

BYLAWS OF THE BAKER HOUSE EXECUTIVE COUNCIL
(As amended April 1997)

Article One – 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 Two – Membership

Section One – General

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

Section Two – VPRO

When two individuals hold the office of Vice President for Residence/Orientation jointly, one of them shall be considered the principle VPRO and the other the secondary VPRO. When both are present during a vote, only the principle VPRO shall be able to cast a vote. In any and all cases where it is necessary to rank one VPRO higher than the other, such as filling in for the President as specified in the Constitution, the principle VPRO shall be considered higher. In case of a vacancy in the position of principle VPRO, the secondary VPRO shall become the principle VPRO, and the position of secondary VPRO shall be considered vacant. This vacancy shall be handled as specified in the Constitution.

In determining quorum, the presence of either or both VPRO shall count exactly once. The existence of two VPsRO shall not alter the number of people required to establish quorum. In all other respects, including the making of motions, the two office holders shall be considered equal.

Section Three – 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 the office held by that member.

Section Four – General Elections

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

The election for President, the Vice Presidents, Judicial Committee Chair, Social Chair, and Athletic Chair 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 Chair shall be made by a petition signed by one-third of the members of Baker House. For Social Chair, Athletic Chair, 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 Chair and VRPO, 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. 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 the other.

In the event that two individuals run jointly for the position of VPRO, their names shall appear together on their petition and the elections ballot, and these shall indicate which of them is to be the principle VPRO. In no case may a vote be cast for one of them and not the other.

To appear on the ballot, candidates must file petitions with the Elections Chair or the President before midnight on the Saturday preceding the election. Election petitions shall be available from the Elections Chair at least one week before the election, but no reasonable facsimile of said petition may be refused by the Elections Chair if it states the candidate's name, class, address in Baker House, the office for which the candidate is running, and contains the required number of valid signatures. The Elections Chair shall post the petition cover sheets at the place of balloting at least twenty-four hours before the voting begins. A member of Baker House may sign as many petitions for the same office as desired but may sign a single candidate's petition only once. The names shall be placed on the ballot in alphabetical order.

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

The election for Freshmen Representative, the representatives to the General Assembly of the Undergraduate Association, and the one Floor Social Chair from each 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 Freshmen Representative. Nomination for this position shall be made by a petition signed by one-half of the freshmen in Baker House. The Freshmen Representative thus elected shall serve 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 Chair shall be made by a petition signed by the residents of the floor on which the candidate lives and will represent. The residents of each floor shall be allowed to vote for their respective Floor Social Chair.

For UA and Judcomm elections, voters shall indicate their choices preferentially. UA and Judcomm positions will be decided by a simple majority, with all votes being weighted equally. In the event of a tie, the preferential system outlined for Execon voting shall be used only for those positions for which there is a tie.

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. The number of representatives shall be prescribed by the General Assembly. Voters will indicate their choices with no candidate being indicated more than once. The persons receiving the most votes will be elected. Section Five – 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 Chair shall be filled by a majority vote of the Executive Council meeting.

Section Six – Dismissal from the Executive Council

Any member of Baker House moving out of Baker House 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 Three – Officers

Section One – President

The President shall:

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

Section Two – Vice President for Facilities and Services

The Vice President for Facilities and Services shall:

- supervise Commons and other Baker House facilities, renovation plans and services.
- supervise the acquisition, maintenance, and use of all facilities. These facilities shall include, but not be limited to the music room, dark room, bike room, trunk room, Country Kitchen, food machines, video machines, laundry room, weight room, lounges and Commons.
- be responsible for the acquisitions, maintenance, and use of all equipment. this equipment shall include, but not be limited to the television, the VCR, the house tool collection, the house movie collection, the house sound equipment and the house music collection.
- maintain a written inventory of all major equipment of Baker House.
- follow an explicit statement regarding the policy for the use of all the facilities and equipment. Any changes to this policy statement need to be approved by the Executive Council. The Vice President for Facilities and Services also has the option appoint managers to manage any of the above facilities and equipment, subject to the ratification of the House Meeting.

Section Three – Vice President for Residence/Orientation

The Vice President for Residence/Orientation shall:

- supervise the freshman orientation program and shall organize and advise the freshman council.
- organize the Baker Advising Program and Baker pre-freshman activities as well as maintain the Baker Confidential.

The Vice President for Residence/Orientation is also the Executive Council's parliamentarian.

Section Four – 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.
- publicize and involve Baker House residents in such outside activities while acting in a clearinghouse capacity.
- 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.
- 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 Five – Judicial Committee Chair

The Judicial Committee Chairman shall:

- submit a report to the Executive Council after each Baker House Judicial Committee hearing.

- report to the Executive Council on the activities of the Dormitory Council Judicial Committee.

Section Six – Social Chair

The Social Chair shall be responsible for:

- the preparation of a social budget for each term, with the assistance of the Treasurer.
- organizing all House parties and other social events.

The Social Chair must submit to the Executive Council and the House meeting a detailed, itemized, written financial report of every social event at the first House Meeting at least one week following 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 Chair as they see fit. Both shall be full voting members of the Executive Council, with all the duties and responsibilities that such positions entail.

Section Seven – Athletic Chair

The Athletic Chair shall:

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

Section Eight – 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 Spring Treasurer elections.
- assist the other officers in the preparation of their budgets.
- submit a complete, itemized report to the House Meeting on the financial transactions of the previous year at the organizational meeting.
- transact such business as necessary to maintain the safety of Baker House finances and shall perform all those duties mentioned in the Constitution.

Section Nine – Freshmen Representative

The Freshman Representative shall:

- represent the freshmen residents of Baker House on the Executive Council from the time the office is assumed in the Fall until a new Executive Council takes office in the Spring.
- assist other members of the Executive Council in the performance of their duties, particularly those involving freshmen.
- welcome all freshmen residents throughout the freshman year.

Section Ten – Chairman of the Secretariat

The Chair of the Secretariat or the Secretary's 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.
- see that agendas and minutes for each House Meeting are delivered to every member of Baker House.
- 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.
- post annually, for a reasonable length of time, copies of the Constitution and Bylaws and other rules and regulations the Secretary deems necessary to adequately inform the members of Baker House.
- demand and keep final written reports from all officers to be turned in by the fourth Wednesday of the Spring Term.
- be responsible for maintaining the copy machine.
- have control of and responsibility for all bulletin boards (except the Athletic Chair's and Housemaster's boards) and shall insure their proper maintenance. The Secretary may appoint an Agenda Secretary, a Historian and/or an editor of the Baker Letter, subject to the ratification of Execon. These appointments shall expire annually, at the time of Execon's change of office. The Agenda Secretary and Historian will be responsible to the Secretary; the editor of the Baker Letter will be responsible to the House. The Historian shall record and preserve the history of Baker House. This task shall include, but is not to be limited to, the production of a picture book, a scrapbook, and the maintenance of The House that Alvar Built, the history of Baker House.

Section Eleven – Representatives to the General Assembly

The Representatives to the General Assembly shall:

- attend all meetings of the General Assembly of the Undergraduate Association.
- report to the House Meeting, the Executive Council, and the residents of Baker House on the activities of the General Assembly.

- choose from among themselves a Chair who shall coordinate the activities of the 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 Twelve – Elections Chair

The Elections Chairman shall:

- direct all Baker House elections.
- see that petitions are available one week before any election.
- post petition cover sheets at the place of balloting twenty-four hours before balloting begins.
- see that the place of voting is supervised at all times.

Section Thirteen – Floor Social Chair

The Floor Social Chair shall:

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

Section Fourteen – 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 Four – Meetings

Section One – 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 a meeting is to take place.

Section Two – Special Meetings

Special meetings of the Executive Council may be called by the President or by two 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 Three- 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 Four- Quorum

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

Section Five - Roll Call Votes

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

Section Six - 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 Chair. The Treasurer and Secretary are elected by secret preferential ballot and only the House elected 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 outgoing House President. The Elections Chair is appointed by the President-elect and subject to a two-thirds vote by the House Elected Executive Council.

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 Chair.

Article Five - Election Procedure

Section One - 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 Chair.

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 Chair or another person who has been authorized by the Elections Chair.

Section Two – Tabulation of Votes

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

1. All ballots shall be marked by the voter with a one (1), two (2), et al., with lower numbers designating a higher preference. A "none of the above" selection shall appear for each office.
2. Before tabulation of any given round, the total number of votes cast in that round shall be ascertained. Ballots deemed void by the Elections Chair shall be recorded as "no votes" but shall not be included in the total number of votes cast. Ballots indicating "none of the above" are to be included in the total number of votes.
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 that candidate has received. If any candidate now has a majority of the total number of votes cast, that candidate is elected.
4. If no candidate has majority, the lowest candidate shall be dropped and all ballots previously credited to that candidate 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 (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 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 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 filing 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. There must be four

people present at the counting of the ballots: the Elections Chair, the President, the Secretary, and the Judicial Committee Chair. If one of these people is unavailable, the order of replacements is: the Vice President for Facilities and Services, the Vice President for Residence/Orientation, the Vice President for Institute Relations, the Social Chair, and the Athletic Chair. A candidate for that election cannot count ballots.

Section Three – Approval of Elections

All ballots shall be turned over to the Election Chairman immediately after tabulation and shall be kept for at least ten school days. Within forty-eight 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.

Article Six – Committees

Section One – Standing Committees

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

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 chair in the Fall and the junior shall be chair in the Spring. The sophomore representative shall be appointed by the President to serve until the graduation of the representative's class, subject to the ratification by the House by the last House Meeting of the Fall 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 chair shall be elected by the members of the committee from among the members of the committee and ratified by the House. The House shall have the power to reevaluate the size and makeup of the committee.

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

Section Two – 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 Executive Council.

The House Judicial Committee shall assist the Judicial Committee Chair 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 Dormitory Council Uniform Judicial Code. Should the Judicial Committee Chair be involved in a case, the Dormitory Council Judicial Chair shall preside for the duration of said case. The Judicial Committee shall be composed of five members including the Judicial Committee Chair. The Judicial Committee shall temporarily (for 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 Woman residents of the House on the date of the Freshman Representative election in the fall of 1975. Candidates for the position on the Judicial Committee must be screened before the Executive Council. Three members of the committee and the chairman shall constitute a quorum to hold hearings, make recommendations, and pass sentences.

Section Three – Freshman Council

The Freshman Council shall, under the supervision of the Vice President for Residence/Orientation and the Freshmen Representative, provide those services to the freshmen and Baker House in general deemed appropriate by the council. The council shall consist of one freshman from each floor elected by the freshmen of that floor. The Freshmen Representative will be chair of the Freshman Council.

Section Four – 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 Seven – Parliamentary Authority

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

Article Eight – Removal from Office

Upon removal of an officer from office by the House Meeting, the Elections Chairman shall call, on the second Tuesday following such action, a special election for the office in question. Any 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 Nine – Rules, Regulations, and Operating Procedure

Section One – Financial Procedure

Baker House shall establish and maintain a double-signature checking account, the three possible co-signers to be the President, the VPFS, 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 President shall have the ability to make appropriations.

The Treasurer, at the direction of the Executive Council, shall set up petty cash funds and inventory accounts as needed for the various committees. 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 receivable and payable upon request a week in advance. 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 Two – 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 Three – Parking Permits

The President shall be responsible for the distribution of parking permits for the appropriate lots and for keeping the parking rules and regulations enforced. One parking permit will go to the Social Chair if they have a car and the rest will be distributed on a seniority basis.

Article Ten – Method of Amending the Bylaws

Any amendment 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 Eleven – 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.

Amended April, 1997.