

**The Bylaws**  
*of the*  
**Undergraduate Association Council**  
*of the*  
**Massachusetts Institute of  
Technology**

**Article I: Name**

The name of this organization shall be the Council of the Undergraduate Association of the Massachusetts Institute of Technology (Council).

**Article II: Purpose**

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

**Article III: Membership**

**Section A: Voting Members**

1. The voting membership of the council shall consist of the following members:
  - a. Four representatives chosen in accordance with the governing rules of the Interfraternity Council (IFC)
  - b. Three representatives chosen in accordance with the governing rules of Panhellenic Association (Panhel)
  - c. One representative from each of the undergraduate dormitories, each chosen in accordance with the governing rules of the dormitory that they represent
  - d. One representative chosen in accordance with the governing rules of the Living Group Council (LGC)
  - e. A representative of the Off-Campus community elected in December by Off-Campus constituents.
2. Unless otherwise specified, Council Representative terms shall be aligned with the calendar year.
3. Changes to the methods of choosing any Council Representative seat must be approved by a 2/3 person vote of the voting membership of the Council before these new methods become binding.

**Section B: Ex-Officio Members**

1. Additionally, the non-voting members of the council, unless otherwise mentioned, shall be the following persons:
  - a. The UA President who is the Chair of the Council and may only cast a vote when it would alter the outcome of that vote.

- b. The UA Vice-President, Chief of Staff, Treasurer, and Secretary
- c. The chairs of all UA Committees and all Assistant Officers

## **Article IV: Member Responsibilities**

### **Section A: Attendance**

1. Council Representatives shall not have more than three absences in a given academic term from any regularly scheduled Council meetings.
2. In the event of an absence, Council Representatives should request an excuse in writing from the President, and provide, in writing, the name of a proxy. This proxy may not be a current Council Representative.
3. Proxies shall have all rights and privileges as the Council Representative would have had, except the right to vote on impeachment.
4. The Council Representative shall make a good faith effort to inform the proxy of the issues and questions that may arise during the meeting so that the proxy may be an active participant.

### **Section B: Constituency Communication**

1. Council Representatives shall be responsible for communicating the business of the UA including but not limited to upcoming events, policy proposals, ideas, topics of discussion, and involvement opportunities to the undergraduates they represent.
2. Furthermore, in order to accurately represent their constituents at Council meetings, Council Representatives shall remain in touch with the viewpoints of their constituency. This includes soliciting feedback when necessary.

## **Article V: Procedures of the UA Council**

### **Section A: Decision Making**

1. Consensus Decisions:
  - a. All policy positions taken by the council, including those generated by the Council and the committees, shall be approved via the consensus of the Council Representatives present at the meeting.
  - b. The written statement of policy position shall reflect the consensus views of voting Council Representatives.
  - c. Should an impasse be met, the differing views of the constituencies of the voting Council representatives shall be recorded as part of the policy position, which should also reflect the number and magnitude of objections. In these cases, two Council Representatives objecting shall be sufficient to reject the written statement.
2. Population Vote:
  - a. In accordance with the UA Constitution, Population votes shall be used for decisions involving the allocation of UA funds and amendments to the Constitution. Topics that require a population vote must be presented to the Council at least one week before they are voted on.
  - b. The following procedure shall be applied when this Constitution calls for a population vote:
    - i. In a population vote, each Council Representative shall be entitled

to cast one vote per undergraduate that they represent.

- ii. If a member of the Association is a member of multiple represented constituencies (e.g. a member of a fraternity living in a dormitory), then by default the member will count towards the constituency where they reside, as defined by the MIT Housing Office. They may choose to change his or her official constituency by submitting a request in writing to the Secretary or the Secretary's designee.
- iii. If a member of the Association does not reside in any of the other represented constituencies, then by default they will be counted as a member of the Off- Campus constituency.
- iv. If a member of the Association who is not also a Council Representative is present during a population vote, they may cast his or her own single vote, reducing the number of votes cast by his or her Council Representative by one. A member of the Association may also submit a vote in writing or via electronic communication to the Secretary before the vote takes place.
- v. Council Representatives may split the votes that they are entitled to cast and groups represented by multiple Council Representatives shall distribute their allotted votes equally.

3. Person vote:

- a. Votes will be taken according to the prescribed qualifications below. In person votes, each Council Representative shall have one equally weighted vote.
  - i. Approval of new Officers will require a 2/3 vote of the full voting membership of the Council
  - ii. Approval of Institute Committee representative nominations shall require a person vote of the Council as outlined by the bylaws of the Nominations Committee
  - iii. Votes to Censure will require a 2/3 vote of the full voting membership of the Council
  - iv. Amendments to the Council Bylaws and Committee Bylaws must be presented one meeting before they are voted on and will require a 2/3 majority vote of the full voting membership of the Council
  - v. Suspension of the Council Bylaws will require a 2/3 majority vote of the full voting membership of the Council
  - vi. Votes to elect a temporary Chair will require a 2/3 vote of the full voting membership of the Council

4. Out of Session Vote:

- a. Out of session Council votes over the summer and January will be taken according to the prescribed qualifications below
  - i. The voting period shall be open a minimum of one week, and a deadline will clearly be delineated in the initial call for a vote.
  - ii. The vote will record Yes, No, or Abstain and allow for comments to other Councilors.
  - iii. Councilors who do not vote in the allotted time period will be marked as abstaining from the vote.
  - iv. The results of these votes shall be private until the end of the voting period, at which point they will be made public.
  - v. A method of submitting comments which can be viewed by all other Councilors will be provided.
  - vi. Councilors may change their vote within the voting period.

- vii. Information will be provided regarding the details of the vote. In the case of a Nominations vote, brief backgrounds of candidates will be provided.
- 5. Overriding a presidential veto:
  - a. The Council may override a Presidential veto with a 3/4 vote of the full voting membership of the Council.
  - b. This process may also be applied to decisions made by the officers when the Council was unavailable to make a timely decision.
- 6. Record of Decisions:
  - a. Consensus based opinions will take the form of a written statement agreed upon by the consensus of the voting Council Representatives.
  - b. A log of all other votes and decisions of the Council shall be maintained with the following format:
    - i. Text of the vote
    - ii. Type and qualifications of the vote
    - iii. Record of vote results including vote totals as applicable
    - iv. Record of voters and their vote for roll call votes conducted in open session.
    - v. This information shall be made public with the minutes of the meeting.

## **Section B: Rules of Operation**

1. Any person given the floor by the Chair may speak for no more than two minutes. The chair may extend this to no more than 5 minutes. Additional speaking time may be granted by a majority vote of the voting membership of the Council in attendance.
2. Meetings of the Council shall be open to the MIT Community. Undergraduates shall have speaking privileges and this privilege may be extended to non-members of the Association at the discretion of the Chair.
  - a. The Chair or a majority of the voting membership of the Council in attendance shall have the power to exclude all non-members of the Council.
3. The voting Council Representatives may elect to have a temporary Chair for a specific agenda item or for the duration of the meeting if the Chair cannot attend the meeting. This vote follows the prescribed method in V.A.3.a.vii of the Council Bylaws.
4. When prudent, the Chair will maintain a queue to ensure a respectful and fair conversation.
5. As a default, meetings shall run in a discussion format following the guidelines above and as laid out by the Chair. A majority vote of the Council Representatives may apply additional rules of operation.
6. Voting:
  - a. Unless otherwise specified or requested, votes shall be done by voice or raised hands at the discretion of the Chair.
  - b. All population votes shall be done by roll call.
  - c. At the decision of the Chair or the request of at least two Council Representatives, a roll call vote shall be required.

- d. At the decision of the Chair or the request of at least two Council Representatives, a ballot vote may be used for the approval or removal of Principal Officers, Committee Chairs, Assistant Officers, Institute Committee Representatives, and other decisions with regards to individual people.

## **Section C: The Agenda**

1. The agenda for Council meetings shall be organized by the UA President and submitted publicly at least two days prior to the scheduled meeting using whatever forms of media prove most expedient.
2. Any voting Council Representative or 20 members of the Association may submit an agenda item to the UA President prior to the release of the Agenda.

## **Section D: Meetings**

1. The UA President shall set the dates and times of a semester's Council meetings by the first meeting of the Council that semester. The first meeting of a semester must be no more than two weeks after the academic start of that semester. The chair may move the date and time of a meeting given reasonable notice to the Council.
2. By default, Council meetings shall be monthly during the semester. For each semester, the Council may choose to alter this frequency with a majority vote of the full voting membership of the Council.
3. Emergency meetings may be called by the UA President, a majority of the voting Council Representatives, or a signed petition of 5% of the Association. This meeting should be limited to consider only the agenda item stated by the caller of the emergency meeting. In the event of a petition, the meeting shall occur within 4 academic days. Removals of officers and amendments to governing documents are not allowed during emergency meetings.
4. If impeachment is being discussed at a Council meeting, the individual(s) in question shall have an opportunity to present his or her (their) case before the Council and respond to the stated reasons for removal and questions from members of the Council. With a majority vote of the Council Representatives further discussion can be done in closed session of only members of the Council and with the individual(s) in question removed from the room.
5. The necessary quorum for a meeting is 1/2 of the full voting membership of the Council.

## **Section E: Approval of the Budget**

1. The UA budget shall be proposed to Council on a yearly basis at the first Council meeting of the Fall semester. The budget will be in effect upon approval until the first Council meeting of the following academic year. Changes to the budget during the year in which the budget represents may be made on a line by line basis through budget amendment proposals to Council.
2. Any unspent funds from the previous year's budget shall be split evenly between the Reserve Fund and the next applicable allocation cycle(s) of the UA Finance Board. This split may be adjusted by a 2/3 vote of all the Council Representatives.
3. The UA President shall chair a Special Budgetary Committee consisting of the UA President, the UA Vice-President, the UA Treasurer, and three voting Council

Representatives to be appointed by the UA President at the last Council meeting of the Spring semester.

4. This committee shall review the UA Operating Budget if one has been submitted by the UA Officers. If one has not been prepared, the committee should create an Operating Budget. This committee will consult with Chairs of the standing committees or their designees to determine an appropriate budget for the following year.
5. Funds not budgeted towards the committees and the Operating Budget shall be budgeted towards allocations by the UA Finance Board to groups determined to be eligible by the Association of Student Activities.
6. This budget will then be presented to the Council for a vote as prescribed by the Council bylaws.

## **Article VI: Standing Committees and Assistant Officers**

### **Section A: Standing Committees**

1. UA Committee on Alumni Affairs
2. UA Committee on Campus Planning
3. UA Committee on Community
4. UA Committee on Education
5. UA Committee on Events
6. UA Committee on History
7. UA Committee on Innovation
8. UA Committee on Involvement
9. UA Committee on Marketing
10. UA Committee on Nominations
11. UA Committee on Public Affairs
12. UA Committee on Resource Development
13. UA Committee on Special Projects
14. UA Committee on Sustainability
15. UA Committee on Student Support and Wellness
16. Financial Board
17. Technology Systems Group

### **Section B: Assistant Officers**

1. The Assistant Officer on Diversity

## **Article VII: Suspension and Amendment of the Bylaws**

## **Section A: Suspension of the Bylaws**

1. The UA Council may suspend a specific portion of the Bylaws at the current meeting in accordance with the voting procedures outlined in this document. The Judicial Board shall be formerly consulted regarding disputes over this clause.
2. The Bylaws of the Council may not be suspended to amend any governing documents of the UA.

## **Section B: Amendments to the Bylaws**

1. Upon petition by ten percent of this Association, the Council shall consider a proposal to amend these Bylaws. If the proposed amendment is not agreed to by the Council it shall become the subject of a referendum. This referendum shall be binding upon a majority vote of this Association if at least thirty percent of its members vote.
2. The Council may also propose amendments to the Bylaws. All considerations of amendments to the Bylaws will follow the process prescribed of the Council Bylaws.