

## **The Constitution of the Architecture Student Council**

This constitution, ratified by the elected representatives of the student body of the Department of Architecture, seeks to establish an organization that unites that student body, creates a student voice in the administration of the department, and promulgates information as to the processes of decision making within the department.

### **Article I: Name**

The name of this organization shall be the Architecture Student Council [ASC]

### **Article II: Purpose**

The ASC shall:

- i) Represents all students in all degree programs in the Department of Architecture and act as a voice for the interests, opinions, and concerns of that student body of the Department of Architecture
- ii) Act as an intermediary between students and the faculty and administration in the Department of Architecture
- iii) Represent the student body in faculty and staff committees and meetings
- iv) Foster a sense of community among the student body of the Department of Architecture

### **Article III: Membership**

- i) The ASC shall consist of voting members elected from the student body of the particular degree program as follows:
  - 1 MArch level I
  - 1 MArch level II
  - 1 MArch level III
  - 1 Smarchs year 1
  - 1 Smarchs year 2
  - 1 BT
  - 1 DT PhD

1 HTC PhD

2 Undergrad BSAD

- ii) The ASC shall include two non-voting GSC representatives elected independently from the Architecture Department student body
- iii) All ASC elected representatives must be matriculated students in residence
- v) Elected members are expected to report and be accessible to their constituency and are expected to attend ASC meetings regularly
- vi) A member may be removed by a 2/3 vote of all voting members if not fulfilling the requirements above

#### **Article IV: Elections of Representatives**

- i) During the last ASC meeting of the Spring term, two members shall be nominated and elected for a committee responsible for facilitating the Fall election. If they are not elected as representatives the following term, the members of the committee shall remain as non-voting advisors to aid in the transition to a new council.
- ii) Election of representatives shall occur once a year by the 30<sup>th</sup> of September
- iii) An open call for nominations via e-mail and signs shall be posted requiring that those students wishing to place their name on the ballot send an email to a specified address by no later than September 23. In the event that only one nomination is received for a position, an additional email request for nominations shall be sent to the student body.
- iv) Any member of any degree program in the Department of Architecture who fulfills residency and matriculation requirements may nominate themselves as a representative
- v) The two members of the election committee shall produce numbered ballots and distribute them to the student body. They shall set up a locked ballot box in the Dome Café where students may deposit completed ballots. The ballots shall be counted by an impartial administrator or faculty member in the presence of at least one of the election committee and the results posted and e-mailed to the student body before October 7<sup>th</sup>.
- vi) In the event of a tie, the election committee member shall create new ballots for the constituency in question. If more than two people are running and no one wins a majority then the individual with the fewest votes is dropped from the ballot and the votes are recast

## Article V: ASC Officers

- i) ASC will have 4 officers:
  - a. President
    - i. The president shall be the official representative of the ASC to any other organization and to MIT
    - ii. The president shall preside over all meetings
    - iii. The president shall decide on ASC meeting times
    - iv. The president shall assume responsibility for all official correspondence of ASC business outside of the ASC and the Architecture Department student body
  - b. Vice President
    - i. In the event of the president's absence, the vice president shall assume all responsibilities of the president
    - ii. The vice president shall assume responsibility for the coordination of meetings and the promulgation of this information
    - iii. The vice president shall compile and coordinate all press releases to the architecture student body
  - c. Secretary
    - i. The secretary shall keep and distribute minutes of ASC meetings
    - ii. The secretary shall maintain an ongoing archive of ASC documents open to all students
    - iii. Solicits minutes and notes from all ASC committees and department committees in which the ASC is represented
  - d. Treasurer – **to be discussed –**
- ii) Election of officers
  - a. Election of officers shall occur as the first order of business during the first meeting of the Fall term
  - b. Officers must plan on residency at MIT for both Fall and Spring terms
  - c. Any member of the ASC who meets residency requirements is eligible to run for office
  - d. No member may hold multiple offices
  - e. Quorum for officer elections requires all voting members
  - f. Voting procedure

- i. Elections shall be completed if full in the following order
  - 1. President
  - 2. Vice President
  - 3. Secretary
  - 4. Treasurer
- ii. Candidates for office must nominate themselves
- iii. Votes are cast by a show of hands in an affirmative vote tallied by a member of the election committee
- iv. No limit exists on the number of candidates a member may vote for
- v. If more than two people are running and no one wins a majority then the individual with the fewest votes is dropped from the ballot and the votes are recast
- g. Removal from office
  - i. Quorum for officer removal requires all voting members
  - ii. An officer may be removed by a 2/3rds majority vote

## Article VI: ASC Meetings, Committees, and Activities

- i) Meetings
  - a. The first meeting of the year shall occur on the 2<sup>nd</sup> Thursday of October or the 7<sup>th</sup> of October, whichever occurs first
  - b. Regular meetings shall be held bi-weekly
  - c. Special meetings shall be organized at the president's discretion
  - d. Quorum for a meeting consists of six members
  - e. Voting
    - i. Voting shall be by consensus
    - ii. Any member can call for a vote
    - iii. In the event of a tie, the vote is tabled and an additional interim meeting may be requested to expedite a re-vote
  - f. General meetings of ASC closed to general student body
  - g. Any individual may request and shall be granted the opportunity to meet with the ASC at the discretion of the council
  - h. All correspondence and press releases must be presented to ASC before release
- ii) ASC Committees
  - a. The ASC shall involve itself in the following Department of Architecture committees and meetings:

- i. Admissions Committee
    - 1. The ASC shall ascertain the names of students on the Admissions Committee
    - 2. The ASC asks that the student representatives attend a general meeting of the ASC
  - ii. MArch Curriculum Committee
    - 1. Student representation on the committee shall include one MArch who entered as a Level I and one MArch who entered as a Level II
    - 2. The ASC shall make an open call to the student body requesting candidates for the committee
    - 3. The ASC shall choose one individual on the call list and present the Curriculum Committee with the remaining names from which the second member shall be chosen
  - iii. Faculty Search Committees
    - 1. The degree search committee shall choose the student representative
    - 2. The ASC asks that the chosen representative(s) reports to a general meeting of the ASC in a timely fashion
    - 3. In the event that two students are represented on a search committee, the ASC shall choose one member
  - iv. Design Faculty Meetings
    - 1. Two ASC members shall attend the Design Faculty Meetings
    - 2. The ASC shall choose one representative from the MArch program and one member from an alternate degree program
  - v. Departmental Council
    - 1. Departmental Council-3-members of ASC in different degree programs chosen by the ASC. Self-nominated, vote in ASC. Ye-nay vote w/n council
- b. Responsibilities of ASC committee and meeting representatives
- i. ASC members are expected to attend all meetings
  - ii. In the event that a ASC member cannot attend they shall choose another ASC member to attend in their stead
  - iii. ASC members shall provide the secretary with a written report of minutes and/or notes of all meetings and present that report to a general meeting of the ASC

- iv. An ASC committee or meeting representative may be removed by a 2/3rds majority vote of all voting ASC members
- iii) ASC Activities
  - a. The ASC shall issue a press release to the student body at least once a month
  - b. The ASC shall organize, publicize, and hold a meeting of the entire student body of the Department of Architecture twice a semester
  - c. The ASC shall endeavor to foster community amongst the students in the Department of Architecture. This may include, but is not limited to organized events and activities.

## **Article VII: Amendments**

- i) Amendments shall be presented by any member of the ASC
- ii) Amendments shall be passed by 2/3rds of all voting members present
- iii) Quorum for amending this constitution shall be all members of the organization

## **Article VIII: ASA God Clause**

The ASC agrees to abide by the rules and regulations of the Association of Student activities and its executive board. This constitution, amendments to it, and the by-laws of this organization shall be subjected to review by the ASA Executive Board to insure that they are in accordance with the aforementioned rules and regulations.