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

These Bylaws dated April 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 maintain a Code of Rules outlining such rules, regulations, and operating procedures that it finds necessary for the effective execution of the Constitution and Bylaws.

Section 2. Only undergraduate residents 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 unless there is less than a fifty percent majority of all votes cast for the position, in which case, the Executive Committee may overrule the vote by a three-fourths vote of the voting members of the Executive Committee.

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 review, within her term of office, the Constitution and Bylaws of McCormick Hall
• to interpret the Constitution and Bylaws of McCormick Hall, such interpretations being authoritative unless overruled by two-thirds of the voting members of the Executive Committee or by two-thirds of the members 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 designate ballot counters for each election from the dorm officials and to ensure ballots are properly distributed

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
• to be responsible for election procedures as specified in these Bylaws

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
  o Director of Programming shall oversee Big Sis/Lil Sis, Study Break, IAP, and Social Chairs.
  o Director of External Activities shall oversee Alumni, Community Service, CPW, i3 Video, Orientation, and Room Reservations Chairs.
  o Director of Internal Activities shall oversee Dining, Room Assignment, Historian, Spirit Chairs, and Webmaster.
  o 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 make legislative decisions in the interest of McCormick Hall and all its members
• to maintain the McCormick Hall Code of Rules, including whatever regulations and procedures it finds necessary for the effective execution of the Constitution and Bylaws
• to take action on any phase of 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 at a minimum, 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

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
- to attend all house meetings unless excused by the President

**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 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 first week following the December house meeting. If a position is not filled, the Executive Committee, by a two-thirds vote, shall appoint a chairwoman. 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 meetings 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 must be posted at least 48 hours before the vote. Ballots shall be distributed in mailboxes the morning of the vote before the beginning of the election.

**Clause 2.** The President shall place the cover sheets of all petitions at the place of voting at least 48 hours before the election begins.

**Clause 3.** Voting shall take place between 8am and midnight.

**Clause 4.** No ballots shall be counted until midnight of the election day.

**Clause 5.** All McCormick Hall votes are by secret ballot.

**Clause 6.** Each voter must sign at the polls in the presence of the desk worker.

**Clause 7.** Ballots in all elections shall be marked, counted, and tabulated according to the Institute preferential system, as defined below.

1. All ballots shall be marked with a one (1) and a two (2), designating the voter's first and second preferences of the candidates. Before tabulation the total number of ballots cast shall be ascertained.

2. When tabulating the ballots, distribute all ballots according to the first place choices indicated thereon and credit each candidate with as many votes as she has first place choices. If any candidate now has a majority of total votes cast, she is elected.

3. If no candidate has a majority, the lowest candidate shall be dropped and the second choices on her first place ballots shall be credited to the candidates designated. If any candidate now has a majority of the total votes cast, including void votes, she is elected.

4. If no candidate has a majority, the lowest candidate shall be dropped and the second choices on her first place ballots shall be credited to the candidates designated. If any candidate now has a majority of the total votes cast, including void votes, she is elected.

5. If no candidate has a majority, the redistribution process shall be continued until some candidate has a majority or there are only two candidates remaining. In the case where two candidates remain without a majority, the candidate with the largest number of votes at that time is elected, unless there is a tie, in which case the candidate with the largest number of first choices on the original count is elected.

6. If the two remaining candidates in item 5 are also tied on the original count, each shall be credited with two points for every first place vote which she received on all ballots and
the tied candidate with the largest number of points is elected with the understanding that no points shall be given for the second place votes on ballots on which any one of the remaining candidates has received the first place vote.

7. If at any time before the final stage there is a tie among the lowest candidates, the tied candidate with the least number of first place votes on the original count shall be dropped first. If there is also a tie on the original count, the candidates shall be dropped simultaneously.

8. No more than one candidate shall be dropped at any time except as provided in item 7.

9. If more than one person is to be elected to the same office, or a vice-officer elected, all other candidates shall be returned to the count and the process begun again with the majority remaining the same. The second choices on the first place ballots of the person elected first shall be distributed first.

10. On any ballot, choices lower than the second shall never be counted and if, in any redistribution, a second choice shall go to a candidate already elected or dropped, that ballot shall be counted void.

11. When tabulating ballots for any position to be filled the first runner-up shall always be determined as in item 9, in case the need to fill a vacancy should arise at some future time.

Clause 8. Ballot counters shall be at least two members of the Executive Committee who are not seeking positions in the election. If all members are seeking positions, unbiased counters shall be designated the by President.

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, unless she is a co-chairwoman with a non-senior resident. To be eligible for election to the office of President, one must have been a resident of McCormick Hall for one full year.

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. Candidates for President must submit this petition as well as a platform statement and the Acknowledgement of Responsibilities form by 11:59pm the day before the November house meeting. All other candidates should submit these forms by 11:59pm the day before December house meeting.

Clause 3. Election of the President shall take place during the week after the November house meeting. Elections for all other officers shall be held during the week after the December house meeting.

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.

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 resident 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. The ballot shall be preferential; an option of disapproving the candidate shall be given to the voters. If a candidate is disapproved by one third of the vote, she is not eligible for election.

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 of McCormick Hall may be recalled by the following procedure:

a) A petition signed by at least 5% 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) If within one week, at least one-third of the members of McCormick Hall sign the petition, the President (or Vice-President/Treasurer in case of recall of the President) shall call and preside at a hearing open only to members of McCormick Hall.

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.

Section 4. UA Senators

The recall procedure for UA Senators shall be the same as that for officers.

Section 3. Any subcommittee member or chairwoman may be expelled from the position by a majority vote of the Executive Committee.

Article VII. Meetings

Section 1. House Meetings

Clause 1. General

Paragraph 1. Notice of each regular meeting of the House Committee 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 residents 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.

Clause 3. Organizational Meeting

Paragraph 1. The organizational meeting of the House shall take place during the first two weeks of the term.

Paragraph 2. At the organizational meeting of the House, the outgoing President shall preside during all reports, which must include a financial report by the Treasurer and approval by the President. The new President and House Committee shall then take over to deal with any carry-over and new business. The outgoing Secretary shall record the minutes for the entire meeting.

Article IX. Amendments

These Bylaws may be amended by the affirmative vote of two-thirds of all votes cast in an open election, provided that the amendment has been recommended by a majority vote of voting members of the Executive Committee or by a petition signed by at least one-fourth of the members of McCormick Hall and presented to the President. A vote must be held within four weeks after such a recommendation.

Article X. Ratification

These Bylaws shall be ratified when approved by two-thirds of the voting members of McCormick Hall. 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.