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I. RULES OF BAKER COLLEGE
A. The official rules of Baker College include the Constitution, the Bylaws, the Code of Conduct, and any miscellaneous Rules and Policies referenced in these written documents. Any proposed changes in or additions to Baker College rules, other than the Constitution, shall be made publicly available to the College no less than two days before being presented to the Cabinet. The Cabinet shall approve the proposed changes by a two-thirds vote of present members no sooner than seven days after the revised documents have been publicly presented.

B. In the event of dispute over parliamentary procedure not specifically provided for by this Constitution and Bylaws, the Cabinet shall act in accordance with procedure as stated in Robert’s Rules of Order, Revised.

II. BYLAWS FOR ELECTIONS

A. Timing
   1. Spring Elections: The spring Cabinet election shall occur between the fourth and eighth weeks of the Spring Semester. The spring election shall consist of three rounds as follows.

      a. Round 1: President

      b. Round 2: Internal Vice President, External Vice President, Academic Vice President, Treasurer, Secretary, Senior Representatives, Junior Representative, Sophomore Representative, Chief Justice, Senator

      c. Round 3: BGHS Ministers, Socials Chairs, Honor Council Representative, University Court Representative, RPC Representative

   2. Fall Elections: The fall Cabinet special election shall occur between the second and third weeks of the Fall Semester. The fall election shall consist of the Freshman Representatives, Off-Campus Representative, and Food Service Representative.

B. Preferential Elections
   1. All College elections for positions to be occupied by a single person shall be by preferential ballot according to the following rules.

      a. To vote in a preferential election, the voter should designate the candidate they prefer as their #1 candidate.

      b. The voter should then decide which of the candidates they would vote for if their first choice were eliminated and designate that candidate as their #2 candidate.
c. The voter should continue this process until they have ranked all the candidates in order of preference. An additional option to add a write-in candidate should be provided, who could then be ranked as well.

2. To determine the winner of a preferential election, the Parliamentarians shall use the following procedure.

   a. Record the number of times each candidate is the most preferred eligible candidate on a ballot. This is the number of votes for a candidate at any point in the counting. If no candidate has a simple majority of the votes (more than 50% of votes cast), then the candidate with the least number of votes should be eliminated and their votes preferentially distributed to the other candidates. Continue this process until one candidate has a simple majority of votes.

   b. If two or more candidates are tied in having the least number of votes, examine all the votes to determine which of the tied candidates would receive the least votes if the current most preferred candidate on each ballot were eliminated. That candidate, the one preferentially least preferred, shall be eliminated and their votes redistributed.

   c. If, at any point, all remaining candidates have the same number of votes and the tie cannot be broken by the process described in (b), then a tie must be declared and a run-off held. No write-in votes are valid in a run-off.

3. Shared positions shall be elected in the same way, with individual candidates being replaced by teams.

B. Nomination and Campaigning

1. Candidates in either regular or special elections shall be nominated by petition. Every petition of nomination must include a signed statement by the candidate that they have read the Constitution and Bylaws of Baker College.

   a. For the offices of Chief Justice and executive Cabinet officers, the signatures of at least 25 members of Baker College are required.

   b. For the offices of other elected representatives, the signatures of at least 15 constituents are required.

2. Each candidate must submit with their petition of nomination a signed waiver statement allowing the Parliamentarians to obtain information from the Registrar and the Proctor of the University concerning the candidate's eligibility to hold office. In the event that the candidate ultimately elected did not submit a waiver statement (e.g. a write-in candidate), they must submit one to the Parliamentarians before they take office. Standard petitions and waiver statements shall be available from the Parliamentarians no
later than one day after the announcement of an election. The Parliamentarians shall set the deadline for the receipt of petitions of nomination and waiver statements before an election. The nominee's name must be placed on the official ballot by the Parliamentarians if a valid petition of nomination and a waiver statement have been received before the announced deadline, unless the nominee signs a written statement in the presence of the Parliamentarians and at least one member of either the Court or the Cabinet that they have changed their mind and do not want their name to appear on the ballot.

3. Candidates running for a shared position shall be nominated in the same way as candidates nominated for unshared positions, with one petition submitted for the entire team and each candidate submitting a signed statement and waiver.

4. Candidates will only be permitted to participate in word-of-mouth campaigns. If a complaint is received concerning a candidate’s use of another type of campaign, it will be up to the discretion of the Elections Committee to determine a course of action.

5. Nominees who have submitted a petition and waiver will have the option of submitting a template for a printed flyer to the Parliamentarians. Distribution of printed flyers shall be carried out and under guidelines determined by the Parliamentarians.

6. Nominees who have submitted a petition and waiver will be given the opportunity to deliver an election speech, with guidelines and times determined by the Parliamentarians.

C. Vacancies in Office

In the event of an office of any type in the College becoming vacant before the normal time of expiration of the term, it must be filled. Vacancies may not exist longer than the period of two weeks after the office becomes vacant.

1. Court Vacancies

   a. Chief Justice: If a vacancy occurs in the office of Chief Justice, a new Chief Justice shall be elected in a special election under the procedures outlined in Article II, Section C, Clause 2 of the Bylaws.

   b. Associate Justice or Advocate: If a vacancy occurs on the court in the position of Associate Justice or in the position of Advocate, a replacement shall be selected in a process similar to that specified in Article VI, Section C, Clause 4 of the Constitution.

2. Cabinet Vacancies: All vacancies on the Cabinet shall be filled by special election unless said vacancy occurs within six weeks prior to the general election. Special elections shall be conducted by the Parliamentarians in accordance with the general
election rules of the Constitution and these Bylaws and must be completed within two weeks of the occurrence of the vacancy. Interim appointments to vacant Cabinet positions shall be made by the majority vote of the remaining Cabinet members to fill the position until an election is held. All interim appointees must meet the requirements specified in the Constitution for the office. In the event that no candidates submit petitions of nomination for a position in either a regular or special election, three additional days shall be allowed for the receipt of a petition. After this time, if no petition has been received, then the interim appointee shall hold the office until the end of the term.

D. Absentee Voting

1. The Parliamentarians should grant all members of Baker College studying abroad but currently enrolled in Rice University the opportunity to vote in any election for a Cabinet position where they are part of the constituency.

2. The Parliamentarians should conduct absentee voting using email. Solicitations for absentee ballots should be sent out when elections are announced.

3. The Parliamentarians will email each student requesting an absentee ballot a copy of the election blurbs submitted by every candidate for the current election, along with an explanation of election procedures by the time blurbs are made public to the rest of the College.

III. BYLAWS FOR THE CABINET

A. Meetings and Quorum

Excluding University holidays and exam periods, the Baker College Cabinet will meet weekly, as announced by the President. Special meetings may be called by the President at any time. Special Cabinet meetings shall not be held unless an attempt to notify each member has been made. Seven voting members of the Cabinet, including proxies, shall constitute a quorum at any Cabinet meeting.

B. Attendance

1. All Cabinet members are required to attend meetings of said body in order to retain their office. Absence from any four regular meetings during their term of office shall be cause for removal of a Cabinet member from office. The removal from office shall be upon the request of any member of the College and shall be subject to the approval of the majority of Cabinet members.

2. All University representatives are required to attend meetings of their respective campus-wide organizations in order to retain their office. Absence from any four
meetings during their term of office shall be the cause for removal of a University representative from office. The removal from office shall be upon the request of any member of the College and shall be subject to the approval of the majority of Cabinet members.

3. In the event a Cabinet member cannot be in attendance at a regular Cabinet meeting, they should notify the President and Secretary and send a proxy to serve in their place. The proxy shall count for a quorum and have voting privileges according to the position they are filling. They shall make announcements, money appropriations, and space reservations as instructed by the member they are replacing.

4. The Secretary shall be in charge of keeping an attendance record of Cabinet members.

C. Selection of Committee Chairs

1. Committee chairs will be selected by the Cabinet official in charge of their committee and shall be subject to the approval of a two-thirds majority of Cabinet members present and voting.

2. Any chair may be removed from their position at the request of the College President, subject to the approval of a two-thirds majority of the Cabinet present and voting. Upon such action the position shall be declared vacant and a new chair appointed.

3. Committee chairs shall serve from the day appointed until the day a new chair is appointed. It is expected that the former chair shall advise the new chair until the end of the academic year and provide formal transition documents to their supervising Cabinet member to be passed on to the incoming Cabinet member and committee chair. All elected officials and committee chairs shall be responsible for examining the segments of the Constitution under their jurisdiction and for suggesting revisions to the Parliamentarians every year.

D. Division of Responsibilities

1. The duty of each Cabinet Officer shall be to coordinate and oversee the operation of all committees assigned to them. They will be responsible for appointing a person to fill each position under their supervision. Outgoing Cabinet members shall submit formal, year-end transition documents to their successor. The duty of the President is to coordinate and oversee the operation of all committees.

2. Any official with an approved budget may spend a discretionary amount up to $55 per week without prior approval of the Cabinet, or up to $15 over a specified amount, provided that the budget is not exceeded. The Treasurers are responsible for supervising and training the Cabinet where all such allocations are concerned. The Cabinet may, at its option, require any committee to request prior approval of any expenditure. Any
expenditure over $55 must have prior approval of the Cabinet. Exception: Restricted Funds may be spent by the person in charge of these funds without necessity of approval of the Cabinet. (Restricted Funds include Orientation Week and Theater.)

3. Under the supervision of the President:
   a. Baker to the Future Committee: To be chaired by the President and consist of one Cabinet member, one non-Cabinet member, and one A-Team member; to advise Cabinet and the College on matters to understand and improve the experiences of all Bakerites at the College; to ensure adherence to the mission of the College as stated in the Constitution; to meet at least once a semester and at the discretion of the President.

4. Under the supervision of the Internal Vice President:
   a. Room Assignment Chairs: To be headed by two chairs; to supervise all details of room assignment and transfers in a manner consistent with Article VII: Bylaws for Rooming Assignments; to hold a retreat to train their successors and guide them through the rooming process.
   b. Beer Bike Coordinators: To be headed by four or five coordinators from the Sophomore, Junior, Senior, or Fifth Year Class; to be responsible for selecting men’s and women’s chugging and biking captains, obtaining and maintaining biking equipment, and getting sponsors for all Beer Bike related activities; to be responsible for recruiting bikers and chuggers and creating an attitude conducive to victory.
   c. Sports Committee: To be headed by one to four representatives; to be responsible for all College, intramural, and varsity sport information and recruitment.
   d. Spirit Committee: To be headed by one to four representatives; to promote college spirit by organizing events for this purpose and providing College merchandise.

5. Under the supervision of the External Vice President:
   a. Alumni Committee: To be responsible for the activities and events associated with Homecoming; to communicate with the Office of Alumni Affairs and ensure communication and contact is maintained between Baker College and its alumni.
   b. Faculty and Staff Appreciation Committee: To be headed by one to four representatives; to be responsible for improving relations between students and support staff.
c. **Community Service Committee**: To be headed by one to four representatives; to encourage involvement in community service by planning and implementing service projects for students to participate in; to make students aware of service opportunities outside of the College and facilitate their involvement.

d. **Environmental Committee**: To be headed by one to four representatives; to raise awareness of environmental issues and encourage sustainable practices.

e. **Permanent Improvements and Maintenance Committee**: To be headed by one to four representatives; to maintain, build, or acquire all College improvements and be responsible to other committee chairs for approved additions or repairs under their jurisdiction; to work with individual committees to provide suitable equipment for College functions (e.g. projectors, platforms, lighting, and sound); to keep a running inventory of all College equipment, and its caretakers; to supervise all College equipment and facilities including study rooms, the weight room, and entertainment areas; to have a purchasing card to pay for purchases under the committee’s jurisdiction.

f. **Calendar and Public Space Reservations**: To be maintained by the External Vice President; to be responsible for keeping a current master calendar of College events and handling applications for use of Commons, Library, and other public Baker spaces. Permission for organized use of one of these areas must be obtained directly through the External Vice President and be approved by the Cabinet.

6. Under the supervision of the Academic Vice President:

a. **Associates Committee**: To be headed by up to two representatives; to be responsible for the selection of Faculty, University, Community, and Honorary Associates; to maintain communication with Associates and encourage their involvement in College activities.

b. **Diversity Committee**: To be headed by one to four representatives; to promote a welcoming and inclusive environment for all members of the College.

c. **Baker Society of Academic Mentors**: To be chaired by one to three Head Mentors; to offer counseling, tutoring, and advising of College members desiring help in their courses; to initiate an informal Baker volunteer tutoring program that shall take effect no later than the beginning of the third week of classes of the fall semester; to act as liaison to academic advising societies across campus; to hold educational events throughout the year to benefit Bakerites.

d. **Peer Academic Advisors (PAAs)**: To be chaired by not more than three Head PAAs appointed by the Office of Academic Advising; to select and train College
members as PAAs in conjunction with the Office of Academic Advising; to provide peer advice to College members concerning degrees, courses, co-curricular opportunities, and academic rules and procedures; to collaborate with the Magisters, Divisional Advisors, Associates, and O-Week Coordinators and Advisors to provide academic advising.

e. Orientation: The Academic Vice President shall sit on the selection committee for new Orientation Coordinators and will work with Orientation Coordinators to ensure that the academic needs of new students are met before, during, and after Orientation Week.

f. Theater: The Academic Vice President shall act as a liaison between production staff and the College. The producer shall be in charge of theater production matters including overseeing selection of productions and directors, recruiting producers, actors, and technical crew, and managing the Theater budget. The producers for each cycle will be selected through an application process by the producers of the previous year and the Academic Vice President.

7. Under the supervision of the Treasurers:

   a. Summer Expenditures: To supervise, or designate another Cabinet member to supervise, all College expenditures over the summer vacation period except Orientation Week expenditures; to give a report to the Cabinet on summer expenditures at the first Cabinet meeting of the fall semester. All unappropriated College expenditures greater than $15 must be approved by the Treasurers.

8. Under the supervision of the Secretary:

   a. Webmasters: To maintain the Baker College website and keep all resources up-to-date; to renew the website’s domain name as needed.

   b. Historians: To document Baker events during the academic year and share information that distinguishes Baker during the year to the College (e.g. articles from student, University, and or other news media; records of Baker’s standings in intramural sports; records of Cabinet members; records of awards recipients; lists of new Associates); to be responsible for acquiring, disposing of, and soliciting books and equipment for the library, as well as maintaining clean decorum.

   c. Listserv: To maintain and moderate the Baker College listerv and keep the College informed of College and University activities.

9. Under the supervision of the Chief Justice:

   a. College Court: To be responsible for the operations and activities of the Court.
b. **Security Cameras:** To be responsible for a review of the security cameras located in the College once a semester.

10. Under the supervision of the Senior Class/5th Year Representatives:
   a. **Parking Jack:** To be responsible for conducting parking jack in a manner consistent with Article VII: Bylaws for Parking.

11. Under the supervision of the Junior Class Representative:
   a. **College Aesthetics:** To be in charge of keeping the inner and outer commons, as well as other parts of Baker, neat, clean and attractive.

12. Under the supervision of the Sophomore Class Representative:
   a. **Baker Service Hours:** To be tracked by the Sophomore Representative, as outlined in Article VIII: Bylaws for Service Hours

13. Under the supervision of the Freshman Class Representatives:
   a. **Freshman Camping Trip:** To be responsible for coordinating the annual camping trip for the freshman class; to be responsible for the acquisition and display of the Baker holiday tree.

14. Under the supervision of the Baker Gentlemen’s Hedonist Society Ministers:
   a. **BGHS Committee:** To be chaired by the Baker Gentlemen’s Hedonist Society Ministers; to handle all areas of College cultural activities including speakers, art, and cultural events in or with the Houston community.

15. Under the supervision of the Socials Chairs:
   a. **Socials Committee:** To be headed by two to three chairs elected by the college; to organize and carry out College parties, College Night, and other College social activities.

16. Under the supervision of the Parliamentarians:
   a. **Elections:** To be responsible for conducting College elections in a manner consistent with Article II: Bylaws for Elections.

E. **Rules Governing the Use of College Equipment**

Committees whose responsibilities include supervision of College equipment shall find voluntary caretakers for said equipment. When a College member assumes responsibility for any piece of College equipment, they also assume liability for any and all damage to that equipment due to negligence, even to the extent of replacement costs. Anyone borrowing College equipment must sign an agreement assuming liability for it. The borrower may choose to
surrender their I.D. in lieu of signing said agreement. In the event a student borrows equipment without signing an agreement or surrendering their I.D., the person in charge of distributing that equipment will be responsible for it. Accidental damage will be assessed by the committee chairman in charge of the damaged equipment, subject to review by the Cabinet.

F. Changeover

1. Elected Positions: In accordance with Article X of the Constitution, the Cabinet shall be considered replaced at such time as established by the Cabinet, but in no case later than the final Cabinet meeting of the academic year. All Cabinet members shall be responsible for maintaining copies of the governing documents and budgets of the committees they oversee. In addition, each member shall be responsible for maintaining a collection of materials to be passed on to their successors.

2. Appointed Positions: All appointed positions, including Committee Chairs and Parliamentarians, shall be replaced no later than one month after the beginning of a new Cabinet, and in no case later than the final cabinet meeting of the academic year.

G. Fiscal Year

The fiscal year of the College shall coincide with the academic year of the University.

IV. BYLAWS FOR THE COURT

A. Initiation of Proceedings

1. Filing Complaints: Infractions may be reported to any Justice by any member of the College, by the College Magisters, or by any other University Official. Infractions reported by persons other than those listed above shall be turned in to the College Magisters or the College President, who shall then file a complaint in the name of the person entering the complaint. Complaints may be filed in the name of the College by any Cabinet officer.

2. Withdrawal of Complaints: Formal complaints may not be withdrawn.

3. Copies of Complaints: Copies of all complaints and accusations shall be delivered to the College Magisters or their designated representative before any trial proceedings are conducted.

4. Notification of Magisters: The College Magisters shall be notified in advance of each Court action to ascertain whether information from their files is pertinent and whether their presence at the trial will be necessary.
B. Trial

1. Date of Trial: A trial shall be held within ten days of the date of the filed complaint, excluding University holidays and exam periods, unless postponement is agreed upon for valid reasons by the accuser, the defendant, and a majority of the Court.

2. Role of Advocate: The Advocate should inform the defendant no more than three days before the date of the impending trial and the details surrounding the accusation and the trial. The Advocate shall discuss the charges against the defendant, the evidence that has been collected at that point, the time and location of the trial, and the rights of the defendant. If the defendant cannot attend the set trial time, the Advocate shall work with the Chief Justice and the defendant to set a time that works both for the defendant and for members of the Court. As the Court collects evidence leading up to the day of the trial, the Advocate shall discuss new evidence with the defendant before the trial.

3. Court Relationship with Defendant: The defendant shall have their rights explained to them in detail by the Advocate. Any questions regarding the trial, the rights, or the accusation may be addressed through the Advocate to the Chief Justice.

4. Construction of Case: The trial shall be constructed so that the facts of the case may be efficiently obtained and a just decision reached, but at no time violate the rights of the defendant nor the integrity of the Court.

5. Release of Names: Names of those involved in a closed trial must remain secret at all times.

6. Quorum: At least five Justices must be present to open a trial. At least five of the Justices originally present must be present for the entire trial. With the consent of all the other Justices present, members of the Court may abstain from participation in the trial. This shall be done only in the interest of impartiality. If, due to this process or any other legitimate reasons, less than five Justices remain eligible to attend the trial, then a sufficient number of the voting members of the Cabinet shall serve on the Court so as to maintain a five-member Court. The order in which the members of the Cabinet shall be asked to serve shall be the same order in which they are listed in the first sentence of Article V, Section A, Clause 1a of the Baker Constitution after the President.

7. Abstentions: If the defendant is a Justice of the Court, then they must abstain from the trial. If the Chief Justice abstains, then the remaining Justices shall select one of their number to preside.

8. Absence of Defendant: If, after proper notification, the defendant fails to attend the trial, the proceedings may be carried out in their absence. They forfeit all rights and may be tried accordingly.
9. **Appearance of Accuser:** The accuser may appear at the trial at the Court’s discretion. If they do not appear at trial, they should submit a deposition for the Court to read.

10. **Pleas:** The defendant may enter a plea of “guilty” or “not guilty.” Failure to enter a plea will be entered as a plea of “not guilty.”

11. **Witnesses:** Witnesses may be called or recalled by the defendant or by the Court.

12. **Striking:** The Court may strike from the records testimony it deems irrelevant.

C. **Verdict**

1. **Time of Verdict Determination:** The verdict shall be determined immediately after the trial in a closed meeting of the Court.

2. **Separate Verdicts:** A separate verdict must be reached for each defendant.

3. **Determination of Verdict of “Guilty”:** A unanimous vote of the Justices present during the entire trial is necessary for a verdict of “guilty.”

4. **Determination of Verdict of “Not Guilty”:** If a verdict of “guilty” is not reached by the Court, the defendant is “not guilty.”

D. **Sentence**

1. **Time of Sentencing:** Upon a plea or verdict of “guilty,” the Court will immediately determine the sentence of the defendant.

2. **Determination of Sentence:** A four-fifths vote of the Justices present for the entire proceedings is necessary to determine a sentence or to reprimand the defendant.

3. **Notification of Sentence:** After a sentence has been determined and before it is implemented, the defendant and the College Magisters shall be given a written notification of the action by the Court.

4. **Enforcement of Sentence:** A sentence may be enforced only after adequate time for appeal has elapsed.

E. **Records**

1. **Record Keeping:** Records of the entire proceedings shall be kept by the Chief Justice in a confidential file, open only to the Justices, the Magisters, the College President, and other individuals designated access by the College Magisters.

2. **Abstract Distribution to College:** Abstracts of hearings and trial shall be kept by the Chief Justice and made available to the College members upon request. Abstracts shall be posted publicly before the execution of sentences and shall remain posted for the period of one week.
F. Appeals

1. Initiation of Appeal: The defendant or College Magisters may appeal the decision if they believe the verdict or sentence was reached in an unfair manner or if they believe the penalty is too severe. The appeal must be submitted through the Advocate to the Chief Justice within five days after the trial, not including University holidays or exam days.

2. Consideration of Appeal: The committee for an appeal of procedural error or unfair penalty shall consist of the Chief Justice, the College Magisters, and the College President. They shall review all relevant evidence, an abstract of the Court trial, and may hear additional testimony from the defendant. The committee can overturn the ruling of the Court or alter the penalty by a two-thirds vote. The President and Chief Justice shall each have one vote and the Magisters shall have a total of one vote. The decision of the appeals committee is final.

3. Appeals Involving Privacy: The defendant or College Magisters may appeal the decision of the court if they believe that there were relevant extenuating circumstances that they did not reveal during the trial for reasons of privacy. Such an appeal will be heard by the college Magisters who may overturn the ruling of the court if they believe there is cause to do so.

V. BYLAWS FOR ASSOCIATES OF THE COLLEGE

A. Selection and Tenure

1. The Associates Committee will be responsible for the selection of Faculty, University, Community, and Honorary Associates.

2. The Associates Committee reserves the right to remove a Faculty, University, Community, or Honorary Associate from their position.

3. The tenure of Faculty, University, and Community Associates will be equal to one calendar year. At the beginning of the Spring Semester said associates receive a letter or email informing them that their term has expired. Those who have demonstrated involvement with Baker College will have their term renewed. Those associates whom the Associates Committee determines have not been involved with Baker College can renew their membership by demonstrating continued interest in the program.

4. Baker alumni who wish to become associates with Baker College may not apply until two academic years have passed since their year of graduation.

B. Community Associates

There shall be a number of Community Associates who shall be appointed by the Associates Committee with the approval of the Magisters and the College Cabinet. The Community
Associate shall be a member of the Houston community whose activities would be of significant interest to Rice students. The primary purpose of the Community Associates program shall be to add a new dimension to the students’ awareness and form valuable references and contacts between Baker College and the Houston community. They shall be invited to functions of Baker College as appropriate.

C. University Associates

There shall be a number of University Associates who shall be appointed by the Associates Committee with the approval of the Magisters and the College Cabinet. The University Associates shall be non-faculty members of the University administration and staff. The purpose of the University Associates is to provide opportunities for association of the members of the Rice community, who do not carry out teaching duties, yet are too much a part of the Rice campus to be considered Community Associates, with the student and faculty members of Baker College.

D. Honorary Associates

There shall be a number of Honorary Associates who shall be appointed by the Associates Committee with the approval of the Magisters and the College Cabinet. Honorary Associate status shall be awarded to anyone who has offered exceptional service to Baker.

VI. BYLAWS FOR THE ORIENTATION OF NEW STUDENTS

A. Baker Coordinators

No more than three Coordinators, who shall chair the Orientation Committee, shall be appointed by a selection committee composed of the College President, the Academic Vice President, the outgoing Coordinators, the College Magisters, the RAs, and other members of Baker at the discretion of the above listed. That appointment shall be subject to the approval of a majority of the Cabinet. The Coordinators shall have Junior, Senior, or Fifth year standing during Orientation week and may not be on judicial or academic probation. The Coordinators shall ensure that new students are informed of the Code of Conduct and the Bylaws of the Baker Constitution. If possible, the Chief Justice shall be included in Orientation Week activities for that purpose. Orientation Coordinators will be under the supervision of the Dean of Undergraduates’ office, specifically the Student Director of Orientation and the Director of First Year Programs, and are expected to meet all University requirements for Orientation of new students.

B. Baker Advisors

Advisors will be selected at the discretion of the Baker Coordinators. Baker Advisors will be selected from the returning undergraduate members of the College. No Baker Advisors may be
on any type of probation. All members applying for positions as Advisor shall submit a written application as designed by the Coordinators. Both the written application and the interview shall be kept completely confidential. Before announcing the Baker Advisors, the Coordinators shall submit a list of prospective Advisors to the Baker Magisters for approval.

C. Baker Co-Advisors

Co-Advisors will be selected at the discretion of the Baker Coordinators from returning undergraduates of Colleges other than Baker. The Baker Co-Advisors shall be subject to the same guidelines and restrictions as Baker Advisors.

VII. BYLAWS FOR ROOMING ASSIGNMENTS

A. Definitions

1. **Year:** A student’s year shall be defined by the year of their matriculation to Rice.
   
   a. Exceptions are transfer students, exchange students, and students who have taken a leave of absence. Their years shall be defined by the year of their intended graduation from Rice.

2. **Senior Status:** Senior status is automatically declared a student’s fourth year at Rice unless they choose to defer it to a fifth year or declare it early.
   
   a. Any student deferring their senior status will be classified as a fifth year student during their fourth year at Rice.

   b. Any student who declares their senior status early but returns for another term at Rice will be classified as a fifth year student for their remaining time at Rice.

3. **Room Jack:** “Room jack” is equivalent to the room draw.

4. **Room Assignment Chairs:** The Room Assignment Chairs (the RACs) are two students charged with the organization and carrying out of the room draw outlined in this document.

   a. The two RACs shall be appointed by a committee comprised of the current Internal Vice-President and the two outgoing RACs (unless an outgoing RAC is trying for the position again, in which case the Internal VP may choose another person to be on the committee). Each party will cast a single vote, and no single vote will take precedence over the other two. The appointment must be approved by Cabinet.

   b. Questions of procedure concerning room draw or room assignments shall be resolved by the RACs, using this article as the primary reference. The RACs may exercise their own interpretation if this article does not provide adequate
guidelines to resolve questions of procedure. All RACs interpretations must not violate university housing policy and are subject to review and approval by the Magisters of Baker College.

5. **CODLUS:** The Chart of Dormitory Living for Undergraduate Students (CODLUS) is a floor plan of the rooms available for student housing in Baker College with designations made by the RACs for incoming student rooms and other special needs. The CODLUS must be approved by Cabinet before the room draw can proceed.

6. **Intent to Jack List:** The intent to jack list is the roster of all students eligible for a room with the number of housing points for each student listed. Students on the intent to jack list must have completed and turned in their intent to jack forms by the appropriate date.

7. **Kick List:** The kick list is a roster of randomly drawn student names that will be unable to live on campus the following year.

8. **Hat:** The hat is the object from which names will be physically and randomly drawn for the kick list. This object does not actually need to be a hat, but it must be a receptacle that can physically hold slips of paper containing the names of students who do not have resident status.

9. **Group:** A group is considered to be two or more people.

**B. College Capacity**

1. College capacity is officially 248 as determined by square footage studies performed by Housing and Dining (H&D).

2. College overcrowding occurs when the number of college residents exceeds 248.

3. Room overcrowding occurs only when the college is over capacity and the number of residents in a specific room exceeds the number of residents as determined on Housing and Dining floor plans. Students may voluntarily choose to live in rooms in numbers greater than those stipulated by H&D although these rooms are not technically overcrowded unless the college is over capacity and a spot is not available in a same gender room.

**C. Resident Status**

1. The following members are assured resident status, meaning they are guaranteed on campus housing and therefore exempt from the kick list.

   a. All incoming freshmen

   b. All incoming transfer students

   c. All exchange students
d. All rising seniors and those declaring senior status who request a room
e. The Baker College President
f. Voting Cabinet members, excluding the Off-Campus Representative
g. The Chief Justice of the Baker College Court
h. The Orientation Week Coordinators
i. The RACs
j. Students who lived off-campus for at least a full semester
   (i) This excludes fifth year students, fourth year students who deferred their senior status, and students whose only time off campus was studying abroad
k. Members on full athletic scholarship or athletes otherwise guaranteed by the Athletic Department to live on campus

2. The following members can petition for resident status to the Baker Magisters even if they are not guaranteed on campus housing by the above subsection.
   a. Those with a documented medical consideration that requires them to live on campus or in which their quality of life would be significantly lowered by living off campus due to said medical consideration
   b. Those whose financial aid is contingent on living on campus
   c. Those with extenuating circumstances that compromise their safety outside of the normal risks associated with living and being a Rice student

3. Certain members may be denied on-campus housing by the Magisters for valid reasons despite resident status. For example, if a student is deemed to be a danger to the well-being of other members living on-campus.

D. Intent to Jack

1. In order to be eligible for on campus housing for the following school year, an intent to jack form must be submitted by the appropriate deadline.

2. Guaranteed spaces and resident status are forfeited if the intent to jack form is not submitted.

3. Intent to jack forms shall be submitted to the RACs.
4. The RACs will enter the students’ names on the intent to jack list, which will be posted to the college, and this list shall be used to determine the kick list once the intent to jack form deadline has passed.

E. Kick List

1. Kick list is the process used to determine which students are and are not given the remaining on-campus housing spots after taking into account those with guaranteed resident status.

2. Those who participate in kick list are all students not guaranteed resident status by the stipulations in Section C.
   a. Generally, this means that rising Juniors who lived on campus their Sophomore year and rising Sophomores can be “kicked” off-campus.

3. The number of students who will be kicked will be determined by the following procedure.
   a. Determine the number of available beds by subtracting the number of beds allotted to new, incoming students from the total number of beds.
   b. The number of students to be kicked then is the number of students who filled out the intent to jack form minus the number of available beds.

4. The following students are automatically kicked and placed at the top of the kick list in a random order:
   a. Students designated by the Baker Court in consultation with the Magisters as having a definitely detrimental effect on the College.
   b. Students in their 5th or more year at Rice who lived on campus for 7 or more semesters and did not defer their senior status
   c. Those who turn their intent to jack forms late

5. The kick list must be drawn in a common space of Baker College, and the time, date, and place must be announced two weeks prior to the drawing.

6. The kick list shall be drawn in the following manner.
   a. Write the name of each student who signed the intent to jack form and who is not guaranteed resident status by Section C on equally sized pieces of paper and put those pieces of paper in a hat.
   b. From the students who signed the intent to jack form and who are not guaranteed resident status by Section C, randomly draw from the hat the same number of names as the number of students to be kicked as determined in Section
E, Clause 3c after accounting for those automatically kicked by Section E, Clause 4.

c. The first name drawn shall be the first name on the Kick List and the last name drawn shall be the last name on the Kick List. The first name drawn is the first kicked off campus.

d. Randomly draw an extra 20 names for the Backup List, again putting the first name drawn first and the last name drawn last.

   (i) These students are not kicked unless a student on the Kick List has an extreme circumstance that makes it necessary for the kicked student to live on campus. For every student like this, a student from the Backup List is kicked, starting with the first name on the Backup List.

F. Volunteering-Off

1. College members wishing to move off voluntarily must submit an application to the RACs. This deadline must fall between Singles Draw and the beginning of regular room draw. Any student can submit this application.

2. All students who volunteer-off (otherwise known as “v-off”) by the deadline shall receive an extra 0.5 housing points to use in a single, future room draw.

3. The RACs shall make note of all students who v-off as those students cannot jack for a room on campus despite resident status.

4. Requests to reverse a v-off application will not be granted.

5. Students who v-off can be on the waiting list for housing but are placed after everyone else.

6. During the school year following the v-off application:

   a. The student may move on campus only into places vacated by other members.

   b. Students moving on campus during the fall semester forfeit their entire 0.5-point housing bonus.

   c. Students moving on campus during the spring semester forfeit only 0.25 points of their housing bonus.

7. For every student that v-offs that was not kicked, one student from the kick list is let back on campus, starting with those at the bottom of the kick list.

8. At the v-off deadline, students on the backup list, defined in Section E, Clause 6d, are guaranteed on campus housing for the next school year and cannot be kicked.
G. Room Draw

1. The RACs, with the approval of the Cabinet, will designate new student and returning student rooms in a document called the CODLUS.

2. The RACs are required to create a clear diagram of the CODLUS, large enough for intent to jack notification placements to appear on the representation of each room.

3. After the posting of the CODLUS, students may petition to the RACs or Magisters if they require a certain room for any physical or mental health condition. If the petition is granted, the student is exempt from room draw.

4. Room Draw Points

   a. Points are awarded as follows based on classification.

      (i) Seniors: 4 points

      (ii) Juniors: 3 points

      (iii) Sophomores: 2 points

      (iv) Students in their 5th or more year at Rice: 2 points

   b. Students intending to graduate in fewer than 4 years of undergraduate study may petition the RACs to receive senior status for their final year.

   c. Points beyond those designated for classification can be altered in the following ways:

      (i) Loss of points for incompletion of freshman service hours, as documented in Article IX: Bylaws for Service Hours

      (ii) Increase in points due to Volunteering Off

      (iii) Increase in points due to Study Abroad

         (a) Study abroad students receive 0.25 points per semester spent abroad.

      (iv) Increase in points from Housing and Dining due to extenuating circumstances (being forced to move rooms, etc.)

   d. Questions concerning classification will be resolved by the RACs.

   e. Next to each individual’s name on the intent to jack list, the RACs will indicate the point value for each student. Petitions for changing point value will be accepted no later than 24 hours before room draw begins.
5. In order to jack for a mixed-gender room, students must submit an intent to jack for a mixed-gender room form signed by each member to the Magisters and RACs. This form is due one week before the first night of Regular Room Draw. The group must meet with the Magisters to discuss their rooming situation and obtain their approval.

6. Deadlines are set by the RACs and approved by the Cabinet. All deadlines should be well-publicized to Baker members and the Athletic Department. Well-publicized is defined as announcing dates at Cabinet at least two Cabinets before the actual deadline, sending out Bakerites the same night as the Cabinet announcement and 24 hours before the date, and at least one visible posting in the Commons.

7. Students only intending to live on campus for the Fall semester (due to Study abroad, early graduation, or for any other reason) must jack with a student intending only to live on campus for the spring semester.

   a. If the student planning only to live on campus during the spring desires a bed during the spring for any reason, they must contact the college coordinator to determine if there is an open bed in the spring, otherwise they forfeit their on-campus status for the spring.

8. The order of room draw shall be as follows: posting of the CODLUS, petition deadline, singles draw, President’s draw, and regular room draw.

9. Singles Draw

   a. Singles draw shall occur after the kickoff list is posted but before regular room draw. Only those members who are eligible to participate in room draw (i.e. not kicked off) will be allowed to participate in singles draw.

   b. A sign-up list for members desiring singles will be posted by the RACs at least one week before singles draw.

   c. The student with the highest housing point total shall select first. Students shall then select singles in descending housing point total. Between students who have the same amount of points, a card draw determines who gets priority. Card values are determined as follows: spades is highest, then hearts, then diamonds, then clubs. Ace is highest, 2 is lowest.

   d. A person drawing a single and deciding not to occupy that single must notify the RACs before the next round of room draw, so that the single may be awarded to another student. Failure to do so will result in a 0.1-point deduction.

10. President’s Draw

    a. President’s draw shall occur before regular room draw.
b. Baker will honor the tradition of housing the President in the Presidential Suite, Room 161.

   (i) The President may petition to the Magisters to be exempt from living in the Presidential Suite, and the decision is at the discretion of the Magisters. This petition must occur before room draw.

c. The President will choose the students that will live with them, regardless of points or classification.

d. The President cannot save students who have been kicked off campus.

11. Regular Room Draw:

   a. Regular room draw shall consist of five periods. The duration of each of these periods shall be determined by the RACs, but all five periods combined shall not exceed a total of three days in length.

   b. To determine a group's average points, divide the total number of points held by the group by the number of people in the group.

      (i) Any group may take in an extra roommate (beyond the designated capacity of that room). The point value of the group shall be calculated by taking the average points of the non-overflow members of the group and adding one-half the points ordinarily held by the overflow member.

   c. Room draw shall be divided into the five rounds as follows, and in this order:

      (i) Round I: all groups with at least a 4-point average

      (ii) Round II: all groups with at least a 3.5-point average

      (iii) Round III: all groups with at least a 3-point average

      (iv) Round IV: all groups with at least a 2.5-point average

      (v) Round V: all remaining groups

   d. Within each period the procedure will occur as follows:

      (i) Rooms of 8 will be drawn for first, then rooms of 4, then 3, then 2.

      (ii) The group with the highest point total will select first, then draw will proceed in descending order of points.

         (a) If multiple groups have the same number of points, one representative from each group will put a finger on the room they wish to jack for on the CODLUS
(b) Rooms will be designated in descending order of room number.

(c) If multiple groups of the same point total have chosen to jack for the same room, a card draw will occur with card values as follows: spades is highest, then hearts, then diamonds, then clubs. Ace is highest, 2 is lowest.

(d) The loser of the card draw will then announce the next room they intend to jack for by moving their finger to that room, and if another card draw is necessary, it will proceed.

(iii) The round ends when all groups have a room.

e. At the end of each round, the RACs will update an official chart which shows the rooms taken in that round.

f. No person may apply for more than one room at the same time.

g. Room assignments for a particular period are considered final; no subsequent applications in later periods may challenge for those rooms. When this occurs at the conclusion of round V, room draw ends.

h. No person or group shall be permitted, after having submitted an application for a given room, to withdraw that application for the remainder of the room draw.

i. At least one member of each group (or an official proxy) bidding for a room must remain at the designated location of room draw until the round in which his group is participating has been declared over by the RACs and a room is officially secured for that group.

H. Vacancies

1. As vacancies become available during the school year, the rooms will be made available to people in the following order:

   a. Students kicked off campus who did not volunteer-off.

   b. If there is a non-overflow vacancy caused by a member moving off campus, the roommates have one week to get someone else to fill the vacancy; otherwise, people in overflow rooms will be moved in at the discretion of the RACs. If, after all the vacancies have been filled, there are still members left in an overflow situation, then the overflow rebate will be divided among them.

   c. Students kicked off campus who have previously volunteered-off for the current term.
I. General Rules

1. All room assignments are tentative until the first day of classes. Failure to meet the schedule of payments established by the Office of the Cashier will result in cancellation of the room assignment.

2. All residents shall be required to live in the rooms which they were assigned. All changes must be submitted in advance for approval by the RACs and the Magisters.

3. No person or group shall apply for a room under false pretenses. The RACs shall report all such cases to Baker Court for action. No person shall apply for a room that they have no intention of occupying.

4. Room applications of members who withdraw or are dropped by the University for any reason are automatically cancelled as of that date. If such member is subsequently reinstated by the University, they may reapply in writing to the President in consultation with the Magisters of Baker College, and room assignment will be made subject to availability.

5. Cases in which demonstrable hardship or the general welfare of the College are at issue are subject to the discretion of the RACs in consultation with the College Magisters despite any student’s resident status.

6. The O-Week Coordinators shall have primary responsibility for the assignment of incoming freshmen and transfer students to spaces within the Colleges with the Magisters assisting in an advisory capacity.

   a. If upperclassmen rooms must be exchanged with freshmen rooms after Room Draw, the O-Week Coordinators may do so in consultation with the Magisters and the RACs. The College Coordinator must notify the affected upperclassmen.

J. Deadlines List

1. All deadlines or events must be announced at least 2 weeks in advance.

2. All parts of the room jack process must be completed by the 12th week of classes in the Spring Semester.

3. All deadlines shall be set by the RACs subject to the following.

   a. At least 2 weeks before the drawing of the kick list:

      (i) Date and time of the public drawing of the kick list announced

   b. At least 1 week before the drawing of the kick list:

      (i) Application for guaranteed on-campus housing due
(ii) Intent to jack forms due
c. At least 2 weeks before room draw:
   (i) CODLUS posted
   (ii) Date and time of room draw announced
d. At least 1 week before singles draw:
   (i) Singles draw sign-up posted
e. At least 1 week before room draw:
   (i) Freshman service hours/intent to perform hours completed
   (ii) V-Off forms due
   (iii) Petitions to change the CODLUS/Intent to mixed-gender jack due
   (iv) Housing Agreements signed for all students who wish to participate in room draw
f. Before room draw
   (i) Approval of CODLUS by Cabinet
g. Room draw

**VIII. BYLAWS FOR PARKING**

A. Jurisdiction and Timing
The Senior Representatives shall be in charge of conducting the parking draw. The timing of the parking draw shall take place near the end of the Spring Semester before the beginning of final examinations.

1. For reference, in 2018 the draw occurred on April 21.

B. Parking Availability
Baker has 25 allotted parking spots within South Lot.

C. Reserved Spots
Parking spots are automatically reserved for the College Coordinator and, if they want them, the President, Chief Justice, and Vice Presidents of the College.
D. Parking Draw

All of the remaining allotted parking spots are available for the rest of the College.

1. If there are more people that want parking spots than are available, a raffle will be held to determine who will receive these spots. Points will be awarded as follows based on the following classification.

   a. Students who are not transfer students are awarded one point for every year they have been enrolled at Rice (including time spent abroad and the current year).

      (i) For example, a rising senior who will be living on campus would have three points.

   b. Transfer students are awarded four points minus the number of complete or partial academic years until their expected graduation date, not including the current year.

      (i) For example, a transfer student who will be living on campus and planning to graduate at the end of the upcoming school year would receive three points.

   c. Students who will be living off campus are awarded one extra point.

      (i) For example, a rising junior who will be living off campus would have three points.

2. Those with the most points will receive spots in South Lot.

3. In the event that there are multiple people with the same number of points, but spots have run out, names of those with the same number of points will be drawn at random to determine who gets a spot.

   a. For example, if 25 people have three points and five spots have already been taken, 20 of the 25 names with three points would be randomly chosen, and those selected would receive a spot.

IX. BYLAWS FOR SERVICE HOURS

A. Purpose

To fulfill the charge of its Constitution of encouraging the social growth of its members, Baker College organizes numerous events and activities throughout the school year. These events require a number of volunteers to put on. Therefore, Baker College creates service opportunities for members of the college to complete at these events to ensure the events follow university mandates, introduce new students to residential college life, and are successful in stimulating
social life. This article codifies the long-held traditions and procedures of how Baker College implements college service hours and aims to ensure that volunteers are present at Baker College events throughout the school year.

B. Volunteers

1. These service hours are required to be completed by Freshmen.

2. In accordance with Article VII: Bylaws for Rooming Assignments, Freshmen are determined by matriculation year. They are not determined by credit hours or intended graduation year. Students who transferred from another university are exempt from this definition.

3. Transfer and exchange students are not required to complete service hours in any capacity.

C. Incentive

1. All Freshmen shall complete the designated number of service hours by the end of their freshman year.
   
   a. Freshman may only be exempt from completing the designated number of service hours if they petition the A-Team and show a pressing, extreme, and unique inhibitor.

2. Freshmen who do not show up to the shifts they signed up for will instead lose half of the service hours they would have gained if they showed up.

3. Any Freshmen who complete at least all of their required hours will lose no housing points due to Baker service hours.
   
   a. Any Freshmen who complete less than half of their required service hours will lose 0.2 housing points in the room draw process outlined in Article VII: Bylaws for Rooming Assignments.

   b. Any Freshmen who complete at least half of their required service hours but not all of them will lose 0.1 housing points in the room draw process outlined in Article VII: Bylaws for Rooming Assignments.

   c. There is no rounding of hours in determining if a Freshman will lose any housing points or how many. For example, if all Freshmen are required to complete 5 service hours in the school year, and an individual Freshman only completed 2.4 hours, that individual shall not round their hours up to 2.5 in order to only lose 0.1 housing points as opposed to 0.2 housing points.
4. This incremental system of housing points shall apply to the Class of 2021 and all subsequent classes. It shall not apply retroactively to the Classes of 2019 and 2020.

5. Since there are service opportunities after Room Draw, any reduction in housing points due to service hours will not be applied to an individual’s Sophomore year housing. Any reduction of an individual’s housing points due to service hours will only be applied to a student’s Junior and Senior year housing status.

D. Role of the Sophomore Representative

The Sophomore representative shall lead the organization and implementation of the service hours, as mandated by Article III, Section D, Clause 9 of the Bylaws. The specific duties and responsibilities of the Sophomore Representative in administering the service hours requirements are as follows:

1. To calculate the total number of service hours required of Freshman for the year. This shall be done using the following procedure.
   a. The Sophomore Representative shall discuss with Cabinet members and Committee Chairs who put on events that need volunteers.
   b. Every Cabinet member and Committee Chair shall calculate an accurate estimate of how many service hours each event they will host will require for the entire school year and then relay that number to the Sophomore Representative.
   c. The Sophomore Representative shall all of the hours obtained from other Cabinet members and Committee Chairs, divide it by the total number of Freshmen, and make an informed and thoughtful determination of the number of hours each individual Freshman shall be required to serve that school year.

2. To present their informed and thoughtful determination of service hours to Cabinet by the end of the third week of classes.

XI. SOCIO-ECONOMIC INCLUSIVITY AND ENDOWMENT FUNDS

A. Socio-Economic Inclusivity Fund

A Socio-Economic Inclusivity Fund shall be maintained to enhance access to and knowledge of opportunities and resources at the College for all Bakerites. This Fund shall be under the supervision of the Baker College Magisters, and spending is left to their discretion.

B. Baker Endowment Board

The Baker Endowment Board shall be composed of the President, Treasurers, and one Baker upperclassman who is not a member of Cabinet, to be selected by the President and the Treasurers after an application process. The Board will work in consultation with the Magisters
to report to Cabinet on the status of Baker’s various endowment funds, including reporting how much of the funds are available to be spent by Cabinet for the College that year and relating suggestions for spending the available funds. A report should be made by the Board to Cabinet within the first month of school.

C. Baker Endowment Fund
An Endowment Fund shall be maintained, whose income shall be used to enhance educational aspects of the College. For example, when sufficient interest has accumulated it may be used to pay for short-term residence in Baker of distinguished guests. This Endowment shall be under the supervision of the Baker College Magisters, and spending is left to their discretion. Spending suggestions may be made by Cabinet, but all decisions are to be made by the Magisters.

D. Parker Redman Memorial Fund
1. The Parker Redman Memorial Fund was created in 2007 in memory of Baker College member Parker Redman and should be used exclusively for the benefit of the students of Baker College. Use of the funds should be supervised by Cabinet, in consultation with the College.

2. This Endowment Fund, in accordance with the wishes of the family, should be used for the following purposes: for Baker Shakespeare Theater, Baker Blues, capital improvements to Baker, and generally for merriment, frivolity, and classiness outside of the ordinary that benefits the Baker community as a whole.

3. When possible, spending decisions should be made in consultation with a member of the Redman/Dingus family or extended family members.