

# **Constitution of the MacGregor House Committee**

Massachusetts Institute of Technology

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## **ARTICLE I. NAME**

The name of this organization shall be the MacGregor House Committee, Massachusetts Institute of Technology, hereinafter referred to as the House Committee, or HouseComm.

## **ARTICLE II . AUTHORITY**

The House Committee shall have full student authority to act for the MacGregor House and its residents. It shall regulate the use of the name MacGregor House.

## **ARTICLE III. MEMBERSHIP**

### **SECTION 1. GENERAL**

The House Committee shall be defined as those who have been elected or appointed to positions of responsibility within the house by members of the house. The entry chairs, Low-Rise-Member-At-Large, as well as the President and the Vice-President when entitled by parliamentary procedure, shall vote, each casting one vote. These members will be the voting members of the House Committee. No person shall hold more than one voting position. Any elected position other than those of the Executive Committee may be represented by no more than two Co-Chairs, but shall be granted only one vote. Should the Co-Chairs be unable to reach consensus during a vote, their position shall abstain from voting on the issue.

All students of the Massachusetts Institute of Technology who are residents of MacGregor House shall be entitled to attend all open meetings of the House Committee, make motions, and participate in discussion. The Executive Committee, all voting members, and all appointed chairs may request a vote by roll call.

## SECTION 2. THE PRESIDENT

The House President shall call and preside at meetings of the House Committee, be responsible for its proper functioning, and see that its decisions are carried out. The President shall be one of the representatives to the Dormitory Council and shall appoint the chairs and members of ad hoc subcommittees and certain standing subcommittees. The President shall be the chair of the Executive Committee. The President shall also be responsible for insuring that the Vice-President and the subcommittee chairs present their reports as called for.

## SECTION 3. THE VICE-PRESIDENT

The House Vice-President shall be the vice chair of the House Committee and shall perform the duties of the President in his or her absence. The Vice-President shall be one of the representatives of MacGregor House to the Dormitory Council and shall report regularly to the House Committee and work very closely with the President. The Vice-President will be responsible for holding subcommittee chairs accountable for their responsibilities.

## SECTION 4. TREASURER

The House Treasurer shall receive and pay all moneys of the House Committee as authorized by it; shall be responsible for all of the House Committee's financial transactions; and shall keep permanent financial records and submit written reports to the House Committee as directed. The financial records of the Treasurer shall be open for inspection to all residents of MacGregor House. The Treasurer shall prepare semi-annual House Committee budgets with the assistance of the President at the beginning of each term, covering the financial transactions of the preceding term; shall keep copies of all reports of a financial nature presented to the House Committee; and shall coordinate with the Student Activities Office in maintaining House Accounts. The Treasurer shall be elected by the voting members of the House Committee.

## SECTION 5. SECRETARY

The House Secretary shall be responsible for all records of the House Committee except those specifically assigned to others; shall record the minutes of every meeting of the House Committee; shall publish and distribute copies of minutes to all residents of MacGregor House; shall include attendance proxies and financial reports as part of the minutes; shall ensure sufficient notice of special meetings and disseminate other information as directed by the House Committee; and shall document and preserve all reports presented during House Committees. The Secretary will be responsible for posting all minutes, reports, and other proceedings of the House Committee to the MacGregor wiki, where they will be made publicly available. The Secretary shall also be responsible for representing the word of the MacGregor Constitution during House Committee meetings and in any situation where its authority is invoked. The Secretary shall be elected by the voting members of the House Committee.

## SECTION 6. ROOMING ASSIGNMENT CHAIR

The Rooming Assignment Chair (or two Co-Chairs) shall be appointed by Bob and is responsible for the fall and spring room assignment process for all residents. He shall make sure that the Housing office has up to date room charts, and it shall act as a clearinghouse for all changes made throughout the school year. No room changes may be made without the approval of the Rooming Assignment Chair. If the Rooming Assignment Chair is filled by two Co-Chairs, they must reside in different entries.

## SECTION 7. ENTRY CHAIRS

The Entry Chairs will be elected by their respective entries each year and shall represent their entries to the House Committee. It shall be the Entry Chairs' responsibility to actively ensure that the residents of their entries shall have ample opportunity to be well informed, active participants in all House activities. The Entry Chairs shall have the authority to enforce all applicable regulations of the House Committee and the Dormitory Council and shall assist both judicial and legislative branches of the House government.

#### **SECTION 8. LOW-RISE-MEMBER-AT-LARGE**

The Low-Rise-Member-At-Large (LRMAL) represents the Low Rise to the House Committee. The low rise consists of the F, G, H, and J entries of MacGregor House. It shall be in part the LRMAL's responsibility to actively insure that the residents of the low rise have ample opportunity to be well-informed, active participants in all House activities. The LRMAL shall assist both judicial and legislative branches of House government, and shall keep, for inspection by residents of the low rise, correct copies of the Constitution and Bylaws.

#### **SECTION 9. TERMS OF OFFICE**

The President, Vice-President, the Treasurer, the Secretary, Entry Chairs, LRMAL, and the Chairs of the standing subcommittees shall take office at the conclusion of the meeting designated as the Organizational Meeting, and shall serve until the following Organizational Meeting. In the event of the resignation or ineligibility of a member of the House Committee, their seat shall be declared vacant until the election or appointment of a successor, as the case may be, except that in the event of a vacancy in the office of the President, an acting succession for the position of acting President shall be: Vice-President, Treasurer, Secretary. In the case of a change of Entry Chair between Organizational Meetings, the term of office of the new member will end at the following Organizational Meeting. Entry Chairs shall be declared ineligible upon termination of residence in the entries which they represented. The Low-Rise-Member-At-Large shall be declared ineligible upon termination of residence in the lowrise. For all other members of the House Committee, ineligibility shall result in the event of termination of residence in MacGregor House.

### **ARTICLE IV. JUDICIAL PROCEEDINGS**

The House Committee shall be responsible for the judicial proceedings within the house. All decisions will be discussed during an open House Committee meeting presided over by the President, and verdicts established by a vote by all eligible members.

### **ARTICLE V. EXECUTIVE COMMITTEE**

The MacGregor House Executive Committee shall consist of the House President, Vice-President, Secretary, Treasurer, Rooming Assignment Chair, and a cabinet of up to two other members appointed by the House President as necessary. The House Committee may, by majority vote, overrule any of these appointments at any time. They shall, as appropriate, represent MacGregor House. The Executive Committee shall act as an advisory group to the President of the House and the House Committee and shall act to insure the proper functioning of the various subcommittees, to assist the House officers with administrative details, to consider the basic goals of student government in MacGregor House, and to initiate new projects in keeping with these goals. No person shall be allowed to hold more than one position within the Executive Committee.

### **ARTICLE VI. CHAIRS AND SUBCOMMITTEES**

## SECTION 1. *AD HOC* CHAIRS AND SUBCOMMITTEES

SubCommittees of the House Committee of a temporary nature may be formed from time to time by the House Committee and shall consist of a chair and other members as designated by the House Committee. If no persons or selections procedures are designated, the chair and members shall be appointed by the President. The chairs of *ad-hoc* subcommittees of the House Committee shall be responsible for the performance of their respective duties and functions. The chair may appoint additional members as necessary for proper functioning of the subcommittees, and request funds from the House Committee. The House Committee may overrule, by majority vote, any person's appointment to an ad hoc subcommittee. These subcommittees shall transact business assigned to them and report to the House Committee, on request in writing, when their assignment has been completed. *Ad-hoc* subcommittees must be re-formed at each year's Organizational Meeting should the need for them continue.

## SECTION 2. STANDING CHAIRS AND SUBCOMMITTEES: GENERAL

The chairs of standing subcommittees of the House Committee shall be responsible for the performance of their respective duties and functions. The duties of any chair may be fulfilled by two Co-Chairs. The chair(s) may appoint additional members as necessary, and request funds from the House Committee.

## SECTION 3. SOCIAL CHAIR

The Social Chair shall plan, publicize, and execute, with such assistance from House Residents as it may require, all House social events. The Social Chair shall submit detailed financial reports at the meeting of the House Committee immediately following every social event. The Social Chair shall be elected by the voting members of the House Committee.

## SECTION 4. INTRAMURAL ATHLETICS CHAIR

The IM Chair shall plan, publicize, and supervise all house athletic events. The IM Chair shall enter teams in all intramural sports for which there is sufficient interest in the House; shall sponsor and run intra-dormitory contests in all sports in which there is sufficient interest; and shall have jurisdiction over all house athletic equipment. The IM Chair shall present reports on events and interest regarding athletics within the house. The IM Chair shall be elected by the voting members of the House Committee.

## SECTION 5. WEIGHT ROOM CHAIR

The Weight Room Chair shall be responsible for facilities including but not limited to the weight room. The Weight Room Chair shall submit financial reports at House Committee meetings to obtain permission for purchases regarding the updating and improving of athletic facilities. The Weight Room Chair shall be elected by the voting members of the House Committee.

## SECTION 6. REX CHAIR

The REX Chair shall be responsible for all House REX and Orientation Week activities. The Chair shall submit a detailed report of all R/O Week expenditures to the Treasurer by the end of September. The Chair will have the power and responsibility to appoint any assistants he finds necessary for the job, and will have the final say on Orientation-related Early Return allowances. The Chair shall be appointed by the voting members of the House Committee.

## SECTION 7. CPW CHAIR

The CPW chair shall be responsible for all CPW activities. The chair shall submit a detailed report of all CPW expenditures to the Treasurer by the end of January. The CPW chair will have the power and responsibility to appoint any assistants he finds necessary for the job. The CPW chair shall be appointed by the voting members of the House Committee.

#### SECTION 8. RECREATION ROOM CHAIR

The Recreation Room Chair shall be responsible for the care and maintenance of the equipment located in the Rec Room, and shall make expenditures for the upkeep thereof. The Rec Room Chair shall submit financial reports at House Committee meetings to obtain permission for purchases regarding the updating and improving of recreation facilities. The Chair shall be elected by the voting members of the House Committee.

#### SECTION 9. MUSIC ROOM CHAIR

The Music Room Chair shall be responsible for the care and maintenance of the music facilities and shall make routine expenditures for the upkeep, thereof. The Chair shall be elected by the voting members of the House Committee.'

#### SECTION 10. WEBMASTER

The Webmaster shall be responsible for the care and maintenance of the MacGregor server, website, and all related materials. The Webmaster will work with the Room Assignment Chair to update and execute the Rooming Assignment Algorithm in September. The Webmaster shall be elected by the voting members of the House Committee.

#### SECTION 11. UNDERGRADUATE ASSOCIATION REPRESENTATIVES

Representatives of MacGregor House to the Undergraduate Association (UA) shall be elected by the residents through a process governed by the UA. Representatives of MacGregor House must come to all meetings of the House Committee.

### **ARTICLE VII. RESPONSIBILITY FOR THE FAIR REPRESENTATION OF MACGREGOR HOUSE**

All MacGregor House residents at REX or CPW events will do their utmost to fairly represent the dorm in its entirety. When recruiting to MacGregor as a whole, no entry is to be given preference regardless of the member's personal convictions, and all entries are to be treated with equal respect. Considering the limited exposure prospective members are likely to receive, housecomm members are to avoid mentioning even in jest anything that may result in the formation of a wrongful negative opinion. It is permissible to praise an entry in passing, but not to the detriment of another. All REX and CPW events should be portrayed as dorm-wide events that are not specific to any entry or group of entries. Entry chairs are responsible for the behavior of their constituents and should make every effort to promote the fair and responsible representation of the entire dorm.

The denigration of other entries or sections of the dorm will warrant the judging of the offender as incapable of fairly representing the entire dorm, and result in his or her inability to run for MacGregor executive office and for positions of responsibility concerning the entire dorm for the following election, including: President, Vice-President, Secretary, Treasurer, Rooming Chair, REX Coordinator, and CPW Coordinator. Offenders shall also be barred from early returns for the following year.

All REX and CPW funds intended for the advertising of MacGregor as a whole are to be used for that purpose alone.

Should an individual be found to have used these funds for a purpose not benefitting the whole--the promotion of his individual entry, the purchasing of goods or services intended for only a small subset of his constituency--he or she is to be barred from using these funds for one year and will have the amount used taken out of his entry's budget for the semester.

### **ARTICLE VIII. HOUSE TAX**

The House Committee shall establish the portion of the house tax collected going to the entries to be 35-40%. If no different amount is determined for a given semester the house tax shall remain the same as in the previous semester.

## **ARTICLE IX. ELECTIONS**

### **SECTION 1. GENERAL**

Elections shall be conducted according to procedures prescribed by the MacGregor Bylaws. All and only undergraduate students at the Massachusetts Institute of Technology who are residents of MacGregor House shall be eligible to vote in elections.

### **SECTION 2. ENTRY CHAIRS**

An entry Chair shall be selected annually from among the residents of each entry in MacGregor House. Should the entry decide to elect two Co-Chairs to represent them, the Co-Chairs will together have one vote on HouseComm.

### **SECTION 3. BALLOTING**

All house elections shall be conducted by secret ballot. The Election Committee Chairperson and the Election Committee shall be determined by the House Bylaws.

## **ARTICLE X. AMENDMENTS**

Any amendment of this constitution may be moved at any meeting of the House Committee. It must be presented in writing and in the exact wording which it is to be incorporated at the preceding meeting. The secretary shall post the amendment 72 hours before it is to be voted on. The motion shall be postponed definitely to the following meetings. A three-quarters affirmative vote by roll call shall be required for passage.

## **ARTICLE XI. RATIFICATION**

This constitution shall be ratified by a two-thirds vote of the MacGregor House Committee.