

Bylaws of the MacGregor House Committee

Massachusetts Institute of Technology

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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 10pm 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.

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 give 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 6. SUSPENSION OF THE BYLAWS

Any portion of the Bylaws may be suspended at any meeting of the House Committee by a two-thirds affirmative vote, such suspension to be in effect for not longer than the consideration of a particular question.

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.

SECTION 9. ORGANIZATIONAL MEETING

The Organizational Meeting of the House Committee shall be held annually on the first Sunday 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, and members of the Judicial Committee. 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.

SECTION 11. DELAYING OF MOTIONS

Implementation of a motion approved by the House Committee may be delayed at the request of a voting member of the House Committee (for a period not to exceed 72 hours) for the purpose of allowing time for that individual to complete a formal referendum petition as per House Constitution.

If a proper petition is not submitted to the House President within 72 hours of the delay request, action may be completed on the motion as approved. Should a proper petition be submitted in time, all action on the motion shall be suspended pending the result of the referendum.

If the referendum fails to strike down the motion, the motion may be implemented as approved. A secondary delay cannot be granted.

The request for a delay may be overridden if, at the discretion of the President (and with the concurrence of the Vice President) the motion constituted an emergency measure that required immediate action. This

override would not preclude the formation of a referendum petition it only has the power to deny a delay request.

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. 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. All other procedures are as outlined above, Section 1.

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

For each election the voting members of the House Committee shall elect an Election Committee, composed of residents who are not candidates for office. For the election of the President/Vice President, the committee shall have five (5) members. For the election of the LRMAL, the committee shall have three (3) members. 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, and recommend any fines or punishment to the Judicial Committee.

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. All appeals on whether the election was fair and legal shall be brought before the Judicial Committee.

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.

SECTION 7. THE PREFERENTIAL SYSTEM

The ballots in all House elections shall be marked counted and tabulated according to the preferential system as follows:

1. All ballots shall be marked with a (1), (2), (3) or as many preferences as the voter chooses to indicate. (1) shall indicate the voters' first choice, (2) his or her second, and so forth, except that a single X or shall be considered a (1) vote.
2. Before tabulation, the total number of ballots cast shall be ascertained.
3. During tabulation, all ballots shall be distributed according to first place votes indicated thereon and the candidates credited with as many first place votes as he or she has first place ballots. If any candidate has a majority of the total votes cast, including void votes, that candidate is elected.
4. All candidates having less than 5 percent of the total first place ballots shall be dropped after the initial tabulation, and his or her first place ballots shall be distributed to the second choices indicated. If any candidate has a majority of the total votes cast, that candidate is elected.
5. If no candidate has a majority, the lowest candidate shall be dropped, and the next consecutive choice indicated on his or her ballot shall be credited with a vote. If any candidate now has a majority of the total votes cast that candidate is elected.
6. If no candidate has a majority of the votes cast, this distribution process shall continue until some candidate has a majority, or there are only two candidates remaining. In the event where two candidates remain without a majority, the candidate with the larger number of votes is elected, unless there is a tie, in which case the candidate with the greater number of first choice votes is elected.
7. If the two remaining candidates in [6.] are also tied on the original count, each shall be credited with two points for each first place vote he or she possess and one point for each second place vote he or she has received through the distributions; the tied candidate with the larger number of points is elected.
8. If, at any time before the final stage, there is a tie among the lowest candidates, the tied candidate who has the lowest number of first place votes shall be dropped first. If there is also a tie on first place votes, both candidates shall be dropped simultaneously.
9. No more than one candidate shall be dropped at any time except as provided in [4.] and [8.].
10. If more than one person is to be elected to the same office, or a vice-officer is to be elected, all other candidates shall be returned to the count and the process begun again, with the majority remaining the same. The second choices on the first place ballots of the person elected shall be distributed first.
11. Ballots shall be considered void if the preferences indicated have been exhausted in the distributions.
12. Void votes shall be deleted from the ballot and higher number votes renumbered accordingly.

13. Ballots shall be considered void at and beyond any point of discontinuity in the indication of preferences. All ballots to be valid must indicate a first choice. Ballots giving first preference to a choice other than (1) shall be void except that a single (X) or (/) shall be considered a (1) vote.

14. If after [7.] the candidates are still tied, the result shall be decided by the House Committee. Each entry receives one vote, and the LRMAL receives one vote, unless both candidates reside in the low rise. The candidate who receives the majority of the votes is elected.

15. If after [14.] the candidates are still tied, the entry representatives, the LRMAL, if eligible under [14.], the Judicial Committee, and the Election Committee shall be sequestered in a room until the voting members in [14.] decide on a candidate.

SECTION 8. 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 9. 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 10. CAMPAIGN REGULATIONS

1. Each entry shall designate one postering area if they wish it to be different than their default postering location for their entry. This alternative must be designated before petitions for office are distributed. The candidates may place one poster in the postering area of each entry and at any other locations designated by the Election Committee.

2. No house-wide emails may be sent. Use of entry email lists are at the discretion of the entry chair. Violations of this will result in action by the Judicial Committee and at least a fine of \$100.

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 Judicial 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.
11. No candidate for office may sit at the polling place. Violation by candidates will result in forfeiture of their candidacy.

SECTION 11. 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 current Judicial Committee Chair 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 incoming Judicial Committee Chair and the incoming Judicial Committee members shall take the following oath of office when they assume office; it shall be administered by the outgoing Judicial Committee Chair, or if that is not possible, by a member of the outgoing Judicial Committee:
“I, [NAME], do solemnly swear (or affirm) that I will administer justice without respect to persons, and do equal right to the poor and to the rich, and that I will faithfully and impartially discharge and perform all the duties incumbent upon me as [OFFICE] under the Constitution of the Undergraduate Association, the Bylaws of the Undergraduate Association Council, the Constitution of the Dormitory Council, the Uniform Judicial Code, and the Constitution Bylaws and regulations of MacGregor House; and that I will support and defend them 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. 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.”

5. Other house officers shall take the following oath of office to be administered by a member of the Judicial Committee 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 12. 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 Judicial Committee Chair. 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 four 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 V – REFERENDA

The Referendum Committee specified in the Constitution shall conduct all referenda, and the procedure related thereto. The Referendum Committee must conduct the referendum within 10 school days after the presentation of the petition to the President, Five school days prior to the referendum, the Committee shall distribute to the residents of the House a sheet containing all information pertinent to the procedural aspects of the referendum. This sheet must be approved for distribution by three-fourths of the members of the Referendum Committee, who shall indicate their approval by signing the final draft. Thereafter, each side may publish its view on the question at hand, but such publications shall be reviewed by the entire Referendum Committee. The Committee shall prepare the ballots used in the referendum, and shall count and tabulate the results. The ballot shall clearly state the question being voted on. The question shall be considered passed if there is a simple majority vote in favor of it, and at least 50 percent of the residents of the House have voted in the referendum. The House Committee shall not have the power to reverse the referendum.

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. All openings appearing at the beginning of the year shall be filled by incoming freshmen or such upper classmen as may be newly assigned to the House.

SECTION 2. ENTRY ASSIGNMENTS

After visiting all entries and given equal chance at all freshmen and newly assigned upperclassmen hereafter referred to as new residents shall fill out a preference card prepared by the Room Assignments Chair that clearly explains the location and gender of each entry. The new residents must rank all entries in order of preference 1 being the highest. Failure to fill out a preference card results in random entry assignment after regular assignments have been completed. All preference cards will be collected and brought to the Room Assignments Meeting. This meeting consists of two representatives from each entry: the House Officers and the Room Assignments Chair. RAC Freshmen will be assigned entries as follows:

1. The total number of preference cards shall be determined.
2. Each entry shall receive all cards with that entry ranked first. For a given gender, if the entry has more first choices than it has available rooms, that entry may choose the new residents it wishes from among those first choices. After making all choices, unselected cards are to be returned to the RAC for the next round. If an entry has more available rooms than first choices, it must accept all first choices and wait for the next round.
3. After all new residents are either assigned their first choice entry or their cards have been passed back to the RAC, he shall ascertain that all cards are accounted for and then distribute cards to the entry ranked second with remaining rooms. If the entry marked second has no available rooms, the RAC shall hold those cards for the third round. As before, if an entry has more second choices than remaining available rooms, it may choose from among those choices, and unchosen cards are to be returned to the RAC. If an entry has more rooms than second choices, it must accept those choices and wait for the third round.
4. This procedure is to continue until all new residents have been assigned an entry.

SECTION 3. SPECIAL ROOMS

1. The 222 and 223 rooms of A, B, C, and D entries, and the 112 and 113 rooms of E entry are designated special rooms. Special rooms shall be made available for occupancy by such paraplegics, as need room assignments in MacGregor.
2. If there is only one special room vacant during a change of room assignments in that entry, any paraplegics assignment to that room shall supersede the entry assignment.
3. If there are several rooms vacant, any entry with a vacant special room may, by request, have the assignment of the special room determined by random selection.
4. If there are no special rooms vacant, one special room, in an entry with vacant rooms, shall be randomly selected from these special rooms where the occupant has spent less than two semesters, and shall be assigned to the paraplegic. The resident of that special room at the time of selection shall be required to move to another room in that entry, that room to be determined by the entry.
5. Should no special room become available as a result of applying paragraph [4.], a special room within an entry with a vacant room shall be made available to any paraplegic by the assignment of the present occupant to another room in the entry, the present occupant to be designated by the House Committee.

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:

Each entry that has crowds will add the number of extra people to their total number of spaces available. 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 to assign people to the doubles, but it should be fair and freshmen's preferences should be taken into account.

SECTION 5. DECROWDING

The MacGregor policy is to decrowd rooms as quickly as possible in the following manner:

1. A master list detailing the order of decrowding will be created following in house rush and freshman room assignments by the criteria described below:

- (a) Entries with the greatest number of crowded lounges will be entered into the lottery first. The order of decrowding of entries with an equal number of crowded lounges will be randomly determined. For example, if entries A and B have 3 lounges crowded and entries C and D have two lounges crowded then three lotteries would be run. A possible order would be BA (from the first lottery), then CBDA (from the second lottery), and then DCAB (from the third lottery).
- (b) The order of lounges to decrowd within each entry will be randomly determined. For example, if 3 lounges are crowded in an entry, they are ordered 1-3 within the entry for decrowding.
- (c) Finally, the order of freshmen to decrowd from within the lounges is determined randomly.

2. When a vacancy opens within the House, it will be designated as male, female, or neutral according to the make-up of the remainder of the suite. A student is considered eligible for that room if he or she is of the required sex and living in a crowded room.

3. An eligible freshman living alone in a crowded room must move into a vacancy.

4. If the vacancy has not been filled by [3.], and an empty single is in an entry with crowded rooms, the first eligible person from that entry on the master list will be assigned to the room.

5. If the vacancy has not been filled by [4.], the first eligible freshmen on the master list regardless of entry will be assigned that room.

6. If more than one open room becomes available, the room assigned to the decrowding freshman will be randomly chosen.

7. The crowded freshman shall be notified of their position on the master list when it is created.

8. The freshman must be given a copy of these rules during In-House Rush.

9. Freshman may swap rooms they are assigned with other crowded freshman if all parties agree, and sex of student agrees as outlined in [2.]. Such agreements will be left up to the freshman.

10. An effort will be made to return crowded freshman to their original entry at the earliest possible time.

11. A student selected within 1 week of In-House Rush by any of the above must move into the vacancy within 1 week of notification. A student selected more than 1 week after in house Rush by any of the above must move into the vacancy within 2 weeks of notification. If there are extenuating circumstances, more time may be given. No student will be forced to move between Thanksgiving break and the end of IAP. However, rooms will still be assigned for decrowding, and the freshmen must move before the second semester starts. Decrowding will continue through the second semester with students moving within two weeks of notification until Spring Break. After Spring Break students will not be forced to decrowd until the beginning of the next school year.

ARTICLE VIII – ROOM SEARCHES

SECTION 1. POLICY

It shall be the policy of the MacGregor House Committee that room searches should be used only as a last resort after all other reasonable means of solving the problem involved have been explored.

SECTION 2. AUTHORIZATION

All room searches must be agreed upon by a majority of the Judicial Committee.

SECTION 3 PROCEDURE

Room searches must be conducted in the presence of:

1. Either a Dean, a Campus Police Officer, or the faculty resident.
2. Either the Entry Chair or the tutor of the entry being searched.
3. One Judicial Committee member.

No one else shall be involved in room searches.