

WEBB INSTITUTE

GLEN COVE, NY

**STUDENT ORGANIZATION
HANDBOOK**

Prepared by the Rules Committee

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PREAMBLE

The successful professional in a highly competitive field such as Engineering must have a thorough academic knowledge of the profession and must possess certain personal attributes in order to supervise and manage the activities of others competently.

Paramount among these attributes are honor, responsibility, self-assurance, and the ability to make sound decisions. These attributes are not inherited, but can be acquired. Self-discipline and self-management enhance this personal development process.

College students must learn to make and administer the code by which they live. We desire to establish a system that will provide a practical four-year course in rational self-management, a prerequisite for leadership.

We believe that if graduates have not learned how to conduct themselves intelligently and in harmony with their colleagues, then they are a discredit to this Institute.

Therefore, in accordance with this principle, we, the students of Webb Institute, have formulated with sincerity, honesty, and care, this Constitution.

PREFACE

PART I. CONSTITUTION

The Constitution is the foundation of the Webb Student Organization; it gives the general duties of the members, officers, officials, committees, Honor Council, and Student Court.

PART II. BY-LAWS

Part II of the Handbook outlines what is generally expected of a Webb student and gives the restrictions placed upon the students by themselves and the Administration.

PART III. GENERAL INFORMATION

Part III outlines procedures for laboratories, shops, and student stores, defines duties and responsibilities of students, establishes guidelines for student appearance and behavior as dictated by the Student Organization and Administration. This part also provides general information to acquaint new students with life at Webb. Information in this section may be superseded by future Administrative Instructions (see Part VI).

PARTS IV & V. YACHT CLUB CONSTITUTION AND BY-LAWS

The Yacht Club is closely related to, but separate from, the Student Organization.

PART VI. ADMINISTRATIVE INSTRUCTIONS

This part of the handbook contains rules and policies provided by the Administration and/or Faculty. These memorandums supersede Parts I, II, and III.

PART VII. GUIDE TO RESIDENCE HALL LIVING

The *Guide to Residence Hall Living* is an introduction to on-campus life at Webb Institute. The *Guide* serves as an announcement of the Residence Life policies, rules, and regulations. This section has been prepared by the Webb Institute Administration.

PART I. CONSTITUTION

Article I: Name and Powers

SECTION 1: NAME

The name of this organization shall be the "Student Organization of Webb Institute," hereinafter in this Constitution and following By-Laws be referred to as the "Organization."

SECTION 2: POWERS

The Organization shall have the power to make all rules except those otherwise provided by the Administration and/or Faculty, and shall enforce all rules pertaining to its Members.

The Organization shall make arrangements for all collective affairs of its Members.

Article II: Membership

SECTION 1: CLASSES OF MEMBERSHIP

There shall be two classes of membership, Active and Associate.

Students at Webb Institute shall become Active Members upon reciting and signing the Honor Pledge and endorsing this Constitution. All students shall take this Pledge within the first two weeks of their Freshman year.

All Webb Institute alumni shall be Associate Members. Active Members may confer Associate Membership upon others by a two-thirds majority vote.

An Associate Member shall have the privilege of using Organization facilities and attending meetings but may not use the Treasury or vote at meetings.

SECTION 2: EXPULSION AND REINSTATEMENT OF MEMBERS

Any Member may be expelled from the Organization by a three-quarters vote and may be readmitted by the same vote.

Members expelled through action resulting from an Honor Council decision may not be reinstated by the Organization.

Article III: Officers and Officials

SECTION 1: OFFICERS

The Officers of the Organization shall be:

1. President
2. Honor Council Chairman
3. Vice President
4. Treasurer
5. Secretary
6. Student Representative to the Board of Trustees

SECTION 2: OFFICIALS

The Officials of the Organization shall be:

1. Members of the Honor Council
2. Members of the Student Court
3. Class Presidents
4. Committee Chairs

SECTION 3: DUTIES AND REQUIREMENTS OF OFFICERS

The Officers described in this Section shall be elected in accordance with Article III, Section 4 of this Constitution.

All Officers shall attend Leadership Week, barring a compelling reason approved by the President and Director of Student Services & Admissions.

A. President

The President shall act as the head of the Organization. He is to call and preside over Organization meetings, review the business off all committees, and represent the Organization when required. He shall be a Junior or Senior upon the completion of his term.

The President shall be a member of the Faculty Honor Committee. He shall also be a member ex officio of all committees described in this Constitution and its By-Laws.

The President, upon his election in the spring, shall conduct the Organization meeting in June. During this meeting, he shall also oversee the selection of three nominees for the Chaffee Memorial Prize in accordance with the following:

“The Chaffee Memorial Prize is awarded to the member of the Senior class who, during the four years of the course, made the best all-around record, including studies, conduct, athletics, and undergraduate activities generally. This person must be recommended by the Faculty and chosen by the Webb Alumni Association from three candidates selected by the student body.”

During the summer, the President shall send letters of welcome to all incoming Freshmen and inform them of Orientation. The President shall be closely involved with planning and holding Orientation in conjunction with the Assistant Director of Student Services & Admissions and the Honor Council Chairman.

During the beginning of the fall semester, the President shall supervise the election of a Freshman Class President as well as formation of all committees.

The President shall be available during Family Weekend and Founder’s Day and is expected to deliver a speech at these events.

The President shall organize all Founder’s Day activities in conjunction with the Dean and Director of Facilities.

After the election of a new President in the spring, the incumbent President shall ensure that all incumbent Officers, Officials, and Committee Chairmen have fully performed their duties.

B. Honor Council Chairman

The Honor Council Chairman shall impartially enforce the Honor Code and serve as a representative of the judiciary body of the Organization. He shall be a Senior upon the completion of his term.

The Honor Council Chairman shall be a member of the Honor Council and Student Court, and shall preside over these meetings. It is the duty of the Honor Council Chairman to distinguish Honor Code and Conduct Code offences, using this Constitution, its By-Laws,

precedent, and personal judgment. After each hearing of the Honor Council or Student Court, the Honor Council Chairman shall record the findings of the respective court and permanently maintain these records.

The Honor Council Chairman shall be present at all meetings of the Faculty Honor Committee.

The Honor Council Chairman shall not be bound to refer issues to the Administration in cases where the Administration has sole jurisdiction.

C. Vice President

The Vice President shall be an assistant to the President. He shall act in conjunction with the President during major events such as Family Weekend, Founder's Day, Orientation, and graduation.

The Vice President shall oversee all Sophomore Chairmen and ensure that these Chairmen are performing their assigned duties. The Vice President reserves the right to refer negligent Sophomore Chairmen to the Officer of the Day Chairman for punishment Officer of the Day duty or the Student Court for fines.

The Vice President shall coordinate Beaver Days. Beaver Days fall on every Wednesday during the semester. Each Monday, a request for Beavers for the week shall be sent by the Vice President to the Organization as well as all faculty and staff of Webb Institute. The Vice President shall then compile a Beaver list to be posted by no later than 15:00 on Wednesday of that week.

The Vice President shall assume the role of the President if the President is unable to fulfill his duties.

D. Treasurer

The Treasurer shall collect and distribute Organization funds and ensure that the Organization is financially sound. He shall keep records of all financial transactions of the Organization, including, but not limited to, the Brockett Arms Pub, Social Committee, Student Kitchen, Student Store, laundry facilities, loans, and any other expenditures approved by the Organization.

Every semester, the Treasurer shall supply the Social Committee with a budget. This shall be 75 to 85% of the Treasury's budget. This budget must also be approved by the President, Vice President, and Social Committee Chairman.

The Treasurer shall keep records of Member transactions. He shall cash checks, provide change, and keep money for Members who wish to use the Treasury for that purpose. There should be available to Members sufficient cash for withdrawal during the week. All cash kept by the Treasurer shall be secured and accessible only to the Treasurer and at least two Treasury representatives from each class. The Treasurer may, at his discretion, appoint additional Treasury representatives. Members who wish to withdraw money from the Treasury must notify the Treasurer or a Treasury representative and record the withdrawal in the Treasury Program provided by the Treasurer.

The Treasurer shall post member balances weekly. He shall also inform the Organization of its financial status through monthly reports. The Treasurer shall provide a financial report to the Administration of Webb Institute at the end of each semester.

The Treasurer may appoint an Assistant Treasurer whose duties shall be outlined by the Treasurer. The Assistant Treasurer may not be a Freshman in his first semester. While it is tacitly understood that the Assistant Treasurer should succeed the Treasurer, elections must still be held. One does not have to be a present or past Assistant Treasurer to be nominated for Treasurer.

E. Secretary

The Secretary shall keep and distribute all records of the Organization. He shall also be in charge of all correspondence and writing tasks on behalf of the Organization. For large tasks, Beavers may be requested as necessary.

At the beginning of each fall semester, the Secretary shall create a list of all officers, officials, and chairmen of the Organization. This list is to be distributed to the faculty and staff of Webb Institute. The list shall be kept current throughout the year.

The Secretary shall record minutes at all Organization meetings, meetings held between the faculty and the Organization, and any other meetings assigned at the discretion of the President. The Secretary shall designate another person to record minutes if he is unable to attend such a meeting.

The Secretary shall provide the Rules Committee Chairman with a record of all new amendments and additions to the Student Handbook approved by the Organization. Such records should be provided no more than three days after being passed.

The Secretary shall take attendance at the beginning of each meeting of the Organization and state whether a quorum is present. He shall also entertain the Organization with a “Top Ten” list to be presented at the end of each large meeting of the Organization. This list must be approved by the President before being presented.

The Secretary shall conduct all elections of the Organization.

The Secretary shall manage all periodicals to which the Organization subscribes.

F. Student Representative to the Board of Trustees

The Student Representative to the Board of Trustees shall be a member ex officio of the Webb Institute Board of Trustees. He is therefore expected to establish and maintain a working relationship with members of the Board of Trustees.

The Student Representative shall attend all meetings held by the Board of Trustees, relay the opinion of the Organization, and report to the Organization the activities of the Board of Trustees.

SECTION 4: ELECTION OF OFFICERS

These officers shall be nominated at the first regular S.O. meeting held in April. They will be installed at the first regular S.O. meeting held in May.

All candidates must be elected in accordance with the voting procedure outlined in Article IV, Section 3B.

No person shall be elected to more than one Officer position at a time.

Tenure of office shall be one school year. The President and the Honor Council Chairman may not be reelected to the same position.

SECTION 5: DUTIES AND REQUIREMENTS OF OFFICIALS

All invited Officials shall attend Leadership Week, barring a compelling reason approved by the President and Director of Student Services & Admissions.

SECTION 6: REMOVAL OF OFFICERS AND OFFICIALS

A. Resignation

Any Officer or Official may resign from his position during the school year.

B. Impeachment

Impeachment charges may be brought against any office holder upon presentation of said charges, signed by at least ten Active Members, to the highest uncharged Officer or Official, according to the order of Officers and Officials given in Article III, Sections 1 & 2.

The charges shall be answered before a meeting of the Organization, to be called as soon as possible by the Officer receiving them. At this meeting, the charged person may be removed from office by a three-quarters vote.

SECTION 7: TRANSITION OF POWER

Once new Officers and Officials have been elected, it is the responsibility of the incumbent to ensure the officer- or official-elect has a full understanding of the position. This includes detailed explanation of duties and procedures, as well as a general availability for questions and advice as needed during the coming year.

It is the responsibility of the incumbent Chairmen to ensure the Chairmen-elect have complete understanding of the position. Chairmen are responsible for maintaining the standards of their positions as laid out in the Organization By-Laws.

SECTION 8: SUCCESSION OF OFFICERS

In the event that any vacancies occur in any of the above-mentioned offices, an election meeting shall be called as soon as possible by the highest remaining officer, and new officers shall be elected to fill these vacancies. Until such a meeting can be called, the highest remaining Officer has the power to appoint individuals to fill vacant positions temporarily.

SECTION 9: SUCCESSION OF OFFICIALS

In the event that any vacancies occur in any of the above-mentioned offices, an election meeting shall be called as soon as possible by the President, and new officials shall be elected to fill these vacancies. Until such a meeting can be called, the President has the power to appoint individuals to fill vacant positions temporarily.

The election meeting need only involve the vacant office's constituents. Vacancies in the posts of Honor Council and Committee Chairmen are to be filled during an election meeting with a quorum of the Student Organization. Vacancies in the posts of Class President, Class Committee Representatives, and Student Court members are to be filled during an election meeting with a quorum of the respective class.

In the case of leaves of absence that extend beyond a temporary period but where the official is expected to return, it shall be the right of the official's constituents to determine by a vote if the official will be permitted to serve by proxy, replaced by an interim official, or replaced by a permanent official.

Article IV: Motions

SECTION 1: AMENDMENTS

This Constitution may be amended by a three-quarters vote, provided such amendments have been announced and posted at least one week prior to voting.

SECTION 2: BY-LAWS

By-Laws can be proposed at any Organization meeting and passed by a simple majority vote of the quorum. By-Laws may not contradict the word or intent of the Constitution.

SECTION 3: VOTING

A. Referenda

All referenda requiring a three-quarters vote shall be by closed ballot. In all other cases, a closed ballot will be granted upon the request of any Active Member. Proxy voting shall be

allowed provided that these votes are signed and handed to the Secretary in a sealed envelope before the voting is called.

B. General Election Voting Procedure

The Organization's general election voting will be done in accordance with the waterfall method outlined below.

The waterfall voting will affect the following positions:

- President
- Vice President
- Honor Council Chairman
- Board of Trustees Student Representative
- Members of the Honor Council

All other elected positions shall be elected using a closed, ranked ballot. Voting for the waterfall method will utilize a closed, ranked ballot. Any candidate must receive a simple majority of all Active Members of the Organization to win his respective elections.

The ladder below identifies how the positions waterfall into one another.

Executive Positions	Judicial Positions
1. President	1. Honor Council Chairman
2. Vice President	2. Members of the Honor Council
3. Board of Trustees Student Representative	

At no time may any person be nominated for an executive position and a judicial position.

Any nominee for an executive or judicial position affected by the waterfall voting will automatically be considered for the lower positions in the Ladder unless the nominee explicitly declines.

When counting the votes for the first time, all voters' first choices shall be tallied. If no single candidate has a majority of the votes, then the candidate with the least number of votes shall be eliminated. The votes shall then be recounted, with voters' highest remaining preference being counted. This process will be repeated until one candidate has received a majority of the votes.

In the event of an exact tie after all of the votes have been counted, a run-off vote will take place. The run-off will consist of closed, ranked ballots, and a candidate must receive a majority of all Active Members of the Organization to win the run-off.

SECTION 4: IMMEDIACY OF EFFECT

All By-Laws shall be effective one week after they are approved provided that they are recorded and distributed by the Rules Committee Chairman. If they are not distributed, then they lose effect after one week.

All other motions are effective immediately upon adoption unless they specifically state otherwise.

There shall be no ex post facto motions.

Article V: Meetings

SECTION 1: RULES OF ORDER

Robert's Rules of Order Revised shall be the authorized rules of order when not inconsistent with this Constitution. The President shall ensure that a copy of this book and this Constitution are available at every Organization meeting.

SECTION 2: MEETINGS

A meeting shall be called by the President during the first two weeks of each semester.

Regular meetings are to be held about once a month at the discretion of the President. There shall be no less than four meetings per semester with at least one in September, December, March, and June.

Special meetings may be called by the President or by a signed petition of ten Active Members.

SECTION 3: QUORUM

Two-thirds of Active Members shall constitute a quorum. After each roll call, the Secretary shall state whether a quorum is present. If a quorum is not present, no vote may be taken.

Article VI: Finances

SECTION 1: MANAGEMENT OF FUNDS

Funds of the Organization shall be managed under the title “Webb Institute Student Organization.”

SECTION 2: DUES, ASSESSMENTS, AND ADDITIONAL INCOME

The Treasurer shall collect a one-time deposit of \$40 from all new Members. This deposit shall be refunded upon graduation or departure from Webb Institute.

The Treasurer shall charge each Member dues of no more than \$50 per semester for the standard operating expenses of the Organization.

Additional dues and assessments may be levied by a three-quarters vote. These additional dues and assessments must be reviewed each year.

SECTION 3: APPROPRIATIONS

The Treasurer shall appropriate 75 to 85% of the each semester’s dues to the Social Committee budget.

The remaining balance of the semester dues shall remain in the General Fund to cover the Organization’s incidental expenses and any additional appropriations as discussed below.

The Organization may approve additional appropriations from the General Fund by a majority vote of its Members. Appropriation requests should be presented at an Organization meeting in accordance with Article V: Meetings.

Appropriations of no more than \$20 may be made by the Treasurer with no further approval. When it is deemed unreasonable to call an Organization meeting, the Treasurer, with the approval of the President and Vice President, may make emergency appropriations of no

more than \$100. The Treasurer must notify the Organization of any such appropriations within one week after the appropriations are made.

SECTION 4: BUDGETING

A. Organization

The Organization shall develop an operating budget for each semester in order to plan the responsible use of Organization funds. The Treasurer shall be responsible for drafting the Organization's budget and presenting his draft to the President and Vice President for review. The Organization's budget shall allow for the required appropriations as dictated by Article VI, Section 3 and for discretionary spending. The Treasurer shall not finalize his budget until all required club and committee budgets have been submitted and approved.

The Organization's budget must be approved by a majority of Members at the first meeting of each semester.

B. Clubs and Committees

All clubs and committees are advised to consult with the Treasurer to develop a sound budget. Any club or committee that receives appropriations from the Organization shall be required to submit a preliminary budget for the next semester to the Treasurer two weeks prior to the end of the current semester. The preliminary budget shall be reviewed by the Treasurer and the incoming and outgoing Chairmen of the respective club or committee. The preliminary budget shall be reevaluated during the first week of the new semester and approved by the President, Vice President, Treasurer, and respective Chairmen.

In the event that a club or committee neglects to submit a budget for approval, the club or committee may still bring its appropriation request before the Organization in accordance with Article VI, Section 3.

SECTION 5: FINANCIAL PROCEDURES

A. Organization

It is the responsibility of the Treasurer to manage funds of the Organization. All income and expenditures shall be recorded and kept. At the beginning of each semester, the Treasurer shall balance all financial records. The Treasurer must be able to account for all deposits, withdrawals, and outstanding checks.

Each academic quarter, the Treasurer shall total all expenditures and check these values with each Chairman. Any discrepancies should be immediately resolved. All unresolved discrepancies must be reported to the President for a possible audit.

During the semester, the Treasurer shall post bills to all clubs and committees at intervals of no more than 31 days.

Liquid assets are defined as money available for immediate withdrawal. The value of the Organization's liquid assets may fall below \$3000 only with a two-thirds majority vote of the Organization. At no time may the value of the Organization's liquid assets fall below the sum of all positive balances in Member, club, and committee accounts. Should the value of the Organization's liquid assets fall below the sum of all balances, the Audit Committee shall be convened automatically to investigate.

B. Clubs and Committees

It is the responsibility of the leadership of the Social Committee, Brockett Arms Pub, Student Store, Student Kitchen, and any other clubs to manage their own finances and report them to the Treasurer at least once per month. The Treasurer may, at his discretion, request additional financial reports, which must be provided within seven days of such a request.

Under normal circumstances, all club and committee balances may not fall below \$0; however, the Treasurer may, at his discretion, grant loans to clubs or committees. These loans must be noted in the club or committee's budget and must be repaid in full by the end of the semester if no other date is specified.

C. Members

It is the responsibility of each Member to manage his own finances within the Organization.

Members with negative balances should achieve a positive balance as soon as possible. Members with balances below \$0 have two weeks to bring their balance above \$0 before being cut off by the Treasurer. Members who are cut off may not withdraw cash from the Treasury or make any purchases from stores of the Organization that include, but are not limited to the Student Kitchen, Brockett Arms Pub, and Student Stores. Cut-off members are also forbidden from attending any events sponsored by the Organization, and doing so constitutes an Honor Code offence.

If a Member is cut off for more than two weeks or maintains an excessively negative balance, the Treasurer may, at his discretion, deliver a written warning to the member. If the member does not acquire a positive balance within 24 hours, the Treasurer reserves the right to report the member to the Honor Council Chairman as a Conduct Code offender.

All members must settle their accounts with the Treasurer at the end of each semester. A member who leaves with a negative balance at the end of the semester shall be charged a fine of 10% of the remaining balance below \$0. If the balance is not brought above \$0 by the first day of the next semester, the Treasurer reserves the right to report the member to the Honor Council Chairman as a Conduct Code offender. Members may not have their semester departure checklists signed by the Treasurer until their accounts have been settled.

SECTION 6: FINES

The Organization shall have the right to impose fines on any Member who has repeatedly neglected his duties as an Officer of the Day, Beaver, or Chairman. Other offences punishable by fines include failure to perform Webbstock duties and repeatedly parking in the Faculty parking lot during business hours.

All cases involving fines shall be directed to the Honor Council Chairman, who shall convene the Student Court for a hearing. Both the accused person and the person bringing the case to the Honor Council Chairman shall have the right to attend the hearing.

The Student Court shall not impose a fine of more than \$50 per Member, per hearing.

Article VII: Committees

SECTION 1: STANDING COMMITTEES

The Standing Committees of the Organization shall be:

1. Audit Committee
2. Education Committee
3. Food Committee
4. Rules Committee
5. Social Committee

Additional committees may be created by a simple majority vote of the Organization. These Committees, whose duties shall be described in the By-Laws, shall also be governed by any provisions herein.

SECTION 2: COMMITTEE DUTIES AND CHAIRMEN

All Chairmen shall be elected in accordance with Article III, Section 4 except where otherwise noted.

All Chairmen shall keep the Organization informed of actions within their respective committees at each large Organization meeting.

A. Audit Committee

The Audit Committee shall be an ad hoc committee convened at the request of the President or Honor Council Chairman. The Audit Committee may also be convened by a petition of ten Active Members or in the case where the value of the Organization's liquid assets falls below the sum of all balances.

The Audit Committee shall inspect the financial records of the committee being audited and report any inconsistencies to the Treasurer and the President. If necessary, the Audit Committee may recommend to the Honor Council Chairman that a Chairman be brought up on charges.

The Audit Committee Chairman shall be appointed jointly by the President and Honor Council Chairman.

Members of the Audit Committee include the Audit Committee Chairman and three members from the Junior or Senior Class. Additional members may be appointed at the discretion of the President.

After the Audit Committee has performed its task designated by the President, the Audit Committee is then dissolved and the Audit Committee Chairman must relinquish his Chairmanship.

B. Education Committee

The Education Committee shall be a liaison between the Organization and the faculty and Education Committee of the Board of Trustees. The Committee shall be as active as possible in any meetings, studies, and reports regarding education at Webb Institute.

Members of the Education Committee include the Education Committee Chairman and the Class Presidents. Additional members may be appointed at the discretion of the Education Committee Chairman.

The Education Committee Chairman shall work with the Dean to schedule regular meetings between the faculty and the Education Committee. The purpose of these meetings shall be to encourage and maintain constructive communication between the Organization, the faculty, and the administration of Webb Institute.

The Education Committee Chairman shall report activities of the Education Committee to the Organization and solicit suggestions from Members. He is also strongly encouraged to establish and maintain a working relationship with the Board of Trustees' Education Committee Chairman.

C. Food Committee

The Food Committee shall be a liaison between the Organization and the kitchen staff of Webb Institute. The Committee shall be as active as possible in all meetings, studies, and reports regarding food service at Webb Institute.

Members of the Food Committee should include the Food Committee Chairman as well a representative from each class. Additional members may be appointed at the discretion of the Food Committee Chairman.

The Food Committee Chairman shall report activities of the Food Committee to the Organization and solicit suggestions from Members.

The Food Committee Chairman shall be responsible for providing a meal count sheet at the request of the kitchen staff.

D. Rules Committee

The Rules Committee shall be responsible for reviewing all Student Organization and administrative rules, and recommending changes when necessary. The Committee shall also be responsible for the publication and distribution of the Organization's handbook and for the reappraisal of this Constitution at the request of the President. All new rules and amendments that have been submitted and approved by the Organization shall be permanently recorded.

Members of the Rules Committee include the Rules Committee Chairman and one representative from each class. Additional members may be appointed at the discretion of the Rules Committee Chairman.

The Rules Committee Chairman shall report activities of the Rules Committee to the Organization and solicit suggestions from Members.

E. Social Committee

The Social Committee shall plan all parties and social events of the Organization in coordination with the Assistant Director of Student Services & Admissions to avoid conflicts with academic and sports schedules.

Members of the Social Committee include the Social Committee Chairman, the Social Committee Apprentice, and one representative from each class. Additional members may be appointed at the discretion of the Social Committee Chairman.

The Social Committee shall obtain a preliminary budget from the Treasurer and plan to remain carefully within this budget. The Treasurer should be informed of estimated expenses at least one week prior to a scheduled event. Specific handling of that allocated money will be left

up to the organizer of the event as designated by the Social Chairman. All contracts (with performers, bands, etc.) must be reviewed by the Assistant Director of Student Services & Admissions prior to signing the contract.

It is the responsibility of the Social Committee Chairman to ensure that the Social Committee budget is spent responsibly. Funds are intended to be spent on activities and purchases primarily enjoyed by the members of the Organization. The balance of the Social Committee's account shall be transferred to the General Fund at the conclusion of each academic year.

The Social Committee Chairman may appoint a Social Committee Apprentice to train in leading the Social Committee. While it is tacitly understood that the Social Committee Apprentice should succeed the Social Committee Chairman, elections must still be held. One does not have to be a present or past Social Committee Apprentice to be nominated for Social Committee Chairman. It shall be the responsibility of the Social Committee Chairman to train his newly elected replacement in the spring if his replacement is not the Social Committee Apprentice.

The Social Committee Chairman may delegate responsibilities to class Social Committee representatives for specific events or portions of events. Beavers may be requested as necessary.

Article VIII: Honor System

SECTION 1: HONOR SYSTEM

Every member of the Organization shall be called on his honor to abide by the following Honor Code:

“Be no part of any lying, cheating, stealing, or any other action that can be considered a breach of honor.

Abide by the Constitution, By-Laws, and other rules of the Organization.

Respect the rights of others and conduct himself/herself as a lady or gentleman at all times.

Answer all summonses of the Administration and Faculty.

Make all possible efforts to preserve all property on campus and report any damage to or loss of such property.

Ensure that any violation of the Honor Code be reported.”

Paramount to the quality of student life under the Honor System is respect and courtesy for all others. Students should respect the privacy and rights of others at all times. It is with this in mind that each student has willingly pledged to live by the rules of this Constitution.

Every Webb student should regard the school as their home and be guided accordingly. Every student should quickly familiarize himself with all rules of safety and the rules and notices having to do with the Administration of the school. The student should ask the President or the Honor Council Chairman about any activities of which he is uncertain.

The decisions of the Student Court and Honor Council are based on the Constitution, By-Laws, and Administrative Instructions. The General Information section should also guide these decisions.

The Honor System is made up of two sections, that of the Honor Code and the Conduct Code.

SECTION 2: HONOR CODE

The violations of the Honor Code are lying, cheating, and stealing. Members of the Organization are entirely responsible for the act of, witness of, or knowledge of these violations. Honor Code violations are considered the highest possible offenses in which a Webb Student can engage. If a Member commits any of these offenses, he should report himself immediately to the Honor Council Chairman. If a Member witnesses or becomes aware of any Honor Code violation of another Member, he shall first ask the offending Member to report himself. If the violation is not brought to the attention of the Honor Council Chairman within a reasonable timeframe (nominally 24 hours), the witness shall inform the Honor Council Chairman of the violation.

SECTION 3: CONDUCT CODE

All rules administered by the Organization that do not fall under the Honor Code shall be included in the Conduct Code. Members are responsible for reporting their own Conduct Code violations. In addition, each Member is expected to use his best judgment to ensure that other

Members do not participate in activities that threaten themselves, others, or Webb Institute. An effort should first be made between the accused and the accuser to resolve infractions independently before bringing the issue to the Student Organization. If the matter is not settled independently to the satisfaction of both parties, it is to be brought before the Honor Council Chairman.

SECTION 4: HONOR PLEDGE

The Honor Council Chairman shall administer the following Honor Pledge to all members:

"I, (Full Name), do pledge to abide by the Constitution and By-Laws of the Student Organization of Webb Institute. I do so willingly in order to further my professional development and foster an environment beneficial to myself and my fellow students."

This pledge is to be made by Freshmen and any readmitted students within the first two weeks of arriving at Webb Institute. A signed statement to the same effect shall be collected by the Honor Council Chairman and maintained in the permanent records of the Honor System.

SECTION 5: STUDENT COURT

A. Duties

The Student Court shall consider and make findings on all Conduct Code cases referred to it by the Honor Council Chairman in accordance with due process, detailed hereafter in Section 9.

B. Membership

The Student Court shall consist of:

The Honor Council Chairman, who shall take office immediately after being elected in the general election meeting, and shall act as Chairman of the Student Court.

Two members elected from each class by their respective class to serve during the course of the academic year.

If a member of the Student Court voluntarily withdraws himself from adjudication of a given case due to a conflict of interest, then his seat is to remain vacant during the resolution of that case.

C. Removal of Members

See Article III Section 6: Removal of Officers/Officials.

D. Procedure

Upon receipt of a Notice of Hearing from the Honor Council Chairman, the Student Court shall convene at the appointed time and hold a hearing in accordance with due process, set forth in Section 9.

E. Records

Each decision of the Student Court shall be written down in a short paragraph explaining the reasons for its decision. This paragraph shall be found at the end of the minutes of the case. All records of action taken by the Student Court shall be permanent. The Honor Council Chairman shall pass these records to his successor at the end of his term. Release of any or all information in the records shall be at the sole discretion of the Honor Council.

SECTION 6: HONOR COUNCIL

A. Duties

The Honor Council shall consider all breaches of honor in accordance with the due process detailed hereafter in Section 9. It shall act upon all cases referred to it by the Honor Council Chairman and shall interpret the Constitution for matters concerning its decisions.

The Honor Council shall also act as a Court of Appeals for the Student Court.

B. Membership

The Honor Council shall consist of:

1. Honor Council Chairman
2. One Senior Representative
3. One Junior Representative
4. Two Members-at-Large from any class or classes

All five members are to be elected at the general election meeting. With the exception of the Honor Council Chairman, no member of the Student Court may be an Honor Council Member.

C. Removal of Members

See Article III Section 6: Removal of Officers/Officials.

D. Procedure

The Honor Council Chairman shall present any Breaches of Honor to the Council for its action. Upon receipt of a Notice of Hearing from the Honor Council Chairman, the Honor Council shall convene at the appointed time and hold a hearing in accordance with due process, set forth in Section 9.

E. Records

All records of action taken by the Honor Council shall be permanent. Each decision of the Council will be written down as a short explanatory paragraph to be found at the end of the minutes of the meeting, such that this paragraph is present for future Interpretation. The Honor Council Chairman shall give these records to the successor upon leaving office. Release of any or all information in the records will be at the sole discretion of the Honor Council. However, decisions of the Honor Council will be subject to review by the Student Organization, for reasons of information, by a petition of half of all active Student Organization members. In the case of such a review, any records released must be redacted in order to protect the privacy and identities of the people or person involved, unless express written consent was previously obtained.

SECTION 7: FACULTY HONOR COMMITTEE

A. Duties

The Faculty Honor Committee shall act upon all cases referred to it by the Honor Council or appealed to it with the approval of the President. The Committee shall interpret the Constitution, By-Laws, and General Information for matters concerning its recommendations.

B. Membership

The Faculty Honor Committee shall consist of:

1. Two Faculty members recommended by the Dean and appointed by the President
2. The President

The Honor Council Chairman shall be invited to all Faculty Honor Committee meetings, but will have no vote in any decisions made.

C. Removal of Members

If the individual or individuals involved in the violation believes the service of any member of the Faculty Honor Committee would be prejudicial to the Committee's impartial disposition of the matter, then a request may be made in writing to the President and the Dean that a replacement member of the Faculty Honor Committee be assigned.

Faculty members shall be replaced by selection of the Dean and approval of the President.

The Vice President shall serve as the alternate student member of the Faculty Honor Committee.

D. Procedure

A joint meeting of the Faculty Honor Committee and the Honor Council will be held after the election of a new Honor Council each spring. The new Honor Council Chairman will initiate this first meeting, while other meetings may be called by either the Honor Council Chairman or by the Faculty Honor Committee Chairman as necessary.

The Faculty Honor Committee will not involve itself in actions of the Honor Council. The role of the Faculty Honor Committee is to ensure that findings of the Honor Council are reasonable and that due process has been observed during the proceedings for the issue at hand. Recommendations by the Faculty Honor Committee are taken under advice by the Dean and, ultimately, the President for final action.

Upon receipt of an Honor Council finding that recommends suspension or expulsion, the Automatic Review process, as set forth in Section 9, is initiated.

Upon receipt of an approval of Request for Appeal from the President, the Faculty Honor Committee Chairman will issue a Notice of Hearing, hold the hearing, and issue findings in the timeframe detailed in Section 9. The Faculty Honor Committee then drafts a report that includes their findings.

E. Records Release

All records of Faculty Honor Committee decisions shall be permanent. Release of any material will be at the discretion of the committee members.

SECTION 8: DUE PROCESS

A. Private Notice of Hearings

All Members directly involved in a case before the Student Court or the Honor Council are to receive notice of the hearing, which will take place no less than two days and no more than ten days after the Honor Council Chairman is informed of the case or approves the Request for Appeal. The minimum time requirement may be waived, in writing, by the Member in question.

All Members directly involved in a case before the Faculty Honor Committee that requires a hearing to be held are to receive notice of the hearing, which will take place no less than three days and no more than 21 days after the Request for Appeal is received by the President or, in the case of an automatic review, the hearing has been requested by the Faculty Honor Committee. The minimum time requirement may be waived, in writing, by the individual in question.

This Notice of Hearing is to be in the form of a memorandum and will contain the time and place of the hearing, a statement of the alleged infraction, a declaration of the student's right to counsel, and a description of the procedures to be followed in the hearing. If appropriate, a written statement from the involved parties may be requested. This notice is to be compiled by the chairman of the appropriate judiciary body.

B. Order of Conduct of a Judicial Hearing

1. Advisement of the student's right to remain silent.
2. Presentation of evidence and witnesses against the student.
3. Cross examination of the accusatory evidence and witnesses.
4. Presentation of evidence and witnesses on behalf of the student.
5. Recess or adjournment for deliberations and voting.

C. Notes on Conduct of a Judicial Hearing

A written recording of the proceedings is to be retained.

A recording of the deliberations need not be made, but the final vote should be included in the permanent record.

All hearings are to be closed unless otherwise specified by the Chairman of the appropriate body.

Court, Council, and Committee deliberations and votes are to be in private.

All votes are to be based on any new findings of evidence during the hearing and the written statements of the involved parties. These statements carry the weight that sworn testimony would in a court of law. Misrepresentation of what is subsequently deemed to be fact shall be considered to be a lie and thus further actionable by the Honor Council. All written statements are to be kept in permanent records with the hearing proceedings.

The proceedings of all hearings are to remain in the strictest of confidence. The records of actions taken in any given hearing are to be released only by the express written consent of all parties involved. If consent is granted, only a complete and unabridged version of the hearing records is to be made publicly available.

All records of previous hearings that would aid in making an informed decision are to be made available to any member of the appropriate judiciary body on request, at the Honor Council Chairman's discretion.

D. Findings of Hearings

All hearing findings are to be made available in written form to all parties involved. A copy shall also be kept in the permanent records of the appropriate body. These findings shall include any recommendations for disciplinary action. Findings of the Student Court and Honor Council are to be made available to the President at the discretion of the Honor Council Chairman.

Findings of the Faculty Honor Committee are to be made available to the President and to the Honor Council.

All findings are to be made available no more than three days after the conclusion of the appropriate hearing.

E. Appeals Process

All time measurements set forth in this section are understood to be calendar units of time. This means that weekend days and holidays are included, as well as regular business days.

Requests for Appeal must be in written form, and be based on the written decision, new evidence, or procedural error.

Requests for Appeal must be made within seven days of the issuance of the Student Court or Honor Council finding, except in a case involving suspension or expulsion as detailed below in Automatic Review. If substantial new evidence is presented after the standard timeframe has passed, a Special Request for Appeal may be made to the appropriate Officer. The statute of limitations for this request is until the original adjudicating body is no longer installed in office.

Requests for appeal must be acted upon by the authority to which the request was made within three days. If a Request for Appeal is denied, the Request for Appeal on the same grounds may be submitted to the next appropriate body, up to the level of the Faculty Honor Committee. The timeframe for Request for Appeal submittal is suspended while an appeal is being processed.

Decisions made by the Student Court may only be appealed to the Honor Council. In an instance in which a student feels a Student Court finding is unjust or excessively severe, the student may submit a written appeal, following the guidelines given above, to the Honor Council Chairman. Upon approval of the appeal by the Chairman, the matter is remanded to the Honor Council, which will proceed as set forth in Section 7.

Decisions made by the Honor Council may only be appealed to the Faculty Honor Committee subject to approval by both the Student Organization President and the President. In an instance in which a student feels an Honor Council decision is unjust or excessively severe, the student may submit a written appeal, following the guidelines above, to the Honor Council Chairman and the Student Organization President, explaining the reasons for such a belief. The Student Organization President will then consult with the President. Upon approval of the appeal by both the Student Organization President and the President, the matter is then remanded to the Faculty Honor Committee, which will proceed as set forth in Section 8.

All decisions made by the President with the recommendation of the Faculty Honor Committee are final.

F. Automatic Review

In cases where the Honor Council recommends suspension or expulsion, the Honor Council Chairman will automatically meet with the Faculty Honor Committee to disclose the results of any investigations and the written findings of the Honor Council hearing. Pursuant to

the meeting of the Honor Council Chairman and the Faculty Honor Committee, the Faculty Honor Committee will independently review the case and conduct additional investigations if necessary. This may or may not require the Faculty Honor Committee Chairman to call a hearing. A written report of the Committee's findings shall be made in no less than three days and no more than 21 days. This written report shall be given to the President via the Dean, who will add his own recommendations. After consideration of these recommendations, the President will make the final decision as to action taken.

A student has three days to submit a Request for Appeal of a finding involving suspension or expulsion to the Honor Council Chairman and the S.O. President. The deadline for the request coincides with the minimum time in which an automatic review by the Faculty Honor committee may be concluded and a report issued. The Request for Appeal must be in written form, and be based on the written finding, new evidence, or procedural error. If the request is approved, a hearing will be held as set forth in Section 8 in not less than two days and not more than ten days. At the conclusion of the appeal process, the Faculty Honor Committee's report is issued to the President via the Dean, as above. At this time, the President will make the final decision as to the action to be taken.

G. Resignation / Expulsion

A student retains the privilege of submitting a resignation at any point until he or she is expelled by the President. However, the President also retains the privilege of refusing a resignation.

H. Execution of Judiciary Decisions

The President is to ensure that all decisions of the judiciary bodies are applied in a timely manner.

Article IX: Ratification

This Constitution shall be ratified by a three-quarters vote of all Active Members of the Organization. The ratification of this Constitution shall nullify all previous Constitutions and By-Laws of the Organization.

PART II. BY-LAWS

Article I: Organization Duty Lists

SECTION 1: CLASS PRESIDENT

Each Class President is selected by his own class and remains in office as long as he receives the support of his fellow students. Class Presidents typically handle all day-to-day activities, problems, grievances, and simple communication between the Faculty and Administration and the students.

A. Election

Upon arriving at Webb, the freshman class shall identify those members who have a desire to be the Class President. Each candidate shall then fulfill a one-week rotation as the class president. After all of the candidates have served their rotation, the class shall hold an election at which the candidate receiving the majority of votes shall be the president. It is paramount that a class have a responsible Class President to ensure the smooth running of the class.

B. Removal

If the removal of a class president is deemed necessary then a written petition against the class president signed by at least 30% of the class should be delivered to the S.O. President to ensure that the following meeting occurs. Upon delivery of this petition a class meeting shall be called. This meeting should occur within a week of delivery of the petition to the S.O. President. The S.O. President need attend the meeting at his or her own discretion. The purpose of this meeting shall be to either resolve concerns of the class or select a new president. A majority vote of the class will suffice to remove the sitting president.

C. Duties and Responsibilities

Attendance Reports

The Class President is responsible for the accuracy and completeness of class attendance reports. These reports shall be submitted to the Professor in charge of the class as soon as possible. Failure to mark absences accurately reflects unfavorably, both on the credibility of the

class and on the seriousness with which the Class President takes his duties, and should be prevented by any means deemed adequate. In his absence, the Class President shall appoint a member of the class to tally absences. Attendance reports can be obtained from the D.S.A.

Faculty and Administration Relations

The Class President should obtain materials from Professors for duplication and distribution. He should rearrange tests and classes when necessary to prevent conflicts and allow for field trips. Most field trips are arranged by the Class President in cooperation with the sponsoring Professor. This may require making transportation and monetary arrangements. Kitchen personnel should be advised if students will be absent from any meals so that they can adjust their meal count accordingly.

Class Meetings

It is the Class President's responsibility to announce and conduct class meetings. These meetings are for the purpose of:

- Electing class officers
- Electing S.O. Committee members
- Handling problems delegated to the Class President by Officers of the S.O.
- Handling problems delegated to the Class President by the Administration
- Handling problems or dissension between class members
- Miscellaneous Duties

Education Committee

The Class President shall be a member of the Education Committee.

General Responsibilities

The Class President is in charge of general classroom appearance. At the beginning and end of each semester, the Class President is responsible for obtaining and returning, respectively, school texts from storage. The required keys and sign-out lists may be obtained from the Librarian. End of semester duties, which shall include classroom cleanup, are usually delineated by the S.O. President prior to finals. The Senior Class President should also prepare for Graduation and dress rehearsal well in advance. With the exception of the 'Star Spangled

Banner" and "Pomp and Circumstance," the Senior class is responsible for choosing music to be played.

SECTION 2: CHAIRMANSHIPS

The following positions are either elected or appointed.

All elections are held in accordance with Part I, Article III, Section 4 of the Handbook.

Athletic Director

The Athletic Director is an elected position.

Duties and Responsibilities

Organize appropriate intramural sporting events.

Maintain items needed for intramural sporting events (e.g. balls, goal nets, whistles, etc.)

Develop an semester operating budget in conjunction with the Treasurer in accordance with Article VI, Section 3.

Secure athletic equipment in the gymnasium at the end of each semester.

Maintain the order of the athletic storage closet in the Reading Room.

Binnacle Business Manager

The Binnacle Business Manager should be a student interested in keeping this important means of communication functioning financially. The Binnacle is one of the few ways in which alumni and members of the industry keep up to date with activities at Webb. It is therefore vital that the Business Manager be interested in "public relations." Naturally, the Business Manager must work closely with the Editor(s) to produce successful issues. The new Business Manager shall be selected by the Manager leaving office, subject to S.O. approval. Ideally, before he leaves the position, the Business Manager should train an approved replacement.

Duties and Responsibilities

To solicit advertisers:

Write letters as early in the semester as possible to both previous and potential advertisers.

Follow-up phone calls to recent advertisers (past 3 years) not having responded to the letter campaign are a must. This has been found to bring in a large percentage of the total advertisement receipts. Be sure that the Editor(s) write to the alumni to request their annual contribution.

Keep a neat ledger and make periodic reports to the Binnacle Faculty Advisor on the status of advertisements sold in the Binnacle. Try to make accurate projections.

Keep track of advertisers and advertisements.

Acknowledge an order and return proof.

Note changes and complaints - be sure that the Editor(s) are continually made aware of any special placement requests by advertisers.

Enclose invoices along with the Binnacles when they are sent out - if this is not done before the semester ends, the Business Manager must be sure to leave the prepared invoices with whomever will be in charge of mailing out the Binnacles.

To control cash flow:

The retiring Business Manager should be sure to take his successor to the bank so that his signature can be approved for the signing of checks,

Keep track of all deposits, receipts, canceled checks, and bills. Store along with checkbook and ledger in the Binnacle filing cabinet.

To handle printing:

Order envelopes from the printer. Approximately 1200 large envelopes will be needed to send the Binnacles. Furthermore, approximately 500 business size envelopes for the advertising letter campaign should be ordered.

Alumni mailing labels can be obtained from the Development Office. The labels should be printed out by zip code order, so that they may be easily sorted to obtain the bulk mailing rate from the Post Office. The staff should proofread these names and addresses thoroughly before going to print.

The computer advertising data file should be continually updated.

Pay the photography costs of the Binnacle.

The costs of printing should be paid in full as soon as possible; thus it may be possible to receive a discount from the printer. It may be necessary to borrow money from the Bursar to do this.

At the end of the semester, leave at least \$100 in the checking account to cover the following semester's start-up costs.

Brocket Arms Pub Manager

This is a position appointed by the incumbent Brockett Arms Pub Manager. It is then the job of the incumbent to train the future Pub Manager in smoothly running the Brockett Arms Pub.

The Pub Manager must be at least 21 years old.

Duties and Responsibilities

Keep the Pub well stocked, both in the cooler and in the cage. Only the Pub Manager has the authority to sign a receipt for purchases made from a supplier with whom Webb has an account. The same requirement applies to cash purchases made in the name of the Brocket Arms Pub. The Pub Manager may appoint another student who is at least 21 years old to sign in his stead.

Set item prices. The price of items in the Pub should be set at 5-15% above purchase price.

Record all transactions within the Pub and supply bills to the Treasurer at least once a month.

Maintain all Pub equipment, including the pool table, ping-pong table, foosball tables, dart board, TVs, VCRs, Nintendo, and stereo. All valuable portable equipment should be locked in the cage at the end of each semester.

Maintain the cleanliness and orderliness of the Pub. Empty bottles and cans should be kept behind the bar until the Recycling Chairman disposes of them.

Campus Computing Committee Chairman

The Campus Computing Chairman is an elected position.

Members of the Campus Computing Committee include the Campus Computing Committee Chairman and one member from each class. Additional members may be appointed at the discretion of the Campus Computing Committee Chairman.

Duties and Responsibilities

Report to the Organization the activities of the Campus Computing Committee.

Hold monthly meetings with the Campus Computing Department.

Maintain communication between the students and the campus computing department.

Solicit opinions and suggestions from Members.

Perform routine printer maintenance.

Conduct preliminary investigations on any classroom electronic equipment that may require service.

Actively participate in meetings, studies, reports, and other committees regarding IT and campus computing at Webb Institute.

Officer of the Day Chairman & Officer of the Day

The Officer of the Day (O.D.) Chairman is an elected position. He must be a Junior or Senior.

Duties and Responsibilities

Enforce the fulfillment of O.D. duties of Freshmen and Sophomores.

Prepare an O.D. list each semester. There should be an equal number of O.D. assignments for each Freshman and Sophomore. Copies of the list should be posted in the Main Office and the O.D. desk.

Assign additional O.D. duties as necessary, including punishment O.D. duty.

Notify the Director of Facilities if the flag, flag halyard, or main deck lights are in need of repair or replacing.

Compose a list of cars and license plate numbers at the beginning of the fall semester. This list should be displayed on the O.D. desk and submitted to the Assistant Director of Student Services and the President.

OFFICER OF THE DAY

The Freshman and Sophomore classes are to provide an Officer of the Day (O.D.)

The O.D. is a representative of the Administration, and, as such, has authority over all students except the President of the Student Organization, the Honor Council Chairman, and the O.D. Chairman. His post is at the assigned desk in the Lenfest Gallery, and he should be there at all times except when at meals or when performing other required duties. Duty hours shall be from 0800 to 2200. In the event the O.D. has class until 1600, a temporary replacement O.D. must be found to fill in from 1500 to 1600. Saturdays and Sundays constitute two O.D. shifts; the division shall be at 1500. The O.D. may request that another student relieve him temporarily of his duty.

There shall be no O.D. shifts over the long weekends, from Friday afternoon to Sunday evening.

Changes in the O.D. schedule should be reported to the O.D. Chairman at least one day in advance. If a change is made and the OD Chairman is not made aware, then it is the responsibility of the student on the original schedule to perform the responsibilities of the O.D. Punishment O.D. duties may not be switched.

If any part of an OD is missed, then a punishment shall be assigned. The punishments are as follows:

Action	Sanction
Less than ½ hour late or absent	Warning, with one half-day weekend punishment OD on second offense (0800-1500 or 1500-2200)
½ hour to 2 hours late or absent	One half-day weekend punishment OD (0800-1500 or 1500-2200).
More than 2 hours late or absent	One full-day weekend punishment OD (0800-2200)

Punishment O.D. duty shall be given in addition to the students' regularly assigned O.D. duty. Any student who does not complete an assigned punishment O.D. duty shall be referred to the Student Court for a fine of \$50.

The O.D. shall be responsible for reporting unauthorized persons on campus, fire alarms, crimes, and damage to the property to the Director of Facilities and Security or the Glen Cove Police Department. In the case of accident, illness or other emergencies, he should notify the Assistant Director of Student Services or the Director of Facilities and Security.

The O.D. will accept special delivery letters and telegrams at any time when no one is in the Main Office. He will answer the student telephone when necessary. When answering the telephone, he will look for the student being called, on the entire Main Deck, the student's classroom and his dormitory room, and the heads nearest those two rooms.

In the event that the O.D. cannot locate the person called, he shall take a message to be delivered to the intended recipient as soon as possible.

The O.D. dress is shirt, shoes, and slacks (dress, skirt, or slacks for women) until 1700 on all days. Proper dress is required after supper.

The O.D. shall not have anything at the O.D. desk that prohibits him from being attentive or otherwise carrying out his duties (e.g. loud music).

The O.D. is responsible for keeping order on the Main Deck and will keep the Reading Room, Reception Room, and Lenfest Gallery in order.

The O.D. is responsible for maintaining a log of the day's events. The O.D. shall make note of any illegally parked cars on the log sheet and include any other important information of which the O.D. Chairman should be aware.

The O.D. is responsible for raising the flag by 0800. The flag shall be lowered at sunset. In the event of inclement weather or high winds, the flag should be lowered immediately.

The O.D. is responsible for the guest register. Both the O.D. and the host are responsible for registering guests. If the host is not present when the guest arrives, the O.D. will ask the guest to sign the register. If the guest arrives by car, the O.D. should ensure that the guest identifies his car in the register. It is important that either the O.D. or the host makes note of the times the guest arrives and departs.

O.D. Schedule

0800	Raise the flag and make sure the reading room is in order. Check the Front Parking Lot for unauthorized student vehicles.
1500	The morning O.D. is relieved (weekends and holidays only).
1700	The O.D. may change into casual, but appropriate, attire.
Sunset	Lower the flag and fold it appropriately.
2200	Tidy the reading room and sign out in the O.D. Log

Student Store Manager – Webb Merchandise

The Manager of the Webb Merchandise Store is an elected position. Funds for stocking the Merchandise Store are appropriated from the Treasury in accordance with Article VI, Sections 3 and 4 in the Constitution. These transactions are to be recorded by using the Merchandise website. All receipts are to be kept and given to the Treasurer.

The Manager of the Webb Merchandise Store should appoint a Merchandise Store Apprentice to train in heading the Webb Merchandise Store. While it is tacitly understood that the Merchandise Apprentice should succeed the Manager of the Webb Merchandise Store, elections must still be held. One does not have to be a present or past Merchandise Store Apprentice to be the Manager of the Webb Merchandise Store.

Beavers may be requested as necessary.

Duties and Responsibilities

Check the Webb Merchandise Store at least once a week and restock items as needed.

Fulfill requests for new items if there is sufficiently high demand and the item can be reasonably obtained and sold to students, parents, and alumni.

Record all transactions within the Student Store and supply bills to the Treasurer at least once a month.

Oversee merchandise sales at Homecoming, Family Weekend, and other appropriate gatherings.

Oversee the design and acquirement of Webbstock shirts.

Receive and ship orders from the Webb catalog.

Develop an annual operating budget in conjunction with the Treasurer in accordance with Article VI, Section 3.

Construct a financial report that tracks expenditures, sales, and profits. This report is to be given to the Treasurer at the end of each semester. These financial reports are the basis for developing the next annual operating budget. The Treasurer may request additional reports at other times during the semester.

Report any problems with the Student Store or attic storage facilities to the Director of Facilities or the Residency Chairmen.

Technical Society Committee

Purpose

The purpose of the Technical Society Committee is to be a unified resource for Organization Members in all matters concerning technical societies, including scholarships and research opportunities.

Membership

The Technical Society Committee shall consist of the Organization Secretary and the chairs of any technical society student sections at Webb Institute.

The Organization Secretary shall be the chair of the Technical Society Committee.

Member Duties

The Technical Society Committee Chair shall keep posted any scholarships offered by technical societies. He shall also remain informed of any research efforts at the affiliated technical societies. Finally, the Chair shall ensure that all technical society student section heads fulfill their duties as outlined in their respective student section by-laws.

All other Technical Society Committee members shall provide the Committee Chair with any information regarding scholarships and research. They shall also keep the Committee updated on the activities of their respective student sections.

SECTION 3: SOPHOMORE CHAIRMANSHIPS

At the end of the spring semester, Freshmen will sign up for Sophomore Chairmanships for the following school year. It is the duty of the Vice President to organize a list of Sophomore Chairmanships and brief the Freshmen on the duties of each Chairman. The Vice President may, at his discretion, assign multiple Chairmanships to one student or multiple students to one Chairmanship, depending on the demands of the Chairmanship and class size.

Haeberle Laboratory Chairman

The Haeberle Laboratory Chairman acts as a liaison between the students and professors involved with the Electrical Engineering Lab, Hydrodynamics Lab, Structures Lab, and Marine Engineering Lab.

Beavers may be requested as necessary.

Duties and Responsibilities

Maintain the cleanliness of Haeberle Laboratory. In the Hydrodynamics Lab, water in flow channel should be cycled or replaced twice per semester, or as needed. Velocity meter should be greased once a semester.

Assist laboratory professors with preparing equipment for student use.

Maintain laboratory equipment and report dysfunctional equipment to the Laboratory Technician.

Infirmary Chairman

The Infirmary Chairman acts as a liaison between the students and the Assistant Director of Student Services & Admissions for the maintenance of the infirmary closet. This closet is to be stocked with proper supplies at all times.

Beavers may be requested as necessary.

Duties and Responsibilities

Take inventory of the infirmary closet at least three times per semester.

Inform the Assistant Director of Student Services & Admissions of items that need to be reordered or restocked.

Problems that cannot be resolved by the Infirmary Chairman are to be deferred to the Assistant Director of Student Services & Admissions or another staff member capable of resolving the problem.

Laundry Facility Chairman

The Laundry Chairman is responsible for maintaining the laundry rooms of Webb Institute.

Beavers may be requested as necessary.

Duties and Responsibilities

Maintain an adequate supply of laundry detergent, dryer sheets, and bleach in each laundry room.

Develop a semester operating budget in conjunction with the Treasurer in accordance with Article VI, Section 3.

Maintain the cleanliness and reliability of laundry machines. Reports of malfunctioning laundry equipment should be relayed to the Director of Facilities.

Periodically collect change from laundry machines. The Director of Facilities is to be notified when the laundry machines are emptied of change, and all money collected is to be given to the Treasurer.

Library Chairman

The Library Chairman acts as a liaison between the Organization and the librarians.

Beavers may be requested as necessary.

Duties and Responsibilities

Be familiar with the layout and activities of the Livingston Library.

Aid students with the catalogue and checkout system, the readers guide to periodical literature, the microfiche system, as well as Internet and printer systems. The chairman is to obtain and assist weekly beavers to shelve books.

Report any damage to the library or library materials to the librarians and Director of Facilities.

Paper Chairman

The Paper Chairman is responsible for the distribution of bond paper throughout the classrooms, library, and plotter room.

Beavers may be requested as necessary.

Duties and Responsibilities

Maintain an adequate supply of bond paper in the classrooms, library, and plotter room. These spaces should be checked at least once a week.

Recycling Chairman

The Recycling Chairman is responsible for the proper disposal of all recyclable materials on campus.

Beavers may be requested as necessary.

Duties and Responsibilities

Return all recyclable cans and bottles in the Pub to the distributor. All money earned from Pub cans and bottles is to be given to the Treasurer and deposited into the Pub account.

Return all recyclable material elsewhere on campus to the nearest redemption center. All money earned is to be given to the Treasurer and deposited into the S.O. account.

Maintain recycling bins throughout the campus.

Residency Chairmen

The Residency Chairmen are responsible for maintaining satisfactory living conditions at Webb Institute. They also act as a liaison between the Organization and the Director of Facilities. There should be two Residency Chairmen: one male and one female.

Beavers may be requested as necessary.

Duties and Responsibilities

Be familiar with the "Guide to Residence Hall Living."

Notify the Assistant Director of Student Services & Admissions and/or the Director of Facilities concerning problems in the residence halls.

Address student questions and concerns regarding living conditions at Webb Institute. These questions and concerns may be deferred to the Assistant Director of Student Services & Admissions if the Residency Chairmen are unable to address the issue.

Inform the student body of any fire inspections if the Director of Facilities does not do so promptly.

Ensure that hallways are kept clear of large obstacles.

Actively participate in meetings, studies, reports, and committees that may be established regarding residency at Webb Institute.

Assist the S.O. President in cleaning and organizing the attic.

Maintain all movies, VCRs, TVs, and other electrical equipment owned by the S.O.

Shop Chairman

The Shop Chairman is responsible for the upkeep of the Wood Shop and the Machine Shop and acts as a liaison between the Organization and the Director of Facilities in matters concerning these shops.

Beavers may be requested as necessary.

Duties and Responsibilities

Be familiar with the operation of equipment in the Wood Shop and Machine Shop.

Maintain the cleanliness of the shops. The shops should be checked at least once every two weeks for cleanliness.

Ensure that all machinery and tools in these shops are in proper working order. The Shop Chairman may request additional equipment or tools from the Director of Facilities based on the needs or demands of the students.

Enforce safety rules outlined in the S.O. Handbook.

Student Garage Manager

The Student Garage Manager is responsible for the maintenance of the Student Garage.

Beavers may be requested as necessary.

Duties and Responsibilities

Ensure that students empty the oil drain can into the oil drum located behind the garage. The drum is to be checked periodically. The Student Garage Manager is to notify the Director of Facilities if the oil drum becomes full.

Maintain the cleanliness and sanitation of the Student Garage and tool chest. The Student Garage floor should be painted annually.

Keep track of garage tools.

Enforce proper safety practices, including the following rules:

The cover is to be placed over the garage pit after each use.

All windows and doors should be closed when the garage is not in use.

Ensure that all garage equipment is in working order, including ceiling and pit lights. Also, water should be regularly drained from the air compressor.

Student Kitchen Chairman

The Student Kitchen Chairman is responsible for the upkeep of the Student Kitchen (SK). Funds for stocking the SK are appropriated from the Treasury in accordance with Article VI, Sections 3 and 4 in the Constitution. Student purchases should be recorded in the SK transaction book. All stocking purchase receipts should be kept and given to the Treasurer in the financial report at the end of the semester.

Beavers may be requested as necessary.

Duties and Responsibilities

Maintain the cleanliness of the SK. Counters, stovetops, and dishes should be cleaned weekly while refrigerators and microwaves should be cleaned monthly.

Check the SK at least once a week and restock supplies as needed.

Fulfill requests for new items if there is a sufficiently high demand and the item can be reasonably obtained.

Set item prices. The price of items in the SK should be set at 10-15% above purchase price.

Record all transactions within the SK and supply bills to the Treasurer at least once a month.

Develop a semester operating budget in conjunction with the Treasurer in accordance with Article VI, Section 3.

Construct a financial report that tracks expenditures, sales, and profits. This report is to be given to the Treasurer at the end of each semester. These financial reports are the basis for developing the next semester's operating budget. The Treasurer may request additional reports at other times during the semester.

Take inventory of the SK at least twice per semester.

The Student Kitchen Chairman reserves the right to take appropriate action to prevent students from abusing the SK.

Student Store Manager – School Supplies

The Manager of the School Supplies section of the Student Store is to keep the Student Store stocked with required and commonly used drafting and academic supplies.

Supplies for the School Store may be bought from any office supply store or ordered through a catalog. Funds for stocking the Student Store are appropriated from the Treasury in accordance with Article VI, Sections 3 and 4 in the Constitution. Student purchases are to be recorded in School Store transaction book. All receipts are to be kept and given to the Treasurer in the financial report at the end of the semester.

Beavers may be requested as necessary.

Duties and Responsibilities

Check the School Supplies Store at least once a week and restock supplies as needed.

Fulfill requests for new items if there is a sufficiently high demand and the item can be reasonably obtained.

Develop a semester operating budget in conjunction with the Treasurer in accordance with Article VI, Section 3.

Construct a financial report that tracks expenditures, sales, and profits. This report is to be given to the Treasurer at the end of each semester. These financial reports are the basis for

developing the next semester's operating budget. The Treasurer may request additional reports at other times during the semester.

Take inventory of the School Store at least twice per semester.

Record all transactions within the School Store and supply bills to the Treasurer at least once every two months.

Van Chairman

The Van Chairman ensures that the school vans are kept clean and in working order. Beavers may be requested as necessary.

Duties and Responsibilities

Maintain the cleanliness of the interiors and exteriors of the school vans. Vans should be cleaned on a regular basis as well as specifically before and after lengthy use.

Article II: Student Rules

ALCOHOLIC BEVERAGES

The storage and consumption of alcoholic beverages on this campus by students and their guests, of legal age, will be restricted to the confines of the Pub or the site of any approved Student Organization Social Committee-sponsored event.

Kegs of beer and beer balls are not allowed on this campus unless specific approval has been obtained for their use in connection with Social Committee sponsored events.

The conversion of student rooms to lounges or "party rooms" is prohibited.

The Student Organization will take necessary action to ensure that every student is aware of this Instruction.

Any variation to this policy will require prior written approval from the Director of Enrollment Management.

ILLEGAL DRUGS

The use or possession of illegal drugs on campus is prohibited. Use or possession of illegal drugs constitutes a serious offense.

UNAUTHORIZED CLASS ABSENCES

A. Policy

There is no distinction between "excused" absences and "unauthorized" absences ("cuts"). All occasions when the student is not present in class will be counted as absences under this policy, except as noted below.

The number of absences allowed during each semester has been increased by 50% over the previous system, i.e. the equivalent of 1.5 weeks of class per semester. The general operating guideline is 1.5 hours per semester for each hour spent in class or lab, per week. Fractional hours will be rounded down by the Professor. The distribution of allowable absences between class time and lab time is at the discretion of the Professor teaching the course.

No absences will be permitted during the first full academic week of a semester, nor will any absences be permitted for Freshmen in their first semester. In addition, absences taken on a Friday preceding, or on a Monday following, the Fall and Spring recesses will count double.

Students are responsible for the content of missed classes. A Professor may require student attendance in any class for special circumstances, such as a scheduled exam, a special lab assignment, a guest speaker, field trips, etc.

Students with unsatisfactory grades at mid-semester will receive warning letters only, and will not lose the "privilege" of being absent from class.

There will be no excused absences due to illness, except with a Doctor's certification, arranged through the Assistant Director of Student Services & Admissions. There will be no excused absences due to illness unless the student has already taken the allowed number of absences for each class. Excused absences for all other reasons must receive prior approval from the Dean.

Class Presidents will provide the Professor with attendance sheets, which the Professor will certify as correct.

The Dean and Faculty established a grade point penalty guideline of between 1 and 3 points per excess unauthorized absence. It will be the individual Faculty member's discretion to implement these guidelines in determining the final grade. Each Faculty member will inform each of their classes at the beginning of each semester as to how the Professor will apply the guidelines.

If a student exceeds the number of allowed unauthorized absences in a non-credit course, he will be given an assignment on the subject of the presentation which must be completed to the satisfaction of the Professor-in-charge and the Humanities department.

If a student, in the opinion of the Faculty, is taking excessive unauthorized absences in one or more courses, he will be subject to disenrollment upon a two-thirds vote of the Faculty.

B. Procedures and Responsibilities

During the first week of classes, each Class President should consult his Professors as to the allowable absences for the semester. A list of the number of allowable absences in each class will be published at the beginning of each semester and will be distributed to every student.

Each Class President will submit a signed and dated list of attendees at the end of each class period to the Professor. In the event of absence of the Class President, another student must be designated by the Class President to perform this duty. These records will be certified and turned in by the Faculty member to the Assistant Director of Student Services & Admissions. In any instance when a student's absence from class is not indicated on the attendance form, the matter will be referred to the Honor Council Chairman.

It is the responsibility of each student to keep his own record of absences. The Assistant Director of Student Services & Admissions will keep the official list of class absences. When a student has only one permitted absence remaining in a particular course, the student will be notified in writing, with a reminder that more than one additional absence in that course will be grounds for disenrollment.

Any student who leaves the campus to recuperate from a physical or mental/emotional illness and does not have a sufficient number of absences available will not be allowed to return

to classes unless he provides a statement from a physician indicating that the student has been treated or is under treatment for the problem.

If it is determined by the Faculty, Dean, and President that any class at Webb is violating the procedures and responsibilities for administering this system, the entire class will lose the privilege of unauthorized class absences for a period to be determined by the President in consultation with the Faculty.

Absences may be permitted by the Dean or, in his absence, the President, if, in his judgment, justifiable cause exists. Such special requests will be made in advance, unless truly compelling circumstances prevent this.

GUESTS

See Administrative Instruction: *Guests on Campus*.

WEAPONS

Out of concern for the well-being of all members of the college community, no student shall possess or introduce to the campus dangerous weapons including, but not limited to knives, nunchakus, pellet guns, firearms and/or fireworks or other explosives. If you are found to have any of these in your possession, they will be confiscated and you will be subject to disciplinary proceedings, and the possibility of criminal charges.

FIRE SAFETY

In any residential setting, safety is everyone's business. While most precautions are taken as a result of good common sense, students are urged to take the time to review the following information.

Precautions

It is common knowledge that smoking is hazardous to your health. All persons are required by law to comply with the Clean Indoor Air Act in effect on this campus. Failure to do so may result in municipal fines up to \$2000.

Empty wastebaskets and recycle returnable cans on a regular basis. Never place wastebaskets or cans against the heaters.

Candles of any kind are not permitted.

Hazardous materials such as gasoline, acids, propane gas cylinders, automotive engine parts, etc. are never to be kept in student rooms or in attic storage. Designated storage will be provided during regular semester periods. During Winter and Summer breaks, arrangements for fuel storage must be made with the Director of Facilities.

Use and storage of fireworks or other incendiary devices is not permissible.

Decorating your room is permitted. However, the result should also be safe. Consider the following when planning your decor:

1. Avoid connecting multiple appliances to the same circuit; unplug appliances, including hair dryers and curling irons, when not in use.
2. All extension cords are prohibited. Most appliances should be connected directly to the outlet and should be properly grounded. Avoid using adapters. If multiple plugs are required, a power strip with internal circuit breaker is acceptable.
3. Never string power strip cord over doorways, under carpeting or near heating elements. Carefully inspect cords for signs of wear and discard if frayed or broken.
4. The only electrical appliances currently authorized for use in student rooms are reading lamps, television sets, radios, computers and stereos (or equivalent). Refrigerators, coffee makers, hot plates, toaster or microwave ovens or any food preparation appliances are not allowed. Conformance with this policy is imperative in view of the potential hazard to life and property and has bearing on the cost of the college's insurance.
5. Avoid use of netting, tapestries or other flammable material such as posters, etc. on ceilings.
6. Loft construction of any kind is prohibited.
7. Be careful not to block room exit doors and windows.
8. Holiday decorations should be used cautiously; nonflammable materials are of primary importance. Use of live trees and branches is extremely dangerous and therefore, not permissible.

Discard old furniture not meeting fire code and safety regulations (i.e. old couches with foam insides visible). Webb Institute reserves the right to remove such furniture if not done so by the student(s).

Fire escape doors are provided for student safety. These doors should always remain cleared of obstacle. All corridors used as a means of exit should always remain clear of obstacles. Such obstacles may be confiscated by Webb Institute staff.

One student at a time is allowed in the attic accompanied by one student who should remain at the bottom of the stairs. Belongings should be stored in a neat and orderly fashion.

Become familiar with various types of fire extinguishers and their locations as indicated on the fire evacuation maps. Never use a Class A (water) extinguisher on gasoline, grease, or electrical fires.

Fire safety precautions for labs, shops, garages, etc. are found in each facility. Become familiar with the guidelines before using the facilities.

Prior permission from the Director of Facilities is required before using Dining Room, Reception Room, or Reading Room fireplaces. The fireplace in the Yacht Club may be used if permission is granted of the Director of Student Affairs; the OD or night watchman must be informed in order for them to check for proper extinguishing. No fires are permitted in Model Basin fireplaces.

Use of the beachfront for campfires is limited to scheduled events. The Assistant Director of Student Services & Admissions will be in charge of scheduling and monitoring the events. The Nassau County Fire Marshall's Office and the Glen Cove Fire Department must be informed of the event. Proper fire extinguishers must be present.

Fire drills in the residence halls are conducted at regular intervals. However, a building alarm should always be presumed real and reason for concern and evacuation.

Tampering with safety equipment is a criminal offense.

SMOKING

In the interest of providing a safe and healthy environment for employees, students and visitors, and in accordance with Article 13-E of the Public Health Law, the following smoking rules have been adopted:

**SMOKING IS PROHIBITED THROUGHOUT OUR FACILITIES
EXCEPT IN DESIGNATED SMOKING AREAS
IDENTIFIED BY "SMOKING PERMITTED" SIGNS.**

1. Smoking is prohibited in all indoor areas as well as in institute vehicles.
2. The only locations that are designated as 'Smoking Permitted' are outdoor areas.
3. The right of a nonsmoker to smoke-free air will prevail over a smoker's desire to smoke.
4. Students found smoking outside of designated "Smoking Permitted" areas will be considered in violation of Webb Institute's rules and will be subject to appropriate Student Court action. Conflicts or repeated violations must be brought to the attention of the Honor Council Chairman.
5. Smokers are expected to keep the designated smoking areas neat and litter-free. Any smoking areas that are not properly maintained will be taken off the list of designated smoking areas.

HAZING

The Student Organization of Webb Institute prohibits any action or situation that recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into affiliation with any organization.

PARKING

All students may park behind the gym, in the annex lot, and in front of the dorm building on the north side of the road.

All students must register their cars with the O. D. Chairman within the first three days of each semester.

No more than one car per student will be allowed on campus, except with permission from the Director of Enrollment Management.

Cars or motorcycles may not be put inside any Institute buildings except the Student Garage without the permission of the Director of Facilities.

The parking area behind the Model Tank is for residents of the Model Tank.

All students may park in the front parking lot, except between 0800 and 1700 on business days.

Fire lanes and access to doorways and paths are to be kept clear at all times.

PETS

Students are not permitted to keep pets on campus.

CONDUCT

Student conduct shall be cooperative and considerate at all times. No student shall do anything to endanger the well-being of others.

Any student making excessive noise is obliged to be quiet when requested.

Student dress shall be appropriate to the occasion.

The cleanliness of rooms is the responsibility of the students using them.

PART III. GENERAL INFORMATION

Institute Facilities

All Institute facilities are to be taken care of in accordance with the procedures set forth by the authority in charge. Specific rules follow.

STEVENSON TAYLOR HALL

Main Building Upkeep

Personal effects, clothing, books, etc. shall not be left in public spaces, except temporarily during meal times, preparations for trips and moving students, arriving, leaving, or changing rooms.

Do not hang unsightly antennas, lines, etc. outside the building.

No electric heating appliances (including electric blankets and irons) may be used in rooms.

Nails and picture hangers may not be driven into walls.

No charcoal or other fires are permitted on fire escapes or building roofs.

Restricted Areas

The following are not for student use:

1. Kitchen
2. Pantry
3. Offices
4. Faculty offices except for consultation or with permission of Faculty member
5. Infirmary except for medical reasons
6. Elevators (may be used for moving heavy loads such as furniture, baggage, etc.)
7. Roofs
8. The attic, with the exception of the area reserved for students' baggage.

All other rooms in the building are open to normal student use. The neatness and cleanliness of the rooms are the responsibility of the students using them. In areas such as the classrooms, attic, and labs, good order is the responsibility of the students using them.

Dining Room

The Dining Room is to be used for meals prepared by the school's food service staff. Students shall wear shirts and shoes at all times in the Dining Room. Students will not remove the tableware or food from the Dining Room without permission from the Chef.

Student Laundry Room

The Student Laundry Room contains washers and dryers for student use at any time. Soap and ironing facilities are provided. Each student must clean up his or her mess and report equipment malfunctions to the Laundry Chairman.

Housekeeping Items

Brooms, dustpans, and mops are located at the end of each of the upstairs halls. Vacuum cleaners are also available.

INSTITUTE VEHICLES

Only school-licensed drivers may drive Institute vehicles.

STUDENT STORE

All purchases must be signed for in the notebook immediately.

Any stock shortages should be immediately brought to the attention of the Student Store Manager.

STUDENT KITCHEN

The Student Kitchen is run on the Honor System. Its management is left to the discretion of the Student Kitchen Chairman.

The facility (i.e. sink, counter, microwave, table, floor, etc.) is to be left clean by each user.

Personal property is to be kept in the proper refrigerator or cabinet. All items in the refrigerator or cabinet must be neatly stored and their owner must be identified. Spoiled personal items will be discarded.

BROCKET ARMS PUB

In accordance with New York State law underage students may not sign out or consume alcohol from the Pub. In addition, underage students may not sign out beer for guests or other students, even if these people are of legal drinking age. The Pub Manager, along with the rest of the Student Organization, is responsible for taking actions to prevent this from happening. Beer or alcohol signed out from the Pub is intended for consumption only in approved locations on the Webb campus and shall not be taken off campus.

As in the other areas of the school, students are expected to act in a manner acceptable both to other students, and the code of conduct Outlined in the Handbook. Also, as previously stated in the Handbook, students are responsible for the actions of their guests. The cleanliness of the Pub is the responsibility of the students. Everyone must clean up after himself and be sure to leave the Pub in an acceptable condition when he leaves.

There are several entertainment items in the Pub which are the property of the Student Organization and are intended to encourage the use of the Pub by all students, not just those of legal drinking age; however, students should study in the Pub only at their own risk. These items include the dartboard, foosball and pool tables, stereo, Nintendo, TV's, and VCR's. All students are responsible for the proper use and maintenance of these items. Damage to these items should be reported to the Pub Manager and the Honor Council Chairman. If it is apparent that the items are being abused, the Pub Manager has the authority to remove them or restrict their use.

The Pub Manager is the person ultimately responsible for the condition of the Pub and its contents. Because of this, the manager may take actions to ensure that these rules are followed, so long as the actions are within the realm of the guiding rules of the Student Organization.

In case of mishandling of equipment or unreported breakage, the Pub Manager may bar those responsible from using the facilities.

ATHLETIC FACILITIES

The athletic facilities are available for use under the direction of the Athletic Director. The following rules apply to the use of the athletic equipment:

1. No floor hockey until after basketball season.
2. All basketballs are to be returned to the equipment room after use.

3. Equipment is not to be taken from the campus without permission of the Assistant Director of Student Services & Admissions.
4. Sneakers must be worn on the gym floor.
5. Team captains are responsible for equipment given to their team.
6. The last person out of the gym is responsible for securing it (i.e. closing the doors, turning out the lights, etc).
7. There will be no football games played on Thorpe Field during rainy days.
8. The upper terrace and the front (south) lawn are not to be used for athletics.
9. There will be no RollerBlading in the gym.
10. Tension on the indoor volleyball net should be released after use and the net should be folded and put away properly.
11. No alcohol, food or soda will be consumed on the playing surface of the gym (except for social functions.)

Alumni Gymnasium Weight Room

The weight room located in the Alumni Gymnasium is open for use by all Webb Institute students. The weight room must be kept in an organized manner in order to maintain a clean appearance and prevent unnecessary accidents caused by misplaced equipment. The following rules are to be adhered to by all students making use of the weight room:

1. The weight room is only to be used for exercising between 6:30am and 10:00pm each day.
2. A spotter must be present for each student making use of the free weights.
3. Equipment is to be returned to its original location after use.
4. Equipment is to be wiped down after use.
5. Personal storage is located in the back area of the home team locker room. Students are not to store personal exercise equipment inside the weight room.

LIBRARY

Although the Library's main emphasis is on naval architecture, marine engineering, and related fields of engineering, it also has a general college collection, reference books, fiction, bound periodicals, theses, and record collection. Part of the periodical collection is on microfilm. Suggestions for new books and records are always welcome.

General Rules

All materials taken from the Library must be checked out.

Library materials are borrowed for the current Semester. Students desiring to retain books for the Winter Work Period or Summer vacation should obtain the Librarian's permission. Books signed out for a semester or work or vacation period must be renewed or returned at the end of that time.

Quiet will be maintained for the benefit of others present.

Library books left on tables will be replaced in the stacks unless they are signed out.

Tampering with any computers in the library is strictly forbidden.

Library shelves must be kept orderly for the benefit of everyone using the Library. Do not stuff materials back into the shelves, pile materials on the floor or on the top of the shelves, etc.

No food or drink is permitted in the Library.

COMPUTERS / NETWORK & ADMINISTRATION

Hardware

Any deliberate physical mistreatment of computers and associated peripherals that belong to Webb Institute will be considered, and handled the same way, as other abuses of Webb property. All computers and peripherals are to remain in the possession of the person with whom the Computer Systems Manager has placed them. If the need arises to move a printer or associated peripherals to a different location, the Computer Systems Manager must grant permission in advance. All materials subject to loan agreement signed upon reception.

Software

Any deliberate infection of the Webb machines by a virus will be referred to the Honor Council Chairman. All computers are to be provided with virus scan software and scanned often for virus infection. No student is to copy any software owned by Webb Institute.

Network & Administration

Do not attempt to disconnect, reconnect, or otherwise "fix" any equipment. The computers at Webb Institute are part of a network, and disrupting the connections is not allowed. Any tampering with the equipment will not be tolerated. If any computer equipment appears to be malfunctioning, refer to standard operating procedures to determine the proper course of action or see a member of the Computer Administration. Each user is responsible for activity on

his/her own account. Passwords and account ID's should not be exchanged. Do not give passwords and account ID's to other students. Do not provide any information about modems, passwords, or account ID's to anyone outside of Webb. Passwords, permissions, and access privileges have been structured to make selected software and functions available to certain groups and restricted to others. Unauthorized use (hacking) will be considered a breach of honor.

MODEL TANK

The Model Tank is a valuable asset for the learning experience at Webb. While in the Model Tank, individuals should act in a manner appropriate for a research facility.

A key for the Model Tank may be obtained from the Main Office. Keys are to be returned promptly.

Each individual or group using the Tank is responsible for stowing all models, tools, and equipment and leaving the laboratory in satisfactory order for the next user.

All tools, instruments, supplies, and equipment in the Tank building are specifically there for either testing or maintenance work. None of this is to be removed from the building without the specific approval of the Professor in charge. Model tank tools are marked in blue to avoid confusion with those from other sources.

Any accidents to, malfunctions of, or loss of equipment is to be reported to the Professor in charge without delay.

Students should sign up for time at least one week in advance. In the event that plans change, they must remove their names immediately so that others can take advantage of the Tank availability.

All dynamometers must be checked out with the professor in charge. A calibration spreadsheet must be filed in the appropriate notebook each time a dynamometer is used.

Because of living quarters overhead, noise should be kept to a minimum. Radios are permitted in the Tank building outside of class hours, provided they are operated at reasonable volumes.

Tools for model making are kept in the model shop just off the main Tank room. Permission to use these tools must be obtained from the Professor in charge. Those working on models must maintain the tools, keep them sharpened, and keep the model shop clean.

No food is permitted in the model tank at any time.

CHEMISTRY / PHYSICS / MATERIALS LABS

All equipment must be signed out when it is removed from the laboratories.

Special or expensive equipment may only be removed or used with special permission from the Professor in charge.

Unassigned laboratory experiments may not be performed.

Chemicals for other than assigned laboratory hours must be used only with permission.

The chemistry and physics labs shall be left in the following condition after use:

1. All chemicals shall be in place on shelves or reagent tables.
2. All surfaces shall be sponge-cleaned.
3. Users' names shall be on all equipment left out.
4. All extra equipment shall be put away.

ELECTRICAL ENGINEERING LAB

The electrical engineering lab space and equipment is available to students, Faculty, and staff for scheduled instruction, senior theses, Faculty research, or personal work, in that order.

Rules

Any person using the E.E. Lab or any of its equipment must observe all safety precautions and procedures posted in the Lab. Two or more persons must be present when working with voltages greater than 30 Volts.

Any person wishing to use the E.E. Lab and/or any of its equipment for any purpose must first receive the permission of the Professor in charge. The Lab is to be left as found.

Lab equipment may be taken from the Lab with the consent of the Professor in charge. All equipment taken from the Lab must be logged in and out.

Damaged or inoperative equipment is to be tagged and left on the Lab desk, noting what is wrong.

Any person in doubt about the proper use of the lab or any of its equipment will consult the Professor in charge.

MACHINE SHOP

The Machine Shop exists primarily to serve the laboratories, research and thesis programs, and maintenance of the Institute. It is, however, the policy of the Institute to encourage students to use the Machine Shop so that they may acquire some proficiency and knowledge in the use of machine tools. Shop orientation and training sessions will be held in order to give interested students a chance to become acquainted with the facilities.

Policy

Each student is responsible for the tools he used and for the general good housekeeping of the facilities he has used. The Machine Shop Chairman is in charge of student shop activities. Overall management responsibility for the machine shop rests with the Director of Facilities.

No person shall use a machine that he is not familiar with. If a student is not familiar with a machine, the Shop Chairman or the Director of Facilities will instruct the student on proper usage. Student use of the large lathes, milling machines, surface grinder and shaper are forbidden, unless prior checkout is granted by the Director of Facilities.

Two people must be present when using power tools, cutting torches, or welding equipment.

No power tools are to be used in the machine shop after 2200, unless prior clearance has been obtained from the Assistant Director of Student Services & Admissions.

No jewelry is to be worn in the shop. Proper shoes shall be worn at all times.

Eye and ear protection is to be worn when using power tools and whenever else the situation requires.

Tools must not be removed from the machine shop without authorization from the Director of Facilities and the Machine Shop Chairman.

Broken tools and equipment must be reported promptly to the Machine Shop Chairman or the Director of Facilities.

Material in stock racks may not be used without prior permission from the Director of Facilities. Material in scrap bins may be used by students for personal projects. Eutectic welding rod and other special material is not to be used without the permission of the Director of Facilities.

Each student is responsible for leaving the Shop in good order when he is finished.

All personal projects in the Machine Shop should be undertaken with the consideration so as not to hinder the use of the Shop for the maintenance staff or other students, labeled appropriately, and completed within one week. Extended time limits may be authorized by the Machine Shop Chairman or the Director of Facilities.

There will be no motor vehicle parts or work done in the Machine Shop. The area surrounding the Shop is not to be used for car repairs and maintenance.

Failure to follow any of these rules should be brought to the attention of the Machine Shop Chairman. In case of mishandling of equipment, unreported breakage, or general abuse of the facilities, the Director of Facilities or the Machine Shop Chairman may bar those responsible from using the facilities or take other appropriate actions.

In any case of doubt or question, see the Machine Shop Chairman or the Director of Facilities before proceeding.

WOOD SHOP

The Wood Shop exists primarily to serve the laboratory, research thesis programs, and maintenance needs of the Institute. The Shop is open for student use for personal projects and may be used at any time within the framework of the shop policy.

Policy

Each student is responsible for the tools he used and for the general good housekeeping of the facilities he has used. The Wood Shop Chairman is in charge of student shop activities. Shop orientation and training sessions will be held in order to give interested students a chance to become acquainted with the facilities. Overall management responsibility for the Wood Shop rests with the Director of Facilities.

There will be no smoking or open flames in the Wood Shop at any time.

No person shall use a machine with which he is not familiar. If a student is not familiar with a machine, the Wood Shop Chairman or the Director of Facilities will instruct the student on proper usage. Student use of the planer and shaper is forbidden.

Two people must be present when using power tools.

No power tools are to be used in the machine shop after 2200, unless prior clearance has been obtained from the Wood Shop Advisor.

No jewelry is to be worn in the shop. Proper shoes shall be worn at all times.

Eye and ear protection is to be worn when using power tools and whenever else the situation requires.

Tools must not be removed from the Wood Shop for a period of more than 24 hours without authorization from the Director of Facilities and the Wood Shop Chairman.

Broken tools and equipment must be reported promptly to the Wood Shop Chairman or the Director of Facilities.

Material in stock racks, or marked ~MT" is not for student use without prior permission from the Director of Facilities.

All personal projects in the Wood Shop should be undertaken with consideration so as not to hinder the use of the Shop for the maintenance staff or other students, labeled appropriately, and completed within one week. Extended time limits may be authorized by the Wood Shop Chairman or the Director of Facilities.

The Wood Shop is not under any circumstances to be used for personal storage. Any items stored in the Wood Shop will be discarded.

Failure to follow any of these rules should be brought to the attention of the Wood Shop Chairman. In case of mishandling of equipment, unreported breakage, or general abuse of the facilities, the Director of Facilities or the Wood Shop Chairman may bar those responsible from using the facilities or take other appropriate actions.

In any case of doubt or question, see the Wood Shop Chairman or the Director of Facilities before proceeding.

STUDENT GARAGE

The Student Organization Garage exists as a convenience for students maintaining or repairing their cars and motorcycles.

Policy

Each student is responsible for the tools he used and for the general good housekeeping of the facilities he has used. The Garage Chairman is in charge of student shop activities. Overall management responsibility for the Garage rests with the Director of Facilities.

Tools must not be removed from the Garage unless prior permission has been obtained from the Garage Chairman.

Tools must be cleaned, after each use, and put away in an orderly manner by the student. Everyone is asked to keep the Garage clean. If the garbage cans are full, notify the Garage Chairman.

Whenever a student plans major work that will tie up the Garage for a long time, he must first see the Garage Chairman to schedule the work. Long term projects will not be allowed over the pit.

Any spilled oil, anti-freeze, grease, etc. should be cleaned up immediately and absorbent gravel poured over the spill area.

At least two students should be in the Garage when the pit or engine hoist are used. The use of power tools or special tools should be checked with the Garage Chairman beforehand.

When the pit is not being used, the cover must be installed at all times - even when taking a vehicle out for road testing.

Repair to automobiles and motor bikes will be made only in the S.O. Garage, unless prior permission is obtained from the Director of Facilities.

When using the hydraulic jack, tires should be chocked properly, and when working under a vehicle, jackstands (not cinder blocks, etc.) should be used to support the vehicle at the correct lift points.

Make sure the drop light is off after use, and if the bulb is burned out or filament broken report it to the Garage Chairman.

After use or when leaving Garage unattended for any length of time, it should be fully locked including all windows, Garage bay door, and the side door, and the key returned to the closet in the Reading Room immediately after use. Also, make sure all lights are off.

Any abandoned vehicles/parts shall be defined as those that have no use intended for the future. Action taken to all abandoned vehicles/parts will be in accordance with the Administrative instruction regarding such vehicles.

Failure to follow any of these rules should be brought to the attention of the Garage Chairman. In case of mishandling of equipment, unreported breakage, or general abuse of the facilities, the Garage Chairman or Director of Facilities may bar those responsible from using the facilities or take other appropriate actions.

In any case of doubt or question, see the Garage Chairman or the Director of Facilities before proceeding.

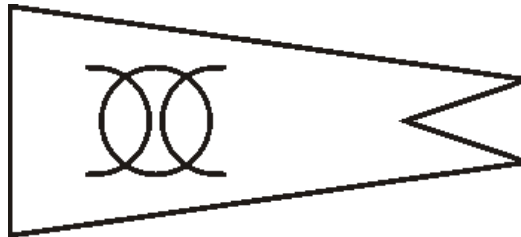
PART IV. WEBB YACHT CLUB CONSTITUTION

Article I. Name

The name of the organization shall be the Webb Yacht Club.

Article II. Emblem

The Webb Yacht Club flag and emblem shall be as shown in the accompanying diagram.



Article III. Membership

Membership in this organization shall include persons listed in Sections 1 and 2 of this Article.

SECTION 1: GENERAL MEMBERS

General members shall include all active members of the Student Organization of Webb Institute and shall comprise the voting membership of the Yacht Club.

SECTION 2: HONORARY MEMBERS

Honorary members shall include all Alumni, Trustees, and Faculty of Webb Institute.

Article IV. Organization

SECTION 1: OFFICERS

The Commodore shall be elected at the end of the Spring semester by active members, to serve for one year. The Commodore shall preside over all Executive Board and Yacht Club

meetings. The Commodore shall coordinate all Yacht Club business, such as maintenance, supplies (life jackets, tools, boat log, first aid kit, radios, etc.), and organization/cleaning. The Commodore shall have the power to appoint temporary committees which the Commodore deems necessary and to appoint members of the standing committees. The Commodore shall be an ex-officio members of all committees.

The Vice Commodore, Rear Commodore, Fleet Captain, and Motorboat Captain shall be elected in the same manner as the Commodore and for the same term. duties of these officers shall be as follows:

The Vice Commodore shall be the regatta manager, organizing all land-based aspects of home regattas (food, housing, party, etc.), scoring the regatta, and acting as Chairman of the Race Committee. The Vice Commodore shall appoint people to assist in completing the tasks listed, especially RC and scoring.

The Rear Commodore shall be responsible for administering swimming tests for all Webb students; sailing team swimming tests may be held at the same time, but sailors have more requirements to fulfill. He/She is in charge of scheduling all sailboat and motorboat certification tests, and must post a list of all certified skippers and motorboat operators whenever certifications take place.

The Fleet Captain shall be in charge of maintenance of all Yacht Club equipment (mainly JYs and Lasers). All boats should be kept in operable condition for sailing practices, home regattas, and general student use. The Fleet Captain performs all sailboat certifications, with the help of other volunteer certified skippers. May choose to have other chairmen elected (Soling, windsurfer, etc).

The Motorboat Captain shall be responsible for the maintenance of all Webb motorboats (Whaler, Avon). He/She issues all motorboat licenses. He/She should have the Whaler and Avon in operable condition for sailing practice, home regattas, and general student use. The Motorboat Captain can request beavers to refill gas tanks.

The Sailing Team Captain shall be elected by the Sailing Team. The Sailing Team Captain organizes all sailing team affairs (practice, regattas, uniforms, registrations, etc.). He/She is responsible for the registration of new sailors with the International Collegiate Sailing Association once they have fulfilled the swimming requirements for collegiate sailing.

SECTION 2: THE EXECUTIVE BOARD

The Executive Board shall consist of the Commodore, Vice Commodore, Rear Commodore, Fleet Captain, Motorboat Captain, Sailing Team Captain, President of the Student Organization, and one member of each class of Webb Institute. The four class representatives are elected by each class at the start of each academic year. The duties of the Webb Yacht Club Executive Board shall be as follows:

- It shall have the power to make and enforce any rules supplementing the By-laws, with emphasis placed on the safety and well-being of the Webb Yacht Club.
- It shall interpret this Constitution and its By-laws.
- It shall govern all matters not specifically vested in the General Membership.
- It shall have the power to temporarily overrule any of the By-laws of the Constitution with two-thirds of the Board in order to cope with any problems. It may be present at any Honor Council or Student Court meeting in the event of the violation of a Yacht Club rule or of damage to Yacht Club property, and act as an intermediary between the Council or Court and the offender(s).

Article V. Committees

There shall be one standing committee, the Race Committee, in charge of home sailing regattas. The Chairman shall be the Vice Commodore. Other members shall be the Fleet Captain, and three other Yacht Club members appointed by the Chairman.

Article VI. Yacht Club Meetings

SECTION 1: CALLING MEETINGS

Meetings shall be held upon the order of the Commodore, Executive Board, or upon the demand of ten members of the Student Organization.

SECTION 2: QUORUM

Two-thirds of the General Membership shall constitute a quorum.

SECTION 3: ORDER OF BUSINESS

1. Call to order
2. Roll call
3. Reading of minutes of previous meeting
4. Reports of Committee Chairmen

Article VII. Amendments to the By-Laws

Amendments to the By-laws of this Constitution may be made by a majority vote of the General Membership after the proposed amendments have been published at a meeting of the General Membership and posted at least two weeks prior to the balloting.

PART V. WEBB YACHT CLUB BY-LAWS

Article I. Actions

SECTION 1: APPROPRIATIONS

The General Membership shall, by majority vote, approve major appropriations of Yacht Club funds for general expenditure towards a specific project.

SECTION 2: ABSENCE OF FACULTY ADVISOR

In the absence of the Faculty advisor, the members of the Executive Board shall be responsible for the safety of personnel and equipment of the Webb Yacht Club.

Article II. Specific Rules

SECTION 1: LOCATION OF RULES IN HANDBOOK

Specific rules and qualifications of the Webb Yacht Club will be found in the Yacht Club section of the Webb Student Handbook.

SECTION 2: REVISION OF RULES

These rules and qualifications shall be reviewed each year by the Executive Board and revisions shall be made as necessary.

SECTION 3: LICENSING

Licensing Procedure for Webb Yacht Club

In order to increase the availability of licenses while maintaining the standards of qualification and responsibility of licensees, the following procedures will be followed:

I. Licenses

A. Swimming

Having passed the Webb swimming test qualifies one as a swimmer and is a prerequisite of all boating privileges.

B. Boats

There shall be five Boat Licenses issued by the Yacht Club. These Licenses are:

1. Laser Dinghy License
2. Windsurfer License
3. JY Dinghy License
4. Soling License
5. Motor Boat License

II. Privileges of Licensees

All users are required to abide by other Yacht Club Rules.

A qualified swimmer is entitled to ride in all Webb boats at the discretion of the licensed operator.

A qualified swimmer is also permitted to learn to windsurf or sail a Laser or JY with a person licensed for use of that craft instructing them and keeping them in sight at all times.

III. Boat Licenses

Windsurfer, Laser, JY, Soling, and Motorboat Licenses allow one to use that particular boat in accordance with the Yacht Club Rules. The Rear Commodore is in charge of this licensing and should make sure each person issued a license is familiar with the basic rules of boating as well as the operation of that boat. In order to receive a motor boat license the operator must have a minimum of a NY State safe boating permit or comparable certification.

IV. Time of Tests

Additional swimming tests and boat licenses shall be granted at the discretion of the Rear Commodore.

V. Posting of Licensees

The Rear Commodore shall post a list of all Licensees in the Yacht Club in clear view after the initial tests given to incoming freshman each year. The Rear Commodore shall keep this list updated as he issues new Licenses during the course of the school year.

VI. Revocation of Licenses

The Executive board, with two thirds vote in favor, may revoke any license of particular privilege of the Yacht Club at any time for whatever period it deems necessary. The Commodore and Fleet Captains may temporarily suspend any use of craft under their jurisdiction to any persons, until the Executive Board shall take action upon the matter.

SECTION 4: YACHT CLUB RULES

General Rules

All general and honorary members of the Webb Yacht Club are welcome to use the Yacht Club facilities at any time.

All Yacht Club equipment must be signed out on the sheets provided in the Yacht Club.

Any loss of or damage to Yacht Club equipment must be recorded in the log book and must also be reported to the Fleet Captain or Commodore immediately.

Students keeping their own boats on campus shall obtain permission from the Commodore and follow the Yacht Club rules.

Operating limits for all Webb-owned craft shall extend from Sands Point to the Matinecock buoy and two miles offshore. For travel outside these limits, leave names, date, destination, and expected time of return with a Yacht Club officer before leaving. This exception will not apply to the sailing dinghies which must remain within the above limits at all times. Watercraft owned by students may be sailed outside these limits

No boats or Yacht Club equipment shall be used after sunset, in high waves, or in winds over twenty knots. Suitability of weather conditions shall be determined by an officer of the Yacht Club. The Yacht Club is equipped with both a weather radio and a VHF radio base station. These should be used to check the forecast before heading out. If there is a possibility of a storm

or if a small craft advisory is issued, one should not go out without consulting a Yacht Club Officer, even if they are an officer.

One life jacket must be carried for each person aboard.

All boats shall be rinsed inside and out with fresh water after use. Spars and sails shall also be rinsed when there has been salt water on them. Dry sails are to be folded and bagged and stored in the space provided. Wet sails are to be hung up to dry. After the sails are dry they should be stowed properly.

No hard-soled shoes are to be worn in the boats at any time. No person should be inside a boat except when afloat.

Rudders, battens, life jackets, etc. must be put away after use.

The following guidelines when sailing in cold weather shall be followed:

Survival Time (based on clothing)	Requirements
Less than 1 hour	No sailing
1 to 2 hours	Qualified rescue boat operator on beach
2 to 4 hours	Two boats in company and within sight of Webb's beach
More than 4 hours	Normal rules apply

The maximum number of people on Yacht Club boats shall be as follows:

- Windsurfer 2
- Laser 2
- JY 3
- Soling 8
- Avon 4
- Whaler 6

Laser and JY Dinghies

All students using sailing dinghies must have passed the Yacht Club swimming test and see that their guests are swimmers.

Each dinghy must have a qualified skipper on board. In winds above 15 knots, all persons aboard a dinghy must be licensed.

If the combined water and air temperatures are below 110F, all crew members must wear wet suits or dry suits.

There must be at least two boats, either power or sail, on the water. A single boat may go out only if it remains within sight of a person on the beach at all times.

The JY Dinghies must not be allowed to rest on the beach. They should be floated from the dollies to the water and vice versa.

Windsurfers

Common sense and good judgment are necessary for windsurfer users. If, in the opinion of the Yacht Club Executive Board, a windsurfer user is unnecessarily endangering his safety or the safety of others, his windsurfer license shall be revoked.

There are two categories of Windsurfer users:

Class I Windsurfer (Beginner)

All Class I Windsurfers shall wear a Class III PFD when sailing a board off the Webb beach front.

No Class I Windsurfers shall sail when the cumulative air and water temperature is below 110 degrees F.

No Class I Windsurfer shall sail in winds over 12 knots without the permission of a Yacht Club officer.

All Class I Windsurfers must stay within clear eyesight of the Webb beach front unless accompanied by a Class II Windsurfer.

Class II Windsurfer (Advanced)

To reach the rank of Class II Windsurfer, one must accomplish the following:

- Be able to tack or jibe on command in winds up to 15 knots.
- Be able to paddle the Windsurfer 1000 yards or swim 500 yards in a reasonable amount of time as defined by the test administrator depending on wind and wave conditions.

No Class II Windsurfer without a wet suit may sail when combined water and air temperatures are under 110F. A class III life jacket must be worn at all times.

No Class II Windsurfer shall sail in winds over 20 knots without the permission of a Yacht Club officer.

It is further stressed that board sailing without either another boat on the water or a licensed motor boat operator on the beach is expressly forbidden.

Soling

All students using the Soling must have passed the yacht club swimming test or wear a life jacket at all times.

There must be one qualified operator on board at all times.

Operating limits are specified in the general rules.

Minimum equipment carried shall be:

- One life jacket per person.
- Paddles
- Bilge pump
- Mooring lines
- Anchor and line
- Sails
- Air horn

No sailing when winds are in excess of 20 knots.

Soling must be returned to Glen Cove Yacht Club after each use. The cockpit cover must be attached upon leaving. Sails and other gear must be stowed appropriately.

Motorboats

All persons aboard motorboats must be qualified swimmers or wear a life jacket at all times.

There must be a qualified operator aboard at all times.

Operating limits are specified in the General Rules

Minimum equipment carried shall be:

- One life jacket per person
- Paddles
- Mooring Lines
- Anchor and Line
- A VHF Radio

All equipment shall be stowed after use.

At least one full tank of gas shall be left for the next person.

Motorboats must be kept clear of Crescent Beach.

The Avon is only to be used as a rescue boat except as a precautionary measure during organized regattas.

Swimming

At least two qualified swimmers shall be on the beach or in the water during swimming.

The Rear Commodore will administer swimming qualification tests in accordance with detailed rules prepared by the Yacht Club Executive Committee.

Water-skiing

Only members of the Webb Student Organization may water-ski.

The ski-boat must have at least one life jacket on board for each passenger.

There must be at least one observer in the boat facing aft.

Hand signals will be used. A hand signal chart is to be posted in the Yacht Club.

Skiing will not be allowed within 100 feet of any obstacle. This means no dock or beach starts or landings, and no rounding markers as part of a slalom course.

A ski vest must be worn by the water-skier at all times.

Ratified: June 12, 2006