

Introduction

This document describes the policies, guidelines, and traditions of French House. Although the idea of writing such a document had been proposed for several years, it was not until the spring of 1993 that the first draft was actually written. This is not a “Constitution” per se, although rules and policies are official and everyone is expected to abide by them.

All rules and policies remain in effect until removed or altered at a house meeting. This document was last voted on on March 7, 2011. The electronic form of this document was last updated on February 14, 2012.

Membership

Resident Members

Any person living in French House is a resident member of French House. The only exception to this rule is a student who was placed in French House by the MIT administration without prior consent of the house, and who has no intention of sharing the responsibilities which are required of resident members.

Social Members

A social member is defined as a person who does not live in French House, but who is interested in and participates in the duties and activities of the house. Social membership in French House must be approved by the rest of the house members at a house meeting. Prospective social members must not be present during the discussion and vote on their membership. Once accepted, social members retain their house membership until they decide to relinquish it, or until they cease to be a student at MIT. If an alum wishes to continue being a social member, the alum must pass for reapproval every year. In the extreme and unlikely case that a social member does not fulfill the requisite duties, the house may vote to revoke membership. In the extreme and unlikely case that a social member does not fulfill the requisite duties, the house may vote to revoke membership.

Graduate Resident Tutor

The tutor is a graduate student who lives in French House and is thus considered a resident member of the house. The role of the tutor is somewhat vague and subject to individual opinion, but may include the following:

- To serve as a liaison between French House and the MIT administration
- To encourage the use of French in the house
- To suggest and/or organize French House activities
- To act as an impartial mediator in house or personal disputes
- To offer a sympathetic ear, and perhaps advice and counsel, to house members who need it

- To organize house dinners during finals week, usually by soliciting volunteers or ordering food

The tutor is selected by house vote at a special tutor meeting, after the house has had an opportunity to interview tutor candidates. Again, the basis of tutor selection is subjective and individual, but should have some basis in French ability and the attributes listed above. The house's tutor selection is subject to final approval by the Dean's Office.

French

Mais bien sûr, c'est La Maison Française. Nous parlons français. French is to be spoken during dinners and on Wednesdays. The only time you are not required to speak French during dinner is when there is a guest at the table who does not understand French. Then all seated at that table may speak English.

House meetings are to be conducted in a language of general comprehension chosen at the discretion of the Président.

During French marathons, French is spoken continuously.

Members are encouraged to speak French at any other time.

Duties

Cooking

Every member of French House, with the exception of the Ministres des Aliments and Trésorier, is required to fulfill cooking duty. If the house membership is large, the house may decide to have a dedicated Nettoyage team or Study Break team with weekly duties. (See Section 4.3.1 below). Please see Section 7.1.5 for more details.

If a member cannot cook on a specific day, it is their responsibility to find a substitute. This involves asking individuals face-to-face, begging the house at large by email, and notifying the chef if the cooking shift could not be traded. Failure to find a substitute or do all of the above in timely manner will result in a fine.

Nettoyage

Nettoyage

Nettoyage involves cleaning refrigerators, counters, stoves, pantries, etc. It is done weekly, usually over a weekend. How and by whom is determined at the beginning of the semester by the Président.

Nettoyage Enorme

The Nettoyage Enorme happens at least twice a year and is organized by the Président. It takes place once during the days before Rush begins, and once during IAP. There may also be a Nettoyage Enorme at the end of the second semester at the Président's discretion. Everyone has a specific job assigned to them to give the house and the kitchen in particular a thorough cleaning.

Recycling

House members are asked to recycle what they can. Bottles, cans, etc. should be rinsed out well before being tossed in the recycling bins. The Ministre de l'Environnement is responsible for coordinating French House's participation in New House recycling.

Implementation Policies

The house may institute duty implementation policies to discourage delinquency in the payment of housebills and to encourage fulfillment of cooking and nettoyage duties. Such policies may require the Trésorier to assess, and Président to record, monetary and non-monetary penalties, respectively.

Etiquette

Here are a few spoken "rules" of courtesy that French House members are strongly encouraged to follow.

- When you want something out of the newspaper (a comic strip, an article, etc.), don't cut it out for a day. It is a good idea to mark on it that you want it!
- If food is left out for the house to eat, the person who takes the last portion must clean up the container. This last portion should not be divided. Cooking team members should be last in line for dinner.

Kitchen

Using the Kitchen

The kitchen is open for use any time (although it is polite to avoid cooking while a cooking team is preparing a meal or cleaning). House kitchen equipment can be freely utilized, but must be cleaned after use. Also be sure to clean tables, stoves, and counters if you have dirtied them. Don't leave dirty pots or utensils sitting on the counter or in the sink. Please be especially careful not to leave silverware or other small utensils in the sink, lest they accidentally fall into the garbage disposal. If you are planning to return later to clean something, please be considerate and leave a note stating that you will return to clean it. Cleaning should be done as promptly as possible.

Storage

Refrigerators

Three refrigerators are provided for storing personal food. All personal food must be labeled and dated. Do not store food in house fridges, on house dishes, or in cooking pans if possible; use lidded Tupperware or Ziploc bags.

Cupboards

Everyone gets a shelf in a cupboard for storing personal food. Please compromise and share, especially if the house is large. Everything in the cupboards should be labeled.

Food

Dîner

Dinner Schedule

French House traditionally serves dinner every day when there are classes and every day before classes; typically every night excluding Saturday. Dinner is usually served at 6:15 PM, but in the past, has been between 6 and 7:15 PM. The actual schedule of dinner days and times is to be determined at the beginning of each semester.

There is no dinner served during long holidays (any holiday lasting longer than a normal weekend), except possibly on the day before classes resume. That day's cooking team will decide at least one week in advance if the team can cook on that day, reminded by the Ministre des Aliments, and should consult with the Ministre des Aliments before making a final decision. The chef should determine if there will be enough cooking team members (or substitutes) available to cook. If so, then the chef should survey house members if they want dinner on that day. A dinner will be prepared if a majority of the house wants to have dinner.

Dinner Sheets

A dinner sheet is posted by the Trésorier each week. It is a grid with cooking days listed horizontally and house members listed vertically. Dinner sheets are used by cooking teams to determine how many people to expect for dinner, and by the Trésorier for bookkeeping purposes. There are several letters to write on the dinner sheets: X, G, GG, T, I, and V. X indicates that you did not eat dinner that day, G (gardé) indicates that you wish the cooking team to save a portion for you (a.k.a. late plate), GG (grande gardé) indicates that you would like a larger gardé, T indicates that you would like the cooking team to put your gardé in a Tupperware if available, I (invité) indicates that you had a guest for dinner, and V (végétarien) means that you did not eat

the meat portion of the dinner and should therefore be charged less. These codes may be combined, e.g. "VGG" would indicate that one wanted a large vegetarian gardé. A blank space indicates that you ate a normal meal. Gardés should be made on microwavable plates unless Tupperware was requested, and always labeled with the owner's name.

Menus

The Ministre des Aliments will determine how and when menus are to be submitted, generally the week before by a public method, so that the Ministre des Aliments can purchase the ingredients and the house may view upcoming menus. The Ministre des Aliments will post multiplications for each recipe and any other notes to the cooking team on the submitted document. Please remember to prepare an alternative for vegetarians and others with dietary restrictions as appropriate.

Should a house member wish to bring a large group of invités, they must notify the Ministre des Aliments at least one week in advance to ensure that there is enough food for the house.

Label receipts from food purchases with the menu date, the buyer's name, and the total amount, and give them to the Trésorier. The money spent will be refunded or credited to the appropriate house account (as with alcohol, which cannot be refunded by an MIT account). Always consult with the Ministre des Aliments before purchasing extra ingredients.

Cooking

Cooking Teams

The Ministre des Aliments will post a signup sheet at the beginning of each semester and ask that everyone rank preferences for cooking days. The Ministre des Aliments will then assign cooking teams. The main goal is to balance cooking team size (optimally four members). In addition, each cooking team should have at least one upperclass member who has been on a cooking team before.

Chefs

The chef for a particular meal is the member of the cooking team who oversees the preparation of that meal and the cleanup afterward. The chef is the person who has written the menu for the dinner or their substitute. This duty rotates among the cooking team members. **Leftovers**

Leftover food from dinner is to be put in lidded Tupperware and stored in the Frigo des Boissons. Unused ingredients are to be referred to the Ministre des Aliments.

What Can I Eat?

Signout Food

As a convenience, French House makes several foods available to house members on a signout basis (these have included milk, juice, eggs, fruit, bread, pasta, and chicken). When a house

member takes these foods, it is necessary to indicate this on the signout sheet. The Trésorier then charges the house member's account accordingly.

Bulk Ingredients

Bulk foods are for free general use, such as flour, sugar, butter, spices, etc. Please use them in moderation.

Dinner Food

If you have marked an X for a particular dinner, you may not eat food from that dinner until the following day (wait until after midnight).

IM Sports

French House participates actively in intramural sports. Usually we play in the lowest or next-to-lowest league. The goal is to have fun rather than to stress out about wins and losses. The Ministre des Sports decides how many and which sports we play per season (usually one), usually by poll.

By signing up for a sport members commit to the season.

IM Players

Players are responsible for attending any games that they reasonably can. Players are not required to play, but if the team does not have enough players for a particular game, the house forfeits the game and is fined (usually \$50 for the first forfeit, \$100 for the second). The entire house pays these fines, not just the team members. Additional teams may be created by French House individuals, but any fines will be paid just by the team members.

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IM Captain

The Ministre des Sports will choose a captain for an IM team from a list of willing captains for that sport. The captain must usually attend one mandatory meeting before the season starts; the house is fined if the captain does not attend. The captain is responsible for rounding up players for games. The best way is to post signup sheets at least a week before the scheduled game, and to announce upcoming games at dinner. The captain has the same responsibilities as a regular player, and may be given other responsibilities due to the nature of the game.

IM Referee

For some IM sports, French House is required to provide referees. The Ministre des Sports chooses the referees from a list of volunteers. They must attend mandatory referee meetings;

again, the house is fined if the referees miss the meeting. Referees must usually attend and referee three games per season, and missing these games results in fines. Referees have the same responsibilities as players, but should not be expected to play in as many games since they have additional responsibilities.

Housing Policy

Housing policy is one of the least understood and most often changed set of rules in the house. In recent memory there has been a reworking or attempted reworking of housing policy at least once every year. This has primarily been to deal with unexpected or unusual situations that arise.

In this housing policy section, for the purposes of discussion, “summer” is defined as the period of time between the beginning of the spring lottery and the end of the following Rush, and is not to be construed as referring to summer residents. “Non-summer” refers to all other times. For obvious reasons, the French House graduate tutor’s residence is not affected by the following policy.

NOTE: The Residence and Campus Activities Office (referred to as “the housing office”) reserves the right to overrule any housing actions or decisions (typically, however, the housing office gives the Language Houses more freedom than other dorms).

Getting in to French House; Order of Preference

NOTE: This section deals only with the issues concerning who resides in French House. It does not pertain to the order in which rooms are chosen. The following rules determine the order in which people are considered for residence in French House:

1. “Squatter’s Rights”: At any time, current French House resident members take precedence over non-residents, for as long as they have guaranteed housing through the housing office. That is to say, all such resident members are promised continued residence in French House should they want it (there is more on the subject of “squatter’s rights” in Section 9.2 below).
2. During the “summer” time, five spaces (or as many as are physically available) must be reserved for freshmen (of course, current French House residents cannot be forced to move out to make room for freshmen!). These reserved spaces take precedence over all other non-residents who wish to live in French House! During “non-summer” times, these reservations do not apply. This rule assumes that 5-506 is a triple, and that 5-507 is a double. If 5-507 should crowd, the new sixth space will be given to an incoming freshman. If upperclassmen wish to live in these rooms, an equal number of singles will be left open.
3. For any remaining spaces, at any time, preference is next given to former resident members of French House who have temporarily left the house (usually by leaving MIT, e.g. Junior Year Abroad programs, time spent at another college). This preference is only given to those returning members who have guaranteed housing. Multiple members who wish to return are ranked first by seniority (determined by the number of terms of guaranteed housing left out of eight), and then by random lottery.

4. During “non-summer” times, preference is then given to former resident members of French House who do not have guaranteed housing. Multiple members are ranked in the same manner as former resident members with guaranteed housing (seniority, then lottery).
5. At any time, preference for any remaining spaces is next given to social members who wish to move in to French House, in the following order:
 1. Class Size
This is to balance the classes. Accept social members in the same class as a class which does not have five members (until that class has five members). If two classes have less than five members, preference is based on seniority. If there are more social members in a class than needed to reach five, preference is based on the further criteria below.
 2. Duration of Social Membership
The duration of social membership is counted from the meeting at which the student became a social member. Social members admitted at the same meeting are lotteried for spots if there aren’t enough spots for all of them.
 3. Seniority
Again, seniority is determined by the number of terms of housing left out of eight.
 4. Lottery
6. During the “summer,” preference is next given to other freshmen (beyond the five-freshman minimum above) who wish to live in French House. In this case, actual acceptance as a house member is determined by the Rush team.
7. At all times, if there are spaces remaining, the house should try to fill them with students who are sincerely interested in French House (usually friends of house members). Otherwise, MIT housing will temporarily fill the space with a student who will probably not be interested in French House.
8. During “non-summer” times, should any spaces remain, the house may (but is not required to) accept other house-to-house transfers. A word of caution: if no one in the house has heard of the person who wishes to move in, it is probably not a wise idea to allow this person in. The Vice- Président should instead try to convince the student that it would be better to become a social member first.

Placement in French House

NOTE: This section contains rules only for determining the order in which rooms are chosen, not who is admitted into French House.

Lottery List

The lottery list determines the order of room choice for people who wish to live in French House.

Spring lottery: Sometime in April, usually in the week following officer elections, the Vice-Président makes the spring lottery list. This must be done in the presence of the Président and at least one other officer. All people eligible to live in the house, whether they actually will or not, are given a ranking in the spring lottery. People are randomly ordered within their class. Incoming seniors are given first priority, followed by juniors, then sophomores. Ninth and tenth

term “superseniors” are lotteried with the incoming seniors. Social members and returning members are lotteried with their class. Non-members are placed at the bottom of the incoming sophomore class. Incoming freshmen are, of course, not in the spring lottery. Notwithstanding the above, a member’s priority in the lottery may be decreased as specified by duty implementation policies.

Rush lottery: After the members of the incoming freshman class have been determined, the Ministre de R/O randomly lotteries them, ranking them after the incoming sophomore class. Note that although non-members may thus be ranked ahead of incoming freshmen in the lottery, the freshmen may take precedence for admittance into French House.

Lottery removal and insertion: Anyone may request to be removed from the lottery list. This is not to be done carelessly! If, during the “summer,” this person wants or needs to be housed in French House, he is still to be considered a resident member (for purposes of “getting in” to the house), and is to be inserted back into the lottery list at the bottom of his class.

People who wish to be inserted into the lottery list after the Vice-Président has made the original list are ranked at the bottom of the class in which they would have been placed in the spring lottery. Multiple such people within a class are ranked according to the time at which they made the request.

Choosing Rooms

After generating the spring lottery list, the Vice-Président prepares the list of people who will choose rooms, based on the number of available rooms in the house and Section 9.1, and ordered according to the lottery. Then the Vice-Président asks each person on this “room choice list,” in order, to choose a room. This is usually done by sending the list by email and having members reply-all in turn with their room choice. The Vice-Président has the authority to establish a reasonable limit to the amount of time a person may spend choosing a room, such that the room choices are completed by the deadline suggested by the housing office.

- Freshmen choose rooms at the end of Rush, after the Rush lottery. Co-ed rooms are prohibited, but otherwise the lottery ranking should be used. Most often, the freshmen just work out a compromise. All freshmen not living in crowded rooms are added to the room choice list (note that both 5-506 and 5-507 are considered crowded as triples, according to the housing office).
- Anyone in the lottery who is anticipating a move out of French House before the end of “summer” should not be asked to choose a room, but will retain his ranking in the lottery. This person should be nearly certain that he will not be living in French House, since otherwise it will be necessary to partially redo room choices.
- If a room is vacated (e.g. someone moves out or graduates early) and there are crowded rooms in French House, these rooms de-crowd. Room 5-507 will de-crowd first, then 5-506 (both to doubles). People within a room are asked to de-crowd based on lottery ranking, unless they work out something else themselves. If nobody wishes to de-crowd, the housing office will probably take away the lower housing rates. The person who left the crowded room will be inserted into the room choice list. After any de-crowding, if

there is still a vacant room, the Vice-Président will insert the non-resident who, by Section 9.1, is “next in line” to live in French House, into the room choice list. Next, from the new room choice list, beginning with either the newly inserted person or the person ranked just below the person who vacated the room (whoever is ranked higher), the Vice-Président will give members the option of moving to the vacant room. Note that “squatter’s rights” prohibit members from choosing rooms that are not vacant.

House Meetings

House meetings are called and run by the Président (or the Vice-Président in the former’s absence). Meetings are usually held once per month on the first Sunday of each month. There is generally a predefined agenda, which the Président should post along with meeting announcements at least a week before the meeting date. Everyone is expected to attend the entire meeting. Should a house member wish an additional meeting or have extreme circumstances requiring their absence from one, he should talk to the Président. If it is a valid request, the Président will call or excuse them from a meeting.

Voting Policy

The following policy describes the methods and types of voting which must be observed during house meetings and at other times when it is needed (such as balloting or poll votes). Every member of French House has the right to vote.

Quorum

Any vote taken at a house meeting is not binding unless quorum exists at the time of the vote. The requirement of quorum cannot be suspended. Quorum exists if a majority of the house members are present at the time of the vote.

Voting Procedures

General Procedures

Except for the cases enumerated below, the presiding officer decides the method and type of voting for every individual vote. If there is an objection to either the method or type of voting, a simple majority vote by show of hands is required to decide which method and type of voting to use.

After establishing the method and type of voting, the presiding officer declares the issue being voted upon, enumerating all voting options. The vote is then taken, and the presiding officer announces the official results. If the vote is not by secret ballot, a house member has the opportunity to change his vote any time before the official results are announced.

Specific Voting Procedures

Issues specifically requiring a two-thirds majority vote are considered fairly important. Therefore, the Président must announce all issues requiring a two-thirds majority vote at least one week before the vote is taken. If an unexpected or urgent issue arises requiring a two-thirds majority vote, and is not announced in time, then the issue may be voted upon only if the house first votes by simple majority to allow the two-thirds majority vote.

- Officer elections require plurality votes (changed from simple majority votes in 2009) by secret ballot. For more details, see Section 12.1.
- A vote on social membership requires a two-thirds majority vote by secret ballot.
- The decision of whether to make a “major” house purchase requires a two-thirds majority vote. The interpretation of the word “major” is left to the Président.
- Significant changes to the house guidelines and policies requires a two-thirds majority vote. The interpretation of the word “significant” is left to the Président.

Methods of Voting

Show of Hands

This is the most common method of voting, in which votes for a particular choice are indicated by a raised hand. The presiding officer enumerates all choices (ending with a call for abstentions), and pauses after each while he/she and the secretary both count raised hands.

Secret Ballot

In this method of voting, each member is given a slip of paper on which to write his vote. The final results must be tallied by the presiding officer and at least one other officer. Blank slips of paper, illegibly written votes, and votes for options other than those under consideration are counted as abstentions. Secret ballot votes, once cast, cannot be changed.

General Consent / “White Ballot”

General consent voting is used when it is thought that members are more or less in agreement on an issue. After calling for a “white ballot” vote and announcing the motion under consideration, the presiding officer asks for any objections to the method of voting. If there are no objections, the motion passes. If a member objects, discussion will continue, and general consent voting cannot be attempted again on the same motion.

A point of information does not constitute an objection, unless it results in further discussion.

Informal “Straw” Poll

This is a non-binding, unofficial vote which anyone may request (at the discretion of the presiding officer) during discussion to see how members stand on the issue under discussion. Quorum is not required for this method of voting.

Types of Votes

Plurality Vote

In a plurality vote, a voter is asked to choose among more than two options (or abstain). The option garnering the greatest number of votes passes.

If the vote is close, or the number of votes cast is small, the presiding officer may decide to repeat the vote, disregarding options which received few votes. The presiding officer may also decide to switch to another type of voting.

Plurality votes are generally used for minor issues like choosing a day on which to hold a social event.

Simple Majority Vote

In a simple majority vote, one choice must receive a simple majority of the votes cast in order to pass. A tie vote between two options, if not broken by the presiding officer (see Section 11.7), results in neither option passing. The only exception to this rule is a simple “yes/no” vote on a motion, in which case a tie means that the motion fails.

If there are more than two options among which to choose, and no option receives a majority of the vote, then the option receiving the fewest number of votes is removed from consideration, and the remaining options are voted upon again. If multiple options tie for fewest number of votes, they are all eliminated. The number of remaining options must always be two or greater; that is, an option cannot pass simply because all others were eliminated. If the number of options cannot be reduced to two, the presiding officer will decide whether to call the vote undetermined, to repeat the most recent vote, or to begin again with all options and repeat the process of elimination. Simple majority votes are used for most house decisions.

Two-Thirds Majority Vote

In a two-thirds majority vote, one choice must receive a two-thirds majority of the votes cast in order to pass. If there are two options and neither receives the necessary two-thirds majority, neither option passes. The only exception to this rule is a simple “yes/no” vote on a motion, in which case the motion fails unless the “yes” votes constitute a two-thirds majority.

If there are more than two options among which to choose, and no option receives the necessary majority, the process of elimination described in Section 11.5.2 is used.

Two-thirds majority votes are used for more important house decisions. See Section 11.3.2 for examples.

Abstentions

It is every member's right to abstain during a vote. An abstention is not to be considered a "nay" vote, but rather as a vote not cast. That is, the total number of votes cast does not include abstentions. A voter should abstain if he knows nothing of the issue being voted upon (for instance, if the person arrives just before the vote is taken), or if the vote involves direct personal or financial gain.

Vote of the Presiding Officer

In general, the presiding officer does not vote, although his/her presence counts toward quorum. The presiding officer may, however, vote when the voting is sufficiently close that an extra vote might alter the outcome. For example, if during a simple majority vote there are 50 "yes" votes and 49 "no" votes, the presiding officer is allowed to vote, for another "no" vote would result in a tie and thus a failed motion. Although technically the presiding officer may use this privilege to purposely tie a vote, the spirit of the rule is to avoid deadlock by permitting a tie vote to be broken.

The presiding officer is always allowed to vote during secret ballot voting, and in this case cannot function as a tiebreaker.

Proxies

A proxy is a house member who is given the power to vote for someone who cannot attend the meeting. There are no restrictions on the proxy's use of this extra vote. The presiding officer can neither designate a proxy nor be a proxy.

A member who wishes to designate a proxy must seek approval from the Président before the beginning of the meeting, explaining the inability to attend the meeting and naming the proxy. The Président should not approve the request if he feels that the reason for the member's absence does not merit the privilege of having a proxy.

For the purpose of determining quorum, the person who is a proxy is still counted only once.

Officers

Elections

Elections for house officers are carried out at the first house meeting in April. At least one week before the meeting, the Président will post nomination sheets. House members may nominate themselves for any position. Nominations for multiple offices are permissible. Nominations for an office may also be made during the meeting and before the actual election for that office. The only requirement is that officers must reside in French House for the academic year following their election, except for the secretary, athletic chair, social chair, and environment chair, who may be social members. The order of the vote follows the order in which the officers are listed

below. The voting procedure is outlined in Section 11. After an office election, the losers have the opportunity to be nominated for further offices. The Président, Vice-Président, Trésorier, and Ministre des Aliments must all be separate individuals. It is possible for people to run together for an office. For officers who are exempted from other house duties (e.g. the Ministre des Aliments and the Trésorier), the pair is expected to perform the same duties as one officer and one non-officer. For example, two Ministres des Aliments would cook once a week (the same day) between them and jointly carry out the duties of their office. In general, several (usually three) Ministres de R/O are elected. For the election of the Ministre de R/O, each ballot will include the names of n candidates, where n is the number of Ministres de R/O being elected. The candidates who appear on the most ballots (not necessarily the same ballot) are elected. The number of Representatives à la Maison Neuve is determined by the New House Constitution. After elections, all officers are supposed to take over immediately. The Trésorier often does not take over until the following year, to simplify end-of-year bookkeeping. All offices should have an apprenticeship period.

Président (President)

- Organize, announce, and conduct house meetings
- Act as a liaison between French House and the MIT administration
- Represent French House in all external matters, when someone else hasn't specifically been given such responsibility (e.g. the Vice-Président, the Ministre des Aliments, etc.)
- Receive all mail addressed to French House and direct it to the appropriate officers
- Organize nettoyage schedules, dispatch end-of-year cleanup duties, and take appropriate punitive actions if necessary to ensure fulfillment of individual duties
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- Work with the Secrétaire to inform new French House members of the rules
- Work with all other officers to coordinate their responsibilities and activities, and ensure that the other officers are fulfilling their duties
- After elections, organize the senior brunch
-
- Notify members of incurred fines

Vice-Président / Ministre de Logement (Vice-President / Housing Chair)

- Assume any responsibilities of the Président when they cannot fulfill them, at the Président's request
- Represent French House in all MIT housing matters
- Handle all internal housing affairs, including conducting the spring housing lottery
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- Is considered the Head Ministre de R/O (this is an *ex officio* position, they do not (indeed, should not) be elected as Ministre de R/O in their own right)
- Order Technique photos and house shirts
- Bring in LMF gear sales representative if the house expresses interest

Trésorier (Treasurer)

- Post signout and dinnersheets
- Credit personal accounts from receipts
- Manage IM fines
- Manage all LMF financial aspects including keeping track of receipts, invoices, bank statements, and other money records, paying bills and making deposits
- Pay for Technique photo when it's taken
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- Assess monetary penalties specified by duty implementation policies
- Calculate for house bills:
 - dinner costs - charged per meal
 - social costs - charged to all
 -
 - Rush costs - not charged to incoming freshmen
 - senior brunch costs - not charged to seniors
 - house costs - charged to all
- Collect house bills
- NOTE: Social members are usually billed less than resident members (usually around 55% of resident member bill), but they do not get the house tax refund
- NOTE: the Trésorier is exempt from cooking duties

Ministre des Aliments (Food Steward)

- Organize and manage cooking teams
- Coordinate activities related to cooking (e.g. distribution of and delivery of food, nettoyage)

Purchase items for signout and menus

- Start up and maintain accounts with food services
-
- Designate cooking days with house consent
-
- Must be consulted in all matters concerning outside purchases of goods necessary for house functions
- Must limit purchases to house activities and other activities at the joint discretion of the Ministre des Aliments and the Trésorier
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- NOTE: the Ministre des Aliments is exempt from cooking duties

Secrétaire

- Take minutes at all house meetings, or appoint a proxy if attendance is impossible
- Post the minutes from the previous house meeting to the website
- Bring the minutes from at least the last seven to eight house meetings to every meeting for reference purposes
- Work with the Président to inform new French House members of the rules
- Maintain the lmf locker and the mailing lists

- Manage the French House quote book and periodically copy down new quotes from the quote board

Ministre des Sports (Athletic Chair)

- Manage the house intramural sports program
- Stop by the athletic office as often as possible to check for new sport fliers, schedules, fines, and any other pertinent information
- Post sports information for the entire house, especially upcoming sports and sport schedules
- Organize polls and signup sheets for each sport, and fill out rosters and choose captains and referees, if needed, for sports that have enough people signed up
- Attend the monthly athletic chair meetings (lest the house be fined!)
- Pay any fines (incurred by missed meetings or games) promptly either by paying for them personally and having one's house bill reduced, or by getting a check for the fine from the Trésorier

Ministre de R/O (Rush Chair)

- Talk to New House Rush Chair to find out how many early returns French House has
- Determine who will get the early returns. The Ministre de R/O asks who wants to come back to work Rush and tries to get as many people to come back as possible. Additional people can usually return by rooming with early returns or summer residents.
- Meet with New House and Language House rush chairs to coordinate Rush activities
- Organize a summer Rush mailing
- Order and buy food, put up posters, etc. The Ministre des Aliments should be asked about the possibility of ordering food since it is more convenient.
- Plan, organize, and run French House Rush. Anyone who gets an early return must work all of French House Rush.
- Have a meeting with Rush workers (those who help significantly with Rush) and decide which freshmen seem interested / could survive in the house / speak enough French / seem interested in learning French enough to live in the house.

Ministre des Soirées (Social Chair)

- Organize social events, most commonly parties, at least one per month, and a semi-formal once a year
 - Pick a location, time and date. (check for conflicts with other activities that many house members participate in)
 - Advertise. Usually posters, word of mouth, and e-mail (at least 2 to 3 days in advance) are used. Also be sure to post it to the nhsocial mailing list so that other New House social chairs can take it into account.
 - Get food and drinks. Put a sign-up sheet up to get help with the food.
 - Arrange for the music.
 - Set up and decorate.

- Make sure someone cleans up after the party, so it looks the same as (or better than) when you arrived.
- May organize trips to Talbot House, Québec, or similar excursions
- Inform the house of other known social activities, especially New House events

Ministre de l'Éducation (Education Chair)

- Actively encourage the use of French in the house through activities such as Mot du Jour and the French marathon
- Inform the house of various French-related educational, cultural, and social events in the area
- Organize and run Cinémaison (weekly French movie)

Ministre de la Technologie (Technology Chair)

- Maintain French House's computers, printers, stereos, and other electronics
- Fix problems that arise with said devices
- Purchase ink and obtain paper as necessary for French House printers (this has been blanket funded and does not require approval at a house meeting)
- Purchase batteries for French House remotes, games, etc. (this must be approved at a house meeting)

Ministre de l'Environnement (Environment Chair)

- Represent French House in matters of New House recycling
- Coordinate the house's recycling activities
- Maintain the house plants, posters, and other decorations
- Take down posters if house is not open during the summer

Représentant à la Maison Neuve (Representative to New House)

- Attend New House meetings, or secure a proxy
- Vote as you believe represents the house, not just your own personal views
- Tell house members what happens at the meetings (through postings or meetings)
- Get people's input and ideas and bring them up at the meetings
- Try to get people involved and enthusiastic