

Photo House Constitution

Revised Spring 2007

Preamble

The following is the official record of operations, procedures and responsibilities of Rochester Institute of Technology's Photo House, designed to direct, govern and preserve the quality of the organization.

Article I. Name

The official name of this House, located on the fourth floor of Nathaniel Rochester Hall, is Photo House.

Article II. Derivation of Authority

Photo House shall recognize that it receives its rights to function as a Special Interest House from the Department at Residence Life of Rochester Institute of Technology in conjunction with the Residence Halls Association. Members are subject to all rules set forth by these organizations as well as all rules set forth by this constitution.

Article III. Vision

The vision of this House is to promote interaction between Photography students and Non-Photography student. It is also to provide an atmosphere where students can exchange ideas, gain experience and knowledge concerning photography, have use of facilities for photographic work on the residential side of campus, and to give interested non-photo students a chance and a place to learn about photography.

Section 3.01 Mission

Photo House will reach this vision by creating a community amongst Photo House members, as well as other SIHs and the RIT community. The facilities on floor will provide an educational environment for members to acquire and hone their photographic skills. By providing a welcoming atmosphere, students will be able to learn and communicate with their peers and faculty.

Section 3.02 Goals

In order to meet this vision, Photo House will attempt to achieve the following goals throughout the year:

- Provide an active Social Committee and community service events in order to get members involved with their peers and the community.
- Host and/or promote numerous lectures, gallery shows, and workshops for students to attend in order to increase knowledge and get information on photography and other medias.

- Maintain facilities through the House Improvements Committee and the Facility Managers.
- Provide a friendly, welcoming atmosphere so students can have a sense of pride for their work and the House.
- Invoke a sense of responsibility in floor members to meet these goals and take care of the floor and their peers.

Article IV. Membership

Membership is open to all RIT/NTID students showing a definite interest in photography, and who are enrolled in any program and are in good standing in accordance with the standards set forth by the Special Interest House Committee.

Incoming freshman will be accepted based on guidelines set by ResLife.

Section 4.01 Membership categories

On-Floor Members: The individual has submitted an application and has been accepted by the House. He/She is entitled to full membership benefits: use of all facilities and equipment. He/She is required to pay 100% of quarterly dues, attend all scheduled House meetings and mandatory programs, should express a positive and active interest in House functions and follow the darkroom/studio guidelines.

Section 4.02 Alumni

Alumni: Any former House member in good standing after their final evaluation, which has moved from the floor to alternative housing. They are encouraged to continue communications with the House and are invited to attend any and all functions. They may only vote on House matters if they are in attendance at House meetings. Alumni are exempt from any dues. Alumni may be asked to pay for personal costs if they wish to attend an expensive activity. Use of House facilities is permitted only if active members have the first priority.

Off-Floor: There are two ways become an Off-Floor member. Any former House member in good standing after their final evaluation, who has moved from the floor to alternative housing, can become an Off-Floor member. You may also be accepted into the house following the acceptance procedures in Article II, Section II. The following is asked of off-floor members: They must pay yearly dues (see Article IV section V), attend all scheduled House meetings and mandatory programs, should express a positive and active interest in House functions and follow the darkroom/studio guidelines.

An off-floor member is evaluated in the same manner as an on-floor member. They have the same "rights and responsibilities" of on-floor members, but do not physically live on-floor. Off-Floor members must follow the same guidelines as Alumni in regards to facility usage.

RAs have the option of being a regular member of the House as outlined above, as long as they have been accepted into the House by the acceptance procedures detailed below, or if they are a returning member who is in good standing with the House.

Section 4.03 Acceptance Procedures

All members are chosen by review of the formal written application, submitted to any Executive board member, or received through the office of Residence Life. The applicant will be brought before the House at the weekly House meeting by the chairperson of RHAM (Recruitment, History, and Membership). At such time they will speak in front of the House and field any questions the House has. The applicant will leave, and then be voted on by at least 2/3 of the House. A simple majority is required for acceptance.

All first time members of the House are automatically considered on probation for their first quarter. After their first quarter evaluation is complete, if they are in good standing, the probation will be erased from their record and will not affect any future evaluations.

Section 4.04 Acceptance Objective

The objective in choosing members is to accept an applicant by their ability to benefit the House.

Section 4.05 Membership Evaluation

Residence Life requires that all Special Interest Houses evaluate their members every quarter. The evaluations procedure for Photo House is outlined in Article V of the Photo House Constitution.

Section 4.06 Dues

All members are required to pay their quarterly dues by the second academic week of each quarter. Those members unable to pay their dues by that time need to speak with the Treasurer to set an alternate date of payment. This date will be confirmed in a written contract. Failure to uphold this contract will result in probation at evaluations time. If no attempt is made to pay dues or speak with the Treasurer, the individual relinquishes their House membership.

The dues for Photo House are \$50.00 per fall and winter quarter. (\$100.00 per year) However, if dues are paid *in full at the beginning of fall quarter*, a \$10 discount will be applied, thusly making dues \$90.00 for the year. Dues are put added to the student account for members who live on floor

A fine of \$1.00 per day will be charged for each late day of payment of dues. After 25 days, failure to complete dues payment contracts, or to pay dues by the date specified will result in immediate termination of House membership.

The RAs are exempt from all House dues.

Dues for on-floor members will be billed to the student's account at the beginning of the academic year. If you are enrolled in any photography program, there will be two \$90.00 charges on your bill, one will be for Photo House, the other is a facility charge for the academic side that is charged to all photography students.

Off-floor members must pay their dues in cash or by check, unless otherwise noted by the Treasurer. After an off-floor member has paid their dues, they may submit a card-access form to the House Advisor. This form will gain the member entry into Nathaniel Rochester Hall via cardswipe access.

Section 4.07 Attendance

Attendance will be taken at all official House activities by the Secretary and is to be documented in an official recording book. Attendance is mandatory at all House meetings and programs being announced as such. Members are encouraged to attend non-mandatory programs as well. Attendance at these events can only count in one's favor during evaluations, never against.

All members are permitted 1 absence from House meetings per quarter. After 2 absences the member will be placed on Probationary Warning and docked from all facilities for 2 weeks. After 5 absences the member will automatically be placed on Probation.

If a member has an extenuating circumstance that prevents them from coming to any mandatory House event, he/she must contact the Secretary within 24 hours of the event. The Secretary is responsible for documenting verbal excuses given by members, due to extenuating circumstances.

All members must attend 2/3 of House sponsored lectures.

Any main lecture can be set as Mandatory where main lectures are defined as any lecture opened up to all of SPAS.

All members must participate in one Community Service event per year.

All members are required to participate in at least one fundraising activity per year, or more as deemed necessary by the fundraising chair.

All members are required to attend two Open Houses per year or they will be docked for a week.

Any circumstance that is debatable shall be brought to the Executive Board meeting to be discussed and voted upon by the Executive Board.

Section 4.08 Facilities Upkeep

(a) Chemical Run

All members must go on a Chem Run once a year, or as necessary, to the School of Photographic Arts and Sciences (SPAS) to acquire photographic chemicals for the darkrooms. SPAS must be called at least one day in advance before a chem run is to be done. The facilities manager will assign chem runs to 2 members as needed. If a member does not complete a chem run during their assigned week they shall be docked from facilities and reassigned another week to do a chem run.

Failure to do a chem run will result in automatic docking from facilities for the rest of the academic quarter.

- (b) Facilities (Lounge, Kitchen, Print Finishing Room, Studio and Darkroom)
All members must complete weekly cleaning duties as outlined by the Facilities Manager. Failure to complete the weekly cleaning assigned will result in docking for the rest of the quarter.
Print finishing room will be used for matting and lab work only.
No 2D work will be allowed in the Print Finish Room. Those caught using 2D materials in the facility will be immediately docked.
No food will be allowed in ANY of the facilities unless being used as a prop with the exception of the Lounge and Kitchen.

Section 4.09 Membership Withdraw

A member may request to withdraw from the House at any time by filling out a Room Change form from the Community Enrichment Corrdinator (CEC) and by letting his/her intentions be known to the Resident Assistant (RA) President. Any member found guilty by the CEC, through judicial process, of stealing, destroying, vandalizing, or defacing House property will be removed from the House if deemed necessary by the Executive Board.

Section 4.10 Membership Renewal

Upon return from a leave of absence, members must request and receive a typed letter from either the President or the respective RA (depending on which half of the House the member will reside) stating they have permission to reside in the House, space permitting. Housing priority will be given to previous members returning from leave of absence.

Co-op is considered a leave of absence.

Section 4.11 Membership Requirements

- Photo House members will all be treated with respect, dignity, and as equal members in the SIH.
- Each member will be given an equal vote in voting situations.
- If a member is brought up for review, he/she will be given notification prior to the review.
- Photo House members will not knowingly interfere with the RIT Student Conduct Process and/or any Campus Safety investigations, and will not violate the *Terms and Conditions* of RIT housing or *Student Rights and Responsibilities*.
- Members will respond in an appropriate amount of time to any reasonable request by the SIH Committee, the advisors, and any staff member of the University.
- House members must pay 100% of their yearly dues (and fines if applicable).
- House members must attend all House meetings, committee meetings, and otherwise fulfill the attendance policy as explained in ARTICLE IV, section IV of the Photo House Constitution.
- House members must participate in their committee's responsibilities and activities.

- House members must "fraternize." Fraternization refers to socializing and interacting with other members of the House. Members must show the unity and brotherhood that makes the House more like a "home."
- Members should know and be known by the other members of the House.
- House members must follow the Residence Life Housing Contract and the On/Off Floor Membership Agreement.
- House members must respect House property.
- House members must follow facility guidelines.
- House members must attend social events and participate in community service events.
- The House as a whole must maintain a 2.9 GPA as requested in the SIH Standards*.
- At the beginning of the year, each member must sign an agreement to follow the rules and guidelines established in this constitution.

*If you are interested in reading the Standards, contact the President or House Advisor and they will provide you with a copy.

Article V. - Evaluations

Section 5.01 Evaluation Policy

A House evaluation is to take place each academic quarter. The process of evaluation is done to ensure that every member of the House participates in House functions and upholds his/her responsibilities as a House member.

Section 5.02 Evaluation Criteria

Evaluations will be based on members meeting the previously mentioned membership requirements.

Section 5.03 Process of Evaluation

1. During the 7th week of the quarter, Evaluation Forms will be posted on the Photo House website.

Included in the form are:

- a. Evaluations of each member organized by their committee. (For the purpose of evaluation, Executive Board members will be grouped together, not including the Vice President.)
- b. A sheet for the evaluation of the Vice President.

Each member is responsible for:

- a. The numerical evaluation of every member of the House, based on what they have done for the House (both within their committee and separate).
- b. Providing a comment about all members of their committee.
- c. Providing comments about all Executive Board members.

After completion of the evaluation form:

- a. The Vice President's evaluations are to be turned into the President.
- b. The President's evaluation is to be turned into the Vice President.

The forms must be submitted within one week from distribution or at an earlier date if specified by the Vice President.

THE PENALTY FOR LATE FORMS IS AUTOMATIC PROBATION

2. Comments will then be compiled by the Vice President. Also during this time all other relevant information will be gathered.

Things that will be considered in the evaluation of House members:

- Any positive recognition
- Attendance at House and Committee meetings
- Fulfilling Committee requirements
- Dues/Fines status
- Dockage
- Fulfilling House contract and Constitutional contract obligations

3. During the last week of the quarter, all of the evaluations and relevant materials will be brought to a special closed Executive Board meeting. At this meeting, all Executive Board members (no committee representatives) will come together and discuss the results of each House member. Acceptable, Passing or Failing scores will be defined on a quarterly basis as .5 below the average of all scores. A failing will result in the possibility of probation or a warning as well as docking to be determined by Executive Board. All determinations shall be voted on by E-Board needing a 2/3 vote to pass and decisions.

For E-Board members on floor receiving below the average will be considered failing. For E-Board members off floor, evaluations will be considered on a case-by-case basis.

4. All updated information and summarizations will be brought to the next Executive Board meeting including summarizations of the President, House Managers, and Vice President. Final decisions will be made as to the status of all members at this time.

Possible evaluations determinations are:

Okay

This member has displayed characteristics of an acceptable member.

Warning

This member is going to need to remedy the problems or their status may be in jeopardy during future evaluations.

Reasons for this course of action include any of the following:

More than 1 unexcused absences from House meetings.

Being docked from any facility twice.
Not fulfilling committee requirements.
Having recurring problems regarding Housing Contract.

Probation

Reasons for this course of action include any of the following:

2 unexcused absences from House meetings.
Not attending 2/3 of House required events.
Not fulfilling dues contract with Treasurer.
Being docked from any facility more than twice in a quarter.
Not fulfilling committee requirements.
Having reoccurring problems regarding Housing contract.

Members on a single quarter of probation are not permitted to use the facilities as deemed appropriate by the Executive Board, and do not have the right to vote on House issues for the duration of their probationary period. Members placed on probation have the right to appeal the decision of the Executive Board by giving the Vice President a written appeal. If their appeal is refused, they may not appeal again. This does not apply to first quarter members of the House.

Any member who has 2 quarters of consecutive probation will be removed from the floor. Any new members (first quarter living of Photo House residence) who are put on probation during the first quarter Evaluations will be removed from the floor.

Individuals asked to leave the floor are given 2 weeks to find alternative housing unless issues with Housing Operations prevent moving and have the right to appeal the committee's decision. This may be shortened if the individual is deemed disruptive, based on the recommendation of the CEC.

In the case of probation, the individual must sign a contract drawn up by the Vice President acknowledging their understanding of the complaints drawn up against them. This contract will, in very specific terms, spell out the reasons for the ruling of probation. Both the Vice President and the individual will keep a copy of this contract.

If the Vice President is placed on probation, he/she must cede their position of Evaluations coordinator. Executive Board shall complete the evaluation process.

The President will compile comments regarding the Vice President and an Executive Board meeting will be held, excluding the Vice President, to determine his/her status.

Individuals have a right to know how they were personally evaluated and their standing in the House. Individuals wishing to know this information, however, must schedule an appointment with the Executive Board and cannot "hound" Executive Board members, particularly the Vice President, for this information.

The Executive Board does not have the right to disclose the names of those individuals on probation with any other individual. If the individual would like others to know of his/her probation, it is their option, but the Executive Board itself should not be involved in this disclosure.

No officer may be involved in the evaluations of themselves.

Article VI. Government

Section 6.01 Government Structure

Photo House is governed by an Executive Board consisting of the following positions:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Gallery Manager
6. Facilities Manager
7. Lab Technician
8. Academic Enrichment Committee Chair
9. Fundraising and Public Relations Chair
10. Social Committee Chair
11. Lecture Committee Chair
12. Recruitment History Advertising and Membership Committee Chair
13. Webmaster

The Executive Board is advised by a Center for Residence Life Advisor

Section 6.02 Government Position Outlines

President

Oversees and presides all House activities

Presides over and supervises Executive Board meetings

Reports the results of Executive Board meetings to House members at the following House meetings

Acts as a liaison between Residence Life and Photo House

Is not required to be on a House Committee

Evaluates and helps promote House goals

Is responsible for upkeep and management of all general House equipment

Coordinates visiting student program

Sets up meetings with House Advisors

Vice President

Supervises Committee Chairs and requires committees to report regularly

Acts as a liaison between Residence Life and Photo House

Fills in for President when he/she is absent

Is not required to be on a House Committee

Is in charge of overseeing and supervising Evaluations

Responsible for planning Community Service with RAs

Secretary

Takes minutes and attendance at all House meetings
Submits typed minutes to Photo School Representative, President and Vice President, as well as and the Webmaster, ResLife advisor, Photo School Advisor and the CEC
Posts minutes in Photo House
Is responsible for the upkeep of the House calendar
Keeps track of member attendance at House meetings and issues warnings to members who miss a meeting. After one missed meeting there will be a warning. After two missed meetings the Secretary sends out a docking notice

Treasurer

Supervises all financial transactions of the House and keeps financial records
Collects House dues each quarter and notifies facility managers of delinquent payments
Presents House Financial Statements

Facilities Manager

Enforce "Facility Usage" rules, maintain darkroom and maintain studio
Keep quarterly updated inventory of darkroom and studio
Organize Chem Runs
Post darkroom sign-up sheet and Studio sign up sheet
Train House members on policy and usage of Darkroom and Studio
Present disciplinary action cases to Executive Board
Cross check sign up sheet and usage lists each Sunday, report all discrepancies to Executive Board
Responsible for proposing changes in the physical structure of the House
Fixes any House equipment which has broken

Academic Enrichment Committee Chair

Acts as liaison between the Photo School and Photo House
Attends all special Photo School functions where student input is needed
Picks up Photo House mail in Photo School
Must keep in contact with Photo School advisor
Organizes study sessions on floor and assists with member academic needs

Recruitment History Advertising and Membership Chair

Is responsible for keeping the House at 100% occupancy at all times
Keeps an accurate file on alumni
Runs and supervises open house activities
Advertises for membership whenever an opening on the House occurs
Responsible for training of the Welcoming Committee and House tour training

Fundraising and Public Relations Committee Chair

Responsible for the coordination of all donations given to the House
Ensure that all donated materials are not sold or misused with the intention of making a profit
Updates the House brochure, business card and corporate packets as necessary
Write and distribute press releases as needed
Responsible for all fundraising events or other activities, which will create a profit for the House

Responsible for collecting money from fundraising events and turning it in to the Treasurer
Coordinates recycling redemption visits

Lab Technician

Responsible for upkeep of Print Finishing Room
Updates the technology as needed

Social Committee Chair

Plans and organizes programs on and off the floor
Should work closely with the RA
Responsible for any paperwork and clearance associated with events
Will keep a list of member attendance at events

Lecture Committee Chair

Plans and organizes speakers to lecture both the House and the community
Advertises for upcoming lectures
There must be at least 2 lectures per year

Gallery

Responsible for the Gallery and all shows
There must be at least 2 shows per quarter

Webmaster

Responsible for web site design and upkeep
Keeps the information up to date

Committee Chairs/Representatives

Are involved in their respective committee functions and represent the views of their committee to the Executive Board. Each committee has only one vote, regardless of the number of representatives at the meeting. Committee heads are required to take attendance at all Committee meetings and report to the Vice President on absences.

Faculty/Staff Advisor

Must attend either a floor meeting or an Executive Board meeting twice a quarter
Acts as a liaison between the College/Department and the House
Help facilitate and attend Faculty programming in the House at least once a year
Assist the floor in planning future academic goals
Maintain contact with the Residence Life Advisor once a quarter

Section 6.03 Executive Board Meetings

The Executive Board shall meet once every week or as customary before the main House meetings. The Executive Board shall report proceedings to all members at the House meetings.

The Executive Board's main function is to set up goals for the House and to help the House to accomplish these goals. House problems are usually discussed here before they are presented to the House.

Regularly scheduled Executive Board meetings are open to all House members as long as order is maintained.

Only Executive Board members have the power to vote in Executive session. Any Executive Board member may request a secret ballot at any time; otherwise, voting is conducted by show of hands. In the case of secret ballot, a closed board meeting may be held.

In order to debate a decision made by the Executive Board, a petition must be brought to the next Executive Board meeting or House meeting, whichever is first. The petition should be signed by 51% of the House.

Section 6.04 Government Functions

The Executive Board acts as the ruling government of Photo House. The Executive Board shall act as House leaders and will act to accomplish House goals. Yearly, the Executive Board will submit a statement of goals and accomplishments to its members and to Residence Life.

All decisions made by the Executive Board will result from a vote of the members of the Board. At least 50% must be present at the time of the vote, and a simple majority is needed. Abstentions shall go with the majority.

The Executive Board has the right to vote on the dissolvability of any committee that is deemed not to be fulfilling its duties to the House and call for a reorganization of that committee.

Section 6.05 Executive Board Qualifications

Candidates are to be in good standing with the House and RIT, according to the conduct rules described in the Photo House Constitution, and the CEC for Nathaniel Rochester Hall (NRH).

No Board member shall hold more than one Executive Board position simultaneously.

Off-floor members may run for office as long as they have shown the ability and desire to fulfill the committee responsibilities. Alumni may not hold office; if the alumni wish to hold office they may become an off-floor member, then run for office.

All Executive Board members must maintain a minimum cumulative GPA of 2.3.

All Executive Board members must remain in good conduct standing throughout their term. Involvement in any violation outlined in the *Student's Rights and Responsibilities Handbook* or the *Terms and Conditions* of housing could jeopardize the status of an executive board member

of the House. If an elected officer does not meet these criteria, he/she must withdraw candidacy for the election

The official term for the officers is summer quarter through the END of the following spring quarter.

Section 6.06 Executive Board Resignations

Any Executive Board member may resign from office by submitting his/her intentions in writing to the Executive Board. The resignation shall become effective when read to the House members at the next House meeting. Acceptance of nominations for the vacant position will take place at that House meeting. Elections will be held at the next scheduled House meeting. Refer to Article for this procedure.

The Executive Board will temporarily fill the vacant position before a new person is elected to the position.

Article VII. Election Procedures

Section 7.01 Executive Board Elections

There are two main procedures involved in electing the Executive Board for the next school year. The first involves the positions of President, Vice President, Treasurer, Darkroom Manager and Studio Manager. Elections for these positions shall take place during the seventh week of the Spring quarter. Barring cases of resignation or impeachment, the people voted in at this time will occupy the position for the entire year.

The other procedure is involved in the election of committee chairs. For these positions, interim positions will be voted upon in the Spring after the other Executive Board elections. If any positions are not filled, the rest of the Executive Board is responsible for temporarily filling in the position. Early in the Fall quarter, nominations and voting will take place once again on these positions. Nominations are open to the entire House. This procedure will take place for several reasons: So that committees can get off the ground in the beginning of the year, so that new members feel involved in the House as they have the opportunity to vote on Executive Board positions, so that new members have the opportunity to run for Executive Board positions, and so that members can "try out" the position without the commitment of an entire year.

Unless the House Secretary will not be returning to the House in any form, the election of this position will also be held at this time. Otherwise, it will be held during the seventh week of the Spring quarter of the previous year.

Section 7.02 Voting

In all cases, each nominee shall have equal time to make a speech in front of the House before any election. House members in good standing interested in an office for the following year shall seek nominations for election.

Votes shall take place in the form of show of hands, unless deemed inappropriate by ANY House member, in which case a secret ballot will be collected.

There shall be no voting by proxy.

Write-in votes shall be accepted.

The House Managers and Vice President shall count the votes and let the results be known by the next House meeting. If the position being voted on is Vice President, two House members shall help the House Managers count the votes. The two House members must be in good standing, must not be candidates for the position, and are to be chosen by the Executive Board.

The winners shall be determined by a simple majority.

Induction of new officers shall take place as soon as the vote is calculated.

Period of office begins and ends on the final day of the school year.

Article VIII. Impeachment

Any officer can be impeached with the exception of the Resident Advisors. Concerns with the Resident Advisors need to be brought up with the CEC.

Impeachments may be initialized by petition, in writing, by 50% or more of the active members, when presented to House members in a regular House meeting.

Executive Board may also vote upon impeachment, with a 2/3 vote.

At the next House meeting, the accuser(s) and the accused shall present their case to the members. After both sides are heard, a secret ballot shall be taken.

Two House members (chosen by House) shall count the votes and let the results be known immediately after the meeting. The two House members cannot be the person(s) accused or the accuser(s).

A 2/3 vote of a quorum is needed for removal from office and all privileges thereof.

Article IX. House Meetings

The House President will be the moderator of all House Meetings. The Secretary will take minutes of the meetings and keep a record of attendance. The purpose of House meetings is to keep members informed of all House activity and to provide an arena for discussion of all House events. House meetings will occur at least once every two weeks, but should normally be held on a weekly basis.

PROMPT ACTION CLAUSE (Parlay Clause)

In the event of an emergency situation, such as a problem regarding selections, evaluations, house stability, or any similar situation, any House member may move to invoke the prompt action clause. This motion must take place at a House meeting with a quorum present. The motion must have a defined cause and issue, and a request for a resolution of that specific issue. Upon a second of the motion, a vote will be taken for invoking the clause. For passage this vote

needs only ONE THIRD of the quorum. If the vote passes, the clause is invoked immediately and the House meeting will pause. Members of the executive board will then decide on a meeting time within one week (as soon as possible) to resolve the situation. The members of the Executive Board will also decide if the meeting will be closed or open. Meetings regarding evaluations are automatically closed. The regular House meeting will then resume and discussion of the topic will be tabled until the meeting time decided by the executive board. To protect the integrity of the system, the Prompt Action clause may not be invoked by the President or Vice president. The executive board meeting should be moderated by the President who will present the issue for debate. Discussion will be ended by a motion from an Executive Board member, followed by a second, and an affirmative vote of 51% of Executive Board members. A vote may be called at that time to put into effect the decision that the Executive Board has reached. Any matter that needs to be voted on by the whole House must be tabled until the next House meeting where a vote will take place on the resolution. Minutes from the meeting will be made available to the House members after the resolution of the issue, unless such release of records is deemed inappropriate by the Board. If the Executive board fails to meet and resolve the issue within one week after the clause has been activated, any decisions that were to be decided at the meeting will go in favor of any individuals involved (i.e. evaluations, membership status, etc.). If the decision does not involve an individual, the decision will go to a House vote, and will follow the voting procedures of ARTICLE VII and ARTICLE X of this constitution.

Article X. Voting Addendum

For any vote to be taken, a quorum must be present. For Photo House purposes, a quorum is defined as 51% of all House members in good standing.

Article XI. Advisors

The House shall have at least one Photo School Faculty Advisor. Advisors should be kept informed of House events and decisions in order to serve the House better.

Nominations for advisor will come from the House by any member. Elections for the advisor will take place by a simple majority as defined by articles VII and X.

The advisor will serve for a period of one calendar year starting at the beginning of the Fall quarter, with the option to return with favorable simple majority of a House vote.

An advisor may resign by submitting such intentions in writing to the House. The resignation will become effective when read to the House members at the next House meeting.

Article XII. Facility Usage

Section 12.01 Sign up

Each member is allowed 2 blocks per week.

One block is equal to 5 hours darkroom time, or 6 hours studio time.

Time can split as long as it doesn't exceed blocked times previously noted.

The lists for sign up will be posted by the respective manager at 12:00am Monday or immediately following the House meeting (only if it runs past 10:00pm). After lists are posted, only one block per member may be signed for, after 24 hours a second block may be signed for.

If these policies are abused, the individual case will be reviewed by the Executive Board at their next meeting.

Section 12.02 Clean up/Check out

Facilities will be clean and ready for the next scheduled member after each use.

Another Photo House member (trained in the respective area) must check you out of the facilities and sign for their condition.

Both members will be brought before the Executive Board if the facilities are in poor order.

Section 12.03 Training

Each member must be trained in all facilities, excluding Gallery, by the respective manager before they are allowed to use that area.

Section 12.04 Chemical Usage

Photographic material is only allowed to be developed on floor in the darkrooms. Developing photographic material in the bathrooms is prohibited on floor. If a member is caught developing in the bathrooms on floor the following punishment will take place:

1st offense: 2 weeks docked

2nd offense: 3 weeks docked

3rd offense: docked until the end of the academic year

Article XIII. By-Laws

By-Laws of Photo House can be proposed verbally at any House meeting by a member in good standing. To approve a By-Law, an immediate vote shall be taken by a show of hands and a simple majority is needed for passage as under voting procedures defined in article VII and article X. All By-Laws require the approval of the Resident Advisor.

Photo House By-Laws:

- Under no circumstances may a member may "buy out" a double room as a single.
- There will be no hazing of any kind within Photo House in accordance with the New York State Hazing Laws.
- All expenditures over \$100 will need a House majority vote in favor of the expenditure, a quorum being present.
- No major policies or procedures may be made or altered without a simple House majority vote.

- Members who receive first priority on the singles are determined by executive board status and seniority. Seniority is determined by the total number of quarters a Member has been in good standing with the House. In case of a tie, a lottery will be held.

I understand the policies and procedures listed within the constitution of Photo House. In signing this document I agree to follow these guidelines, with the understanding that violating any rules or regulations listed within the constitution is grounds for expulsion from Photo House.

Signature _____ date _____