

# THE BYLAWS OF THE EXECUTIVE COMMITTEE OF THE UNDERGRADUATE ASSOCIATION

## **Article I: Name**

The Name of this organization shall be the Executive Committee of the Massachusetts Institute of Technology Undergraduate Association (Exec)

## **Article II: Purpose**

The purposes of this organization shall be those specified in the Constitution of the Undergraduate Association.

## **Article III: Membership**

1. The Membership of the Executive Committee shall be classed into three divisions: UA Executive Committee Voting Members, UA Executive Officers and Chairmen of the UA Standing Committees.
2. The Voting Members of the Executive Committee shall be the UA President, the UA Vice-President, the UA Senate Speaker, and the UA Senate Vice-Chair. Additionally, the President shall designate one of the Executive Officers or one of the Standing Committee Chairmen to be a Voting Member. Likewise, the UA Senate shall elect a Voting Member selected at large from the Senate as shall be provided for in their procedure for electing Principal Officers.
3. These members shall be placed on the Executive Committee within one week after the final Senate meeting of the Spring Term and shall serve for one year.
4. Attendance at meetings of the UA Executive Committee should be considered mandatory and the President shall take appropriate action against those who do not attend as delineated in the UA Constitution and other documents. The Chairmen of the Standing Committees may send an appropriate proxy to the meeting if they are unable to attend.

## **Article IV: Procedures of Exec**

### Section 1: Rules of Operation

1. The President shall call and chair all Executive Committee meetings and set the agenda. He shall also decide whether the Executive Committee is to be in general discussion format or parliamentary mode. When absent, the Vice President shall assume the chair and have the same privileges.

2. Meetings shall be opened to the MIT community. The President shall have the power to exclude all save members of the Executive Committee at his discretion. Only members of the Executive Committee shall have speaking privileges unless the President decides to extend the privilege.
3. Notice of Executive Committee meetings shall be made to the MIT community through whatever means of campus media exist and are most expedient. The UA Publicity Chair(s) shall ensure this. Mention of the agenda items shall be given if possible.
4. The Executive Committee shall be responsible for setting the schedule of Executive Committee and Senate meetings for the term. The first meeting of the Cabinet shall be no later than the second full week of September, for the Fall term, and the second full week of February, in the case of the Spring term.
5. Emergency meetings of the Executive Committee may be called by the UA President at any time. The emergency meeting may only discuss and act on the subject expressed in the call to meet.
6. Any aspect of parliamentary procedure or rules not covered by these Bylaws or the UA Constitution shall be operated under Robert's Rules of Order (latest edition).
7. The Executive Committee shall meet on a weekly basis.

## Section 2: Voting

1. Voting shall only occur in the determination of the UA Schedule of Meetings and Events, in crisis situations (when the body acts in lieu of Senate), or when the Executive Committee is called by Senate to act on its behalf, executing tasks normally entrusted to that body. Otherwise, the Executive Committee shall serve to counsel the President who shall retain full executive power.
2. One Person shall not cast more than one vote for any given motion. Each of the six delegates has a vote.
3. In the event of a tie, the Senate and the members of the executive may dissent and act under the powers granted to them in the UA Constitution and their Bylaws. The President shall have an extra tie-breaking vote to determine the overall action of the UA.
4. No proxy voting is allowed for absent members.

## Section 3: Quorum

The Quorum for all Executive Committee meetings shall be one-thirds of the active membership (voting and non-voting).

#### Section 4: Vacancies

1. Vacancies for UA President, Vice-President, Speaker, and Vice-chair shall occur in accordance with the UA Constitution for these positions.
2. A vacancy in the Senate at large position shall have immediate open nominations among UA Senators which stay open until an election held at the next UA Senate Meeting.
3. A vacancy in the Cabinet at large position shall be immediately filled by a cabinet member appointment by the UA President.

#### **Article V: The Responsibilities of Executive Officers**

4. The Secretary-General shall have the following duties:
  - a. The Secretary-General shall act as Secretary for both the Senate and the Cabinet. In this role, the Secretary-General shall be responsible for facilitating communications between the internal bodies of this Association as well as external organizations as determined by the President. Likewise, the Secretary-General shall be entrusted with ensuring the timely recording and disbursing of Undergraduate Association minutes and notices.
  - b. The Secretary-General shall be the archivist of the Undergraduate Association. He shall execute this office's duties as stated elsewhere in the Constitution and the Bylaws of the UA Senate.
  - c. The Secretary-General may appoint an Assistant Secretary to aid him with the completion of his duties.
  - d. The Secretary-General shall be responsible for assisting the President with the completion of his duties.
5. The Treasurer shall have the following duties and powers:
  - a. The Treasurer shall be the chief financial officer of the Association. Additionally, the Treasurer shall serve as the financial advisor and UA Finance Board liaison to all entities of the UA government.
  - b. The Treasurer shall serve as an ex officio voting member of the UA Finance Board.

- c. The Treasurer shall be responsible for the maintenance of the Undergraduate Association accounts. Additionally, the Treasurer shall chair any UA sponsored committees involved with the auditing of the Undergraduate Association accounts or the investigation of the UA Finance Board.
  - d. The Treasurer shall be responsible for assisting the President with the completion of his duties.
  - e. The Treasurer shall report on the state of the Association's accounts at each meeting of the Executive Committee and the Senate.
6. The Assistant Vice-President of Information Systems shall have the following duties and powers:
- a. The AVP-IS shall act as the chief information officer of this Association, and shall supervise and maintain its information technology policies and infrastructure.
  - b. The AVP-IS shall assure that internal electronic communication channels are maintained, specifically including assuring that access control lists (ACLs) are appropriately populated.
  - c. The AVP-IS shall assure that external electronic communication channels are maintained and kept up-to-date.
  - d. The AVP-IS shall maintain internal UA computer systems and equipment, and make recommendations on future equipment purchases.
  - e. The AVP-IS will assist the other Executive Officers in the completion of their duties when appropriate.
6. The Class Council Coordinator shall have the following duties and powers:
- a. The Class Council Coordinator may approve funding for Class Council expenditures from the UA Budget. The UA President, UA Vice-President, and the UA Treasurer may also approve such expenditures.
  - b. The Class Council Coordinator shall be notified by the Class Council Presidents of any even sponsored by the UA and shall create an UA Social Calendar.
7. The Assistant Vice-President for Public Relations shall have the following duties and powers:
- a. The AVP-PR shall be responsible for coordinating with the President a strategy for the Public Relations of this Association.

- b. The AVP-PR shall help to create and advertisements (posters, e-mail, booklets, etc.) for the various braches of this Association when appropriate and at the direction of the President.
  - c. The AVP-PR shall be responsible for the maintenance of all bulletin space designated to the UA.
  - d. The AVP-PR shall work with the UA Secretary-General to advertise meetings of the Senate and the Executive Committee, UA Elections, UA Nominations processes and any other large events of organizational importance as directed by the President.
8. The Assistant Vice-President for Resource Development shall have the following duties and powers:
- a. The AVP-RD shall be responsible for coordinating with the President and Vice-President a strategy for the development of alternative revenue streams, including but not limited to fundraising, corporate donation and enterprise services.
  - b. The AVP-RD shall maintain relationships with corporate partners and shall work with the Treasurer to collect funds from these sources.
  - c. The AVP-RD shall work with the UA Treasurer, the Finance Board and the Association for Student Activities to determine the financial needs of Undergraduate student groups and create plans to address those needs.
9. Vacancies and removals of officers in the Cabinet shall be done as prescribed elsewhere in the UA Constitution and other documents.

#### **Article VI: Amendment of these Bylaws**

These Bylaws may be amended with the support of two-thirds of the Voting Members of the Executive Committee and the approval of the UA President. The motion to amend must lie on the table for at least two weeks prior to vote and must be on the agenda at the meeting.