

MAXWELL HOUSE CONSTITUTION
Revised February 26, 2002

ARTICLE I: NAME

This organization is to be known as Maxwell House of Duke University

ARTICLE II: STRUCTURE

This organization is a co-ed dorm, which is “selective” under regulations of the University. It is a member organization of Duke University’s Kilgo Quadrangle until Fall 2002, at which time it will become part of the West-Edens Link.

ARTICLE III: MEMBERS

Section 1: All resident students of Maxwell House, who have participated in, and been accepted by the rush process, shall be members of the organization.

Section 2: All members living in section are required to pay house dues as agreed upon by a majority vote at a house meeting where at least 3/5 of the current residents are present. Members may also be required to pay a house damage fee. Members living outside of section may choose to pay dues if they wish to attend events.

Section 3: Under extreme circumstances, a member may apply for a dues waiver. In order to be granted a waiver, a member must make a presentation to the President, Vice President and Treasurer. A waiver will only be granted following a unanimous vote of these three officers. A fee waiver will be considered the same as paying dues for the purpose of establishing seniority.

Section 4: Members are expected to follow all regulations approved by the dorm.

Section 5: A member’s time in the house includes each of the following: 1) time spent living in the Maxwell House section, 2) time spent on a temporary leave, as defined by the University and Article XII, or 3) time spent living in another location on or off campus and paying dues, after the House has denied the member a room in section due to space constraints. However, if a member refuses the opportunity to live in section, or chooses not to pay dues, time spent living on or off campus as an active student does not count towards a member’s seniority.

Section 6: All new members shall receive a copy of the Maxwell House Constitution.

ARTICLE IV: OFFICERS

Section 1: The officers of the organization are President, Vice President, Secretary, Treasurer, Selection Chairperson, Housing Chairperson, Social Chairpersons (2), Programmers- one faculty, one cultural and one educational (3), Philanthropy Chairpersons (2), Intramural Representatives (1), Quad Representative (1), and Historian.

Section 2: The duties of the President shall be to:

- A. Call and preside over all meetings of the house and Executive Council.
- B. Coordinate the work of all the officers and committees of the house.
- C. Have emergency powers to act in the best interest of the dorm in the absence of the ability to call assembly of house members.
- D. Work with the officers and Resident advisor on all matters pertaining to house activities.

Section 3: The duties of the Vice President shall be to:

- A. Assume the duties of the President if the President is absent or resigns.
- B. Assist the President in coordinating dorm activities.
- C. To author the Annual Review to be presented to the University whenever it should be required, and to monitor dorm activities throughout the year to ensure that all requirements are met to pass the Review.
- D. Store all house assets (e.g., television, VCR) for summer break.

Section 4: The duties of the Secretary shall be to:

- A. Carry out all official house correspondence.
- B. Maintain an accurate list of the house members and distribute this list to all the members of the house at the beginning of each semester, complete with phone numbers and birthdays.
- C. Record minutes at Executive Council and house meetings and post them in public for all dorm members to review.

Section 5: The duties of the Treasurer shall be to:

- A. Keep an accurate account of all house disbursements and receipts.
- B. Balance and keep books, pay all bills.
- C. Collect house dues.
- D. Work with the social chairpersons in submitting an estimated budget at the beginning of each semester.

Section 6: There shall be two social chairpersons – one male and one female. Their duties shall be to:

- A. Plan and supervise all social functions of the house.
- B. Present a tentative schedule of social events to the Executive Council at the beginning of each semester. The Executive council shall

recommend changes or additions to the schedule, and it shall be presented at a meeting of the house for approval.

- C. Present an estimated social budget to the Executive Council at the beginning of each semester. The Executive Council shall suggest changes in this budget. The social schedule and budget shall be considered approved if they are passed by a simple majority vote at a house meeting attended by more than half the members of the dorm.
- D. Shall arrange for the social schedule to be distributed to all dorm members.

Section 7: There shall be one Quad Representative. The duties of these representatives shall be to:

- A. Represent Maxwell at all Quad meetings or arrange for some other dorm member to serve as proxy.
- B. Poll dorm opinion if necessary on major issues.
- C. Report to the dorm concerning relevant Quad business.

Section 8: There shall be one IM Representative. Their duties shall be to:

- A. Represent Maxwell at all IM meetings or arrange for some dorm member to serve as proxy.
- B. Inform the house of upcoming IM events and organize teams if necessary.
- C. Serve as captain or assign a team captain to an interested member of each team sport. The captains will work with IM Reps to inform team members of their events and coordinate play.

Section 9: There shall be three Programmers. One Programmer will be Cultural Programmer, one will be Faculty Programmer and one will be Educational Programmer. The duties of the programmers include:

- A. Organizing events for the benefit of dorm members and/or members of the community that fall within the guidelines of the Annual Review.
- B. Presenting a summary of these events, as well as a list of members in attendance, to the Vice President so that he/she may prepare the Annual Review.

Section 10: There shall be one Selection Chairperson whose duties shall be to:

- A. Head and guide the selection committee in planning rush events and choosing new members. The selection chair will only have a vote as a member of the selection committee in order to break ties.

Section 11: There shall be one Historian. The historian's duties shall be to:

- A. Create and present a pictorial displaying house members and/or events for the year.

Section 12: There shall be one Housing Chairperson, whose duties shall be to:

- A. Handle dorm member's complaints and suggestions regarding dorm housing policy and procedure.
- B. Represent the dorm at all meetings concerning housing, residential life policies and other related issues.
- C. See that the in-dorm room draw process is run by the rules approved by the dorm members.

ARTICLE V: EXECUTIVE COUNCIL

Section 1: The Executive Council (Exec) shall consist of officers designated in Article IV.

Section 2: The duties of Exec shall be to:

- A. Determine the policies, carry on the business, and supervise the social program of the dorm.
- B. Propose necessary regulations and enforce them. Regulations proposed by the Exec shall be read at a house meeting and shall go into effect after approval by a simple majority of the members present.
- C. Serve as a house judicial board in cases of infractions of house policies or regulations.

Section 3: All meetings of the Exec are open to house members unless announced as "closed" by the President.

ARTICLE VI: ELECTIONS

Section 1: Elections for all offices shall be held in the spring for the following year.

Section 2: The President may call elections as necessary within the year to replace officers who are unable to continue their posts.

Section 3: Candidates for election must notify the house President of their intention to run for office.

Section 4: Voting shall be by simple majority. A majority of the house must be present to make the election valid.

Section 5: Candidates must win by a simple majority of the votes collected. If there is no majority, a run-off election must be held. If this is a one-member office, the run-off shall consist of the top two candidates; if it is a two-person office, the run-off shall be held between the top three candidates. If the run-off election is tied, the Executive Sub-committee shall vote by secret ballot to break the tie. If a member of the Executive Sub-committee is one of the candidates involved in the tie, he or she may not vote.

ARTICLE VII: SELECTIVE OBLIGATIONS

Section 1: The following obligations are in effect for selective houses. Since Maxwell House has achieved the status of a selective house, these obligations will be in effect until altered by the University.

Section 2: Newly selected residents shall be bound to the dorm for two years. Violators of this obligation will be relegated to the bottom of the lottery by the University.

Section 3: Maxwell House is required to fill 100% of its bed space.

Section 4: Maxwell House must maintain a charity or service project annually.

ARTICLE VIII: MEMBER REVIEW

Section 1: This section is established within the dorm's power to review and evict members who are not living up to the standards of the living group.

Section 2: This process shall be undertaken by a Review Committee, which is selected by the Executive Council, the President, the Resident Advisor (who will not vote), and two other members of the Executive Council, to be chosen by that body.

Section 3: The Review Committee shall meet in mid-October and shall then evaluate members previously thought to be substandard. Members formally evaluated as actually below the living group standards shall be warned of that situation. The committee shall then convene again in late January, and re-evaluate those members who have been warned. Those found still substandard shall no longer be residents of Maxwell House the following year. The Housing office and the affected residents shall be made aware of the eviction by February 15.

ARTICLE IX: SELECTION OF NEW MEMBERS

Section 1: The selection of new members shall be made by a housing committee, selected by the Executive Council and composed of 9-13 members judged to be active representatives of Maxwell. This committee shall be approved by the whole house, by a simple majority at a house meeting.

Section 2: The Selection Committee shall accept applications from prospective new members, and then interview a reasonable number of those who have applied. The committee shall then select the new members and the waiting list.

ARTICLE X: AMENDMENTS

An amendment to the Constitution of Maxwell may be proposed by any member of the house in writing to the execution Council. If approved by a simple majority of the Executive Council, it is then presented to the house at the next meeting. At least one-half of the members of the house must be present at the meeting in order for the amendment to be passed. Passage is by a three-fourths vote in favor. A passed amendment is incorporated into the body of the Constitution.

ARTICLE XI: RATIFICATION

This Constitution shall become the effective Maxwell Constitution if approved by two-thirds of the members of Maxwell House. Date of last revision: February 26, 2002.

ARTICLE XII: PROCEDURES FOR TEMPORARY LEAVE

Section 1: Prior to leaving the dorm, the leaving member must notify the Executive Council and the Resident Advisor of the intention and reason for temporary leave.

Section 2: If the Executive Council has been notified, dorm members with ordinary leaves of absence (e.g., study abroad or at Beaufort) may return to the house at the end of their leave, pursuant to the specifications of Section 3.

Section 3: If two or more members return from temporary leave and there are not adequate spaces available in the house, the decision of who will receive the space will be based on seniority, as determined in Section 5 of Article III. If two or more members of equal seniority both wish to live in the house, the decision will be made by the resident of the room in which the bed is available. If there are no other inhabitants of the room in question, or if the resident of the room has no preference, the decision will be made by lottery.

Article XIII. SELECTION OF ROOMS

Section 1: Selection of rooms for the following academic year will be done on a basis of seniority, with the most senior members selecting rooms before more junior members.

Section 2: Seniority will be based first on the amount of time spent as a member of the house, as defined in Section 5 of Article III. The next criteria will be class standing as determined by the University Registrar.

Section 3: Once returning members have been classified into groups as specified in Section 2, a lottery will be used to determine the order in which rooms are selected.

Section 4: The best lottery position drawn by an individual in a roommate pair (or trio) may be used to select the group's room.