The Constitution of 70 Amherst Graduate Residence

Article I: Purpose

The purpose of the 70 Amherst Graduate Residence is to provide affordable and convenient housing to MIT grad students. The 70 Amherst community is respectful and inclusive, and 70 Amherst welcomes all residents to be as involved in the community as is right for them.

The 70 Amherst leadership board, henceforth referred to as BOARD, will advocate and prioritize the community values of affordability, convenience and inclusion.

Article II: Membership

1. **Active Members** - All residents of the 70 Amherst Graduate Residence as long as they are current MIT students or partners of current MIT students.

2. **Visiting Members** - Temporary residents of the 70 Amherst Graduate Residence who are granted some of the privileges of membership (e.g. on a sublet).

3. **Honorary Members** - Individuals who have rendered distinguished services to the 70 Amherst Graduate Community, to be elected by a two-thirds vote of the 70 Amherst BOARD.

This organization will not discriminate based on any characteristic listed in MIT's Nondiscrimination Statement.
Article III: House Governance

Section 1: Officer positions

Only officers are voting members of the BOARD. This organization will have at a minimum three officers:

1. President of the BOARD
   1. Shall be the face of the BOARD
   2. Shall be the official representative of 70 Amherst to any other organization and to MIT
   3. Shall represent or designate representatives to attend all meetings with Institute stakeholders, including MIT administration, GSC GCMs and HCA committee meetings
   4. Shall report information from meeting back to the BOARD
   5. Shall preside over all meetings. This includes
      1. Setting the agenda for all meetings
         a. The agendas should be opened one week in advance
         b. The president should call for issues for the agenda 24 hours prior to the meetings
         c. The president has to publicize the agenda prior to the meetings
      2. Making the minutes of the meetings
      3. Determining when meetings are and publicizing the agenda prior to the meetings to all BOARD members.
   6. Shall be the point of contact for all BOARD members.
   7. Shall function as the point of contact for the 70 Amherst house manager
   8. Shall handle announcement request by the greater MIT community

2. Community Co-Chair(s)
   1. Shall coordinate planning events with members of the 70 Amherst community and members at large
   2. Shall host internal events in the building (ex. Housing Lottery meeting)
   3. Shall attend all GSC meetings concerning joint dorm events and any other meeting that might be relevant to the 70 Amherst community
   4. Shall publicize events at least two weeks in advance
   5. Shall prepare and send out the newsletter every week to 70 Amherst residents

3. Treasurer
   1. Shall receive and maintain responsibility of all finances of the Organization
   2. Shall maintain the financial records of the organization
   3. Shall present periodic reports of the financial status of the organization
   4. Shall submit budget proposals for each term as specified in “Section 4: Budget”
5. Shall act as Financial Representative of the organization
6. Shall be expected to be familiar with funding opportunities

4. Technology Chair
   1. Shall manage the house and inventory websites, including the resident portal, events calendar, and the room reservation system
   2. Shall train officers and the front desk workers on the inventory website and respond to the corresponding inquiries
   3. Shall manage the inventory, including purchasing and cataloging the inventory items
   4. Shall partner with the house operations manager and front desk staff to meet resident needs

5. Orientation Chair
   1. Shall be the point of contact for new residents
   2. Shall reach out to the new residents or actively respond when a resident reaches out to the Board
   3. Shall direct the residents to appropriate resources
   4. Shall be responsible for organizing events/swag for new residents
   5. Shall be responsible for coordinating the update of the ‘Welcome Sheet’

All officers are expected to attend all meetings and community events.

Eligibility:
All officers of this organization must be distinct active members of the 70 Amherst Graduate Residence for their entire term. The term of office runs from one election to the subsequent election.

Section 2: Members at Large
Any active, visiting, or honorary members who wish to partner with the BOARD to enhance the facility and/or community of 70 Amherst may assume a Member at Large role. A Member at Large is not an elected member of the BOARD and has no voting power, but can request and utilize house funds, when approved, to provide social experiences and/or environmental improvements.

Section 3: Elections
1. The election process will occur before the Fall housing lottery process. Refer to the bylaws for the election process.
2. Any current MIT graduate student or any active member is eligible to run for any office.
3. Quorum for elections is a quarter of the number of active members at the time of the election.
4. The Head of House has the final authority to approve any person for any position. The Head of House will collaborate with the outgoing board on suggestions referenced in the bylaws.
Section 4: Budget
1. The house budget consists of house tax provided by residents.
2. A budget should be created by the treasurer. Refer to the bylaws for line items and the creation process.

Section 5: Impeachment
1. Impeachment Motion shall be presented by
   a. Any member of the organization, and seconded by at least 20 other active members of the Residence.
   b. Any officer in the event that another officer is not meeting expectations, and seconded by the Head of House.
2. Impeachment Motion should be notified to the BOARD and included in the Agenda of the Meeting before presentation.
3. An Impeachment Motion must be held in the presence of the person being attempted to be impeached. He/she/they must have been notified in advance regarding the same.
4. The proceeding must be held in the presence of the Head of House, and requires a quorum of one-quarter active members of the House, including the members of the Board.
5. Impeachment Motion shall be passed by a two-thirds vote of the members present.

Article IV: Meetings
Section 1: BOARD meetings
1. Meetings shall be held at least fortnightly.
2. Meetings shall be presided over by the president, unless they are absent, and in that case the treasurer shall preside.
3. Meetings shall include the officers, the Head of House and any other person(s) invited by the president and deemed fit by the BOARD. At the discretion of the president, Members at Large are encouraged to attend.
4. Decisions shall be made by a majority vote of all officers, in this case requiring at least 3 out of 4 of officers supporting the motion.
5. In the case of one of the officers being absent from voting, in absentia voting is allowed over e-mail with the notification sent in to all officers and Head of House prior to the meeting in response to the Agenda.
6. In case there is a status quo, the Head of House may vote to resolve the case.
7. Quorum for a meeting shall be three-quarters of the officers.

Section 2: Town Hall meetings
1. Town Hall meetings are held at least three times per calendar year.
2. The town hall meetings are open BOARD meetings. Their primary purpose is to give active members an opportunity to give feedback to the BOARD, raise concerns and keep in touch with the BOARD.

3. Meetings are open to all active, visiting, and honorary members.

4. Every meeting, other than the one before elections, shall include oral reports by the officers regarding the ongoing affairs.

5. Each officer should be present in the meeting, or appoint a proxy to present on their behalf.

Section 3: Soliciting of Funds

1. All events that utilise funds solicited through the BOARD must be open to the entire house community and must be advertised through the appropriate channels outlined in the bylaws.

2. The community can request funding by contacting the BOARD. The process shall be outlined in the bylaws.

3. A request shall contain:
   a. The requested amount of money.
   b. A detailed plan with line items of intended purchases and spending.
   c. The number of expected attendees.

4. The BOARD shall discuss and vote on events. The process shall be outlined in the bylaws.

5. The treasurer shall inform the lead organizer on the outcome of the vote.

6. The lead organizer has to collect itemized receipts and send them to the treasurer via email within two weeks of the event.

7. The treasurer shall use the receipts for RFP and bookkeeping.

Article V: Amendments and By-Laws

Section 1: Amendments

1. Amendments shall be presented by any member of the organization, and seconded by at least 10 other active members of the Residence.

2. Amendments should be notified to the BOARD and included in the Agenda of the Town Hall Meeting before presentation.

3. The meeting must be held in the presence of the Head of House, and requires a quorum of one-quarter active members of the House, including the members of the BOARD.

4. Amendments shall be voted on via an online form.

Section 2: By-Laws

1. By-Laws can only be introduced by the officers.
2. By-Laws shall be passed by a simple majority decision of all officers.

**Article VI: Association of Student Activities (ASA) Governance Clause**

The 70 Amherst Graduate Residence agrees to abide by the rules and regulations of the ASA, and its executive board. This constitution, amendments to it, and the by-laws of this organization shall be subject to review by the ASA Executive Board to ensure that they are in accordance with the aforementioned rules and regulations.

**Article VII: Violations of Intent**

Any violation of the intent of a constitution will be considered a violation of the constitution itself.

**70 AMHERST STREET AMENDMENTS**

**70 AMHERST STREET BYLAWS**

1. MEMBERS AT LARGE: The members at large will be:
   a. Social Chair(s)
   b. Publicity Chair / Board Game Gatekeeper
   c. Facility
   d. SUGGEST YOUR OWN POSITION!

2. BUDGET
   a. Budget will be presented before GSC funding cycles.
   b. A table of post-event reports will be kept by the BOARD as a record.
   c. The budget consists of the sections approved by the treasurer for each BOARD member at least five sections, and each section contains line items. The following sections and line items are required, but additional ones can be added based on suggestions from the BOARD and approved by the treasurer:
      i. General
         1. Officers discretionary (part of general)
            a. Spending money requires a Board simple majority vote
      ii. President
         1. Town Hall Meetings
         2. Welcome gift for incoming residents
            a. Welcome gifts shall increase sustainability of the 70 Amherst community
      iii. Swag
         a. Swag shall be an appreciation for officers and commendable members-at-large. Commendable members-at-large shall be identified by a simple majority vote of the Board
      iii. Community Co-Chair(s)
         1. Active Member Funds
   iv. Treasurer
1. Future Infrastructure Investments

v. Allocation

1. BOARD members each submit proposals to the treasurer for the budget. The budget is compiled and proposed to the BOARD by the treasurer at least one meeting before the Board votes on the budget.

2. Each proposal contains sections which are broken down into line items which specify what the money is to be used for. Based on their professional opinion, the treasurer uses the line items to assess the viability of each section in relation to the whole budget, makes suggestions as necessary, and proposes a budget that consists of the approved sections.

3. The Board will vote on the budget at the last meeting before the start of an academic term at MIT. Budget approval requires a simple majority vote of the Board voting members.

4. Only Board money that is part of a section in an approved budget can be spent by the BOARD, the Head of House, or members-at-large.

5. Each officer can use line item money for a topic/event at their own discretion. The treasurer shall ensure conformity with the line item intention.

6. Re-allocating money between line items within a section requires the approval of the treasurer.

7. The Treasurer shall always pursue value for money in approving spending. They will also be aware that certain purchases - such as capital improvements - require reduced spending over a number of months.

8. Event line items Shall be based on estimated number of attendees + cost per person.

9. Shall follow the guideline of 7 USD/person for breakfast, 10 USD/person for lunch/dinner.

10. Similar events can be grouped into a single line item (e.g., BBQs).

11. Each officer is responsible for events that they host. This responsibility included attending the entire event and documenting attendance, i.e., maintaining a headcount.

3. ELECTIONS

   a. It is recommended that a town hall meeting with all candidates will occur a month prior to the election. Participation in the town hall meeting is not a requirement for running in the election itself.

   b. Elections will occur online with a single transferable vote system for each position. The voting period has to be at least seven full days.
c. Any member is elected if they win a majority of the voting members via single transferable vote (https://en.wikipedia.org/wiki/Single_transferable_vote).

d. If there is no person elected for a particular position of the Board, then the following process may be followed:
   i. The elected incoming board suggests a list of persons, they determine fit for the position.
   ii. The outgoing board nominates the person for the position, taking into account the suggestion of the elected incoming board. It may be clarified that it is the prerogative of the outgoing board to consider/disregard the suggestions.

4. SOLICITING OF FUNDS
   a. All events that utilise funds solicited through the BOARD must be advertised through both the 70amherst-announce@mit.edu email list, as well as the facebook page, and posters around the house.
   b. The community submits requests for funding by sending an email to: 70amherst-board@mit.edu
   c. The BOARD can discuss and vote on events either via a group meeting or over email or Whatsapp.