

Lebanese Club at MIT (LCM) constitution and bylaws

November 2, 2016

ARTICLE I: Name

The name of this organization shall be the Lebanese Club at the Massachusetts Institute of Technology and can be referred to as the 'Lebanese Club @ MIT' or the 'LCM'.

ARTICLE II: Purpose

The LCM shall be a nonprofit, nonpartisan MIT-based organization established in 1970 to foster a sense of community among the Lebanese students at MIT and to promote Lebanese culture and concerns in the Institute and the Boston area at large.

ARTICLE III: Membership

Membership is open to all those who agree to abide by the Constitution and the Bylaws of the LCM.

ARTICLE IV: Governance

The LCM Government shall consist of an elected President, Vice President, Treasurer, Secretary, and Officer-At-Large, constituting the LCM Executive Board, and of Committee Chairpersons appointed by the Executive Board.

ARTICLE V: Bylaws

The Bylaws of the LCM shall consist of the operating rules, regulations, and guidelines enacted by the club at no conflict with the Constitution and shall provide further detail to provisions related to the LCM's Membership, Executive Board, Decisions, Meetings, Elections, Amendments, and Committees.

ARTICLE VI: Amendments

Amendments to the LCM Constitution shall require a supermajority (2/3) vote and amendments to the LCM Bylaws shall require a simple majority vote.

ARTICLE VII: Ambiguity

Any ambiguity in interpreting this Constitution and Bylaws shall be resolved by the President of the LCM.

ARTICLE VIII: ASA Governance

The LCM agrees to abide by the rules and regulations of the Association of Student Activities, its Executive Committee and Finance Board. This Constitution, amendments to it, and the Bylaws of the LCM shall be subject to review by the ASA Executive Committee to insure that they are in accordance with the aforementioned rules and regulations.

BYLAW I: Membership

BI.1 Benefits— Membership benefits include but are not limited to official affiliation with the LCM, involvement in club governance and decision-making.

BI.2 Duties— Members are expected to attend all club meetings and events, join club committees, volunteer in organizing club events and projects, contribute towards club governance and decision-making, and exercise their voting rights when required.

BI.3 Eligibility— Membership is open to all those who agree to abide by the Constitution and Bylaws of the LCM, including non-Lebanese, non-students, and non-MIT

Affiliates. The LCM's membership will at all times consist of at least 5 MIT students and be more than half MIT students

BI.4 Non-Discrimination— The LCM shall not discriminate based on any characteristic listed in the MIT Nondiscrimination Policy for membership, officer position, or in any other aspect.

BI.5 Application— New membership applications are approved by the Executive Board of the LCM.

BI.6 Voting— While all members can vote on operational club decisions, voting members of the LCM are members who can run and vote during Executive Board elections and vote on all legislative and operational club decisions.

BI.6.1 A voting member of the LCM shall be any full-time MIT student who satisfies the conditions of Eligibility outlined in B.I.3 and who has demonstrated tangible involvement with club activities.

BI.6.2 “Tangible involvement with the club” for each member shall be determined by the Executive Board at the end of each semester, based on attendance, initiative, and other qualities.

BI.6.3 All members shall enjoy equal benefits and rights, in accordance with the previous provision on voting, and are eligible to serve in the LCM Government by being appointed as Committee Chairpersons by the Executive Board.

BI.6.4 Loss of full-time student status shall result in the immediate retirement and replacement of an Executive Board Officer, and in the immediate change of LCM membership status of a voting member to non-voting with no need to reapply for membership.

BI.7 Annulment— Memberships may be annulled upon receipt of written resignation requests by members, citation of constitutional violations by members validated by the Executive Board, or simple majority of votes on membership annulments proposed by any member of the club and seconded beforehand by at least one Executive Board officer or any two other club members.

BYLAW II: Executive Board

BII.1 Role— The Executive Board shall serve as the annually-elected executive body of the LCM and is responsible for managing the day-to-day affairs of the club, while ultimately ensuring the organizational, financial, and reputable sustainability of the club in accordance with its Constitution and Bylaws, MIT regulations, and aspirations of its membership.

BII.2 Structure— The Executive Board shall consist of five officers, with the positions being filled by distinct MIT students: President, Vice-President, Treasurer, Secretary, and Officer-At-Large.

BII.2.1 The President shall lead the LCM, officially represent the club at functions, define meeting agendas, preside over meetings, ensure constitutional abidance, interpret constitutional ambiguities, and serve as a vote tiebreaker when necessary.

BII.2.2 The Vice President shall be responsible for the social programming of the club and shall act in the capacity of President when the latter is unable to represent the club or preside over meetings.

BII.2.3 The Treasurer shall be responsible for all financial matters of the club, including budget preparation and bookkeeping, proposal writing and defense for LCM fundraising, and member reimbursement for expenses incurred on behalf of the club.

BII.2.4 The Secretary shall be responsible for handling the correspondence of the club, conveying to members all information pertinent to meetings and activities, transcribing and distributing meeting minutes, and maintaining the club's archives, official documents, and activity point system.

BII.2.5 The Officer-At-Large shall assume the responsibilities and title relegated to him/her by the President upon consultation with the Executive Board.

BII.3 Elections— Any voting member shall be automatically eligible to run for a Club Officer position on the Executive Board, save for the position of President.

BII.3.1 Candidates for the position of President of the LCM shall be approved by the sitting Executive Board upon receipt of their application.

BII.3.2 The Executive Board shall be elected at the end of March of every year and shall serve for a year starting at the beginning of May, with April serving as a transition period for the new Board.

BII.3.3 The elected Executive Board shall proceed to appointing Chairpersons for the designated committees to complete the formation of the LCM Government before collectively drafting a Term Statement outlining its general plans and objectives for the upcoming term.

BII.4 Decisions— The Executive Board shall strive to achieve consensus on all decisions made.

BII.4.1 Executive Board decisions shall need a simple majority vote of the Executive Board to pass.

BII.4.2 The President of the LCM shall act as a tiebreaker when a simple majority vote cannot be achieved.

BII.4.3 Any Executive Board decision may be recalled by a supermajority (2/3) vote by members.

BII.5 Retirement— An Executive Board officer may be retired by a supermajority (2/3) vote or upon submission of a written resignation to the Executive Board, after which the replacing officer shall be elected in the upcoming meeting to serve the remaining term of the incumbent LCM Government.

BII.6 Retreat— The Executive Board shall aim to schedule an internal retreat session before the end of its term to reflect back on the past year's experiences, evaluate performance, and make recommendations to the new Executive Board and club membership as and when deemed appropriate.

BYLAW III: Decisions

BIII.1 Operational— Operational decisions are ones related to the planning and execution

of LCM activities and to the management of the club's day-to-day affairs.

BIII.1.1 Operational decisions shall be discussed and made during general meetings by attending members and as, when, and where deemed necessary by the Executive Board.

BIII.1.2 If consensus on an operational decision cannot be reached, a simple majority vote of all members present shall be needed to make the decision.

BIII.1.3 If a vote is needed, operational decisions shall be voted on at the time they are to be made by all members present and with no prior notice requirements.

BIII.1.4 Blocking any operational decision shall require the simple majority of the Executive Board or the supermajority (2/3) of attending members at a general meeting.

BIII.1.5 Any operational decision made by the Executive Board and/or that has become part of published meeting minutes shall be considered club legislation and shall be governed by provisions governing legislative decisions.

BIII.2 Legislative— Legislative decisions are ones related to the governance of the LCM, to the content of the club's Constitution, Bylaws, Government, and Membership, and to major expenditures by the club and its Executive Board.

BIII.2.1 Legislative decisions shall be planned and announced to all club members ahead of time and shall be discussed and made during general meetings.

BIII.2.2 Legislative decisions requiring a supermajority (2/3) vote by voting members shall include amending the Constitution, recalling Executive Board decisions, retiring Executive Board Officers and Committee Chairpersons, approving expenditures that exceed 10% of the operating balance or ones that make the cumulative expenditure to date for the semester exceed 25% of the operating balance, and approving Executive Board or Officer expenditures that exceed 5% of the operating balance or ones that make the cumulative Executive Board or Officer expenditure to date for the semester exceed 10% of the operating balance.

BIII.2.3 Legislative decisions requiring a supermajority (2/3) vote by voting members shall be announced to all members at least 6 days before the general meeting in which they shall be decided and notice time given to members before voting on decision can be extended to at least 12 days upon receipt of a written request made to the Executive Board by one or more voting members.

BIII.2.4 Legislative decisions requiring a simple majority vote by voting members

shall include annulling memberships, amending the Bylaws, approving LCM Governments & Term Statements, delaying the LCM Government formation, and calling for exceptional meetings.

BIII.2.5 Legislative decisions requiring a simple majority vote by voting members shall be announced to all members at least 3 days before the general meeting in which they shall be decided and notice time given to members before voting on decision can be extended to at least 6 days upon receipt of a written request made to the Executive Board by one or more voting members.

BIII.2.6 If consensus on a legislative decision cannot be reached, depending on the type of decision, a simple majority or supermajority (2/3) vote by all voting members present at the meeting shall be needed to make the decision, after ensuring that the legislative decision has been announced to all club members sufficiently ahead of time.

BIII.2.7 Legislative decisions passed at general meetings shall appear in their exact wording and/or complete detail in the minutes of the meetings in which they were passed.

BIII.3 Quorum— Quorum for making operational decisions shall be the simple majority

of the Executive Board and quorum for making legislative decisions shall be the supermajority (2/3) of the LCM Government.

BIII.4 Voting— Once decision by consensus has been exhaustively attempted to no avail, it shall be necessary to vote for, vote against, or abstain from voting through a public ballot for operational decisions and an anonymous ballot for legislative decisions.

BYLAW IV: Meetings

BIV.1 Mechanics— General meetings shall be the official venue in which club members shall collectively discuss and make pertinent club decisions, evaluate goals and objectives, plan events and projects, report updates on progress by committees, and propose and vote on legislation.

BIV.1.1 General meetings shall take place at least every two weeks while MIT classes are in session during the Spring and Fall semesters.

BIV.1.2 The date, time, and location of general meetings shall be decided by the Executive Board and communicated to members at least 3 days before the meeting.

BIV.1.3 Meeting agendas shall be prepared and distributed to attending members by the President.

BIV.1.4 Meetings shall be presided over by the President, by the Vice President if the

President is absent, or by another Executive Board officer appointed by the

President or Vice President to preside over the meeting.

BIV.1.5 Agenda item suggestions can be sent by any club member to the President no

later than 24 hours before the general meeting.

BIV.1.6 Members of the LCM Government are required to attend all club meetings

and foreseen absences should be conveyed to the Executive Board before the

meeting.

BIV.1.7 Club members are expected to attend all general meetings and shall seek the

permission of any Executive Board officer before meetings to invite friends to

general meetings.

BIV.1.8 Club members shall receive 1 activity point for each club meeting they

attend.

BIV.1.9 All operational decisions shall be made by a simple majority vote of all

members present.

BIV.1.10 Any operational decision can be recalled by a simple majority of the

Executive Board.

BIV.2 Minutes— Meeting minutes shall be the official record of the LCM's proceedings.

BIV.2.1 Meeting minutes shall include the time, date, location, and type of meeting,

list of attendees, time of call-to-order and adjournment, summary of discussion

proceedings and committee report-backs, pertinent announcements of upcoming

events organized or recommended by the LCM, new membership changes, record of

new activity points pledged and awarded to members, action items and owners,

decisions made by vote along with vote counts, accepted and proposed amendments

to the Constitution and Bylaws in their exact wording, expected date, time, location,

and highlights of the next meeting, and name of the minute transcriber.

BIV.2.2 Meeting minutes are compiled by the Secretary, approved by the President,

and sent to all club members before the next general meeting.

BIV.2.3 Questions about minutes shall be addressed to the Secretary and disputes

shall be resolved by the President.

BIV.2.4 Minutes of past meetings are available to all club members upon written

request made to the Secretary.

BIV.3 Exceptional— Exceptional meetings can be called for at any time by the President

of the LCM, a simple majority of the Executive Board, or a simple majority of the club

members and shall abide by the same attendance quorum and decision-making provisions applicable to general meetings.

BYLAW V: Elections

BV.1 Notice— The election of the LCM Executive Board shall take place on an annual basis during the month of March, when simple majority quorum is reached.

BV.1.1 The incumbent Executive Board shall appoint an election marshal who is not a voting member of the LCM to administer the electoral process.

BV.1.2 The election date, location, process, and marshal shall be announced to all members at least 18 days before the elections.

BV.2 Process— A single-vote, opt-out electoral process shall be adopted to nominate and elect the LCM Executive Board.

BV.2.1 Members who are unable to attend the election meeting but would like to nominate themselves for one or more Executive Board position(s) shall convey their nomination(s) in private to the election marshal who shall confirm receipt before the election meeting.

BV.2.2 The election marshal shall present a walkthrough of the electoral process at the beginning of the election meeting.

BV.2.3 A comprehensive list of all attending voting members shall be compiled and made visible to attendees.

BV.2.4 All voting members shall specify in private to the election marshal their personal nomination(s) to one or more of the five Executive Board Officer positions they would like to pursue and all specified nominations shall then be disclosed publicly and simultaneously by the election marshal.

BV.2.5 All voting members shall cast their ballot anonymously by associating an officer position with a member nominated for that position.

BV.2.6 On a single ballot, no two members shall be associated with the same position, and no two positions shall be associated with the same member.

BV.2.7 A member existing on any ballot shall become an official nominee for that officer position.

BV.3 Resolution— The votes shall be resolved by position in the order of President, Vice President, Treasurer, Secretary, and Officer-At-Large.

BV.3.1 The nominee(s) receiving the most number of votes for a given position become(s) (a) candidate(s) for that position.

BV.3.2 If a nominee is a candidate for more than one position, the said nominee shall have to choose one or none of the candidate positions.

BV.3.3 A candidate can decline his/her assignment(s) to given position(s), and candidacy in declined position(s) would directly proceed to nominee(s) receiving equal or second most votes for the respective position(s).

BV.3.4 In the event of a tie between candidates who have accepted a given position, that position shall be put to another vote by all voting members to resolve the tie and elect an officer from among the tied candidates.

BV.3.5 The incumbent President shall resolve any recurring ties.

BV.3.6 An accepting candidate with an exclusive lead in one and only one officer position shall become the respective officer on the new Executive Board for its upcoming term in accordance with the Constitution and Bylaws.

BV.3.7 The elected Executive Board shall then proceed to form the term's LCM Government by appointing Committee Chairpersons, collectively drafting its Term Statement, and putting the proposed LCM Government & Term Statement to a simple majority vote of confidence in the club meeting following the election of the new Executive Board.

BYLAW VI: Committees

BVI.1 Role— Club committees shall be created to plan, develop, and/or execute designated projects and programs deemed to be of interest to the LCM by the incumbent Executive Board and shall be overseen by appointed Chairpersons who, along with the Executive Board, shall constitute the LCM Government.

BVI.2 Creation— Upon election, the new Executive Board shall evaluate the need for creating club committees and outline the tasks and objectives set forth for each committee it intends to create.

BVI.2.1 The Executive Board shall proceed to select Chairpersons for the new committees on the basis of the candidates' fit with and interest in the position, while aiming to form a cohesive LCM Government that balances between the representation of graduate and undergraduate members, voting and non-voting members, and newer and older members.

BVI.2.2 The Executive Board shall provide the selected Chairpersons with its expectations for their respective committees and with the activity point quotas it has designated for them to distribute at their discretion in recruiting and/or rewarding

other committee members.

BVI.2.3 A selected Chairperson interested in chairing the designated committee shall provide the Executive Board with a committee mission statement to incorporate into the proposed LCM Government's Term Statement.

BVI.2.4 The proposed LCM Government & Term Statement shall be presented, discussed, and approved by a simple majority vote of confidence in the general meeting following the election of the Executive Board.

BVI.2.5 Committees can be created at anytime by the Executive Board and shall be put to a simple majority vote in the general meeting following their creation.

BVI.3 Chairpersons— Chairpersons shall autonomously run, convene, and reward their committees and report updates and progress to the Executive Board in general meetings.

BVI.3.1 Chairpersons may opt to remain their only committee member or recruit more members to the committee at any time and notify the Executive Board of committee membership changes.

BVI.3.2 Chairpersons are required to attend all club meetings and foreseen absences should be conveyed to the Executive Board before the meeting.

BVI.3.3 Chairpersons and their committees are expected to serve the full term of the incumbent LCM Government unless deemed otherwise by the Executive Board.

BVI.3.4 Chairpersons shall pre-approve all committee expenditures from the Treasurer and all activity point allocations beyond their quotas from the Secretary.

BVI.4 Retirement— A Chairperson may be retired upon submission of a written resignation to the Executive Board, by an Executive Board decision, or by a supermajority (2/3) vote by members, after which a replacing Chairperson shall be appointed or the respective committee shall be dissolved.

BYLAW VII: Amendments

BVII.1 Proposal— Any member of the LCM can propose amendments in their final wording to the Constitution and Bylaws during meetings if a seconding signature of at least one Executive Board officer or any two other club members has been secured beforehand.

BVII.2 Voting— Approved amendment proposals shall be reported in the meeting minutes and put to vote in the upcoming general meeting, whereby amendments to the LCM Constitution shall require a supermajority (2/3) vote and amendments to the LCM Bylaws shall require a simple majority vote.

BVII.3 Incorporation— Passed amendments shall be incorporated by the Secretary who shall update and ensure consistency of the Constitution and Bylaws and maintain a record of all versions of the LCM Constitution and Bylaws.

BYLAW VIII: Miscellaneous

BVIII.1 Activities— The events, programs, and projects organized by the LCM in a given year shall be defined and planned with the aim of balancing between the cultural, social, political, educational, and recreational nature of those activities, targeting the LCM community, student body at MIT, and the local community of Greater Boston, and echoing pertinent developments in Lebanon in a timely fashion.

BVIII.2 Budget— Budgetary and financial information of the LCM shall be accessible to Executive Board officers upon request from the Treasurer at any time and to club members at the discretion of the Executive Board.