

Duncan Hall Fridge Room Constitution

April 11, 2003

1. The name of this organization is “Duncan Hall Fridge Room.”
2. The purpose of this organization is to provide the residents of Duncan Hall with convenient sodas and snack food at a reasonable cost.
3. This organization is open to following members:
 - (a) Faculty, staff members and graduate students in the Ph.D. programs of any of the departments housed in Duncan Hall (CEB)
 - (b) Graduate or undergraduate students who are employed by a research grant or involved in a research project in conjunction with one of the departments housed in Duncan Hall (CEB).
4. All members must sign a “Fridge Use Agreement” and pay a \$10 key deposit to get an account with the Duncan Hall Fridge Room.
5. All members must close their account before leaving Rice. At that time they will receive their key deposit, if the key is returned, and any credit balance remaining on their account. If they have a negative balance, it will have to be paid off at that time.
6. The fridge administrators are volunteers who run the co-op. The fridge administration will consist of the following:
 - (a) Mr./Ms. Fridge, who shall be responsible for all account maintenance. This includes opening/closing accounts, posting checks/transactions, and making payouts or adjustments to existing accounts. It is also the job of Mr./Ms. Fridge to address any issues brought forth by members of the Duncan Hall Fridge Room.
 - (b) the Inventory Specialist, who shall be responsible for the ordering and delivery of food and drinks to the fridge room. It is also the job of the Inventory Specialist to reconcile the invoice of any food/drink order and inventory the fridge room.
 - (c) the Treasurer, who shall be responsible for the accounting. This includes making deposits, paying bills, figuring losses, and writing checks for payouts on closed accounts. It is also the job of the Treasurer to regularly make available a written breakdown of the income and expenses of the organization.
 - (d) the Fridge Computing Specialist, who shall be responsible for the the fridge terminals’ hardware and software maintenance. This includes installing new software, replacing broken hardware, and assisting members with any fridge computing issues.
7. Decisions greatly affecting all the members will be brought to a vote via email. In order to make a decision, the email vote must be open for one week. In order to pass a decision, 51% of the votes received must be in the affirmative.
8. The fridge administration positions shall be filled on a volunteer basis. If there are multiple volunteers, then a vote will be held as described in article 7.
9. The faculty sponsor will be chosen as described by article 8.

10. The authority to sign checks shall be given to all the members of the fridge administration. Two signatures are required for each check.
11. Members of the co-op are expected to help out by following the rules outlined below:
 - (a) Take reasonable precautions to prevent theft and loss in the fridge room. Do not leave fridge room doors open or unlocked. Report any suspicious activity to the campus police x6000.
 - (b) Members must keep their fridge account “in the black,” i.e. with credit balance. Members who have been more than five dollars in debt for more than seven weeks will have their account deactivated until payment is received. Members who are more than \$20 in debt will have their account deactivated until payment is received.
 - (c) After taking a drink from the refrigerator, a member should replace the cold drink with a warm one. This will greatly increase their chances of getting a cold drink next time they want one.
 - (d) Any member can store personal items in the refrigerator, but it must be labeled with their name and a reasonable expiration date. Items not so labeled are considered “free food” and are fair game to be eaten or thrown out by anyone at any time.
 - (e) Keep the fridge room, refrigerators, and microwaves clean. At the very least, each member should clean up the messes that they make.
12. Amendments to the organization’s constitution can only be made by a vote according to the measures described in article 7.