

# **Bylaws of the Stanley McCormick Hall of the Massachusetts Institute of Technology**

*These Bylaws dated November 2014, as revised by the 2014 Judicial Committee and President, supersede all documents of this type for this body.*

## **Article I. Authority**

**Section 1.** The Executive Committee shall uphold a Code of Rules outlining rules, regulations, and operating procedures that it finds necessary for the effective execution of the Constitution and Bylaws.

**Section 2.** Only members of McCormick Hall are qualified to vote or hold positions within McCormick Hall.

### **Section 3.** McCormick Hall Votes

**Clause 1.** A vote on any issue by all members of McCormick Hall may be requested either by the Executive Committee or by a petition signed by twenty-five percent of the members of McCormick Hall. The Secretary must, within two weeks after the receipt of such a request, hold a vote on the specified issue.

**Clause 2.** A vote by the members of McCormick Hall is binding in that after it is taken, the Executive Committee may not act contrary to the results-

**Clause 3.** If the Executive Committee requests a vote or a poll of opinions of McCormick Hall, it is in no way bound by the results of the poll.

**Clause 4.** If the Executive Committee requests a vote or a poll of McCormick Hall, it must define, before the vote is taken, the context of the ballot and the effects of the results of the poll.

**Clause 5.** A written challenge to the authenticity of the election must be filed with the Executive Committee within three days of the election or the vote is automatically approved. If a majority of the Executive Committee calls for re-election, then the re-election must be held within the week following the meeting. If the Executive Committee denies a re-election, a petition signed by 15% undergraduate residents of McCormick Hall may overrule them.

## **Article II. Powers and Duties of the House Officers.**

**Section 1.** The Powers and Duties of the President shall be:

- to preside at the meetings of the dormitory

- to uphold, within her term of office, the Constitution and Bylaws of McCormick Hall
- to be responsible for the proper functioning of the Executive Committee and to see that its decisions are carried out
- to enforce all dormitory rules and to report all violations to the appropriate authorities
- to appoint temporary subcommittee chairwomen
- to ensure the representation of McCormick Hall at the Dormitory Council
- to appoint standing committee chairwomen with the assistance of the Treasurer and Secretary should the position remain open after the election or after the resignation of a chairwoman. Appointees must be approved by a two-thirds vote of the Executive Committee.
- to serve as, or to appoint a McCormick undergraduate resident to serve as, the Undergraduate Association (UA) Senator.

**Section 2.** The powers and duties of the Treasurer shall be:

- to perform the duties of the President in her absence
- to receive and pay all money of McCormick Hall, as authorized by the Executive Committee, and to be directly responsible for all its financial transactions
- to keep permanent financial records which shall be open to the members of McCormick Hall at all times and submitted to the Executive committee as it directs
- to keep copies of all financial reports presented by anyone to the House

**Section 3.** The powers and duties of the Secretary shall be:

- to post notices of every meeting of the House and other information as directed by the Executive Committee
- to record the minutes of every meeting of the House, including attendance, financial reports, and votes
- to post and make available a clear copy of the minutes of each meeting of the House within four days after the meeting
- to keep all written records of the House not specifically assigned to others
- to maintain up-to-date versions of the Constitution, Bylaws, and Code of Rules

- to make available to every member of McCormick Hall, at the beginning of each academic year, electronic or hard copies of the Constitution, Bylaws, and Code of Rules.
- to be responsible for all correspondence of McCormick Hall
- to maintain the email lists of the house government
- to prepare ballots for the elections

**Section 4.** The powers and duties of the Directors shall be:

- to oversee and assist each of their respective Chairwomen
  - Director of Programming shall oversee Big Sis/Lil Sis, Study Break, IAP, and Social Chairs.
  - Director of External Activities shall oversee Alumni, Community Service, CPW, i3 Video, Orientation, and Room Reservations Chairs.
  - Director of Internal Activities shall oversee Dining, Room Assignment, Historian, Spirit Chairs, and Webmaster.
  - Director of Facilities shall oversee Athletic, Dish Closet, Entertainment, Environmental, Sewing Room, and Technology Chairs
- to attend each Executive Committee meeting

### **Article III. Executive Committee**

The powers and duties of the Executive Committee shall be:

- to uphold the McCormick Hall Code of Rules, including regulations and procedures it finds necessary for the effective execution of the Constitution and Bylaws
- to take action based on the activities of its subcommittees as it finds necessary

### **Article IV. House Committee**

**Section 1.** Judicial Committee

Clause 1. The Judicial Committee shall consist of a Chairwoman, and four additional members.

Clause 2. Powers and Duties

Paragraph 1. The powers and duties of the Judicial Committee shall be:

- to consider exceptions to the Code of Rules, including, but not limited to, the room reservation policies
- to investigate all complaints, written or verbal, of activities in or around McCormick Hall, or by members of McCormick Hall which violate rules and regulations or are contrary to the interests and reputations of the Massachusetts Institute of Technology or McCormick Hall
- to hold a hearing when it deems necessary after an investigation or when requested in writing by any member of McCormick Hall
- to recommend or effect remedial or punitive action in cases which have been brought to hearing
- to maintain the absolute confidentiality of the identity of the complainant, unless complainant agrees otherwise
- to attend all house meetings unless excused by the President

Paragraph 2. The powers and duties of the Chairwoman of the Judicial Committee shall be:

- to call and preside at all the meetings of the Judicial Committee
- to keep all written records of the Judicial Committee
- to be directly responsible for all correspondence of the Judicial Committee

Clause 3. Proceedings

Paragraph 1. The Judicial Committee shall establish its own proceedings, provided they do not conflict with the Constitution, Bylaws, and Code of Rules of McCormick Hall.

Paragraph 2. A quorum of three committee members must be present at any case.

Paragraph 3. Members of the Judicial Committee shall not serve in the hearings of any case in which they are personally involved.

Paragraph 4. Each hearing shall be closed unless the defendant requests that it be open.

Paragraph 5. In the case of mistrial, a retrial, which must be open, may be called. Decisions rendered at a retrial are final and binding unless the case is appealed to the Dormitory Council Judicial Committee.

Paragraph 6. To reach any Judicial Committee decision, a majority of members must agree. Appeals on any Judicial Committee decision must be brought before the Executive Committee. If the Executive Committee itself is challenged, the appeal will be heard by the Dormitory Council Judicial Committee.

**Section 2.** Standing Subcommittees and Other Existing Committees

Clause 1. The standing subcommittees and other existing committees shall be those formed by the following chairwomen: Alumni, Athletics, Big Sis/Little Sis, Community Service, CPW, Dining, Dish Closet, Entertainment, Environmental, Historian, i3 Video, IAP, Orientation, Room Assignments, Room Reservations, Sewing Room, Social, Spirit, Study Break, Technology, and Webmaster. These committees will consist of the Chairwoman and any additional members she chooses that are necessary to carry out the committee's function.

Clause 2. The committees requiring chairwomen listed in Clause 1 are to be elected during the week following one of the last two house meetings. If a position is not filled, the Executive Committee, by a two-thirds vote, shall appoint a House Committee member. Two or more residents may run together as a single entity for a particular position.

Clause 3. The powers and duties of the standing committees and other committees, for which the chairwoman shall be responsible, shall be:

- to plan, publicize, and execute all events or duties as approved by the House
- to submit, in writing, to the Treasurer an itemized record of all financial transactions with receipts
- to inform and cooperate with the dorm government and report to the house as directed
- to attend all house meeting unless excused by the President

**Section 3.** Temporary subcommittees

Clause 1. A temporary subcommittee shall consist of the chairwoman and any additional members she chooses.

Clause 2. The powers and duties of a temporary subcommittee, for which the chairwoman shall be responsible, shall be:

- to carry out the particular business assigned to the committee at the time of its formation
- to report to the house upon its request and when the assigned business has been completed

#### **Section 4.** Floor/suite representatives

Clause 1. The floor/suite representative shall be a member of a particular floor/suite. The annex is considered one floor/suite.

Clause 2. The powers and duties of floor/suite representatives shall be:

- to keep their floor/suite informed of dorm activities and the context of House meetings
- to act as a liaison between her floor/suite and the dorm government and the house manager
- to make purchases for common areas which are to be paid for out of floor/suite funds (i.e. dish detergent, dish racks, sponges, etc)
  - Before making an expenditure, it must be approved by the Treasurer.
  - Floor/suite funds will be budgeted by the Treasurer and will be available to floors/suites represented at at least 75% of house meetings in a given semester.
- to submit receipts for floor/suite fund expenditures, as well as remaining floor/suite funds to the McCormick Hall Treasurer at the end of each semester. Excess funds will be returned to the same floor/suite at the beginning of the following semester, as long as it is in the same academic year.
- to attend all house meetings unless a proxy from the same floor is designated

#### **Article V. McCormick Hall Elections**

##### **Section 1.** General

Clause 1. Notice of a McCormick Hall vote and the positions and/or items being voted on must be publicized at least two weeks before the election. Any member of McCormick Hall is eligible to run for an officer position. All candidates running for election must be given the opportunity to defend their platform at a meeting open to all members that takes place no less than 40 hours prior to the election. To be considered an official candidate, a member must present a written platform and form containing the signatures of at least 25 members in support of her candidacy to the President at least 32 hours prior to the election. The candidates who have submitted their platforms and signature forms will be considered the only official candidates; all such candidates will have their platform displayed in a public place by the President and have their name appear on the ballot. Ballots shall be made available to all members of McCormick Hall the morning of the vote before the beginning of the election.

Clause 2. The President shall place the cover sheets of all petitions together in a public place at least 24 hours before the election begins.

Clause 3. Voting shall be in an open election that takes place between 8am and midnight.

Clause 4: An open election is an election in which all members of McCormick Hall are provided secret ballots.

Clause 5. No ballots shall be counted until midnight of the election day.

Clause 6. All McCormick Hall votes are by secret ballot.

Clause 7. Each voter must verify their identity before voting.

Clause 8. For all elected positions except the for the members of the Judicial Committee, ballots in all officer elections shall be marked, counted, and tabulated according to a preferential voting system as defined below:

1. Voters will rank all candidates in the following manner: The voter will place the number one (1) beside the candidate of her first choice, the number two (2) beside the candidate of her second choice, the number three (3) beside the candidate of her third choice, etc.
2. Votes for all elections shall be tabulated in the following manner:
  - a. When tabulating the ballots, all ballots shall be distributed according to the first place choices indicated thereon and each candidate shall be credited with as many votes as she has first place choices. If a candidate has a majority of total votes cast, she is elected.
  - b. If no candidate has the majority of votes cast after the first place votes have been distributed, the candidate with the lowest number of votes shall be dropped and the second choice on her first place ballots shall be credited to the candidates designated. If any candidate now has the majority of total votes cast, including votes for the candidate now dropped, she is elected.
  - c. If no candidate has the majority of votes after the second place votes have been distributed, the redistribution process shall be continued until one candidate has a majority of votes.
  - d. If there is a tie for the last-ranked candidate in any round of ballot redistribution, the tie shall be broken by reference to the previous redistribution round, dropping the candidate (among those tied in the current round) who had

the fewest first-place votes in the previous round. [If this comparison yields a tie, the same procedure shall be employed using the results of the redistribution round before that, and so-on, until the tie is broken. If the tie remains unbroken after all previous redistribution rounds have been examined, it shall be broken by lot. OR If this comparison yields a tie, it shall be broken by lot.]

e. If the sequential redistribution of votes results in two final candidates who are tied, the tie shall be broken by reference to the previous redistribution round, selecting the candidate with the greater number of votes in that round. If this comparison yields a tie, the same procedure shall be employed using the results of the redistribution round before that, and so-on, until the tie is broken. If the tie remains unbroken after all previous redistribution rounds have been examined, it shall be broken by lot.

Clause 9. Ballots in all elections of the Judicial Committee members shall be marked, counted, and tabulated as defined below.

1. All ballots shall be marked with five ones (1) for the top five preferred candidates, and six (6), seven (7), eight (8), nine (9), and ten (10) for the next five preferences. Before tabulation, the total number of ballots cast shall be ascertained.
2. When tabulating ballots, the five candidates with the highest number of first choice votes shall be elected.
3. If there is a tie between two or more of the candidates for the fifth highest number of first place votes, the sixth choices on first place ballots will be credited to tied candidates, and if this results in five candidates with the most votes, these five candidates are elected.
4. If no candidate has the majority of votes after the sixth place votes have been distributed, the redistribution process shall be continued until some candidate has a majority of the votes or there are only two candidates remaining with an equal number of votes.
5. If the procedures in items 1-4 have been carried out and a tie remains, the remaining member of the Judicial Committee shall be determined by a vote of the Executive Committee between the tied candidates. The candidate with the majority of the votes from the Executive Committee shall be elected.

Clause 10. Ballot counters shall be four members of the Executive Committee who are not seeking positions in the election. If there are less than four members of the Executive Committee not seeking positions, unbiased counters shall be appointed by a majority vote of the Executive Committee to bring the total number of counters to four. If any appointed and confirmed counter(s) are unable or unwilling to participate, the appointment process shall be repeated to select new counter(s). The four



counters shall be randomly divided into two groups of two counters. Each group shall independently count the ballots or retrieve results from an electronic system and report the results to the Secretary. If there is a discrepancy in results reported by the two groups, counting shall be repeated until the results are consistent. The ballot counters shall relay the results of the election to the President, who will report them to all members of McCormick Hall.

Clause 11. If an individual or group who is running for election wishes to add or remove members from the group with which they are running, they may do so until 32 hours prior to the election.

Clause 12. For all elected positions, all voting members have the option of writing in a candidate on the ballot. If a write-in candidate is elected, she must submit an Acknowledgement of Responsibilities Form within 48 hours.

## **Section 2.** Officers

Clause 1. To be eligible for election to an office of McCormick Hall, one must be an undergraduate member of McCormick Hall. A senior in her final undergraduate term shall not be eligible for election to any office, with the exception of IAP, I3 and CPW chair positions whose responsibilities are fulfilled in the Spring Term, unless she is a co-chairwoman with a non-senior resident.

Clause 2. Nominations for officers shall be by petition. Petitions shall be obtained before election, signed by 25 members of McCormick Hall, and presented to the President or Secretary. All candidates for elected positions must also submit the Acknowledgement of Responsibilities outlined in Article II of the Bylaws of McCormick Hall.

Clause 3. Election of the President shall take place during the week after one of the last three House Meetings. Elections for all other officers shall be held during the week after one of the last two House Meetings.

Clause 4. All officers shall be elected by open election.

Clause 5. The officers' term shall begin in January and extend to December.

Clause 6. An officer may hold more than one position. A member of the Executive Committee may also act as a chairwoman but she may not hold two Executive Committee positions simultaneously. Directors may not be chairwomen for positions they oversee.

## **Section 3.** Floor/Suite Representatives

Clause 1. To be eligible for election to the position of floor/suite representative, one must be a member of the floor/suite she would represent.

Clause 2. There must be at least one representative per floor with the annex being considered a single floor.

Clause 3. The election of this position occurs at the first GRT meeting of the academic year for each floor/suite.

#### **Section 4. Vacancies**

Clause 1. In case of a temporary absence or incapacity of the President, her powers and duties shall be assumed by the Treasurer, or in her absence, by the Secretary. If no officer is present, no meeting of McCormick Hall or the House Committee may be held.

Clause 2. In case of permanent vacancy of the office of President, the Treasurer shall assume the office of President until the election of a new President.

Clause 3. In case of a vacancy in any elective position of McCormick Hall, the Executive Committee will approve an appointment or a special election to fill the position. The appointment or election should occur within two weeks after the occurrence of the vacancy, provided that more than four weeks remain before the next general election for that position.

Clause 4. Vacancies shall be filled only for the remainder of the current term of office for that position.

#### **Article VI. Judicial Committee**

Clause 1. To be eligible for election to the Judicial Committee, one must be a member of McCormick Hall with at least one full semester remaining before graduation. To be eligible for election to the position of Chairwoman of the Judicial Committee, one must also have been a member of McCormick Hall for one full semester. The President of McCormick Hall may not sit on the Judicial Committee.

Clause 2. Nominations for Judicial Committee shall be by a petition signed by 25 undergraduate members of McCormick Hall.

Clause 3. Judicial Committee elections are to be placed on the same ballot as regular house elections.

Clause 4. The regular Judicial Committee members shall elect their chairwoman within a week of the election.

## **Article VII. Loss of Committee Membership**

### **Section 1. Officers**

An officer or chairwoman of McCormick Hall may be recalled by either of the following methods:

1. Petition Open to Dorm
  - a) A petition signed by at least 25% of the members of McCormick Hall bearing reasons for recall shall be presented to the President or the Secretary.
  - b) Each member of McCormick Hall shall be notified of the petition and, if she wishes, shall go to the appropriate officer to sign it.
  - c) The person being recalled shall be informed of the petition by the appropriate officers and given the opportunity to step down prior to the petition being made public to all residents.
  - d) If within one week, at least one-third of the members of McCormick Hall sign the petition, the Judicial Committee shall call and preside at a hearing open only to members of McCormick Hall. A vote shall be taken, and if the majority votes for the officer or chairwoman to be impeached, she shall be required to vacate her position.
  - e) The recalled officer may run for re-election.
2. Appeal to Judicial Committee
  - a) Any member of McCormick Hall or her proxy may submit to the Judicial Committee a request that an officer or chairwoman be impeached. Upon receiving such a request, Judcomm shall hold a closed hearing at which the person submitting the request may present why she thinks that the officer or chairwoman in question be recalled. The officer or chairwoman being impeached may give an explanation to the Judicial Committee as to why she should not being recalled.
  - b) The Judicial Committee shall then decide whether the complaint merits a hearing by house government. A ruling for the recall to proceed to a hearing requires a majority of the Judicial Committee to vote in favor.
  - c) A closed hearing open only to members of House Government shall be held. The Judicial Committee shall preside over the hearing, and the officer or chairwoman whose recall is in question shall be allowed to speak for herself. A vote shall be taken, and if a majority votes for the officer or chairwoman to be impeached, she shall be required to vacate her position.

d) The recalled officer may run for re-election.

**Section 2.** Judicial Committee

The recall procedure for the members of the Judicial Committee shall be the same as that for officers. However, all complaints that would be brought to the Judicial Committee for recall of an officer shall be brought before the Executive Committee, excluding any members of the Judicial Committee. The Executive Committee, excluding Judicial Committee members, shall preside over any hearings and shall receive and vote on the merits of any complaint concerning the recall of Judicial Committee members.

**Article VIII. Meetings**

**Section 1.** House Meetings

**Clause 1.** General

Paragraph 1. Notice of each House Meeting must be emailed or posted for three days before the meeting and the agenda for that meeting must be emailed or posted at least twenty-four hours before the meeting.

Paragraph 2. A quorum for the house meeting shall be ten percent of the members of McCormick Hall. If quorum is not present at a meeting, no business may be transacted or votes taken.

Paragraph 3. All votes of the house meeting, except those specified elsewhere in these Bylaws, shall be by word of mouth vote unless a secret ballot is requested. A count of the vote may be requested by any voting member with the President voting only in the case of tie resulting from other votes.

Paragraph 4. All meetings of the house shall be open to all members of McCormick Hall.

**Clause 2.** Special Meeting.

Paragraph 1. A special meeting of the house may be called by the President or by a petition signed by ten percent of the members of McCormick Hall.

Paragraph 2. Notice of a special meeting and the special business to be considered must be given by the Secretary to all members of McCormick Hall at least twenty-four hours before the meeting.

**Article IX. Amendments**

These Bylaws may be amended according to the procedures outlined in the Constitution of McCormick Hall.

**Article X. Ratification**

These Bylaws shall be ratified by a two-thirds affirmative majority of all votes cast in an open election.. Persons holding positions on the Executive Committee or its subcommittees at the time of this ratification shall continue to do so until their terms of office expire.