

Bylaws of the MacGregor House Committee

Massachusetts Institute of Technology

12/96 revised 09/99, 12/00, 10/02, 12/03, 05/04, 04/05, 06/05, 10/11

Article Table of Contents

I. General

II. Meetings

III. Elections

IV. Loss of Membership

V. Referenda

VI. Amendments

VII. House Room Assignments

ARTICLE I. GENERAL

These Bylaws shall be the operating procedure of the MacGregor House Committee.

ARTICLE II. MEETINGS

SECTION 1. REGULAR MEETINGS

Regular meetings of the House Committee shall be held weekly at 10:15pm Wednesday in the main lounge of each entry on a rotating basis, beginning with A entry each term, when school is in session, unless a different time and place is fixed by the House Committee. If a majority of the voting members wish to cancel a meeting, they may do so by filing a written request with the House President.

If another official meeting is called (for example, House Team or Budget Meeting) occurs in a given week, House Committee meeting shall be cancelled.

Minutes from each week's House Committee meeting shall be taken by the House Secretary and sent to the official house email list (mac-official@mit.edu). The Secretary shall also ensure that the Constitution is followed at all meetings, and if the interpretation of the Constitution is called into question at any meeting, the issue shall be put to a vote.

SECTION 2. SPECIAL MEETINGS

Special meetings of the House Committee may be called by the House President, or upon request of any four voting members. The House Secretary shall ensure notice of special meetings to all voting members of the House Committee at least 24 hours prior to the meeting.

SECTION 3. CLOSED MEETINGS

All regular and special meetings of the House Committee shall be open to all persons unless declared closed to all except voting members of the Committee or their proxies by a two-thirds vote of the Committee. No business may be transacted or votes taken in a closed session; only discussion may occur.

SECTION 4. QUORUM

A quorum shall consist of one-half of the voting members of the House Committee or their designated proxies. If it is found that a quorum is not present, the meeting may be held, but no business may be transacted and no votes may be taken.

SECTION 5. PROXIES

Only an Entry Chair may send a proxy to any meeting of the House Committee. The proxies must present written authorization to the Secretary before they may assume their seats. No proxy shall fulfill the duties of any officer in the absence of that officer or transfer this proxy to another person. Proxies must be residents of the entry they represent and they shall have the full privileges of an Entry Chair during the meeting for which they have been authorized.

SECTION 7. ORDER OF SUCCESSION TO THE CHAIR

In the event of the absence of the President, the following shall be the order of succession to the chair: Vice President, Treasurer, Secretary. In the event that no officer of the House Committee is present the meeting shall be canceled.

SECTION 8. ROLL CALL VOTES

Roll call votes shall be taken on all amendments to the Constitution and Bylaws, or when requested by any voting member of the House Committee. Roll call votes shall be taken alphabetically, with the presiding officer voting last. A white ballot may be called by the House President.

SECTION 9. ORGANIZATIONAL MEETING

The Organizational Meeting of the House Committee shall be held annually during the first week of the Spring Semester. At this meeting the outgoing President shall call the meeting to order and the outgoing Secretary shall record the minutes. The outgoing Treasurer shall present the final report, in writing. Each Committee chair and the Secretary shall present, in writing, an itemized report of their expenses during the last budget period. The Secretary's report shall also include a listing of all amendments to the Constitution and Bylaws since the preceding Presidential election. All old business shall be transacted. Then the meeting shall be turned over to the President and elections shall proceed in the following order: Secretary, Treasurer. All other offices shall be placed for election in alphabetical order. In these elections the voting shall be counted by the Secretary. Nominees must be present to be elected. The House Committee may, by majority vote, postpone any of these elections until the succeeding House Committee meeting.

SECTION 10. TABLING OF MOTIONS

Any motion shall be postponed definitely to the following meeting at the request of two voting members of the House Committee unless overridden by a three-quarters roll call vote of the voting members of the House Committee present at the meeting. This section of the Bylaws shall not be invoked more than twice for any one motion. The purpose of this section shall be to allow Entry Chairs to discuss the proposed motion with members of their entry.

ARTICLE III. ELECTIONS

SECTION 1. PRESIDENT AND VICE PRESIDENT

The President and Vice President shall be elected annually on the first Tuesday of December. Candidates for these offices must be sophomores or juniors on the day of the election. Nominations for these positions shall be made by petition, to be signed by 20 percent of the residents of the House. Petitions shall be obtained from the Election Committee Chairperson beginning on the second Wednesday of November. In order for the candidate's name to be placed on the ballot, the petition must be given to the Election Committee Chairperson not later than 56 hours before the voting begins. The Election Committee Chairperson shall post the petition cover sheets at the place of voting 24 hours before voting is to begin. Polls will be open from 8 am to 10 pm. No ballots shall be counted until the polls have closed.

SECTION 2. LOW RISE MEMBER AT LARGE

The Low-Rise-Member-at-Large shall be elected annually on the third Tuesday of the second semester. Candidates for this office must be freshmen, sophomores, or juniors on the day of the election. Nomination shall be made by petition to be signed by 20 percent of the residents of the Low-Rise, defined as entries F, G, H, & J. All candidates must be residents of the Low-Rise. Petitions shall be obtained from the Election Committee Chairperson beginning on the first day of the Spring semester. In

order for the candidate's name to be placed on the ballot, the petition must be given to the Election Committee Chairperson not later than 56 hours before the voting begins. The Election Committee Chairperson shall post the petition cover sheets at the place of voting 24 hours before voting is to begin. Polls will be open from 8 am to 10 pm. No ballots shall be counted until the polls have closed.

SECTION 3. ENTRY OFFICERS

One Entry Chair shall be elected annually from each entry of MacGregor House at a time, prior to the Organizational Meeting, to be decided by the entry.

SECTION 4. ELECTION COMMITTEE AND CHAIR

The election committee shall be composed of the members of the Executive Committee who are not running for President/Vice President. The Election Committee shall elect a chair from its members. The Election Committee shall approve all election emails, forms, ballots, and procedures. The Election Committee shall resolve any ballot questions. The Election Committee shall publicize the election and the election procedures to the House. The Election Committee shall arrange for one house wide event for the purpose of allowing the candidates to meet and talk to the residents of the house. The Election Committee shall have the authority to set any additional procedures for this event. The candidates must be informed of the event at least 7 days ahead of time. The Election Committee shall post the candidates statements on the official bulletin board or boards at least 24 hours prior to the election. Votes are to be counted in private by the Election Committee. The Elections Committee shall post the uncertified results on the official bulletin board or boards immediately after tabulation. Upon certification of the results the Election Committee shall post the results on the official bulletin board or boards. The results posted shall include a listing of all candidates who received at least two first place votes. The Commission shall be funded by the House Committee for all reasonable election related expenditures.

SECTION 5. RECOUNTS AND CERTIFICATION

All ballots cast in an election shall be kept in a secure location by the Election Committee for no fewer than 10 school days and until all appeals and recounts have concluded. Within 72 hours of the posting on the official bulletin board or boards of the official uncertified results, 10 percent of the qualified voters in the election may present a recount request to the Election Committee in writing. The Election Committee shall then recount all the ballots for all the offices in the election within 48 hours of the receipt of the request. The candidates are allowed to send one representative who is only an observer and not a participant to the recount. If it is determined by the Election Committee that a violation of the election procedures outlined in these Bylaws has occurred appropriate remedies shall be taken, which may include holding the election again. Results can be certified by the Election Committee 72 hours after the election results are posted on the official bulletin board or boards if no recount is requested, otherwise results can be certified by the Election Committee 24 hours after the results of the recount are posted on the official bulletin board or boards. The Election Committee cannot certify results until 24 hours following the end of all appeals. Once results are certified, the result of the election shall not be overturned.

SECTION 6. VACANCIES

Vacancies shall be filled by elections to be held as soon as possible after an elective position is vacated. These elections shall be held in accordance with the established procedures. Vacancies in appointive positions shall be filled by Presidential appointment. All vacancies shall be filled only for the remaining terms of office. The President shall declare an election to be held no later than May 10 if it is known that an elected officer will not be returning to the House for the fall semester.

President and VP shall be elected by a straight ballot, where the order of the candidates is randomized between individual ballots. If, at the end of the election, no candidate wins by at least 5% of the vote, the election will take place again. An event may be organized by the outgoing President and Vice President the night of the election to encourage voting.

SECTION 7. TERMS

The term elected by House Committee and similar terms shall be defined as an election by the voting members of the House Committee. Also, the term a vote of the House Committee and similar terms shall be defined as a vote of the voting members of the House Committee.

SECTION 8. ABSENTEE BALLOTS

The absentee ballot shall be distributed by the Election Committee at least 48 hours prior to the start of the election, and must be returned to the Election Committee by the midnight immediately preceding the election. Absentee ballots shall consist of both a ballot and an envelope. The envelope must contain the voter's clearly written name, room number, and date. The voter must sign the following statement: I hereby declare that I am eligible to vote by absentee ballot and have not been bribed or coerced. The envelope must be sealed and returned to the Election Committee by midnight on the day of the election. The Election Committee shall keep the absentee ballots safe until counting of all the ballots occurs. The Election Committee has the authority to disqualify any absentee ballots for which these exact procedures were not followed.

SECTION 9. CAMPAIGN REGULATIONS

1. Each entry shall designate one poster area if they wish it to be different than their default poster area for their entry. This alternative must be designated before petitions for office are distributed. The candidates may place one poster in the poster area of each entry and at any other locations designated by the Election Committee.
2. No house-endorsed candidate emails may be sent through the Mac-Official email list. Use of entry email lists are at the discretion of the entry chair. Any campaigning should be done fairly and respectfully.
3. Each candidate may submit one email to the Election Committee, which will subsequently email it to the house. Within 2 hours of the petition deadline, the Election commission shall send out an email with the candidate statements exactly as they appear on the candidate cover sheets.
4. Bribery or coercion will result in immediate disqualification from office if found guilty by the House Committee.
5. No declamations of any kind are permitted at any event unless approved by the Election Committee.

6. Election rules shall be posted at the polling location.
7. There is to be no campaigning by the candidates or on their behalf in the election area.
8. Two people shall staff the polling station at all times.
9. No unofficial polling is allowed in the voting area.
10. Individual candidates may not be mentioned by name by poll workers.
10. No candidate for office may sit at the polling place. Violation by candidates will result in forfeiture of their candidacy.
11. Candidates not acting in the interest of the house may be disallowed from running for office by a majority House Committee vote. Any opposing candidate may bring up such an issue.

SECTION 10. OATHS OF OFFICE

1. Signed copies of all oaths shall be kept in a secure location.
2. The House President, Vice President, Secretary, Treasurer, and any other member of the House Executive Committee shall be administered the following oath by the outgoing House President when they assume office: "I, [NAME] do solemnly swear (or affirm) that I will faithfully execute the office of [OFFICE] of MacGregor House, and will to the best of my ability, preserve, protect, and defend the Constitution and Bylaws of MacGregor House."
3. The Entry Chairpersons and the LRMAL shall take the following oath of office to be administered by an executive committee member when they assume office: "I do solemnly swear (or affirm) that I will support and defend the Constitution and Bylaws of MacGregor House against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter."
4. Other house officers shall take the following oath of office to be administered by the House President when they assume office: "I, [NAME] do solemnly swear (or affirm) that I will faithfully execute the office of [OFFICE] of MacGregor House, and will to the best of my ability, preserve, protect and defend the Constitution and Bylaws of MacGregor House."

SECTION 11. RESCHEDULING OF ELECTIONS

House elections may be rescheduled to take place up to one (1) week prior to or following the regularly scheduled date as specified in the House Bylaws Article II, Sections 1 and 2. The motion to reschedule elections must be approved by three-fourths of the voting members of Housecomm and may take place no later than (30) days prior to the sooner of the proposed rescheduled date or the regularly scheduled date.

ARTICLE IV. LOSS OF MEMBERSHIP

SECTION 1. HOUSE OFFICERS

The President and the Vice-President may be challenged by a majority of the House Committee. A hearing shall take place within two weeks, scheduled and presided over by the House Committee. At least a quorum of the House Committee must be present at the hearing. The House officer may be removed from office at the first regularly scheduled meeting of the House Committee after the hearing by a vote of three-fourths of the entire voting membership, by secret ballot, of the House Committee.

SECTION 2. NON-VOTING OFFICERS

The non-voting officers may be challenged by a majority vote of the voting members of the House Committee. They may be removed from office by a vote of three-fifths, by secret ballot, of the House Committee.

SECTION 3. RECALL OF VOTING MEMBERS

1. No voting member may be removed from office until a period of two weeks has elapsed since his or her election.
2. Residents must present to the Secretary a petition signed by at least one-half of the constituency of the voting member being recalled. The petition must bear the reason(s) for the recall.
3. Within three school days of the presentation of such a petition, the Secretary shall announce the election for the position in the entries concerned. The procedures described in Article II, Section 2, of these Bylaws shall apply to this election, with the following exceptions: (a) The name of the incumbent voting member shall be placed on the ballot automatically; he or she need not obtain a nominating petition. (b) At least one week and no more than three weeks shall elapse between the start of the recall procedure and the election of a new voting member. (c) The voting member in question shall remain such throughout the proceedings.

ARTICLE VI. AMENDMENTS

An amendment to these Bylaws must be proposed in writing and in the exact wording in which it is to be incorporated. A two-thirds affirmative vote by roll call is required for passage.

ARTICLE VII – HOUSE ROOM ASSIGNMENTS

SECTION 1. GENERAL

The method of assigning rooms within each entry shall be decided upon by that entry. An individual may transfer to another entry only with the consent of that entry. The entry that the individual is leaving must be informed of the transfer before the move takes place. All openings appearing at the beginning of the year shall be filled by incoming freshmen or such upperclassmen as may be newly assigned to the House. Unless a suite is specifically designated as all male or all female by that suite's entry, there must be at least two members of each gender assigned to a six-person suite and three members of each gender assigned to an eight-person suite. This rule may be broken if the housing office makes an assignment to MacGregor that cannot accommodate the rule. In this case, the new resident will be assigned to the entry with the most even gender distribution unless both the new resident and entry chair consent to a different arrangement. Unless both members consent to a male-female suite, the two-person suites in A, B, C, and D entries must be single-genders. All new residents participating in the in-house rush will receive a sheet of information prior to the night of in-house rush, and each sheet shall have detailed information outlining the explicit room assignments process, as stated in the bylaws. Information about the number of vacancies in each entry is not to be disclosed to the new residents by anyone before the final room assignments are decided.

SECTION 2. ENTRY ASSIGNMENTS

After visiting all entries and given equal chance at all (hereafter referred as in-house rush), freshmen and newly assigned upperclassmen, hereafter referred to as new residents, shall fill out a preference card prepared by the Room Assignments Chair (RAC). The new residents must rank all entries based on the following system:

Abbreviation	Ranking	Description
A	Strong Yes	I love this entry and really want to live here
Y	Yes	I would prefer to live in this entry
-	Neutral	I would be okay living in this entry
N	No	I would prefer not to live in this entry
B	Strong No	I would feel uncomfortable living in this entry

Each new resident may rank at most two entries with a Strong No. Failure to fill out a preference card will result in random entry assignment after regular assignments have been completed. All preference cards will be collected and brought to the Room Assignments Meeting by a member of the Executive Committee. This meeting consists of two parts: the first part being data entry and assignment of new residents to each entry and the second being specific room assignments within an entry. Representatives from each entry, the House Officers, the Room Assignments Chair, and a Housemaster or Associate Housemaster must be present at the Room Assignments Meeting. New residents will be assigned entries as follows:

1. Based on the number of male, female, and coed suites in each entry, the location of vacancies within those suites, the overall gender ratio of the house, and the genders of the incoming new residents, the RAC will determine the number of male and female new residents assigned to each entry. The RAC will inform each entry of the genders of their new residents before in-house tours commence.
2. At the Room Assignments Meeting, the total number of preference cards shall be determined.
3. Assignment of new residents into individual entries will be determined via a computerized optimization program, which will take into account the entry preferences regarding each new resident as well as the rankings of each entry by each new resident, with more weight given to the preferences of each new resident than to each entry. The ratio of weight given to the preference of a new resident versus the weight given to an entry preference will be 0.66:0.33.
4. After all preference cards have been collected, one representative from each entry plus one member of the Executive Committee will input data from all new resident preference cards into the optimization program. Each person entering data will be given an approximately equal and random distribution of preference cards. Each person entering data will be given a unique password in order to be able to enter data therefore a subset of data entered by one person can only be altered by the RAC, the webmaster, and the individual who inputted said data.

5. After all data entry has been completed, the data will become read-only to all parties with the exception of the RAC and the individual who inputted the data. Individuals who entered data will change preference cards as to confirm correct data input by the other individuals who also entered data. Any corrections that need to be made must be done so only with the approval of the RAC or webmaster.
6. During data input, the remaining upperclassmen in each entry should convene in order to determine the entry's sentiment towards each new resident. The RAC will give entry chairs a list of all new residents before in-house rush commence. Each entry is to place each new resident in one of five preference categories, the same as the new residents used for the preference cards. Each entry will be limited to ten Strong No rankings. The number of Strong Yes ranking each entry gives shall not exceed the number of vacancies in that entry. Each entry chair or designated proxy will be assigned a specific login name and password by the webmaster. The entry chair or designated proxy will only be able to enter and view the entry preferences for his or her own entry. He or she will not be able to view or alter freshmen rankings or any other entry's preferences. The RAC will set a deadline by which all entry chairs or designated proxies must enter their FINAL entry preferences. An entry chair's or designated proxy's failure to abide by that deadline results in that entry not being able to input any preference into the program.
7. After the optimization program assigns each new resident to an entry, the RAC will give the names of the new residents to their assigned entry's chair or designated proxy. Each entry chair or designated proxy will have a specified period to assign each new resident to a specific vacancy within that entry. An entry chair's or designated proxy's failure to inform the RAC of specific room assignments in the allotted time period will result in the RAC randomly assigning the new residents in that entry to the vacancies in that entry, with respect to gender specifications within said entry.
8. The RAC will post the specific room assignments of each new resident by a time announced during the new residents' meeting after in-house tours conclude.
9. If new residents wish to switch specific room assignments, they must have the consent of the entry chairs of both the entries between which the new residents intend to transfer. The resident must inform the RAC all involved entry chairs before any move can occur. No entry chair or MacGregor resident may initiate switches between entries without the consent of the RAC.
10. New residents are restricted from seeing the preferences that each entry assigned to them. Entry residents are restricted from seeing the rankings that the new residents assigned to each entry. It is understood that during the night of in-house rush, entry chairs, entry rooming chairs, or those entry volunteers who input data will inevitably see the entry rankings of the new residents. After the night of in-house rush, they are all restricted from regaining access to such information. In the event that a study (or some other similar academic pursuit) is to be done on the optimization program, the program's results as well as the entry rankings of the new residents and the preferences of the entries will be made available to the involved academic parties, pending the approval of the Housemasters or Associate Housemasters.

SECTION 3. ROOMING ASSIGNMENTS CONTINGENCY PLAN

Every effort will be made by the members of the house government, GRTs, and Housemasters to ensure that the procedure outlined in Section 2 occurs. In the case of the computer failure, the following rooming assignment procedure will commence. Computer failure or system failure is strictly defined as a failure for the optimization program to completely run. The Housemaster or Associate Housemaster will determine whether or not there has been a system failure and must grant approval for the following contingency procedure to commence:

1. After visiting all entries and given equal chance at all (hereafter referred to as in-house tours), freshmen and newly assigned upperclassmen, hereafter referred to as new residents, shall fill out a preference card prepared by the Room Assignments Chair. The new residents must rank all entries in order of preference as specified in section 2. Failure to fill out a preference card will result in random entry assignment after regular assignments have been completed. All preference cards will be collected and brought to the Room Assignments Meeting by a member of the Executive Committee.
2. Based on the number of male, female, and coed suites in each entry, the location of vacancies within those suites, the overall gender ratio of the house, and the genders of the incoming new residents, the RAC will determine the number of male and female new residents assigned to each entry. The RAC will inform each entry of the genders of their new residents before in-house rush commences.
3. At the Room Assignments Meeting, the total number of preference cards shall be determined.
4. The RAC will have a list of all new residents, which will then be randomly sorted into a ranked list. Starting with the first person on the list and proceeding down said list, entry assignments will be made strictly according to the preferences of the new residents. The higher the random rank of a new resident, the more likely he or she is to receive one of his or her higher ranked entries. Entry assignments will proceed in this fashion until all new residents are assigned to an entry.
5. The RAC will give each entry chair or designated proxy a list of all the new residents assigned to that entry. Each entry chair or designated proxy will have a specified period to assign each new resident to a specific vacancy within that entry. An entry chair's or designated proxy's failure to inform the RAC of specific room assignments in the allotted time period will result in the RAC randomly assigning the new residents in that entry to the vacancies in that entry, with respect to gender specifications within said entry.
6. The RAC will post the specific room assignments of each new resident by a time announced during the new residents' meeting after in-house rush concludes.

SECTION 3. SPECIAL ROOMS

In the event that the Housing Office informs the RAC that a new resident must be in a specific living environment (e.g. single-sex suite or the two-person suites in entries A, B, C, D, and E), the RAC has the discretion to assign said new residents to the specific living environment and not enter those new residents into either the computer optimization system or the contingency rooming procedure.

SECTION 4. CROWDING

In the unfortunate event that MacGregor is required to be crowded freshmen will be assigned to crowded rooms in the following manner:

1. Each entry that has crowds will add the number of extra people to their total number of spaces available.
2. Selection for these rooms will be the same as for the singles and will occur at the same time. It is up to each entry chair to assign new residents to the doubles, and the decision making process should be unbiased and the new residents' preferences should be taken into account.