

BYLAWS OF THE BAKER HOUSE EXECUTIVE COUNCIL

(As amended January, 1982)

Article I - Object of the Bylaws

These Bylaws shall be the governing rules of the Baker House Executive Council delegating the specific authorities and responsibilities allowed under the Constitution of Baker House.

Article II - Membership

Section 1 - General

A voting or non-voting member of the Executive Council, as recognized by the Constitution, may attend all meetings of the Executive Council, make motions, and raise questions of privilege. A member of Baker House, as defined in the Constitution, may attend all meetings of the Executive Council.

Section 2 - Qualifications

The qualifications for membership on the Executive Council shall be those specified in the Constitution. Only a voting member of the Executive Council, as recognized by the Constitution, may cast a vote by virtue of his office held.

Section 3 - General Elections

All elections shall be conducted under the direction of the Elections Chairman. In the event that the Elections Chairman is unable to fulfill his duties, the President shall assume these duties temporarily.

The election for President, the three Vice-Presidents, Judicial Committee Chairman, Social Chairman, and Athletic Chairman shall be held annually on the second Tuesday of the Spring Term. Elections for the Judicial Committee Members shall be held on the fourth Tuesday of the Spring Term. In the event of a holiday, the election shall be held on the next available school day. Nomination for the position of President, Vice-President or Judicial Committee Chairman shall be made by a petition signed by one-third of the members of Baker House. For Social Chairman, Athletic Chairman, and candidates for Judicial Committee Members nomination shall be made by a petition signed by one-quarter of the members of Baker House.

The position of Social Chairman, as stated in the Constitution, may in certain cases be occupied by two people. This shall be possible if and only if the two individuals concerned run jointly, having previously filed a petition as a pair with the Elections Chairman. In any case, one person may choose to run singly and if elected hold office, as for any other position on the Executive Council.

In the event that two individuals run jointly for the position of Social Chairman, their names shall appear together on the elections ballot. In no case may a vote be cast for one of them and not for the other.

To appear on the ballot, candidates must file petitions with the Elections Chairman or the President before midnight on the Saturday preceding the election. Election petitions shall be available from the

Elections Chairman at least three weeks before the election, but no reasonable facsimile of said petition may be refused by the Elections Chairman if it states the candidate's name, the office for which he is running, his class, and his address in Baker House and contains the required number of valid signatures. The Elections Chairman shall post the petition cover sheets at the place of balloting at least twenty-four hours before voting begins. A member of Baker House may sign as many petitions for the same office as he sees fit but may sign a single candidate's petition only once. The names shall be placed on the ballot in alphabetical order.

No one may be a candidate for an office if he is to graduate more than four school weeks before the end of that term of office.

The election for Freshman Representative, the representatives to the General Assembly of the Undergraduate Association, and one Floor Social Chairman from each half floor shall be held annually on the fourth Tuesday of the fall term. Only the freshman residents of Baker House may vote for the position of Freshman Representative. Nomination for this position shall be made by a petition signed by one-third of the freshmen in Baker House. The Freshman Representative thus elected shall serve only until the first House Meeting following the General Elections in the spring. Nominations for the position of General Assembly Representative shall be made by a petition signed by one-quarter of the members of Baker House. Nominations for the position of Floor Social Chairman shall be made by a petition signed by one-half of the residents of the half-floor on which the candidate lives and will represent. The residents of each half-floor shall be allowed to vote for their respective Floor Social Chairman. The floors shall be divided into the West Half and the East & Central Half.

On the date of the election of the Freshman Representative in 1974, the election of the Woman Representative shall be held. Only women residents in Baker House may vote in this election. Nomination shall be made by a petition signed by at least one-third of the women in Baker House. The woman representative thus elected shall serve only until the first House Meeting following the general elections in the spring of 1975.

Representatives to the General Assembly shall be elected by secret ballot. Voters will indicate ^{Nine} ~~six~~ choices with no candidate being indicated more than once. The ^{Nine} ~~six~~ persons receiving the most votes will be elected.

Section 4 - Vacancies

Vacancies on the Executive Council shall be filled as described in the Constitution. It shall be the duty of the President to make known to the members of the House that such a vacancy exists at least one week before the election. A vacancy in the position of Treasurer, Secretary, or Elections Chairman shall be filled by a majority vote of the Executive Council meeting in regular session. Nominations may be made at said meeting by any member of the Executive Council or by a written petition signed by ten percent of the members of Baker House.

Section 5 - Dismissal from the Executive Council

Any member of Baker House moving out of Baker House or joining any other living group shall immediately be removed from the rolls of Baker House, thereby losing all voting privileges on the Executive Council and in the House.

All members of the Executive Council shall at all times have the power and duty to enforce all general dormitory rules and regulations and to report all violations and violators thereof. Failure to do so shall be sufficient cause for expulsion from any and all student government positions held.

Article III - Officers

Section 1 - President

The President shall represent Baker House to the Dormitory Council. He shall preside over the House Meeting and the Executive Council. He shall supervise all officers and committees and shall see that all officers shall establish a satisfactory system for performing their duties.

Section 2 - Vice President for Facilities and Services

The Vice President for Facilities and Services shall supervise Commons, renovations plans, and services. Services include the fire alarm system and first aid. He shall supervise the acquisition, maintenance and use of all facilities. These shall include the television, music room, dark room, language lab, library, washers and dryers, food machines, lounges, the dining hall, the Christmas tree, and sound equipment.

Within one month after the general election for officers, the Executive Council shall elect a Laundry Chairman. The election shall be subject to ratification by the House. His term of office shall be for one year. A provision for payment shall be proposed by the Executive Council, subject to the approval of the House.

His duties and responsibilities shall include the following:

1. To continue smooth and efficient operation of the laundry facilities,
2. To acquire, maintain, repair and clean all necessary equipment and machinery,
3. To be responsible for a petty cash fund set up for the laundry by the Treasurer,
4. To be responsible for collecting and counting the receipts from the machines,
5. To keep accurate accounts of receipts and expenses,
6. To present an annual report of all revenues, expenditures, conditions of equipment, etc., to the Executive Council at the last meeting of the Executive Council in power.

Section 3 - Vice President for Freshman Orientation and Dormitory Council

The Vice President for Freshman Orientation and Dormitory Council shall be the second Baker House representative to the Dormitory Council. He shall supervise the freshman orientation program and shall organize and advise the freshman council.

Section 4 - Vice President for Institute Relations

The Vice President for Institute Relations shall coordinate all activities in which the residents of Baker House participate jointly with other members of the MIT community. Acting in a clearinghouse capacity, he shall publicize and involve Baker House residents in such outside activities. He shall attempt to

strengthen the relationships between members of Baker House and members of the faculty, staff and other living groups in any way that seems appropriate. He shall be responsible for insuring that every member of Baker House maintains a close tie to the community and shall be responsive to the desires of Baker residents toward that end.

Section 5 - Judicial Committee Chairman

The Judicial Committee Chairman shall submit a report to the Executive Council after each Baker House Judicial Committee hearing. He shall report to the Executive Council on the activities of the Dormitory Council Judicial Committee.

Section 6 - Social Chairman

The Social Chairman shall be responsible for the preparation of a social budget for each term, with the assistance of the Treasurer. He shall be responsible for organizing all House parties and other social events. The Social Chairman must submit to the Executive Council and the House Meeting a detailed, itemized, written financial report of every social event at the first meeting after that event; one copy is to be filed with the Treasurer.

If two people hold the office jointly they shall share the duties of Social Chairman as they see fit. Both shall be full voting members of the Executive Council, with all duties and responsibilities that such positions entail.

Section 7 - Athletic Chairman

The Athletic Chairman shall organize and direct all athletic events in which members of Baker House exclusively participate. He shall also represent and direct teams of House members which participate outside the House. He shall enter teams in all intramural sports for which there is sufficient interest in the House. He shall have the responsibility for and jurisdiction over all the athletic equipment of the House. He shall maintain detailed financial records of all transactions and shall keep them readily available should the Executive Council need to refer to them.

Section 8 - Treasurer

The Treasurer, with the assistance of the President, shall prepare a House budget for each term by the first House Meeting of the fall term and by the House Meeting following his election in the spring term. He shall assist the other officers in the preparation of their budgets. He shall submit a complete, itemized report to the House Meeting on the financial transactions of the previous year at the organizational meeting. He shall also submit monthly reports to the House Meeting which should include all monies spent in that month. He shall submit weekly reports to the Executive Council. He shall transact such business as necessary to maintain the safety of Baker House finances and shall perform all those duties mentioned in the Constitution.

Section 9 - Freshman Representative

The Freshman Representative shall represent the freshman residents of Baker House on the Executive Council from the time he takes office in the fall until a new Executive Council takes office in the spring. He shall, in addition, assist other members of the Executive Council in the performance of their duties, particularly those involving freshmen.

Section 10 - Chairman of the Secretariat

The Chairman of the Secretariat, or his deputy, shall prepare copies of the minutes of every House Meeting and every meeting of the Executive Council. One copy shall be posted within forty-eight hours of the meeting, one shall be kept by the Secretary, and one shall be given to the secretary of the Dormitory Council upon request. The Secretary shall publish agendas for all House Meetings and all meetings of the Executive Council and shall be responsible for issuing notices of special meetings and other information which the Executive Council or the House Meeting may direct. He shall see that agendas and minutes for each House Meeting are delivered to every member of Baker House.

The Secretary may at his/her option, appoint an Agenda Secretary and/or an editor of the Baker Letter, subject to the ratification of Exceccon. These appointments shall expire annually, at the time of Exceccon's change of office. The Agenda Secretary will be responsible to the Secretary; the editor of the Baker Letter will be responsible to the House.

The Secretary shall keep and maintain a permanent addendum to the Constitution and these Bylaws composed of a list of all amendments and their dates of passage for use in publishing revised editions of these items. He shall post annually, for a reasonable length of time, copies of the Constitution and Bylaws and other rules and regulations he may deem necessary to adequately inform the members of Baker House. He shall demand and keep final written reports from all officers to be turned in by the fourth Wednesday of the Spring Term.

The Secretary shall be responsible for maintaining the hectograph machine, the silk screen facilities, and the Executive Council Office. He shall have control of and responsibility for all bulletin boards (except the Athletic Chairman's boards) and shall insure their proper maintenance.

Section 11 - Representatives to the General Assembly

The Representatives to the General Assembly shall attend all meetings of the General Assembly of the Undergraduate Association. The representatives shall report to the House Meeting, the Executive Council, and the residents of Baker House on the activities of the General Assembly. They shall choose from among themselves a chairman who shall coordinate the activities of the six representatives and shall see that the representatives as a group fulfill their responsibilities. In the event of a vacancy in the office of Representative to the General Assembly, the President shall appoint a temporary proxy until an election can be held.

Section 12 - Elections Chairman

The Elections Chairman shall direct all Baker House elections. He shall see that petitions are available three weeks before any election, he shall post petition cover sheets at the place of balloting twenty-four hours before balloting begins, and he shall see that the place of voting is supervised at all times.

Section 13 - Floor Social Chairman

The Floor Social Chairman shall serve as a floor leader and shall coordinate the efforts of residents of his floor in any projects that the floor may wish to undertake. He shall not be responsible for initiating events but shall gather floor opinion and organize those events for which there is significant interest.

Section 14 - Woman Representative

The Woman Representative shall temporarily represent the women residents of Baker House on the Executive Council from the time she is elected in the fall of 1974 until a new Executive Council takes office in the spring of 1975.

Article IV - Meetings

Section 1 - Regular Meetings

Regular meetings of the Executive Council shall be held at least once a week during the academic year except during vacations, reading periods, and examinations. The President shall give the members of the House notice of a meeting at least twenty-four hours before such meeting is to take place.

Section 2 - Special Meetings

Special meetings of the Executive Council may be called by the President or by two voting members of the Executive Council who shall present a written petition to the President. Upon presentation of such petition, notice must be posted within twenty-four hours and the meeting held within forty-eight hours.

Section 2A - Agenda

The Secretary shall publish an agenda for each Executive Council Meeting. Any member of Baker House may place items on this agenda by presenting them to the Secretary. Only items on this agenda may be considered at the meeting. However other items may be discussed with the approval of two-thirds of the Executive Council.

Section 2B - Appropriating Money Between Meetings

There shall exist a process whereby money may be appropriated between Executive Council Meetings by submitting to the Secretary and the Treasurer copies of a petition signed by two-thirds of the members of the Executive Council, including that member from whose budget the money is being appropriated. Whenever possible, appropriations should be made at regular meetings of the Executive Council.

Section 3 - Quorum

A quorum to vote on issues at any meeting of the Executive Council shall consist of two-thirds of the entire voting membership thereof. Otherwise, the meeting may be held but no votes may be taken and no decisions may be reached.

Section 4 - Roll Call Votes

Roll call votes shall be taken in the following order: *Woman Representative*, Freshman Representative, Chairman of the Secretariat, Treasurer, Athletic Chairman, Social Chairman, Judicial Committee Chairman, Vice President for Institute Relations, Vice President for Freshman Orientation and Dormitory Council, Vice President for Facilities and Services, and President.

Section 5 - Adjournment and Organizational Meetings

The adjournment meeting of the Executive Council shall be held annually during the week following the election of the House President. At this meeting, all final reports shall be presented. The newly elected Executive Council shall also meet to elect a Treasurer, Secretary, and Elections Chairman and to nominate candidates for the Judicial Committee. The elections shall be by secret preferential ballot and only voting members of the Executive Council shall vote. Nominations and voting for each office shall take place one at a time. The ballots shall be counted by the House President.

At the House meeting the following week, after the transaction of all old business, the elections shall be approved and the new officers shall immediately take office. The House Meeting shall then ratify the election of the Treasurer, Secretary, and Elections Chairman.

Article V - Election Procedure

Section 1 - Balloting Procedure

All and any members of Baker House as defined in the Constitution shall be eligible to vote in all Baker House elections. On the day of the election, eligible persons may vote from eight AM to eight PM, and no ballots shall be counted until the balloting is over. Under extenuating circumstances, any member of Baker House may cast, in advance of the election, an absentee ballot with the Elections Chairman.

All general House elections and other elections shall be by secret preferential ballot, and locked ballot boxes shall be used. The place of voting must at all times be under the surveillance of the Elections Chairman or a person authorized by him.

Section 2 - Tabulation of votes

Ballots shall be counted according to the following preferential system unless otherwise specified in the Baker House Constitution or these Bylaws:

1. All ballots shall be marked by the voter with a one (1), two (2), etc., with lower numbers designating a higher preference.
2. Before tabulation of any given round, the total number of votes cast in that round shall be ascertained. Void ballots and ballots indicating no preference of the candidates in that particular round shall be recorded as "no votes" but shall not be included in the total number of votes cast.
3. When tabulating the ballots, all ballots shall be distributed according to the highest preference on the ballot, and votes shall be credited to each candidate according to the number of ballots he has received. If any candidate now has a majority of the total number of votes cast, he is elected.
4. If no candidate has a majority, the lowest candidate shall be dropped and all ballots previously credited to him shall be redistributed according to the next highest preference on the ballot. Tabulation in this manner will continue until one candidate has a majority of the total votes cast, as determined by the

above rules.

5. In the case of a tie, the candidate with the largest number of first place votes for the position being filled shall be elected. If these votes are also tied, then next place votes are compared. This continues until the tie is broken. In case of an unbreakable tie, a run-off election shall be held between the tied candidates in the manner specified in item (9).
6. If at any time before the final stage there is a tie among the lowest candidates, the tie shall be broken in the same manner as in item (5). In the case of an unbreakable tie, the tied candidates shall be dropped simultaneously.
7. No more than one candidate shall be dropped at any time except as specified in item (6).
8. 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. The ballots of any persons already elected shall be counted as if that name and preference number were not on the ballot. The filling of each position shall be considered a separate election for the purpose of tie breaking. In the case of an unbreakable tie with more than one position left to fill, all tied members shall be elected if enough positions are still open. If there are more tied candidates than open positions, a run-off shall be held to fill one single position. After such a run-off, counting shall continue in the usual manner using the ballots from the original election.
9. Run-off elections shall be held in the same manner as the original election with no write-ins allowed. Run-off elections shall be held within five days of the original elections. The run-off of any election held at a House Meeting can be held at the same meeting if possible, or a special House Meeting shall be called by Execon.

Section 3 - Approval of Elections

All ballots shall be turned over to the Secretary immediately after tabulation and shall be kept by him for at least ten school days. Within forty hours after the posting of the election results, any person may challenge those results or demand a recount by delivering a written request to the President. If no such request is delivered, the election shall be considered valid. In the event of a challenge, the next House Meeting shall vote on the validity of the election results. In the event of a recount, the ballots shall be recounted in the presence of the challenger, the Elections Chairman, the Secretary, and the President. Except in the case of miscounts, any part of an election which is not approved shall be reheld within two weeks after its disapproval. All counting of the ballots shall be done by the Elections Chairman and witnessed by at least two non-candidate members of the House.

Article VI - Committees

Section 1 - Standing Committees

There shall be five standing committees of the Executive Council: Parking, Room Assignments, Client Team, Tutor Selection, and Commons. The President shall be and ex-officio member of all standing committees. The Housemaster shall be an ex-officio member of the Client Team and Tutor Selection committees. Membership on the committees is open to all members of the House, except that no member of the Executive Council shall be a permanent chairperson of any of the committees. In the event that the committee chairperson temporarily cannot fulfill his duties as chairperson, the President shall serve as temporary chairperson. All policy decisions shall be left to the House.

The Parking Committee shall be responsible for the distribution of parking permits for the appropriate lots and for keeping the parking rules and regulations enforced. The chairperson shall be appointed by the President, subject to the approval of a majority of the members of the Executive Council. The chairperson shall have the power to appoint other members of the committee, subject to the approval of the Executive Council.

The Room Assignments Committee shall be responsible for all regular-in-house room assignments. It shall consist of three members, one each from the sophomore, junior and senior classes. The senior shall be the chairperson, and the sophomore representative shall be appointed by the President to serve until the graduation of his class, subject to the ratification of the House at the first House Meeting of the spring term.

The Client Team shall be responsible for the planning of all major House renovations. All actions on new ideas shall be approved by the House. Minutes of all meetings shall be posted within 72 hours of the meeting and agendas shall be posted 48 hours in advance. The members shall be elected by the Executive Council and ratified by the House. The chairperson shall be elected by the members of the committee from among the members of the committee. The House shall have the power to regulate the size and makeup of the committee.

The Tutor Selection committee shall advise the Housemaster on the selection of floor graduate residents. The members of the committee shall be elected by the Executive Council and ratified by the House. The chairperson shall be elected by the members of the committee from among the members of the committee. The House shall have the power to regulate the size and makeup of the committee.

The Commons Committee shall be responsible for working with Dining and Food Services, the Baker dining manager and the Office of the Dean for Student Affairs to achieve and maintain a commons program that fits the needs and desires of House residents. The committee shall keep residents informed about commons programs. The members of the committee shall be elected by the Executive Council and ratified by the House. The committee shall elect a chairman from among its members.

Section 2 - Judicial Committee

The Baker House Judicial Committee shall carry out its duties in accordance with the Baker House Constitution and Bylaws, the Dormitory Council Constitution, and the Dormitory Council Uniform Judicial Code. In addition to enforcing the Dormitory Council Uniform Judicial Code, the Judicial Committee shall be responsible for enforcing all rules and regulations passed by the Baker House Meeting and the Executive Council.

The House Judicial Committee shall assist the Judicial Committee Chairman in all judicial matters. The House Judicial Committee shall have the power to set up its own judicial procedure, provided that it does not conflict with legislation of the House Meeting or the Executive Council, the Baker House Constitution, the Bylaws of the Executive Council, or the Dormitory Council Uniform Judicial Code. Should the Judicial Committee Chairman be involved in a case, the Dormitory Council Judicial Chairman shall preside for the duration of said case. The Judicial Committee shall be composed of five members including the Judicial Committee Chairman. *The Judicial Committee shall temporarily (from the fall, 1974 to the spring 1975 Judicial Committee elections) be expanded to six members including the Judicial Committee Chairman. The sixth member shall be a woman resident of Baker House, elected by the women residents of the House on the date of the Freshman Representative election in the fall of 1974.* Candidates for the position on the Judicial Committee must be screened before the Executive Council at the meeting preceding the election. Three members of the committee and the chairman shall constitute a quorum to hold hearings, make recommendations, and pass sentences.

Section 3 - Freshman Council

The Freshman Council shall, under the supervision of the Vice President for Freshman Orientation and Dormitory Council, provide those services to the freshman and Baker House in general deemed appropriate by the council. The council shall consist of two freshmen from each floor elected by the freshmen of that floor.

Section 4 - Other Committees

The Executive Council shall have the power to create other committees as it sees fit to exist for varying lengths of time, subject to ratification by the House.

Article VII - Parliamentary Authority

The most recent edition of Robert's Rules of Order shall be the parliamentary authority in all cases except when in conflict with the Constitution or these Bylaws. The Vice President for Freshman Orientation and Dormitory Council shall have a copy of said text at all meetings and shall act as parliamentarian unless some other more qualified person is appointed by the Executive Council.

Article VIII - Impeachment

Upon impeachment of an officer by the House Meeting, the Elections Chairman shall call, on the third Tuesday following such action, a special election for the office in question. Any qualified member of Baker House may run in a special election. Until this election is approved by the House Meeting in the usual manner, the incumbent shall perform the duties of the office.

Article IX - Rules, Regulations, and Operating Procedure

Section 1 - Financial Procedure

Baker House shall establish and maintain a double-signature checking account, the co-signers to be the President and the Treasurer. Disbursements in excess of fifteen dollars shall be made only on the order of the Executive Council. Bills and receipts showing the expenditure of Baker House funds shall be returned to and retained by the Treasurer. The Treasurer shall set up such procedures as he deems necessary to present to the House Meeting and the Executive Council a clear, timely, and accurate report on the financial condition

of the House.

The Treasurer, at the direction of the Executive Council, shall set up petty cash funds and inventory accounts as needed for the various committees. Monthly reports shall be made to the Treasurer on the state of said funds and shall include a complete report of income, disbursements, and inventory of both cash and materials, as well as receivables and payables. All agents of the House shall keep open records of all cash and materials on hand and must transmit all amounts over the maximum allowed in their petty cash or inventory to the Treasurer within forty-eight hours of receipt of said items. All agents of the House shall submit to the Treasurer a budget of expenditures and income of both funds and inventories.

Section 2 - Suspension of the Bylaws

Individual Bylaws may be suspended for not longer than the consideration of a particular question by a two-thirds affirmative vote of the Executive Council.

Section 3 - House Hours

Once each year, at the first Executive Council meeting of the fall term, the Executive Council shall consider the question of House hours. At that time, the Executive Council shall vote either to retain the existing hours or to submit the question to the next House Meeting.

Article X - Method of Amending the Bylaws

Any amendments to these Bylaws shall be passed either by an affirmative roll call vote of two-thirds of the Executive Council with five days posted notice or by a two-thirds vote of the House Meeting. Final approval of the Dormitory Council, after approval by one of the above methods, must be obtained.

Article XI - Ratification

These Bylaws shall be ratified when approved by two-thirds of the members of the Executive Council and shall become effective immediately, subject to the approval of the Dormitory Council.

Ratified February 25, 1970