



Massachusetts Institute of Technology

Career Fair

Constitution of the MIT Career Fair Committee

Article 1: Purpose

The MIT Career Fair Committee is charged by the Undergraduate Senior Class, the Graduate Student Council, and the Society of Women Engineers to hold the annual MIT Fall Career Fair and related activities.

Article 2: Contract

The Career Fair Committee shall be officially established after the three sponsoring groups (Undergraduate Senior Class, the Graduate Student Council, and the Society of Women Engineers), hereafter referred to as the Partners, have signed a working contract that will govern the responsibilities of the Career Fair Committee, and shall remain active until all matters of that year's Career Fair are closed. The Contract shall be signed no later than May 1st. The Contract between the sponsoring groups must be signed by the President and Treasurer of each group, as well as by a witness from the Career Services Office. Said contract must specify at least:

1. Division of profits from the Career Fair.
2. Expectations of events from the sponsoring groups.
3. Expected labor division.

Article 3: Membership

Membership of the MIT Career Fair Committee is sub-divided into two categories: organizers and volunteers.

3.1 Organizers

1. The MIT Career Fair Organizers shall be the voting members of the MIT Career Fair Committee.
2. Each partner shall each select two organizers by a method deemed appropriate to each group, while ensuring compliance with MIT's non-discrimination policy and the respective group's Constitution and Bylaws. Further, all partners shall select and approve unanimously a non-voting organizer to serve as Chair of the Career Fair Committee.
3. All Career Fair organizers must be registered MIT students from their selection time and throughout the Fall term of the Career Fair.
4. No fees or monetary dues shall be assessed for being a Career Fair organizer; except as determined by the partners on a case-by-case basis.
5. Removal and replacement of organizers must be brought up to the corresponding partner, which shall determine, in accordance to their Constitution and Bylaws, an appropriate action.

3.2 Volunteers

1. Volunteer members of the Career Fair shall be those MIT students who agree to run and/or help out a specific event during the Career Fair or related activities.
2. Volunteer members do not have voting rights.
3. Selection of volunteers will be performed by the Career Fair organizers.
4. Volunteer selection must comply with MIT's non-discrimination policy.
5. There shall not be any fees or monetary dues for being a Career Fair volunteer; if any such dues ever appear, exceptions will be made on a case-by-case basis.

Article 4: Duties of the Organizers

1. The Career Fair Directors shall be the officers of the Career Fair Committee.
2. All six directors have equal rights at Career Fair meetings.
3. Each of the following duties shall be fulfilled by one distinct organizer:
 - 3.1. **Chair**
 - 3.1.1. The Chair shall be the official representative of the Career Fair Committee to the MIT administration and sponsoring governments.
 - 3.1.2. The Chair shall maintain the records of meetings.
 - 3.1.3. The Chair shall archive all necessary information after each Career Fair in an electronic location specified to the transitioning director.
 - 3.1.4. The Chair shall be responsible for organizing meetings of the Career Fair Partners and Directors.
 - 3.2. **Treasurer**
 - 3.2.1. The Treasurer must maintain full financial records of the Career Fair and all related events.
 - 3.2.2. The Treasurer shall compile a budget to be approved by the Career Fair Committee & Partners in accordance with Article 5.
 - 3.2.3. The Treasurer must sign all reimbursement requests, except his own, which must be signed by a separate director.
 - 3.2.4. The Treasurer must present, no later than Nov 15th, a full report on the financial results of the Career Fair and related events in accordance with Article 5.
 - 3.2.5. The Treasurer must distribute all profits as per the Contract signed by the three sponsors before the end of the academic Fall term.
4. The Career Fair Directors may select no more than one previous Director to serve as a non-voting member of the Career Fair Committee at any given time.

Article 5: Finances

1. **Financial Structure**

The official financial structure of the Career Fair is described by the Budget, which covers a single Institute fiscal year. Institute accounting is on a cash basis, and thus the Budget consists of the following:

 1. A beginning-of-year reserve
 2. Cash inflows
 3. Cash outflows
 4. Cash profit
 5. An end-of-year reserve

The end-of-year reserve is equal to the beginning-of-year reserve plus inflows minus outflows and profit, and must not be negative. Outflows are subdivided into line items.
2. **Budget Validity**

A Budget is valid if all line items have been approved by the Career Fair Directors, approved unanimously by the Partners, and covers the current fiscal year. If there is no valid Budget, then funds may be disbursed from an approved line item or only if all of the following hold:

 1. The funds can be assigned to a line item in the Budget that was most recently valid (the "previous Budget")
 2. The disbursement is not opposed by any Director, after having received reasonable notice.
 3. The total of all funds disbursed in this manner in a given fiscal year does not exceed 1% of the total expenditures in the previous Budget
 4. Financial Procedure

Except as provided in the preceding section, all funds disbursed must be assigned to a line item in a valid Budget. The line item must accurately

describe the purpose of the disbursement, and the disbursement must be authorized by the Directors. In general funds disbursed to a given line item must not exceed that line item. The Treasurer may, however, authorize disbursements to a line item exceeding the line item by up to 5% of the cash outflows total. Under no circumstances, however, may the cash outflows total be exceeded.

2. Profit Reporting Requirements

No later than November 30th of the year of the Career Fair, the Career Fair Directors shall submit the estimated expenditures and incomes of every line item for the budget to the Partners. The Career Fair Directors shall submit the final expenditures and incomes of every line item for the budget to the Partners by January 15.

Article 6: Meetings

1. Meetings of the Career Fair Directors

- 1.1. Meetings of the Career Fair shall be held weekly between the time the committee has been established (contract signed) and two weeks after the end of the Career Fair and related events. Future meetings shall be called by the Directors as needed.
- 1.2. The day and time for these meetings shall be set by the Directors via consensus.
- 1.3. Quorum for meetings shall be four Directors.
- 1.4. The meetings shall be open by default; a closed door meetings can be called by a majority vote of the Directors present.
- 1.5. Only Directors have voting rights at the meetings.
- 1.6. Career Fair Committee decisions shall be made by an affirmative vote of no less than four of the Directors, or a greater percentage when established by the Contract; a decision of any Director or subset of Directors may be overturned by the same.

2. Meetings of the Career Fair Directors and Partners

- 2.1. Shall be arranged monthly from the month of the signing of the contract through November of that year. Each Director shall provide updates regarding their duties at such meetings.
- 2.2. A meeting shall be held of the Career Fair Committee, the previous Career Fair Committee, and the Partners prior to June 1. At this meeting, a budget shall be presented to the Partners for approval.

Article 7: Amendments

Any Partner shall propose amendments to this Constitution at least thirty (30) days prior to the vote, which shall be valid as part of this Constitution, when ratified unanimously by the Partners as part of the Contract. No changes shall be made to this Constitution after the contract is signed and Nov 15th of each year.

Article 8: Oversight & Authority

Any officer of the Partners, or their designates, have oversight over the works of the Career Fair Committee. Subject to the limitations in Article 9, the Partners shall have the authority to overturn any decision of the Career Fair Committee or its Directors, and shall exercise such authority through the President, or their designate, of each Partner.

Article 9: Supremacy

The Career Fair Committee must at all times uphold the Constitutions and Bylaws of the Partners and work under the guidelines set forth in this constitution and the Contract. Further, the Career Fair Committee shall at all times follow all rules and regulations of the Association of Student Activities.