

Fleming House Constitution

(Revised April 23, 2024)

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

(Revised January 22, 2024)

1. 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.
2. Sovereignty. The House as a whole has final power over all decisions of its committees. Decisions of its 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.
3. Meetings.
 1. The House shall meet:
 1. when a meeting is called by the President;
 2. 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;
 3. after the fourth week, but no later than the Saturday preceding the Super Bowl, 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 and/or over email 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

(Revised January 22, 2024)

1. 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.
2. Qualifications and Duties.
 1. President. The President, who shall be a resident junior when elected, shall be the chief executive of the House. They shall preside at House meetings and shall be Chairman of the Executive Committee, but shall have no vote except in case of tie. They shall represent the House on the Inter-House Committee. They shall not serve more than one term.

2. Vice President. The Vice President shall assume the duties of the President in the event of the President's absence. They shall receive complaints and suggestions from members of the House, and shall be responsible for their proper consideration. They 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.
 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. They shall carry on House correspondence and shall be responsible for the preservation of House records. They 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. They shall be responsible for reporting damages in the House.
 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 their freshman peers at least two weeks before the "Fall Party" each year.
3. Election.
1. Nominations. Nominations for House offices shall be opened at dinner two weeks prior to elections. 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 1. 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 1, applies.
 4. In the event that no candidate receives a majority, the candidate with the lowest number of votes will be eliminated and rounds of voting will continue until a majority is reached. .
4. 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 PEER ADVOCATES
(Revised January 22, 2024)

1. Constitution. The Peer Advocates shall be interviewed and appointed by the Counseling Center with input/participation from the House's current Peer Advocates and the Executive Committee prior to the picks held during third term. Their term of office shall last until they graduate or resign.
 1. The Head PA shall be one who has already served as PA for at least one full year. Their pick is specified by Resolution I, Section 1, and their choice of rooms is specified by Resolution I, Section 5.
 2. At least four other PAs shall take up residence in the rooms specified by Resolution I, Section 5.
2. Training. After acceptance into the Peer Advocate Program, students take a one-term course. The course is focused on learning the listening and attending skills necessary to engage in a supportive interaction with a peer and on the common psychological difficulties faced by Caltech students and how to support those struggling with those concerns.
3. Individual Powers and Duties. Peer Advocates collaborate with campus partners to educate, support, and uphold campus community standards by providing resources and facilitating interactions that contribute to a positive living environment for all members of the community.

Article IV. EXECUTIVE COMMITTEE

1. Constitution. The Executive Committee of the House shall consist of its executive officers. The Freshman Work Chairman shall sit on the Executive Committee until a Librarian is elected.
2. Powers and Duties. The Executive Committee shall meet to formulate House rules and policies, plan House functions, and foster good interhouse and intrahouse relations.
3. 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.
4. 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

(Revised January 22, 2024)

1. Dues. The dues of the House shall be the prevailing dues set by the administration and be due and payable by each member.
 1. All members living within the house and full, residential members living on campus without an additional full house membership are subject to no additional dues.
 2. All full members with an additional full membership, living outside of the house, are subject to \$45 dues per term.
 3. All social members are subject to \$20 dues per term.
2. Levies. Additional assessments may be levied at the discretion of the Treasurer to offset event costs.

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 22, 2024)

1. General Rules of Picking Order.
 1. General Order:
 1. President
 2. Vice-President
 3. Secretary
 4. Treasurer
 5. Social Chairman
 6. Athletic Manager
 7. Assistant Social Chairman
 8. Assistant Athletic Manager
 9. Head Waiter
 10. Head PA
 11. Peer Advocates (by card picks and class rank) - subgroup #1
 12. Seniors
 1. Senior officers - subgroup #2
 2. Class members - subgroup #3
 13. Juniors
 1. Junior officers - subgroup #4
 2. Class members - subgroup #5

14. Sophomores
 1. Sophomore officers - subgroup #6
 2. Class members - subgroup #7
15. Freshmen
 1. Librarian
 2. Freshmen officers - subgroup #8
 3. Class members - subgroup #9
2. Definition of Order:
 1. 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).
 2. 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.
 3. 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.
 4. Order Reversal:
 1. During the first and third terms, the picking order is as listed here.
 2. (REPEALED by Resolution VI) During second term, all subgroups reverse their picking order, with the exception of the top eight officers.
2. Specific Subgroup Picks.
 1. Freshmen: Freshmen pick cards at the Fleming Frosh room pick held after Rotation. The Frosh are Ordered as detailed above.
 2. Peer Advocates:
 1. Every Peer Advocate must register for the Caltech Undergraduate Fall Housing Lottery, so that the ranking between the Peer Advocates can be determined.
 2. The Peer Advocates pick according to Resolution I, section 5.
 3. Super Seniors only receive a guaranteed pick into the House if all individuals of any of the current four years' classes already have rooms.
3. 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
 1. Interhouse Committee Chairman
 2. Interhouse Committee Secretary
 2. House Officers
 1. BOC Representative
 3. Athletic and Social Teams
 1. Soc Frosh
 2. Ath Frosh

(Adopted November 11, 2019)

4. 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 (for filling in-academic year vacancies). The new student will successively pick as a member of their 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.

5. 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. No upperclass rooms may be picked as “doubles-as-singles.”
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 (see Resolution VI) in each class approximately equal between classes. When these people are kicked off, they are placed on the waiting list.
3. (REPEALED by Resolution VI) The Summer Waiting List
 1. 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 their 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 for the following year.
6. Using the expected baseline of 25 picks available for newly rotated frosh, rooms 110, 113, 201, 202, 203, 207, 208, 211, 229, 251, 253, 255, 257, and 259 are reserved for newly rotated frosh in the fall.
7. Similarly, rooms 106 (Alley 1), 131 (Lower 3), 206 (6), and 252 (2) are reserved for PAs. As noted in Resolution I, PAs pick first by class order, then by lottery pick. First-time PAs have ultimate preference over returning PAs in this order, but returning PAs may pick into a PA room if all first-time PAs have already picked. PAs (with the exception of the Head PA) must pick into one of these rooms if exercising their pick within the order specified in Resolution I. Head PA picks before all PAs, and may pick into any single room in Upper/Lower 5 or Upper 3.

6. 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.

7. (REPEALED by Resolution V) Off-Campus Affiliated Housing

1. The off-campus affiliated housing is also known as the "off-campus alley." The off-campus alley also has its own card pick and can actually be thought of as its own "subgroup."
2. 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.
 1. The spots in the off-campus alley go to the top spots, not the top people and someone they pick for their roommate.
 2. 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.
3. The Off-Campus Upper-Class Counselor (OCUCC) is a representative for the Off-Campus Members of the House. Pursuant to their 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.

8. Students Returning from a Leave of Absence (LOA)

1. Returning at the beginning of the academic year:
 1. 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.
 2. The student picks with their class.
2. Returning during the academic year:
 1. Any House member returning from a LOA is placed at the bottom of their class on the waiting list of people involuntarily forced off-campus.

9. 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:
 1. All open rooms are to be displayed.
 2. Rooms are offered by subgroup (top eight, Peer Advocates, Seniors, etc..)
 3. Parity problems must be accounted for.
 4. Open spots allow for doubles to go as singles so long as no one from off-campus wants to move on.
10. 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 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 their class.

Resolution II. MINOR OFFICES

(Adopted November 10, 1992, revised January 22, 2024)

1. 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.
2. 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, and include, but are not limited to, sitting individual BOC cases, serving as a resource about the BOC to other Flems, and delivering educational "BOC talks" as an educational sanction to protect the Caltech community.
 2. As per BOC requirements, there will be three House Representatives to the BOC.
 3. The BOC Representatives will be elected by the House through three elections using the following procedure, in accordance with Article II, Section 3.
 1. The first election will consist of only frosh nominees.
 2. The following election will consist of only sophomore nominees.
 3. The final election will consist of only junior nominees.
 4. If any of the elections have insufficient nominees to be conducted, nominations will no longer be limited by class.

5. Only the BOC Representative elected during the first election will receive a guaranteed house pick. The representative elected during the second and third elections is considered to be an upperclass rep for the purpose of Resolution IX, regardless of their actual class standing.
4. BOC Representatives are permitted to serve up to three consecutive terms, but must be re-elected for each term according to the process above.
5. If a BOC Representative chooses not to run for re-election, they will remain a “Former Rep” and still be able to sit cases and attend training.
3. Cannonmaster
 1. Duties: The Cannonmaster shall be responsible for maintenance and operation of the Fleming Cannon.
 2. They shall be appointed by the previous Cannonmaster and serve a term of approximately two years.
4. (REPEALED by Resolution VII) Inter-Alley Challenge Chairman of Fleming House
 1. Duties: The duties of the IACCOFH shall be to officiate at the House Alley Challenges, specifically Fecathalon and Indoor/Outdoor Olympiad, and to keep the history of past challenges.
 2. They shall be appointed by the previous IACCOFH and serve a term of approximately two years.
5. 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. They 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, revised January 22, 2024)

1. Election
 1. The specific team members shall be specified at the time of election.
 2. (Repealed by Resolution VII) A House member may run on more than one team.
 3. Any changes in subsequent teams shall be approved by the Executive Committee.
2. Size: The size of both teams shall be six (6), which includes four appointed frosh.

Resolution IV. AMENDMENTS TO THE CONSTITUTION

(Adopted January 26, 2000)

1. 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. AMENDMENTS TO THE CONSTITUTION

1. (REPEALED by Resolution VI) The Off-Campus Alley
 1. Resolution I. Section 7 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:
 1. House Lot (all buildings on one lot)
 2. Individual Buildings or Apartments
 3. Individual Floors
 4. Individual room groupings designated prior to picks by the Executive Committee
 4. OC ALLEY BLOCK PICKS: The procedure for block picks is as follows:
 1. 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.
 2. 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).
 3. If a block cannot be filled by any member, then it is broken down into blocks of the next highest priority.
 4. 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.
2. (REPEALED by Resolution VI) 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.

Resolution VI. RESIDENCY

(Adopted January 28, 2019)

1. Executive Committee Residence Requirement

2. The Top 4 members of the Executive Committee must commit to being on-campus for the duration of their term.
3. One of the Athletic Manager or Assistant Athletic Manager and one of the Social Chairman or Assistant Social Chairman must be on-campus at all times for the duration of their term.
4. Vacancies
 1. In the event that a new, full member joins the house after a room vacancy has already opened, they are ineligible to fill it unless no other full members have requested it.
5. Officer Resignations
 1. In the event that an executive officer resigns or is recalled from office, the House will hold an election for the position within a week.
6. Term Limit
 1. No member shall live in the house for more than 12 cumulative terms unless no other full members have requested a spot.
7. Room Picks
 1. "On-campus" is defined as living in Fleming House
 2. Resolution V, Section 2 is hereby repealed.
 3. Resolution I, Section 1.2.4.2 is hereby repealed.
 4. Resolution I, Section 5.3 is hereby repealed.
 5. The Summer Waiting List: The order of the waiting list shall be that of the Lottery Results and such that class proportions determined during third term lottery picks are maintained, with the exception that all students kicked off-campus are ahead of those who voluntarily moved off-campus.
8. Off-Campus Alley
 1. Resolution V, Section 1 is hereby repealed.

Resolution VII. AMENDMENTS TO THE CONSTITUTION

(Adopted April 12, 2023)

1. The "Screwed Senior Policy" (Adopted 12 April 2023) For the class of 2024 and 2025, any flem who
 1. rotated into Fleming
 2. has attempted to live in the house both their second and third year as documented by the secretary on the interest form (must take room if they get it)
 3. and has not been able to live in the house during their first three years
 will be guaranteed a pick into the house for their fourth year. They will be given the lowest pick in their class if they would not have a house pick otherwise.
 This is an amendment only for unprecedented cases (pandemic, unusually large frosh class, etc.) and can be reused by vote through the house (as outlined in Resolution IV) and addition of class year to the first line above.

Resolution VIII. REVISIONS TO THE CONSTITUTION

(Adopted January 22, 2024)

1. Article I is hereby revised to reflect the correct timing of elections as of January, 2024.
2. Article II is hereby revised.
 1. Work frosh election is hereby determined by the date of Fall Party.
 2. Elections are hereby conducted according to the rule of eliminate the last candidate and revote until a majority is determined.
3. Article III is hereby revised to reflect the roles of the Peer Advocates as of January, 2024.
4. Article VI is hereby revised to reflect the state of dues and fees as of January, 2024.
5. Resolution I is hereby revised to reflect the Fleming room picks process as of January, 2024.
6. Resolution II, Section 4 is hereby repealed. The duties of the IACCOFH are hereby absorbed by the athletic managers.
7. Resolution III is hereby revised to reflect the selection and status of the Social and Athletic teams as of January, 2024.

Resolution IX. THE BOC REPRESENTATIVES

(Adopted January 22, 2024)

1. Resolution II, Section 2 is hereby revised.
 1. The three BOC Representatives are specified to belong, one each, to the frosh, sophomore, and junior class, respectively, at time of election.
 2. BOC Representatives are able to continue their term for multiple years, but they must be re-elected each successive year.
 3. If a BOC Representative chooses not to run for re-election, they will remain a “Former Rep” and still be able to sit cases and attend training.
 4. The frosh BOC representative and whichever one of the upperclass BOC representatives has a lower lottery number in the Spring Housing Lottery receive a house pick and pick as an officer of their class according to Resolution I, Section 2. The other upperclass BOC representative picks as a normal member of their class, and does not receive a guaranteed house pick.

Resolution X. THE UPPERCLASSMAN BOC PICKS

(Adopted April 23, 2024)

1. Resolution II, Section 2 is hereby revised.
 1. The upperclass BOC representatives that has a lower lottery number in the Spring Housing Lottery shall receive a house pick and pick as an officer of their class according to Resolution I, Section 2. The other upperclass BOC representative picks as a normal member of their class, and does not receive a guaranteed house pick. Should this other upperclass BOC representative receive a house pick purely based on their lottery number, they shall pick as an officer of their class.