CONSTITUTION OF THE HOUSE OF
THE GRADUATE COLLEGE
Princeton University

I. Name
This organization shall be known as the House of the Graduate College, Princeton University, henceforth as the House.

II. Purpose
The purpose of the House is to provide services designed to benefit the individual members of the House, to provide and maintain facilities for the benefit of the resident members of the House, and to represent the concerns of the resident members of the House to the various administrative offices and bodies of Princeton University.

III. Membership of the House
A. All Princeton University graduate students (including students classified as "Enrollment Terminated; Degree Candidacy Continues" students, hereinafter known as "post-enrolled") are members of the House and shall henceforth be termed "resident members", provided that they reside:

1. in the Graduate College or on associated buildings on the grounds of the Graduate College;
2. in the Graduate Annexes at 11 Dickinson Street, 15 Dickinson Street, 16 Dickinson Street, 24 Dickinson Street, 31 Edwards Street, 35 University Place, and 45 University Place; or
3. in other designated Graduate Annexes fulfilling the following criteria:
   a. residents of the Annex must pay residential dues to the House;
   b. the Annex must be substantially composed of graduate student housing;
   c. the Annex must be recognized as part of the House by the University, which shall signify its recognition by:
      i. the inclusion of the Annex in the Graduate College Room Draw,
      ii. the collection of dues for the Committee, and
      iii. consent to Annex status; and
   d. the Annex must be recognized as part of the House by the Committee, which may grant or remove such recognition by a two-thirds majority, except that Annexes which have been part of the House for fewer than 10 years may be removed by a simple majority of the Committee;
and provided that the Committee may waive, on an annual basis and by a two-thirds majority, either condition (b) or condition (c)(i), but not both during the same year for a given Annex.

B. Any other graduate student of Princeton University (including post-enrolled students in their first year of such status), upon payment of dues as outlined in Article V below, becomes a member of the House, and such members shall henceforth be referred to as 'non-resident members'. The Committee reserves the right to refuse membership or suspend the privileges of membership to any person who is not a resident member for any reason. Non-resident members shall have access to such facilities of the House as the Committee may direct.

IV. Governing Body

A. The governing body of the House is the Graduate College House Committee, known throughout as the Committee.

B. An individual must be a current resident or non-resident member of the House to run for or serve on the Committee. Additionally, an individual must be a resident member in order to run for or serve in an office of the Committee which deals primarily with the needs and concerns of resident members; these offices are: the Assistant Chairperson, the Secretary, the Social Activities Officers, the Regular Facilities Officers, and the Athletics Officer. The Committee may authorize the nomination or appointment of a non-resident member to any one or more of these offices if and only if there are no resident members wishing to serve.

C. The object of the Committee is to facilitate the fulfillment of the purpose of the House. The Committee is responsible for the interpretation and enforcement of this Constitution.

V. Membership fees

A. The Committee shall set membership fees consistent with the objectives of the House.

1. All resident members of the House shall be required to pay a residential membership fee.
2. Non-resident members shall be required to pay a non-residential membership fee. The non-residential membership fee must be not less than 10% of the residential membership fee. Non-resident members may, upon payment of the residential membership fee, enjoy the use of all facilities normally available only to resident members.

B. Nonpayment of membership fees by members is grounds for suspension of all privileges of membership.
VI. Officers of the House Committee

Officers shall be chosen in accordance with the provisions of this Constitution. Officers shall be expected to provide for the continuation of their services during the summer. Members of the Committee shall not be paid for Committee duties.

A. Positions: The Committee shall consist solely of fourteen voting officers: Chair, Assistant Chair, Secretary, Treasurer, two Social Activities Officers, two Special Events Chairs, two Bar Czars, two Regular Facilities Officers, Athletics Officer, and Coffee House Manager.

B. Duties of the Officers: The Committee retains ultimate authority over all duties and responsibilities of the officers. Besides performing the particular duties of their office, each Committee member shall:

a. maintain written records of their Committee activities and written records of expenditures;

b. submit to the Committee, once per semester, projected expenditures for their office for the semester (the Bar is exempt from this provision);

c. inform the Committee of intended expenditures which exceed a limit determined by the Committee (exempt from this provision are expenditures previously approved by Committee, emergency expenses, and ordinary expenses of the Bar).

1. The Chairperson shall:

   a. be the executive officer of the Committee and authorize all delegations of authority within the Committee;
   
   b. preside over meetings of the House and the Committee;
   
   c. act as spokesperson for the Committee in its relations with individuals and with other organizations;
   
   d. act as a liaison between the Committee and the Graduate Student Affairs Administrator and oversee internal House affairs and activities;
   
   e. assist the Social Activities Officers and the Special Events Chairs in the performance of their duties, as necessary;
   
   f. perform other duties as directed by the Committee;

2. The Assistant Chairperson shall:

   a. assist the Chairperson with his or her duties;
   
   b. serve as acting Chairperson and assume the responsibilities of the Chairperson in the event of her or his absence;
   
   c. represent the concerns of the House and the Committee to the Graduate
Student Government, and report on the Graduate Student Government’s activities to the House and the Committee;
d. serve as representative for the resident members of the House and the Committee to the University and act as liaison between the House and the following offices:

1. the Graduate Housing Department;
2. the Assistant Dean for Students in the Graduate School;
3. Building Services and the Foreman for the Graduate College;
4. the manager of the Graduate College Dining Hall;
5. other University committees as deemed appropriate by the Committee;

e. organize and maintain a committee of resident members to meet with the manager of the Graduate College Dining Hall at regular intervals to address issues of meal service;
f. be responsible for correspondence between the Committee and the University;
g. perform other duties as directed by the Chairperson with the approval of the Committee.

3. **The Secretary** shall:
   a. supervise the updating and publication of a House handbook for new resident members;
   b. take minutes of all meetings of the House and the Committee and post copies of those minutes in a public place and on the House web page within one week of the meeting;
   c. maintain records from all committee meetings and all non-financial records of the House, both past and present;
   d. publish a House newsletter at regular intervals or as deemed necessary by the Committee;
   e. provide for newspaper and magazine service for resident members and conduct an annual poll to determine House periodical preferences;
   f. at the end of his or her term of office, prepare and distribute to the members of the newly elected Committee records of Committee minutes for the previous two years and a copy of the current Constitution;
   g. be responsible for the House web page, as designated by the committee;
   h. maintain a list of current members of the House;
   i. perform other duties as directed by the Chairperson with the approval of the Committee.

4. **The Treasurer** shall:
   . manage the financial resources of the House (except for those of the Bar), maintain updated balances of all cash assets, and make monthly reports on the budget to the Committee;
   a. be responsible for arranging all payments of properly documented expenditures made by the Committee. Such payment must be made within
two weeks of submission of the receipts, except as noted under c., d. and e. below;
b. ensure that any capital improvements or equipment purchased with House funds are located at the Graduate College;
c. oversee the budgets appropriated to Officers of the Committee. He or she may refuse an Officer reimbursement for expenses until the next meeting of the Committee only under the following conditions:

1. The Officer is exceeding his or her budget, or is not allocating sufficient funds approved in a new fiscal year for the subsequent Committee, and the amount of the excess exceeds $100.
2. The Officer was previously served written notice by the Treasurer of unforeseen changes in the amount or flow of anticipated income that require restrictions on or revisions to his or her budget, and the Officer violates the conditions specified in the notice.
3. The expense is for an item or service (not approved in advance by the Committee) that is unrelated to the duties or mission of the position of the Officer.
4. The expense is a gift or grant to an individual or organization, unless the amount is for services rendered at the Graduate College or unless it is specifically approved by the Committee.
5. Authorization or reimbursement of the expense, or use of the goods or services it provides, violates the terms of the non-profit tax status of the Committee.
6. Authorization or reimbursement of the expense, or use of the goods or services it provides, violates local, state, or federal law, or recklessly exposes members of the Committee or residents of the House to criminal or civil proceedings.
7. If the Treasurer invokes any of the above provisions to refuse authorization or payment, the Committee may override him or her with a majority vote of the full Committee; but the Treasurer’s action shall remain in effect unless and until an override vote succeeds.

d. have the authority to delay (but not refuse) payments for up to 30 business days under the following conditions:

0. There are insufficient funds available for all outstanding charges or expenses.
1. A deposit or transfer is needed first to maintain a minimum balance set by an outside bank or the University, and such a deposit or transfer can be made within 25 business days.

e. stock the change box in the Porter’s Lodge;
f. assist the Coffee House Manager in overseeing the finances of the Coffee House;
g. present an itemized financial report for the previous year to the House Committee during the Fall, which report shall be available to members of the House upon request;
h. maintain the financial records of the Committee, both past and present, and at the end of the each fiscal year have the books audited by two House members hired by the Committee, who are not officers of the Committee;

i. file all financial reports required of the Committee and the House;

j. at the end of his or her term of office, distribute to the members of the newly elected Committee copies of the itemized financial reports of the House for the previous year;

k. perform other duties as directed by the Chairperson with the approval of the Committee.

5. **The Social Activities Officers** shall:
   . organize social activities at the Graduate College for House members, and primarily for resident members, which have traditionally included at least the following activities

   0. three informal parties per semester;
   1. four study breaks or similar events;
   2. weekly social hours;

   a. organize publicity for Committee-sponsored social events;
   b. maintain a House Film Library of video cassettes and digital media for resident members and other members who pay a fee to be determined by the Committee;
   c. provide for a program of regularly scheduled films to be shown at the Graduate College;
   d. maintain the House book exchange collection;
   e. ensure that no more than 10% of the budget allocated to Social Activities Officers is spent on activities at, or involving, the Bar;
   f. organize social activities for Annex residents, either encouraging the participation of Annex residents at Graduate College social events or holding social events at the Annexes, as permitted by the existence of social or common spaces;
   g. perform other duties as directed by the Chairperson with the approval of the Committee.

6. **The Special Events Chairs** shall:
   . organize three dances in Procter Hall: a Halloween masquerade ball, and Fall and Spring semi-formal dances;
     a. organize two summer social events;
     b. publicize the above events throughout the House;
     c. perform other duties as directed by the Chairperson with the approval of the Committee.

7. **The Bar Czars** shall:
   . manage all finances of the Bar;
     a. order and stock all food and drink to be served in the Bar;
b. hire staff and maintain the physical plant of the Bar;
c. establish Bar operational policy;
d. ensure annual renewal of the Bar liquor license;
e. submit a yearly financial report to the Treasurer for the purpose of tax preparation;
f. maintain the financial records of the Bar, both past and present, and at the end of each fiscal year have the books audited by two House members hired by the Committee, who are not members of the Committee;
g. organize a minimum of two events each month in the Bar;
h. perform other duties as directed by the Chairperson with the approval of the Committee.

8. **The Regular Facilities Officers** shall:
   a. provide for the purchase, operation of all laundry machines, ice machines, photocopier, vacuum cleaners and any other such facilities in the Graduate College which are not solely and specifically the duty of the Assistant Chair or the Athletics Officer;
   b. keep inventory of the non-portable facilities of the House and records of their performance;
   c. provide for the maintenance supplies of the private-use kitchens in the Graduate College;
   d. be responsible for the maintenance of the Music Room and any other such rooms designated for the use of the House by the Committee;
   e. perform other duties as directed by the Chairperson with the approval of the Committee.

9. **The Athletics Officer** shall:
   a. be responsible for recreational facilities of the House, including specifically but not exclusively:
      0. the maintenance of the Pool Room and Weight Room in the Old Graduate College and the equipment appropriate for those facilities;
      1. the maintenance of the various gaming facilities of the House including specifically ping-pong and foosball tables and all video and pinball machines;
   b. purchase and provide for the maintenance of all House recreational equipment available on loan to resident members;
   c. stock the wood room and sell firewood from that room in season;
   d. perform other duties as directed by the Chairperson with the approval of the Committee.

10. **The Coffee House Manager** shall:
    a. manage all finances of the Coffee House, in cooperation with the Treasurer, and provide reports for the Committee at monthly intervals;
a. order and stock all food and drink to be served in the Coffee House;
b. hire staff and maintain the physical plant of the Coffee House;
c. establish Coffee House operational policy;
d. submit a yearly financial report to the Treasurer for the purpose of tax preparation;
e. maintain the financial records of the Coffee House, both past and present, and at the end of each fiscal year have the books audited by two House members hired by the Committee, who are not members of the Committee;
f. organize a minimum of one event each month in the Coffee House;
g. perform other duties as directed by the Chairperson with the approval of the Committee.

C. Selection of Officers

1. The fourteen officers shall be elected by the members of the House. Election of officers shall be conducted by secret ballot, with a separate ballot printed for resident and non-resident members. Election of officers shall take place once each year in the Spring Semester, at the Graduate College, unless a unanimous Committee selects another venue.

2. A member shall be placed on the ballot if the House Committee receives a petition announcing his or her candidacy. The petition shall contain a statement specifying which office the candidate is running for and bear the names, signatures, and addresses of a number of members of the House which shall be thirty or ten percent of the total number of resident members of the House, whichever is less; if the candidate is running for an office for which only resident members are eligible, these signatures must be drawn exclusively from resident members. The Committee must receive all nominating petitions at least two days prior to the election of the officers. The Committee must also receive a written campaign statement from each candidate at least two days prior to the election. The Committee shall post campaign statements for inspection by members of the House.

3. Petitioning members must run for a specific office when campaigning and shall consent to the use of their name beside that office and no other on a secret ballot.

4. Election of officers shall take place within a month of the beginning of the Spring Semester. The exact time and place shall be determined by the Committee. Members of the Committee not standing for election shall constitute an Election Committee and be responsible for the conduct of the election, the counting of ballots, and the announcement of results. If not at least three Committee members are available for the conduct of the election and the counting of ballots, the Committee shall appoint members of the House who are not standing for election to take on these responsibilities. The conduct of the election and the counting of ballots must be carried out by at least three members of the House, at least one of whom shall be a resident member.
5. In the event of an unopposed race, voters shall have the opportunity to express approval or disapproval of the candidate for that office. If at least as many disapprovals as approvals are received, that office shall be considered unfilled.

6. In the event of a tie result for an office, the election for that position shall be re-held within one week, with only the candidates who jointly received the greatest number of votes appearing in the election. Should the second election result in a tie, the Committee shall choose a winner.

7. If the Committee receives, from a member of the House, a written complaint about the conduct of an election for one or more positions on the Committee, the current Committee shall decide (using the standard voting procedure for motions) whether to re-hold the election for one or more offices. In no case shall a current Committee member participate in such a vote if that member is running for any position in question. A re-held election must be held within one week of a Committee decision to re-hold the election.

8. In the event of an unfilled position in the Committee, the Committee announces the vacancy for at least two weeks. If no candidates come forward, the Committee shall appoint a House member to fill the vacant position. If one candidate comes forward, the Committee may appoint that person. The appointed holder of the position shall have the same duties, rights and privileges as though she or he were elected to that position. In the event that there is more than one candidate, a special election shall be held, following the guidelines for normal elections.

D. Tenure of Officers

1. Officers shall begin their tenure within two weeks following the election and shall terminate their tenure upon the installation of the new officers.

2. A member may terminate tenure on the Committee upon written notification at least two weeks in advance of his or her proposed termination date.

E. Recall of Officers

1. Failure of a Committee member to carry out the responsibilities of his or her office as specified in this Constitution or nonattendance at three consecutive Committee meetings without Committee approval shall be considered grounds for recall. Recall proceedings shall be initiated if the Committee determines, through a two-thirds vote of the full Committee, that grounds for recall exist. Recall proceedings shall also be initiated upon receipt by the Committee of a recall petition bearing the signatures of a number of resident or non-resident members, not less than twenty percent (20%) of the number of resident members of the House. For the recall of an officer elected by only resident members, these signatures must be entirely collected from resident members.

2. The Committee shall notify the House of recall proceedings through public notice at least one week before recall proceedings are to take place. The recall proceedings shall be
conducted as an unopposed election as described in section VI.C. If disapproval is expressed, the Committee member shall be recalled and her or his place be declared vacant.

VII. Meetings of the House and Meetings of the Committee

House and Committee meetings shall be conducted in accordance with the standard rules of parliamentary procedure unless otherwise determined by the Chairperson. A motion shall be considered passed if more approvals than disapprovals are received except where this Constitution dictates otherwise.

A. General Meetings of the House

1. There shall be at least one general meeting of the House each academic year.

2. The Committee may call a general meeting of the House at any time and must schedule such a meeting within one week after the receipt of a petition bearing the signatures of a number of resident and non-resident members not less than ten percent (10%) of the number of resident members of the House, calling for such a meeting.

3. No business may be conducted at a General Meeting of the House without the approval of the Committee, unless the nature of this business was specified in a petition calling for the meeting, with the exception of the recall of officers and the submission of Constitutional amendments, which shall be deemed in order, provided that a quorum of the House is present.

4. A recall election or Constitutional referendum may be approved by a General Meeting of the House, by a simple majority.

5. A quorum of the House shall be a number of members equal to a majority of the total number of resident and non-resident members of the House, including a majority of resident members.

B. Meetings of the Committee

Meetings of the Committee shall be scheduled by the Committee or called by the Chairperson, except as specified in the sections on meetings of the House or below. The meetings shall take place at the Graduate College. A majority of the Committee members shall constitute a quorum of the Committee. In the event of need and/or unavailability of the Chairperson, a meeting of the Committee may be called by any two voting members of the Committee as long as each member is notified by mail at least two days before the intended date and the Chair, Assistant Chair, Treasurer, or Secretary, is secured to preside. A Committee member may appoint another member of the House to serve as proxy, provided that this is submitted in writing to the Chair; only resident members may serve as proxies for officers elected by resident members only. A quorum of the Committee may not be filled by a proxy vote."
VIII. Graduate Student Affairs Administrator of the House

The Master, Residence Life Coordinator, or other resident student life administrator of the Graduate College shall serve as an advisor to the Committee. When appropriate, the Committee shall request his or her assistance in organizing cultural and social events for the benefit of the House and invite him or her to attend Committee meetings and provide advice. The Committee shall seek to meet at least once each year with the Associate Dean of the Graduate School for Student Affairs to discuss the performance of the resident administrator. The Committee shall seek an active role in the interview and hiring process for a new resident administrator.

In the event of a vacancy in the role of resident administrator, the Committee shall be empowered, in consultation with the Associate Dean, to select a University administrator to advise the Committee.

IX. Amendments to the Constitution

Amendments may be proposed in three ways:

A. by the Committee, or
B. by the House upon receipt by the Committee of a petition bearing the proposed amendment and signed by a number of members not less than fifteen percent (15%) of the number of resident members of the House, or
C. by a vote at a General Meeting of the House.

Copies of the proposed amendment(s) shall be placed on public display on entry bulletin boards at least one week prior to a vote, which shall occur during the academic year. The Committee shall appoint a Referendum Committee of three of its own number to supervise the referendum and report on the results. Amendments shall be incorporated in the Constitution if approved by a two-thirds majority of the members voting in a referendum and a simple majority of those resident members voting. A number of members, not less than twenty percent (20%) of the number of resident members of the House must participate in order for the results to be valid. The referendum shall be held either at a House meeting or by written ballot; the Committee shall determine the manner of the referendum. All referenda must occur at the Graduate College. The Referendum Committee shall be empowered to establish rules on the conduct of the election.

X. Ratification

Ratification of a new Constitution shall require the approval of two-thirds of members voting in a referendum, as well as the approval of majority of resident members voting. A number of members, not less than twenty percent (20%) of the number of resident
members of the House must participate in order for the results to be valid. The referendum shall be held in the same manner as a referendum on an amendment to this Constitution.

Ratified February 12, 1998

Amendments:

- 1. Amended October 20, 1998 (creation of Events Chair, revising duties of Assistant Chair)
- 2. Amended January 20, 2000 (creation of Secretary, revising duties of Assistant Chair)
- 3. Amended February 16, 2000 (expansion of membership, revising duties of Secretary) - Text, after amendment 3
- 4,5,6. Amended February 28, 2001 (clarification of Officer duties toward nonresident members and nonresident members' eligibility to vote and hold Office, honorary membership, reducing number of General Meetings of the House) - Text, after Amendments 4, 5, and 6
- 7. Amended February 20, 2002 (empowerment of the Committee to establish and abolish temporary annexes) - Text, after Amendment 7
- 8,9,10. Amended January 20, 2005 (two Special Events Chairs instead of one Social Chair and the Events Chair, update to duties of Regular Facilities Officers, adopting gender-neutral language in Article VIII) - Text, after Amendments 8, 9, and 10
- 11. Amended October 21, 2007 (removal of honorary membership)