiding chair.

C. Many items in the Smith Scholarship House Constitution require a 2/3, 3/4, or unanimous vote. This document does not alter those requirements in any way. Additionally, the motion for Previous Question also requires a 2/3 vote.

General Motions and Rationale

A. Main – requires a second; debatable; amendable; requires simple majority

“I move to...” bring a topic before the assembly for discussion and decision.

B. Amend – requires a second; debatable; amendable if applied to a main motion; requires simple majority

“I move to amend...” a motion, so long as the amendment does not negate the original intent of the motion. A reasonable amount of discussion should occur before proposing amendments. The secretary shall record the amendment and the chair shall repeat the amendment word for word. The amendment may strike content, add content, or do both in a motion. If debate occurs to amend an amendment, the original amendment maker shall have the first privilege to discussion, followed by the motion maker.

C. Refer – requires a second; debatable; amendable if specifying a committee; requires simple majority

“I move to refer [the question] to a committee...” thereby passing the decision making to either a specific committee or a committee of the chair's choosing and designating a deadline for the committee to report back.

D. Table – requires a second; not amendable; not debatable; requires simple majority

“I move to lay [the question] on the table...” thereby postponing the pending motion for old business at a later specified time. The assembly may retake a motion only once before it takes action (e.g. discussion, voting, withdrawal of motion, or referral to a committee).

E. Previous Question – requires a second; not debatable; not amendable; requires 2/3 majority

“I move to vote/end discussion/cease digression...” thereby ending the current discussion because further discussion is no longer useful or the members are ready to vote. \

F. Division of the House – does not require a second; not debatable; not amendable; requires no majority

“Division of the house!” requests a counted vote in the event that a voice vote seems unclear in its decision. The chair and secretary shall immediately proceed to a counted vote on the pending motion.

G. Withdraw – does not require a second; not debatable; not amendable; requires no majority

“I withdraw the motion...” because it is no longer pertinent. Others who feel the motion has merit may reintroduce it.

H. Adjourn – requires a second; not amendable; debatable only if the agenda is not fulfilled; requires simple majority

“I move to adjourn...” and end the current meeting

Succession of the Chair

If the President cannot fulfill his duties as chair of the assembly, the chain of succession is: Vice President, Treasurer, Secretary, House member present with the most seniority. Seniority is defined by semesters in the house first, followed by executive position, other house position, and then total credit hours at the university.