

BYLAWS OF THE EASTGATE CONSTITUTION

Job Descriptions for the Eastgate Executive Committee Officers

- a) These bylaws can be changed by an EEC vote without the need for a House Vote.
- b) These bylaws should be reevaluated each year and revised if necessary.
- c) These bylaws will be used to determine if officers are in good standing.

1) ALL OFFICERS' DUTIES

- a) Each position of the Executive Committee must attend 80% of the ECA Town Hall Meetings and 80% of the Executive Committee Meetings to stay in good standing. To clarify, if a position is jointly held between two persons, at least one of the two must be present for at least 80% of the meeting times.
- b) Each position of the EEC is expected to attend and help with all Main Eastgate Events (Officers can miss an event if they have a valid reason that is approved by the EEC.).
 - i) Each Main Event will be coordinated by the Social Chair; this includes coordination of entertainment, decorations, cooking, and event registration and lounge reservations, as necessary.
 - ii) The five(5) Main Events are defined as:
 - (1) Spring BBQ
 - (2) Fall BBQ
 - (3) Holiday Party
 - (4) Easter/Spring Party
 - (5) Adults and Children Halloween party, may be held as one function or two separate events.
 - (a) If the events are separated, officers are required to attend one (1) of the two events to assist with the event.
- c) Each officer will also help with various duties for ALL Main Eastgate Events, as defined by the Social Chair. The typical duties required for each event are the following:
 - i) Recruiting helpers for set-up and clean-up and grilling (as applicable)
 - ii) *Advertising* (including campus-wide ads for GSC-funded activities)
 - iii) *Food ordering*
 - iv) *Children's activities* (such as the bounce house at BBQs; crafts and games at Halloween and Easter/Spring; and gifts from Santa for Eastgate children at the Holiday Party)
 - v) *Equipment Rentals and Tables/Chairs*
 - vi) *Food/supplies from BJs/Costco*
- d) Each officer sponsored event requires that the officer complete the following tasks:

- i) Add the event to the Eastgate Events calendar.
 - ii) Create a publicity poster, according the proper guidelines, and submit to the Publicity and Recycling Officer.
 - iii) Create an event sign-up on the Eastgate website, if applicable.
- e) The EEC officers are also responsible for responding to any future issues, ideas, and events that come up. They can decide among themselves which actions to take and which officers will be involved.
- f) It is the responsibility of each officer to find a proxy for any meeting where the officer cannot be present. The meetings referenced, include but are not limited to, GSC, HCA, Family Subcommittee, On-campus Subcommittee, and Intramural Sports.
- g) Officers will encourage resident participation with program development and will support events, as outlined in the Eastgate Communications Policy.

2) INDIVIDUAL OFFICERS' DUTIES

a) **President**

- i) Chairs both the ECA Town Hall and Executive Committee Meetings, including the formulation of the agenda
- ii) Serves as Eastgate representative to the Graduate Student Council
 - (1) Attends the GSC monthly meetings and other committee meetings as seen fit
 - (2) Attends ASA General Body Meetings
- iii) Serves as Eastgate representative to inter-dorm organizations and attends other inter-dorm meetings, as seen fit.
- iv) Serves as an advocate for Eastgate residents and for families in the greater MIT community
- v) Serves as the primary contact for resident initiated events, as per the Eastgate Communications Policy

b) **Treasurer**

- i) Develops annual budget with the help of the Residential Life Advisor (RLA) and other ECA officers.
 - (1) Coordinates all ECA funding for activities and reimbursements for EEC members and floor representatives.
 - (a) Note: Funding for Eastgate Main Events to be coordinated by the Social Chair, in coordination with the Treasurer (see below)
 - (2) Coordinates all GSC-related funding and other outside groups' funding, including funding board meetings
- ii) Reconciles budget and expenses at the end of each term, prepares report with these results for ECA
- iii) Serves as Eastgate representative and liaison to the GSC funding board
- iv) Updates all relevant ASA information including database, constitution and hazing form.

- v) Manages on-line lounge reservation system, including day-to-day system monitoring, reservation approval, and fee collection.
 - vi) Levies all fines related to EEC systems and processes, including but not limited to reservation late fees and lounge cleanliness fees.
- c) **Couples Events Coordinator (CC)**
- i) Organizes social events that cater to the needs of Eastgate adults
 - (1) Coordinates at least two events per semester, such as ski trips, beach trips, bowling trips, dances, bike trips, trips to the outlet malls, etc.
 - ii) Serves as an advocate for couples in Eastgate and in the greater MIT community
 - iii) Manages the Eastgate bike rental program
 - iv) Attends HCA On-Campus Sub-Committee meeting, and other committee meetings as seen fit.
- d) **Parents Coordinator (PC)**
- i) Organizes social events that cater to the needs of Eastgate families with children
 - (1) Coordinates at least two events per semester, such as circus trips, museum visits, children's theater trips, etc.
 - ii) Oversees the Eastgate Playroom
 - (1) Coordinates the membership list for the Eastgate Playroom, including passing out keys, copying and collecting forms, and managing funds.
 - (2) Manages the Playroom email list
 - (3) Oversees Playroom upkeep (including purchasing new equipment/toys) and coordinates Playroom Cleanups
 - iii) Serves as an advocate for families with children in Eastgate and in the greater MIT community
 - iv) Serves as a liaison to the GSC HCA Family Subcommittee
 - (1) Attends HCA Family Subcommittee monthly meetings and other committee meetings as seen fit
- e) **Publicity and Recycling Officer**
- i) Creates and posts a monthly Eastgate events calendar, with input from other officers.
 - ii) Works on education/organization efforts for recycling in the building, including but not limited to recycling bins and the "give and take" area.
 - iii) Manages movie borrowing program
 - (1) Movie shall be delivered a minimum of three (3) times per week. Days may be chosen at the discretion of the officer, and must be published.
 - iv) Maintains the Executive Committee's printing equipment, and is responsible for distributing posters, flyers, and/or e-mail messages for ECA events, ECA announcements, and other relevant announcements from outside parties
 - (1) Responsible for sending a weekly email summary of ECA and other events to the proper building listserv.
 - v) Responsible for the creation of Eastgate welcome packets, and must coordinate with the Social chair (see below) with regards to distribution logistics.

- vi) Manage the Eastgate events calendar, in particular checking for errors and keeping the calendar up to date.
- f) **Spouses and Partners & International Residents Coordinator (SPC)**
 - i) Coordinates regular, ongoing activities at Eastgate that cater to the needs of spouses/partners and international residents, with a focus on activities during the daytime hours.
 - (1) Plans at least two smaller, regular events per month such as cookie hours, recipe exchange groups, cultural activities, discussion groups, potlucks, children's hours, etc.
 - (2) At least one meeting per month should take place during the workday.
 - ii) Serves as an advocate for spouses and partners in Eastgate and as a liaison to Spouses and Partners @ MIT.
 - (1) Works with Spouses and Partners @ MIT. Possibly coordinates with Significant Others of Sloan and any other spouses' groups on campus. Attends other committee meetings as seen fit.
 - iii) Serves as an advocate for international residents in Eastgate and as a liaison to the International Scholars Office (ISO).
 - (1) Works with ISO and other international groups on campus to partner on event planning, as seen appropriate.
 - iv) Manages the Eastgate Wii Program.
- g) **Information Officer**
 - i) Records and distributes minutes of the ECA General and Executive Meetings.
 - ii) Responsible for maintenance and improvement of the Eastgate website, including but not limited to the lounge reservation, movie borrowing, and the event sign-up systems.
 - iii) Maintains written documentation of all ECA events and meetings, including project scope, cost, and other relevant details; with the purpose to ensure ease of reproducing event and estimating project costs.
 - iv) Coordinates officer transition through the maintenance of officer duty and protocol information and other position specific documentation
 - v) Responsible for assessment of all ECA events, including annual resident survey, focused on EEC events.
- h) **Social Chair**
 - i) Organizes the process of welcome package delivery.
 - (1) It is expected that all officers will help deliver welcome packages, as deemed appropriate by the EEC.
 - ii) Organizes all aspects of the five (5) Eastgate main events (see above), with the support of officers for tasks as necessary.
 - (1) Note: may also initiate additional large events and/or coordinate with individual officers to expand the scope of an officer initiated event.
 - iii) Coordinates and seeks additional funding, beyond EEC budget, for all large events, and will assist other programming officers in applying for additional GSC monies and funding from non-GSC funding sources.

- iv) Manages the Floor Representative Program, including but not limited to recruitment, support of floor representatives, and the fire marshal process.
 - v) Attends the Athletics Chair meeting for Intramural (IM) Sports, required to maintain Eastgate's status as an IM affiliated organization.
 - vi) Attends GSC Activities Committee meeting, and other committee meetings as seen fit.
- i) **Graduate Coordinator**
- i) Manages community resources and programming as per the GC job description determined by the Student Life Programs Office/Residential Life Advisor, in conjunction with the EEC as appropriate.
 - ii) Coordinates all Eastgate exercise classes and programs.
 - iii) Manages the bike storage program.
 - iv) Updates the web with building announcements and maintains email distribution lists for the building.

3) OFFICER BENEFITS

- a) In addition to the benefits outlined in the Eastgate Constitution, officers in good standing will be offered the following benefits.
 - i) Officers will be allowed to store a maximum of three (3) boxes in the storage room, unless storage space becomes too scarce for other residents to store two (2) boxes.
 - ii) Officers will be given free memberships to the bike rental program. This benefit will continue so long as the RLA continues to fund this benefit.
 - iii) Officers will be granted four (4) free lounge reservations per year, following the standard resident reservation process.
 - iv) Officers may register to participate in ECA-sponsored events in the six (6) hours preceding the time at which the event registration is opened to the general ECA community, subject to the following conditions:
 - This benefit is only available if, in the opinion of the organizing officer, the event is likely to reach its capacity within 24 hours of opening the registration.
 - If, by registering for the event, the number of spaces allocated to officers would exceed thirty (30) percent of the total event capacity, an officer is not eligible to sign-up in advance of the general ECA community.
 - If the number of spaces reserved in advance by officers meets the advance-registration capacity (as defined above) this benefit will be reviewed at the subsequent ECA executive committee meeting.