

## **THE CONSTITUTION OF IDA FLANSBURG GREEN HALL**

### **ARTICLE 1 – NAME**

The name of this organization shall be the Ida Flansburg Green Hall of the Massachusetts Institute of Technology, hereafter referred to as Green Hall and MIT.

### **ARTICLE 2 – PURPOSE**

The purpose of the governing committees of Green Hall shall be to provide for the common good of the residents of Green Hall and to promote a bond of sisterhood among the graduate women at MIT.

### **ARTICLE 3 – OBJECT AND AUTHORITY**

Green Hall shall govern itself through the house meeting and the executive committee. Together these bodies shall have governing authority in making legislative decisions for the members of the house.

### **ARTICLE 4 – MEMBERSHIP**

Membership of the hall shall consist of all graduate women students registered at MIT who reside in the Hall.

### **ARTICLE 5 – OFFICERS**

There will be three elected officers. These three shall hold the offices of president, secretary, and treasurer. The three shall also hold the responsibilities of being the head of the judicial committee, the head of the social committee, and the head of the client team respectively. See By Laws ARTICLE 1 SECTION 1 for information on the election procedure.

### **ARTICLE 6- COMMITTEES AND DUTIES**

The following are the guidelines for the executive committee and the room assignment committee. The executive committee is made up of the judicial committee, the client team committee, and the social committee.

#### **SECTION 1- JUDICIAL COMMITTEE**

The judicial committee shall consist of the elected head and any other members of the hall who desire to be on the committee.

The judicial committee shall preside over all judicial decisions of the hall. The judicial committee has the power to establish and enforce any and all judicial regulations deemed necessary by the members of the judicial committee or the hall, provided said regulations do not conflict with this constitution. The judicial committee shall be responsible for enforcing all the rules and regulations of the hall, the executive committee and MIT.

The judicial committee shall be responsible for investigating all complaints of activities in or around Green Hall. The judicial committee shall be responsible for hearing any case when it deems a hearing necessary following an investigation of the complaint or when a hearing is requested in writing by a member of Green Hall.

## SECTION 2-CLIENT TEAM

The client team shall consist of the elected head and any other members of the hall who desire to be on the committee.

The client team shall deal with all facilities and services in the hall and deal with MIT on all renovations and all matters pertaining to the physical plant of the hall.

The client team shall present a budget to the executive committee no later than the second house meeting of each term.

## SECTION 3- SOCIAL COMMITTEE

The social committee shall consist of the elected head and any other members of the hall who desire to be on the committee.

The social committee shall be responsible for all social events held by or in the hall.

The social committee shall present a budget to the executive committee no later than the second house meeting of each term.

## SECTION 4-ROOM ASSIGNMENTS COMMITTEE

The room assignments committee shall consist of one appointed head of the committee and any other members of the hall who desire to be on the committee. The head will be appointed by the house officers.

The room assignments committee shall be responsible for the assignment of rooms within the hall as described in the By-Laws.

## **BY-LAWS**

### ARTICLE 1 – ELECTIONS

#### SECTION 1 – ELECTION OF COMMITTEE HEADS

Election of the heads of the three committees shall be completed by the end of April. The officers shall serve a term of one year with a one-month overlap of the old executive committee and the newly elected executive committee.

All candidates must post a statement of objectives one week before the election is held. By doing so a candidate announces her candidacy to other members of the hall. Residents who post their statement of objectives later than one week before the election may be considered as a write-in candidate, but may not appear on the official ballot. The outgoing executive committee shall be responsible for running the election. Ballots marked with a distinctive mark shall be distributed to the residents. These ballots should also be pre-numbered. It shall be the responsibility of the faculty residents to place the distinctive mark and to be present at the counting of the ballots. An outside member of the community, such as the Resident Life Associate, will also participate in overseeing the election process and ballot counting. All candidates will run without regard to a particular office. Each voter can vote for up to three candidates. The three candidates with the three highest ballot tallies will win the

election. In the event of a tie, a second election shall be held to determine a winner between the tied candidates. This shall be done the day following the regular election. The three winning candidates may then request their relative ranking if such information would be useful in order to decide upon their officer positions. The candidate with the highest rank may then choose her preferred position first.

## SECTION 2 – ABSENCES

If a member of the executive committee will be absent for a period of not longer than one term, it shall be her responsibility to appoint a proxy for the time that she will be absent. If a member of the executive committee is to be absent longer than one term or is unable to complete her term of office, it shall be the responsibility of the executive committee to hold a special election to fill the vacancy. This election shall be run as outlined under regular election proceedings with the exception that it need not be held on a specific date.

## SECTION 3 – REMOVAL FROM OFFICE

An officer may be removed from office by the following procedures:

1. A petition must be presented to the faculty residents with at least 25 valid signatures charging incompetence or impropriety.
2. Within two weeks the executive committee must act on this petition by holding a hall-wide vote on the issue
3. The hall-wide vote shall be done at the special house meeting called by the executive committee. No other business may be conducted at this meeting
4. The vote at the house meeting shall be by secret ballot. Two-thirds of those present and voting, with at least one-fourth of the voting membership of the hall present, shall be necessary for removal. If removal of the president is being considered, the meeting shall be run by the treasurer.

## SECTION 4 – SENIORITY POINTS

Members of the executive committee will be granted one term of seniority after serving one full-year term. The house will have the right to remove this privilege by a hall-wide vote. Two-thirds of the voting membership of the hall shall be necessary for removal.

## ARTICLE 3-CONSTITUTION

### SECTION 1- RATIFICATION

The constitution shall be ratified by a two-thirds vote of the ballots returned. The ballots shall include a copy of the constitution and shall be counted in the presence of the faculty residents.

Prior to the vote for ratification, the constitution shall be presented to the residents by the constitution committee at a hall meeting. A copy of the constitution shall be made available to residents before this hall meeting.

## SECTION 2 - AMENDMENTS

A proposed amendment may be submitted to the secretary with a petition of 25 names one week before a hall meeting. The text of the proposed amendment must be included in the agenda for the hall meeting. The hall meeting may alter the amendment before voting on it as long as the sense of the amendment is not changed. A ballot will be distributed to the residents following the hall meeting, include a copy of the text of the amendment. The residents will have five days to return the marked ballots. At least 51% of the hall must return the ballots. Of the 51% or more returning ballots, at least two-thirds must have an affirmative vote for the amendment to pass.

## ARTICLE 4 - BUDGETS AND HOUSE TAX

### SECTION 1 - BUDGETS

The hall shall make a budget for the term no later than the second hall meeting of each term. The executive committee shall recommend the budget at the hall meeting for the coming term based on the submitted budget of each committee. The agenda for the hall meeting shall contain the proposed budget.

### SECTION 2-HOUSE TAX

The executive committee shall be responsible for determining a house tax for the following year. A vote shall be taken of all the residents in the hall to determine to house tax.

This vote shall be taken no later than the second week of April to determine the house tax for the following academic year. It shall be the responsibility of the president to report the result of the vote to the Dean's office.

## ARTICLE 5- ROOM ASSIGNMENT RULES

### A. Yearly Room Assignments for continuing dorm members (Sept-May)

1. Squatter's rights prevail with regard to a room assigned during the regular academic year. Summer assignments are done separately and may be temporary.
2. In subsequent terms, room assignments will be made on the basis of seniority. Seniority is defined by the number of terms residents have lived in the house. In the event of equal seniority, a lottery will be held.

### B. Filling vacancies that arise during the term

1. Vacancies will be made available to current members of the house first and to outsiders second.
2. Vacancies will be posted by the room assignments committee.
3. All vacancies will be made available in seniority class order.
4. Where two or more house members with equal seniority apply for the same vacancy, a lottery will be held to determine who gets the room.

C. Medical needs take preference over all other room assignment rules. (Dean's office has the last word in this matter)

#### D. Summer Housing

1. If a summer resident lived in your room over the summer, you still get it back in the fall
2. Summer room assignments will be made based on the availability of rooms, but are not continuous through to fall terms
3. Summer residency does not affect overall seniority.
4. Preference for a summer room first goes to the Spring resident of that room, then Fall resident, and then to a lottery by seniority.

#### E. Lottery Procedure

##### 1. Room Lottery First Years

The Green Hall Room Lottery will be conducted in advance of Fall Residence arrival. From the list given to us by the housing lottery, the incoming residents will be contacted for their preference of single room or double room and/or roommate. If a resident cannot be located, it will be assumed that she prefers a single if at all possible, and will otherwise be assigned a roommate at random. New residents will be given a number that is generated randomly by computer, and which will be used to then assign rooms. These room assignments will be performed only after the Continuing Student Fall Lottery has been completed.

##### 2. Room Lottery for Continuing Students

It is mandatory for all continuing students who may want to participate in the Green Hall Continuing Student Fall Lottery (run during the summer) to inform an officer within one week immediately following the Green Hall Spring Room Lottery even if she has not yet received confirmation about housing in Green Hall for the upcoming Fall Term. This lottery is for those women who may be unhappy with their Fall Lottery room assignments determined during the Spring Room Lottery. Rooms may become available due to the campus wide lottery assignments. When it is determined who will be officially living in Green Hall during the Fall Term, a lottery will take place. The order in which residents are contacted will comply with the existing lottery rules. In case of equal seniority status the computer will choose among those individuals randomly.

This lottery requires that if you are not living in Green Hall during the Summer Term you are required to provide a list of rooms in preference order, indicating those rooms you would be willing to move into over the one currently assigned to you for the Fall Term. This must be done before you leave for the summer and will be your responsibility. Failure to provide the list will disqualify you from the lottery.

##### 3. Fall Term Reg Day Lottery

The in-person Fall Term Reg Day lottery will take place in case a resident decides at this time that she would like to move. This applies to both Continuing and First Year students. But no First Year Residents will be forced to move from their assigned rooms, and the only rooms available will be those not yet filled by the MIT Housing Office, or consequent to another resident choosing to move. This lottery could include any First Years who may be unhappy in their assigned room.

#### 4. Spring Term Reg Day Lottery

The in-person Spring Term Reg Day lottery will take place to fill any vacancies left by graduates of the Fall term.

#### 5. Spring Lottery

The in person Spring lottery, which includes both Fall assignments and Summer assignments, will take place to fill vacancies of Spring Graduates or those away for the summer.

### **TERM CLARIFICATION**

First Year Resident= incoming resident to Green Hall for the upcoming Fall Term including First Years at MIT and continuing students who were housed in a different dorm last year. Anyone with no seniority points.

Continuing Student= anyone who lived here at least in the Spring Term

#### LOTTERY TITLE CLARIFICATION:

Continuing Student Fall Lottery = held electronically for rooms for the next academic year, beginning in the Fall Term

First Year Fall Lottery = held electronically over the summer (not on Reg Day)

Fall Reg Day Lottery= held on Reg Day in September, after which participants immediately move into their new rooms.

Spring Reg Day Lottery= held on Reg Day of the Spring Term, for new residents arriving in the Spring Term or for current residents who wish to change rooms.

Spring Lottery=held in May, for rooms for the upcoming Fall Term and Summer Term