

Fleming House Constitution

(Revised May 24, 2016)

We the undergraduate members of Fleming House, in order to govern ourselves democratically, further social intercourse, promote the athletic excellence and cultivate a fellowship of high quality, do agree to this constitution.

Article I. Membership

- A. Definition. The active members of Fleming House (hereinafter referred to as “the members”) shall be those undergraduates at the California Institute of Technology who become resident or non-resident members in accordance with the accepted Rotation or other admission procedures of the Student Houses, or who become members by vote of the Executive Committee of the House.
- B. Sovereignty. The House as a whole has the final power over all decisions of its committees. Decisions of the committees may be reviewed by the House only at House meetings, and a two-thirds majority of those present is required to overrule a decision of a committee.
- C. Meetings.
 - 1. The House shall meet:
 - a. when a meeting is called by the President;
 - b. before the Friday of the second full week of each term;
 - c. at other times, on petition of one-quarter of the members of the House, to discuss any matter stated in the petition or for a referendum on a decision of any committee of the House.
 - d. during the fourth week of the second term for the election of officers for the following year.
 - 2. The quorum for a meeting of the House shall be one-half of its members.
 - 3. In case of dispute on parliamentary procedure in a meeting of the House or any of its committees, Robert's Rules of Order, Revised shall provide the rule wherever this Constitution does not.
 - 4. Notice of a house meeting shall be given at dinner every night for one week prior to the meeting and shall be posted in the lounge not less than one week prior to the meeting.

Article II. OFFICERS.

- A. Enumeration. The executive officers of the House, in order of their succession shall be the President, Vice President, Secretary, Treasurer, Social Chairman, Athletic Manager, Assistant Social Chairman, Assistant Athletic Manager, and Librarian. In addition, no person may hold more than one executive office.
- B. Qualifications and Duties.
 - 1. President. The President, who shall be a resident junior when elected, shall be the chief executive of the House. He shall preside at House meetings and shall be Chairman of the

Executive Committee, but shall have no vote except in case of tie. He shall represent the House on the Inter-House Committee.

2. Vice President. The Vice President shall assume the duties of the President in the event of the President's absence. He shall receive complaints and suggestions from members of the House, and shall be responsible for their proper consideration. He shall be responsible for maintaining the House's relations with Associates, for bringing guests to the House, and for seeing that guests of the House are suitably entertained. He shall be responsible, with the assistance of the Upper Class Counselors, for the reporting of damages in the House.
3. Secretary. The Secretary shall record the minutes of all meetings of the House, and of its subcommittees, and shall post for the information of the House an account of the meetings of the Executive Committee including a summary of the discussion and a record of the voting of each member of the Executive Committee on each motion affecting House policy. He shall carry on House correspondence and shall be responsible for the preservation of House records. He shall be responsible for conducting room picks.
4. Treasurer. The Treasurer shall be responsible to the House for all receipts and expenditures and shall maintain an adequate bookkeeping system.
5. Social Chairman and Assistant Social Chairman. The Social Chairman and Assistant Social Chairman, with the support of the Social Team, shall be in charge of the organization of all dances, parties, and other social functions.
6. Athletic Manager and Assistant Athletic Manager. The Athletic Manager and Assistant Athletic Manager, with the support of the Athletic Team, shall be in charge of the organization and participation in all Interhouse and intra-house athletic contests.
7. Librarian. The Librarian, who shall be a freshman when elected, shall be in charge of the House library and the House lounge, and any other duties as appointed by the Executive Committee.
8. Freshman Work Chairman. The Freshman Work Chairman shall be in charge of the organization of the freshmen members of the House for the performance of those tasks assigned to the freshmen. The Freshman Work Chairman shall be elected by his freshman peers during the Week of Initiation each year.

C. Election.

1. Nominations. Nominations for House offices shall be opened at dinner during the third week of second term. Any member of the House may make a nomination at any dinner after nominations are open until elections are held. Nominations may also be made from the floor during the election meeting.
2. Enumeration. Elections shall occur in the order provided for in Article II, Section A. The President may also call for the election of any other House elected office at this time.
3. The Vice President of the House, the House's representative on the Board of Control and the Resident Associate(s) the House shall count the ballots and submit the results to the President. If a conflict of interest arises, the order of succession stated in Article II, Section A, applies.
4. In the event that no candidate receives a majority, the top two candidates for the office enter into a run-off election.

- D. Recall. An officer once elected may be recalled from office by a vote of two-thirds of the total membership of the House.

Article III. THE UPPER-CLASS COUNSELORS.

- A. Constitution. The Upper-Class Counselors shall be interviewed and appointed by the Executive Committee prior to the card picks held during third term. Their term of office shall be the academic year; one shall take up residence in each of the six alleys of the House.
- B. Individual Powers and Duties. Each Upper-Class Counselor shall be responsible for maintaining order and a spirit of cooperation, and enforcing the rules and policies of the House, especially in his alley.
- C. (REPEALED by Resolution V) Off-campus Upper-Class Counselors. At the time when the Executive Committee appoints the Upper-Class Counselors to live in each of the six alleys of the House, an off-campus Upper-Class Counselor shall also be appointed to represent the off-campus members of Fleming House. This person must live off-campus during their term of office.

Article IV. EXECUTIVE COMMITTEE.

- A. Constitution. The Executive Committee of the House shall consist of its executive officers and Upper Class Counselors. The Freshman Work Chairman shall sit on the Executive Committee until a Librarian is elected.
- B. Powers and Duties. The Executive Committee shall meet to formulate House rules and policies, plan House functions, and foster good interhouse and intrahouse relations.
- C. Meetings.
 - 1. The Executive Committee shall meet when called by the President or by petition of two-thirds of its members.
 - 2. A quorum for a meeting of the Executive Committee shall be two-thirds of its members.
 - 3. The Executive Committee shall have the power to adopt or repeal resolutions to the House Constitution by a two-thirds vote of its membership.
- D. Votes. Each member of the Executive Committee shall have one vote, except for the President, who shall vote only in the case of a tie.

Article V. MINOR OFFICES.

The Executive Committee shall have the power to create minor offices by resolution when it deems necessary to do so. The Executive Committee shall decide whether the office shall be elected by the House or appointed by itself, as well as the incentives that are appropriate for the importance of the office.

Article VI. FINANCES.

- A. Dues. The dues of the House shall be the prevailing dues set by the administration and be due and payable by each member.

- B. Levies. Additional assessments may be levied, only by a two-thirds vote of those present at a meeting of the House.

Article VII. AMENDMENT.

(REPEALED January 26, 2000)

This Constitution may be amended only by a vote of two-thirds of the members of the House, the vote being taken two weeks after the proposed amendment is read to the members.

Resolution I. ROOM PICK GUIDELINES

(Adopted June 1,1992; Revised January 7,1993; Revised January 11,1993; Revised January 20, 2010; Revised January 23, 2011)

A. General Rules of Picking Order

1. General Order:

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer
- e. Social Chairman
- f. Athletic Manager
- g. Assistant Social Chairman
- h. Assistant Athletic Manager
- i. Upper-Class Counselors (by card picks and class rank) - subgroup #1
- j. Seniors
 - i. Senior officers - subgroup #2
 - ii. class members - subgroup #3
- k. Juniors
 - i. Junior officers - subgroup #4
 - ii. class members - subgroup #5
- l. Sophomores
 - i. Sophomore officers - subgroup #6
 - ii. class members - subgroup #7
- m. Freshmen
 - i. Librarian
 - ii. Freshmen officers - subgroup #8
 - iii. class members - subgroup #9

2. Definition of Order:

- a. Room Pick order within a class group (or subgroup) is determined by the REVERSE of the Caltech Undergraduate Fall Housing Lottery rankings occurring during the third term for upperclassmen. For freshmen, the order within the class subgroups is determined by a card pick conducted at the start of first term (after Rotation).
- b. Card pick order within each subgroup is bridge order (Spades, Hearts, Diamonds, Clubs), such that the ace of spades is the highest card in the deck, the ace of diamonds is the next highest, and the two of clubs is the lowest
- c. Any student receiving a "late pick" in the Fall Housing Lottery, due to late application for the Lottery, or not participating in the Fall Housing Lottery will be placed at the bottom of the order at the time they contact the Secretary of the House.
- d. Order Reversal:

- i. During the first and third terms, the picking order is as listed here.
 - ii. During second term, all subgroups reverse their picking order, with the exception of the top eight officers.
- B. Specific Subgroup Picks.
 1. Freshmen: Freshmen pick cards at the first room pick held after Rotation. The Frosh are Ordered as detailed above.
 2. The Upper-Class Counselors:
 - a. Every Upper-Class Counselor must register for the Caltech Undergraduate Fall Housing Lottery, so that
 - i. the ranking between the Upper-Class Counselors can be determined
 - ii. in the event that a Upper-Class Counselor opts to pick a room out of his alley and therefore must pick as a member of his class, not as a Upper-Class Counselor, since that status is only valid within his own alley.
 - b. In subsequent room picks, the Upper-Class Counselor is not guaranteed a spot in his alley.
 - i. This may occur when a Upper-Class Counselor is in a double or a triple and loses a roommate(s).
 - ii. There are no lockouts for Upper-Class Counselors in their respective alleys. If there is no open room in his alley during the entire course of the room pick, then he must use his card pick and pick a room in the house as a member of his class. An Excomm Meeting will subsequently be held to find a new Upper-Class Counselor for this alley.
 3. Super Seniors are treated as Seniors and pick as such.
- C. Picks for Remaining Officers.

The following is a list of additional offices that one may hold (besides top eight and teams) to pick as an officer of one's class.

 1. ASCIT Officers
 - a. InterHouse Committee Chairman
 - b. InterHouse Committee Secretary
 - c. House Officers
 - d. BOC Representative
- D. New Members.
 1. All new members of the House will be placed at the bottom of the picking order as soon as becoming a member. The new student will pick as a member of his class.
 2. Upper-class transfer students from other universities pick as freshman during the first room pick of the year, and then as members of their class for every subsequent room pick.
 3. New freshmen members are guaranteed on-campus spots upon availability. If they decline an available spot, they forfeit their guarantee and pick as a member of their class according to card picks.
- E. Third Term Lottery and Room Pick for the Following Year

1. During this room pick, all slots not set aside for the incoming students must be filled. If an upperclassman picks a double without a roommate, this spot will be filled during Rotation with a new student. There are no doubles-as-singles during this initial room assignment.
2. Since all freshman are guaranteed housing, and because of the way Rotation works for all new students, the House must make adequate room for these new students. Although many people voluntarily move off, it is usually necessary to use the Fall Housing Lottery results as a means to determine who can remain on campus. When the need arises to kick off students, it will be done proportionately, in such a way as to have the ratio of members remaining on-campus to those involuntarily moving off-campus in each class approximately equal between classes. When these people are kicked off, they are placed on the waiting list.
3. The Summer Waiting List:
 - a. The order of the waiting list shall be that of the Lottery results, with the exception that students involuntarily moving off-campus are ahead of those who voluntarily moved off-campus. When students are kicked off-campus, they are the beginning of the waiting list, with the upper-most classman with the highest pick at the top of the list, and then in descending order for each subsequent class. When someone moves off campus voluntarily, they are at the bottom of the waiting list, with the freshman at the very bottom.
4. Any upperclassman that wishes to take a double (or triple) with another upperclassman must choose his roommate from the group of students with high enough picks to remain on campus. That is, no student can pick a roommate that is slated to be kicked off campus due to a low pick.
5. A student which lives off-campus, whether it was initially voluntary or involuntary, has the same priority pick as on-campus students [when picking cards in third term] for the following year.

F. Open Spots.

1. Open spots occur when, during the course of the year, students move off-campus, leaving vacancies on-campus. All students pick within their subgroup with the pick from the third term room pick. When no students currently living off-campus opt to move on-campus, these vacancies become "open spots" and these open spots then allow for doubles to be picked as singles at the room picks. Also, no one may be forced off-campus in the middle of an academic year.
2. If there is a student who wishes to move on, the person holding a double-as-a-single with the lowest seniority in the lottery must take the roommate (assuming no parity problems). If there are multiple people with doubles-as-singles and multiple people moving on, the people with the most seniority that are being forced into accepting roommates get to choose their roommate, until the last person with a double-as-a-single gets the remaining person moving on-campus.
3. If a vacancy appears in a multiple room, at the subsequent room pick the remaining occupant(s) has first choice to take that room to full capacity before all other House members. This new roommate must be living on-campus at the time of the room pick.

- G. Off-Campus Affiliated Housing. (repealed by Resolution V)
1. The off-campus affiliated housing is also known as the "off-campus alley."
 2. The off-campus alley also has its own card pick and can actually be thought of as its own "subgroup."
 3. Due to the limited number of spots in the off-campus alley, only the card pick (bridge order) and not the class rank will be taken into account.
 - a. The spots in the off-campus alley go to the top spots, not the top people and someone they pick for their roommate.
 - b. The exception to this occurs when parity problems may exist. Also, the card pick (and waiting list) for the off-campus alley reverse second term.
 4. The Off-Campus Upper-Class Counselor (OCUCC) is a representative for the Off-Campus Members of the House. Pursuant to his status as a UCC, the OCUCC has the first pick at the Off-Campus Alley. The OCUCC may decline to live at the Off-Campus Alley and sacrifice this pick.
- H. Students Returning from a Leave of Absence (LOA).
1. Returning at the beginning of the academic year:
 - a. Any House member returning for the following academic year can be automatically entered into the room pick order by entering the Caltech Undergraduate Fall Housing Lottery. A proxy can be assigned to pick a room during the third term room pick.
 - b. The student picks with his class.
 2. Returning during the academic year:
 - a. Any House member returning from a LOA is placed at the bottom of his class on the waiting list of people involuntarily forced off-campus.
 - b. [Once the student is on-campus, he picks a card and is filed as a member of his class.]
- I. Miscellaneous Topics.
1. Parity: Because both men and women live in Fleming House and since there are triple, double and single rooms, parity problems are important. No involuntary parity may exist in a double or triple in the House.
 2. Proxies: At any time when a proxy is used, this must be put into writing and signed by both the student and the proxy, and given to the Secretary in advance of the room pick.
 3. General Notes:
 - a. All open rooms are to be displayed.
 - b. Rooms are offered by subgroup (top eight, Upper-Class Counselor, Seniors, etc..)
 - c. Parity problems must be accounted for.
 - d. Open spots allow for doubles to go as singles so long as no one from off-campus wants to move on.
- J. Forfeiture of Guaranteed On-Campus Pick.
1. Study Abroad: In the event that a student elected to an office that carries a guaranteed room pick chooses to study abroad for a term during the tenure of that office, the

guaranteed pick associated with that office shall be voided by the student. The student shall be entered in the general pool as a member of his or her class.

Resolution II. MINOR OFFICES

(Adopted November 10, 1992; Revised January 20, 2010; Revised January 23, 2011)

- A. Historian(s).
 - 1. Duties: The duties of the House Historian(s) shall include preparing the House section in the California Institute of Technology "Big T" Yearbook, photographing social and athletic events of the House, and keeping the House history.
 - 2. The Historian shall be elected by a majority vote of the House. The position of Historian shall change over at the conclusion of the academic year in which the Election occurs.
- B. Board of Control (BOC) Representatives.
 - 1. Duties: The BOC Representatives shall represent the House on the Board of Control. Specific duties shall be determined by the Board of Control.
 - 2. As per BOC requirements, there will be two House Representatives to the BOC.
 - 3. The BOC Representatives will be elected by the House through two elections using the following procedure.
 - a. The winner of the majority of votes in the first election shall be deemed BOC Representative.
 - b. The floor will be opened for BOC Representative nominations again.
 - c. A second election will take place with all remaining candidates of the first election and any new nominees.
 - d. The winner of the majority of the votes in the second election shall also be deemed BOC Representative.
 - 4. The BOC Representatives shall pick as officers of their class.
- C. Cannonmaster.
 - 1. Duties: The Cannonmaster shall be responsible for maintenance and operation of the Fleming Cannon.
 - 2. He shall be appointed by the previous Cannonmaster and serve a term of approximately two years.
- D. Inter-Alley Challenge Chairman of Fleming House (IACCOFH).
 - 1. Duties: The duties of the IACCOFH shall are to officiate at the House Alley Challenges, specifically Fecathalon and Indoor/Outdoor Olympiad, and to keep the history of past challenges.
 - 2. He shall be appointed by the previous IACCOFH and serve a term of approximately two years.
- E. Food Representative.
 - 1. Duties: The duty of the Food Representative is to represent the House's opinion in meetings with the Food Service Committee.

2. He shall be appointed by the Fleming Executive Committee following the completion of third term Room Picks.

Resolution III. SOCIAL AND ATHLETIC TEAMS

(Adopted November 10, 1992)

- A. Election.
 1. The specific team members shall be specified at the time of election.
 2. A House member may run on more than one team.
 3. Any changes in subsequent teams shall be approved by the Executive Committee.
- B. Size.
 1. The minimum number of team members is two (2).
 2. The maximum number of team members is four (4).

Resolution IV. AMENDMENTS TO THE CONSTITUTION

(Adopted January 26, 2000)

- A. Amending the Constitution.
 1. Article VII of the Fleming House Constitution is hereby repealed.
 2. Two thirds of the house must vote, and three fourths of those voting must approve the amendment.
 3. The amendment must be read to the members at least two weeks before the vote is taken.

Resolution V. HOUSE AFFILIATED OFF CAMPUS ALLEY

- A. The Off-Campus Alley.
 1. Resolution I. Section G is hereby repealed.
 2. The off-campus affiliated housing is known as the "OC alley". The OC alley is a collection of "blocks", each of which may be picked as a unit.
 3. Block Definitions: A block is a set of two or more rooms in the OC alley. Blocks are defined so that the largest groups of people may pick in together. Blocks are picked with the following priority:
 - a. House Lot (all buildings on one lot)
 - b. Individual Buildings or Apartments
 - c. Individual Floors
 - d. Individual "Room Groupings" designated prior to picks by the Executive Committee

4. OC ALLEY BLOCK PICKS: The procedure for block picks is as follows:
 - a. The OC alley block picks occur third term for the following year before on-campus rooms are chosen, and will use the standard lottery order.
 - b. Initially all OC alley blocks are available for picking (i.e., the person with the highest eligible lottery pick that has the requisite number of people may pick an entire house lot).
 - c. If a block cannot be filled by any member, then it is broken down into blocks of the next highest priority.
 - d. Blocks continue to be broken down until only room groupings are left unfilled. These remaining rooms will be included in the on-campus room pool.
 5. In the event that someone moves out of the OC alley during the year, the remaining inhabitants of that block have the opportunity to pull in an eligible person to fill the vacancy. Otherwise, the vacant room is picked as an individual room according to the regular picking procedures outlined in Resolution 1, Article F.
- B. Off-Campus Upper-Class Counselor
1. Article III. Section C is hereby repealed.
 2. After room picks are completed, the Off-Campus Upper-Class Counselor (OCUCC) will be picked by the Executive Committee. Any house member living either off-campus or in the OC alley is eligible for the position. This position does not receive a room pick into the off-campus alley.