

## **Constitution of the MacGregor House Committee**

Massachusetts Institute of Technology

12/96 amended 11/29/00, 05/02/01, 11/13/02, 12/14/03, 10/10/11, 4/25/18

### **ARTICLE I. NAME**

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

### **ARTICLE II . AUTHORITY**

The House Committee shall have full student authority to act for the MacGregor House and its residents. All acts and decisions of the House Committee shall be considered to be acts and decisions of MacGregor House. The House Committee shall regulate the use of the name MacGregor House. This Constitution is the governing document for all current House policies and supersedes all previously written House policies.

### **ARTICLE III. MEMBERSHIP**

#### **SECTION 1. GENERAL**

The House Committee shall be defined as those who have been elected to positions of responsibility within the house by members of the house. The Entry Chairs shall be the voting members of the House Committee. In the case of a tie vote, the President shall have the power to break the tie.

All undergraduate 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 elected 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 the representative to the Dormitory Council and to the Undergraduate Association unless other representatives are appointed, and shall appoint *ad-hoc* chairs and subcommittee members as needed. The President shall be the chair of the Executive Committee.

#### **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 report regularly to the House Committee and work very closely with the President. The Vice-President shall be responsible for holding 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 financial transactions of the House Committee; 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 on request. The Treasurer shall prepare semi-annual House Committee budgets at the beginning of each term, which shall include a summary of the financial transactions of the preceding term. The Treasurer shall keep copies of all financial reports 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 Committee meetings. 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 CHAIRS

The Rooming Assignment Chairs are responsible for the room assignment process for all MacGregor House residents, including but not limited to In-House Rush. They shall work closely with the Housing office of the Division of Student Life to maintain current room assignment documentation and process housing assignments as necessary. No room changes may be made without the approval of the Rooming Assignment Chairs. There may be no fewer than two Rooming Assignment Chairs at any given time. The Rooming Assignment Chairs shall be elected by the voting members of the House Committee, and no more than half of the Rooming Assignment Chairs may reside in the same entry. At least one Rooming Assignment Chair must live in a high-rise entry and at least one must live in a low-rise entry.

#### SECTION 7. ENTRY CHAIRS

The Entry Chairs shall be elected by their respective entries and shall represent their entries to the House Committee. Entries may be represented by co-chairs. Should co-chairs be unable to reach consensus during a vote, their entry shall abstain from voting on the issue. It shall be the responsibility of the Entry Chairs to actively ensure that the residents of their entries have ample opportunity to be well informed, active participants in all House activities.

#### SECTION 8. TERMS OF OFFICE

The President, Vice-President, Treasurer, Secretary, and all other Chairs except the Rooming Assignment Chairs serve terms of one calendar year. Rooming Assignment Chairs serve terms of two calendar years. The terms of Entry Chairs may be determined by the entries individually. In the event of the resignation or ineligibility of a member of the House Committee, their seat

shall be declared vacant until the election of a successor, 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. After an election to fill a vacant seat, the new member will serve the remainder of the term to which the previous member was elected. Entry Chairs shall be declared ineligible upon termination of residence in the entries which they represented. For all other members of the House Committee, ineligibility shall result from termination of residence in MacGregor House.

#### **ARTICLE IV. EXECUTIVE COMMITTEE**

The MacGregor House Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, and Rooming Assignment Chairs. They shall, as appropriate, represent MacGregor House. The Executive Committee shall act as an advisory group to the President and the House Committee and shall act to ensure 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. Each position in the Executive Committee may be held by no more than one person. No person shall be allowed to hold a position in the Executive Committee concurrently with an Entry Chair position.

#### **ARTICLE V. CHAIRS AND SUBCOMMITTEES**

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

Chair positions and subcommittees of a temporary nature may be formed from time to time by the House Committee and shall consist of members as designated by the House Committee. If no selection procedures are designated, the chair and/or subcommittee members shall be appointed by the President. The *ad-hoc* chairs and subcommittees of the House Committee shall be responsible for the performance of their respective duties and functions and may request funds from the House Committee. The voting members of the House Committee may overrule, by majority vote, any person's appointment to a chair position or a subcommittee. *Ad-hoc* chairs and subcommittees must report to the House Committee in writing when their assignment has been completed and must be re-formed annually should the need for them continue.

##### **SECTION 2. STANDING CHAIRS**

All chair positions may request funds from the House Committee and must submit detailed financial reports to the Treasurer at the end of every academic term in which they use House funds. All chair positions are elected by the voting members of the House Committee.

##### **SECTION 3. STANDING CHAIR DESCRIPTIONS**

1. The Social Chair shall plan, publicize, and execute, with such assistance from House Residents as it may require, all House social events.
2. The REX Chair shall be responsible for all House REX and Orientation Week activities and shall have the final decision on all Early Return allowances.

3. The CPW chair shall be responsible for all House CPW activities.
4. The Webmaster shall be responsible for the care and maintenance of the MacGregor server, website, and all related materials.
5. The Storage Chair shall be responsible for working with the MacGregor House Manager to coordinate all aspects of student summer storage in MacGregor House.

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

All MacGregor House residents at dormwide REX or CPW events will do their utmost to fairly represent the House in its entirety. When recruiting to MacGregor House as a whole, no entry is to be given preference regardless of the resident's personal convictions, and all entries are to be treated with equal respect. No entry may be praised to the detriment of another. Entry residents should make every effort to promote the fair and responsible representation of the entire House.

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 benefiting a particular entry or subset of the House, he or she is to be barred from using these funds for one year and the funds may be required to be refunded to the House.

## **ARTICLE VII. HOUSE TAX**

The House Committee may collect a house tax from all residents as a source of income. The House Committee shall distribute a portion of any collected house tax to the entries based on entry population, corresponding to no less than \$30 per resident per semester. If no different amount is determined for a given semester the house tax shall remain the same as in the previous semester.

## **ARTICLE VIII. ELECTIONS**

All elections shall be conducted according to procedures prescribed by the MacGregor House By-laws.

An annual presidential election for the positions of House President and Vice-President shall be held. All and only undergraduate students who are residents of MacGregor House shall be eligible to vote in the presidential election, which shall be conducted by secret ballot.

## **ARTICLE IX. AMENDMENTS**

Any amendment of this constitution may be moved at any meeting of the House Committee. It must be presented in writing to the House Committee at least 24 hours before it is to be voted on. The motion may be postponed, but a date must be set to vote on any amendment. A two-thirds affirmative vote by roll call shall be required for passage.

## **ARTICLE X. RATIFICATION**

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