International House Constitution

Article I – The Being of International House

The name of this house shall be International House.

- “I-House” is understood to be an abbreviation of International House.

International House shall recognize that it receives its right to function as a Special Interest House from the Center for Residence Life of Rochester Institute of Technology (RIT) in conjunction with Residence Hall Association.

The purpose of International House shall be twofold:

- To provide students with the environment where they can learn about different cultures from around the world.

- To help all students adjust to life at RIT.

I-House must retain, from one year to the next, at least one fourth (25%) of its members as on-floor members. If there is less than one fourth retention, I-House must enforce a standard exit conversation, focusing on the reasons for moving off-floor.

I-House must maintain full occupancy at all times. If a space becomes available, I-House will be granted a grace period to fill that space and make a “Good Faith” effort to do so.

The Special Interest Housing Committee will define quantifiable standards for SIH membership among all Houses and the I-House executive board shall enforce these standards by including them in the annual good standing criteria.

There shall be at least one advisor to I-House whose duty is to follow and advise upon the guidelines established by the Center for Residence Life.
Article II – Terms of Admission

Admission into International House will be based on the application process established in the Special Interest House Standards. The Selection Committee will select future members based on the applications received by Housing for International House.

Membership is open to all students who have completed a membership application that has been accepted by either the executive board or the selection committee and are in good standing with RIT.

Good standing with RIT is defined as a student in good conduct standing with RIT.

All members must pay dues, agree with the Constitution, and sign any and all International House agreement documents to receive active membership.

Returning Members Room Selections for Housing:

- To select members’ rooms for their returning year, the highest Tier executive board member of the executive board shall designate rooms according to priority. The priority applies only to those holding the title at the time of the creation of the housing roster.

The order of priority from highest to lowest is:

- President
- Vice President
- Treasurer
- Secretary
- Public Relations Director
- Floor Architect
- Webmaster
- Historian
- On-Floor Members
- Off-floor Members
- Incoming I-House Members
Article III – Membership

On-floor Members:

- On-floor member is defined as any RIT student that is a member of International House and lives on-floor.

- On-floor members are required to pay dues of $105 per year.

- On-floor members are required to attend at least 50% of all events other than the floor dinner.

- On-floor members must attend any floor dinner on campus.

- Off-campus floor dinners are not mandatory.

- On-floor members must attend all International House floor meetings with exception of three meetings per semester.

- The member must inform the Executive Board as to the reason for not coming.

- On-floor members have access to the kitchen.

- On-floor members have the right to suggest amendments to the Constitution to be reviewed by the Executive Board.

- On-floor members have the right to call an impeachment of an Executive Board member.

- On-floor members are required to do community service as per Res Life guidelines through I-House coordinated events or through other events with pre-approval from E-board.

- On-floor members have voting rights granted if in good standing with both International House and RIT.
• On-floor members have the right to make requests whether it is an event or equipment.

• Event or equipment requests will be reviewed by the Executive Board and will be handled accordingly.

• On-floor members will be evaluated throughout the semester. Members may face consequences if conduct is not maintained.

• The Executive Board will determine proper I-House conduct.

Off-floor members:

• An off-floor member is defined by any RIT student that is a member of International House and lives off-floor.

• Off-floor members are required to pay dues of $45 per year.

• Off-floor members are required to attend at least three events other than the floor dinner per semester.

• Off-floor members must attend any floor dinner on campus.

• Off-campus floor dinners are not mandatory.

• Off-floor members must attend at least five floor meetings per semester.

• Off-floor members do not have access to the kitchen.

• Off-floor members have the right to suggest amendments to the Constitution to be reviewed by the Executive Board.

• Off-floor members have voting rights granted if in good standing with International House and RIT.

Alumni Members
An Alumni of I-House is defined by a person who was a member of I-House for an aggregate minimum of one semester (or two quarters) and left within good standing of I-House, but does not currently reside on floor.

Alumni do not pay dues of any sort to maintain alumni status.

Alumni are welcome to attend all meetings and events, but they will not be required to attend, and are not given the right to vote on any I-House matters.

Alumni will not be evaluated, however may be revoked Alumni status if conduct is not maintained. The Executive Board will determine proper I-House conduct. Alumni may receive benefits associated to I-House events.
  ● A person who has been revoked of alumni status shall not receive any benefits associated to I-House events.

Article IV – Sanctions

Definition of Good Standing:

  ● The member is in good standing if he or she complies with what defines an on-floor, off-floor, or alumni member depending on their status.
  
  ● The member must follow the RIT Rights and Responsibilities Handbook.
  
  ● The member must uphold the Kitchen and Lounge Constitution.
  
  ● The member must pass Executive Board reviews.
  
  ● The final decision will be made under discretion of the Executive Board.

If the member in consideration is in disagreement with the decision, he or she may appeal the decision and review with the Executive Board.

Probation Policy

  ● A member of I-House that has not been in good standing for a semester shall be on probation and gain the title of inactive. He or she may be asked to seek alternate housing or shall be expelled from the floor by the executive board as a whole.
• A member may be on probation for any of (but not limited to) the following reasons:

- Not in good standing
- Did not pass evaluations.
- Lack of I-House participation
- Lack of Committee participation
- Stealing of any I-House possessions
- Destruction, vandalism, or misuse of I-House possessions
- Dishonest, disrespectful, or violation of the rights or privileges of other I-House members.

Those with the title of inactive have the following restrictions:

• Inactive members may not participate in any I-House activities including but not limited to I-House trips, voting and floor dinners; unless specified by a majority vote of the Executive Board.

• Inactive members will not have access to the kitchen.

Probation will end at the next evaluations provided that following conditions are met:

• Members must pass evaluations.
• Members must be in good standing.

Article V – Evaluation Policy

Evaluations will be implemented during weeks 8 and 14 of each semester.

The evaluation process will be done under a separate I-House evaluation guidelines.

Article VI - Executive Board

The powers of the Executive Board shall be limited to the individual powers of the elective positions within it.
The authority of the Executive Board members is correlated with what Tier their office exists in.

A Tier is defined as the rank of each Executive Board member with Tier 1 being the most authoritative and Tier 3 being the lowest.

The hierarchy follows the linear order:

- Tier 1 – President
- Tier 1 – Vice President
- Tier 1 – Treasurer
- Tier 2 – Floor Architect
- Tier 2 – Secretary
- Tier 3 – Webmaster
- Tier 3 – Historian
- Tier 3 – Public Relations Director

The lowest executive Tier is higher in authority than any non-Executive Board I-House member.

The Executive Board shall meet on a regular basis as determined by the highest Tier elected official therein.

The Executive Board shall plan and act upon at least one entertainment type event involving the floor’s members in good standing as a whole at least once per semester.

The Executive Board shall evaluate all members of I-House to check if they are in good standing both for I-House and RIT.

All disputes within the executive board shall be decided by three fourths majority vote.

All E-board members may temporarily create committees as necessary with approval from majority of the E-board members to assist with but not limited to administrative duties, events, floor dinner, and fundraising.

All elective positions, their powers, duties, responsibilities and limitations are as follows:

President
• Shall preside over all special and regular International House meetings and Executive Board meetings.

• Shall create, manage, enable, and/or disable that acting of, and assignment of control over committees.

• The president may not disable the acting of, and assignment of control over committees.

• The president is allowed to delegate tasks to other Executive Board members, as long as the task is approved by the rest of the Executive Board with a 3/4 majority vote including the President.

• In case any Executive Board positions are vacant, the President takes full responsibility for said positions until elections are held.

• The president has the power to veto, however, the remaining Executive Board must unanimously vote against the veto to override the veto.

Vice President

• Shall enforce Executive Board meeting times, dates, and attendance.

• Shall lead all major events with the support of the Executive Board.

• Vice-President will inherit all responsibilities of the President if the need arises.

Treasurer

• Shall approve all financial transactions along with the Advisor(s)

• All financial transactions will be supervised directly by the Treasurer

• All financial transactions will be recorded by the Treasurer:
  • The record will contain a copy of the receipt.
  • The budget will be updated immediately.
- All warranties will be copied and shared with the necessary Executive Board member.

- Shall report to International House members on the financial standing of International House frequently or on request.

- Financial decisions can be overridden by a 3/4 majority vote by the Executive Board.

- Is chairperson of and is responsible for the Fundraising Committee.

Floor-Architect

- Shall make sure facilities are in order, working and clean.

- The Floor Architect must visit both the kitchen and the lounge daily to ensure that facilities are in order.

- The Floor Architect shall keep all the International House facilities stocked with necessary supplies.

- Shall have power over the kitchen and lounge constitutions.

- The specifics of the kitchen and lounge constitution may only be overruled by a 3/4 vote of the Executive Board.

- If the kitchen or the lounge constitution has been changed in any way, all International House members are required to acknowledge and sign the new and modified constitution.

- Shall approve or disapprove requests from members of items relevant to the kitchen or the lounge.

- For the case that items require financial expense, the Treasurer’s approval is required.

- Shall ensure that no personal items are left in either the kitchen or the lounge without the owner’s supervision.
• An exception is made if the Floor Architect has personally decided that the personal item will benefit the entire floor and if the owner has signed an official waiver accepting that International House is not responsible for that item.

• The Floor Architect has the right to remove items if the owner is not present, and to give it to the Resident Advisor of the floor if the above conditions are not met.

• With the unanimous Executive Board approval, shall ban a member from access to the kitchen if the Floor Architect has decided that the member has not given a sufficient level of respect to either the kitchen or the lounge.

• The member can be banned either temporarily or permanently.

• Shall have the power to conscript any International House on-floor members, including Executive Board members, into facility cleaning sessions.

• The Floor Architect must be informed of those who are conscripted, but are not able to commit, in advance.

Secretary
• Shall keep an accurate record of members and keep the minutes of all meetings.

• Shall make the typed floor meeting minutes available to all International House members.

• Shall be responsible for confirming all communications regarding all service events.

Webmaster
• Shall manage, document, maintain, and administer International House Internet presence and electronic systems.
Historian

- Shall be responsible for preparing information on International House events, activities, members, Executive Board, and alumni in an acceptable format at least four times per year.

- Shall be responsible for the organization of past and current information related to International House in a way that can be easily passed on to future generations.

- Shall be a liaison between International House and Alumni.

Public Relations Director

- Shall promote and be involved in activities that spread International House’s name and presence throughout the RIT community.

- Shall help communicate to International House members about activities and events that I-House is involved in.

- Shall be responsible for having representation at all SIH RIT Open Houses, in order to promote I-House.

- Shall be responsible for all communication regarding any event chaired by him or her.

Article VII – Elections and Resignations

Nominations

- Members may nominate themselves for elected positions or be nominated by other members and must be seconded.

- Nominated members can either accept or decline their candidacy.

Election
● Regular elections for all positions listed above shall be held in second semester week 7.

● Special elections must be held as soon as possible if a position is empty. No elective position shall be empty for more than two weeks.

● Elections can only occur when 2/3 of all on-floor members are present and all of the Executive Board is present.

● All voting sessions except calls for impeachment are to be held by a public rising of hands.

● In the case that there are two or more candidates running for any given elected position, the winner shall be elected by majority vote.

● If 2/3 of I-House members do not raise their hands for either candidate neither candidate shall have won the election and neither shall enter the Executive Board. (This is a vote of “No Confidence”.)

Impeachment

● Any Executive Board member can be impeached at any time by a presentation of a petition of impeachment containing 2/3 of all active members’ signatures to that Executive Board member under the witness of another Executive Board member.

● Any Executive Board member can be impeached under a call for impeachment voted for by majority of the members present at a regular meeting containing at least 2/3 of all I-House members.

● If a call for impeachment is passed, there shall be written anonymous yes or no ballot to impeach. If the yes or no ballot is passed with a 2/3 majority, the impeachment takes place.

● In case of a special election or meeting involving impeachment, the impeached need not be present to hold elections.

● The whole Executive Board can be impeached with the vote of every active non-Executive Board member for impeachment.
Resignation

- Any Executive Board member may resign at anytime with a written letter of resignation presented to all members at a regular meeting.

- There will be a two-week period between the announcement of the resignation and when the resignation takes effect.

Article VIII – Amendments

New amendments may be made to the “International House Constitution” once per academic year given:

2/3 of all current on-floor members are present.

All Executive Board is present.

All that is to be changed is publicly declared before both present groups.

2/3 of the present non-executive board members vote and approve the changes.

3/4 of the Executive Board vote and approve the changes.

The International House Constitution shall be abolished and a new constitution can be set in place given:

All current on-floor members are present.

All on-floor members have spoken on the matter and support the abolition.