

The Constitution of Eastgate Community Association (ECA)

1) Purpose

- a) Provide social programming for residents
- b) Provide representation for Eastgate interests on the MIT campus and in the greater community.
- c) Allocate common assets to best meet the needs of Eastgate residents.
- d) Act as liaison between MIT Housing and Eastgate.

2) Membership

- a) Membership is open to all Eastgate MIT students and their spouses/partners (if they have a spouse/partner living in Eastgate), with the exception of subleases.
- b) No membership application/enrollment is required.
- c) Visiting scholars, other temporary residents, and residential MIT Housing staff do not have membership; however, they are welcome and encouraged to attend ECA events and meetings. This stipulation ensures that ECA has at all times a minimum of 50% MIT student membership.

3) Officers

- a) Most leadership positions can be filled by an Eastgate MIT student, their residential spouse/partner, or filled jointly by both (a “partnered” position with shared responsibility). The exceptions are the president and the treasurer which must be filled by distinct MIT students or joint with their spouse/partner. The president and the Treasurer positions must each be held by a different person. Here, “spouse/partner” is defined according MIT’s policy.

b) Executive Committee

i. An Executive Committee shall be comprised of the following positions:

1) President

- a) Chairs both the ECA General and Executive Meetings, including the formulation of the agenda.
- b) Serves as Eastgate representative to the Graduate Student Council.
- c) Serves as Eastgate representative to the Graduate Student Council Housing & Community Affairs committee.

2) Treasurer

- a) Develops annual budget with the help of the Residential Life Advisor (RLA) and other ECA officers.
- b) Reconciles budget and expenses at the end of each term, prepares report with these results for ECA.
- c) Serves as Eastgate representative and liaison to the GSC funding board
- d) Manages on-line lounge reservation system, including day-to-day system monitoring, reservation approval, and fee collection.

- e) Levies all fines related to EEC systems and processes, including but not limited to reservation late fees and lounge cleanliness fees. Eastgate Community Association Constitution Last Revised: February 2007

- 0) Couples Events Coordinator
 - c) Organizes social events that cater to the social needs of Eastgate adults.
 - c) Represents the interests of families without children.

- 0) Parents Coordinator
 - e) Organizes social events that cater to the social needs of Eastgate families with children.
 - e) Oversees the Eastgate Playroom.
 - e) Represents the interests of families with children.

- 0) Publicity and Recycling Officer
 - b) Works on education/organization efforts for recycling in the building, including but not limited to recycling bins and the “give and take” area.
 - b) Manages movie borrowing program
 - b) 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
 - b) Responsible for the creation of Eastgate welcome packets, and must coordinate with the Social chair with regards to distribution logistics.

- 0) Spouses and Partners & International Residents Coordinator
 - c) 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
 - c) Represents the interests of spouses and partners and serves as Eastgate liaison to Spouses&Partners@MIT.
 - c) Represents the interests of international residents and serves as Eastgate liaison to the International Scholars Office. (Note: The primary focus is assimilation of students to the US, MIT, and the Eastgate culture, with a secondary focus on international/cultural awareness in partnership with other officers of the council.)

- 0) Information Officer
 - d) Records and distributes minutes of the ECA General and Executive Meetings.
 - d) Responsible for maintenance and improvement of the Eastgate website.
 - d) 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.
 - d) Coordinates officer transition through the maintenance of officer duty and protocol information and other position specific documentation
 - d) Responsible for assessment of all ECA events, including annual resident survey, focused on EEC events.

- 8) Social Chair
 - a) Organizes the process of welcome package delivery.
 - b) Organizes all aspects of the main Eastgate events (see Eastgate Bylaws), with the support of officers for tasks as necessary. Eastgate Community Association Constitution
 - i. Note: may also initiate additional large events and/or coordinate with individual officers to expand the scope of an officer initiated event.
 - c) Coordinates and seeks additional funding, beyond EEC budget, for all large events, and will assist other programming officers in applying for funding from non-GSC funding sources.
 - d) Manages the Floor Representative Program, including but not limited to recruitment, support of floor representatives, and the fire marshal process.

- 9) Housemaster
 - a) As a residential staff member, this position is not appointed.
 - b) This position does not have Executive Committee voting privileges except in the event of a tie.

- 10) MIT Residential Life Associate
 - a) As a residential staff member, this position is not appointed.
 - b) This position does not have Executive Committee voting privileges.

ii. Executive Committee Appointments

- 1) Open Committee Positions (with the exception of the Housemaster and Residential Life Associate, as noted above) are filled starting with an open application process that should be run prior to the announcement of first round housing lottery allocations.
- 2) Current members may apply for any newly open or newly created positions prior to the general application process. The Housemaster and remaining Executive Committee members will make a decision before the general position announcements, according to the executive committee voting procedures below. If the position change is rejected then the officer may resign and apply through the normal application process; or the officer may retain their current position.
- 3) The Housemaster should assemble and chair a committee, consisting of a subset of the following individuals. This committee, after reviewing paper and/or electronic applications and interviewing applicants, should vote on the applicants. A quorum of five (5) members is required to vote. The Residential Life Associate in conjunction with the department of student life will make the final decision. Officer appointments should be made no later than the first of May.
 - a) House manager, if available.
 - b) Housing Residential Life Associate, if available.
 - c) All current executive members, if available.
 - d) A maximum of two (2) Eastgate Community Association members, not applying to any position, chosen by the Housemaster, if available.

- 4) A grievance period for complaints concerning the election process should occur for at most one (1) week, previous to the announcement of the chosen officers.
- 0) If openings occur during the school year, or not all of the positions could be filled in the spring, the Executive Committee can solicit new applicants and appoint persons to these positions during the school year on a more informal, rolling basis, using the Executive Committee voting procedure described below. Eastgate Community Association
- 0) Appointments are made for one (1) year and are subject to peer evaluation conducted and reviewed by the Housemaster. Continuation in the position into subsequent years is contingent upon a satisfactory evaluation. Officers are not limited in the number of terms they may serve.

. Officer Duties/Removal from office

- 0) Each position of the Executive Committee must attend 80% of the General Meetings and 80% of the Executive Meetings during the one (1) year term to stay in good standing. To clarify, if a position is jointly held between two (2) persons, at least one (1) of the two (2) must be present for at least 80% of the meeting times.
- 0) A position must also complete those tasks delegated specifically to their position to remain in good standing.
- 0) If a person/couple in an Executive Committee position is not in good standing for any previous three (3) month period, an Executive Vote can be requested and held to remove the person(s) from the position and replace them.
- 0) A house petition followed by a general vote can also be used to remove an officer.
- 0) Peer reviews of executive committee members should happen once-yearly.

. Executive Committee Benefits

- 0) So long as an officer remains in good standing during a school year, and continues to be eligible for family housing for the next, then they will be granted
 -) Exemption from the housing lottery for the following year, contingent upon the continued availability (as determined by the MIT Housing Office) of this privilege.
 -) Continuing student status upon completion of two (2) full years in good standing as an officer, contingent upon the continued availability (as determined by the MIT Housing Office) of this privilege.
- 0) So long as an officer remains in good standing during a school year, then they will be granted:
 -) Prioritized apartment moves, coordinated with the graduate housing office.
 -) Other privileges outlined in the publicly available ECA bylaws (available on the Eastgate website).

) Other Leadership Positions

- . Other ad-hoc leadership positions may be created by the Executive Committee as necessary, such as subcommittee chair positions. These positions do not have Executive Committee voting rights, nor do they have executive committee privileges.

4) Meetings

- a) Monthly ECA General Meetings
 - i. General Meetings should be held every month, with the possible exceptions of those periods associated with Winter Break, IAP, and Summer Break. During those times, General Meetings should be held as seen fit by the Executive Committee
 - ii. General Meetings are open to all ECA members, and advertising of the meeting time should be made a week in advance by Executive Committee members via email lists and postering.
 - iii. General Meetings should always include an open floor forum for ECA members to raise concerns and questions.
 - iv. If there are items for vote (see section 5 below), voting may be held directly before and/or after a general meeting.
 - v. The meeting should be run by the ECA President, or in their absence, by a proxy appointed by the President. This facilitator should also create a meeting agenda and bring sufficient copies for the meeting.
 - vi. Meeting minutes should be taken by the Information Officer, or in their absence, by a proxy appointed by either the President. These minutes should be clearly typed by the Information Officer and distributed to the community within one (1) week.

- b) Monthly ECA Executive Meetings
 - i. Regular ECA Executive Meetings should be held at least once monthly, with at least one (1) week's notice. Additional meetings may be called on shorter notice as necessary.
 - ii. These meetings do not need to be open to any persons other than the ECA Executive Committee; however, other persons may be invited to attend by an Executive Committee member.
 - iii. The meeting should be run by the ECA President, or in their absence, by a proxy appointed by the President. This facilitator should also create a meeting agenda and bring sufficient copies for the meeting.
 - iv. Meeting minutes should be taken by the Information Officer, or in their absence, by a proxy appointed by either the President. These minutes should be typed neatly by the Information Officer and distributed within a week to the executive committee members.

- c) Other Meetings
 - i. Other subcommittee meetings and work parties may be informally organized by Executive Committee members and ECA general members.
 - ii. Any such meetings should be open to all ECA general members, unless the ECA Executive Committee has voted to close them.

5) Voting Procedures

- a) ECA shall have two (2) methods of voting: ECA General Vote and ECA Executive Committee Vote.

- b) All voting items should be worded of affirming a change or budget allocation. One can either vote to affirm this change/item (a “yea”), reject this change or item (a “nay”), or abstain (neither “yea” nor “nay”).

- c) Items that require ECA General Vote:
 - vi. Revisions and amendments to the ECA Constitution.
 - vi. Items that will require all individual residents to contribute monies (such as a house tax).
 - vi. Single budget line items greater than 20% of the annual funds given to Eastgate by the MIT Housing Office.
 - 0) This vote is required only for single items such as a piano, or a piece of athletic equipment, not for events such as a BBQ, or an allocation for multiple pieces of equipment where the total cost will require more than 20% of the annual funds.
 - 0) This vote is also not required if outside funding (such as from the GSC) has already been obtained for the item.
 - vi. Any other voting issue that has been brought to the ECA’s attention via an Executive Committee vote or a petition (see section 5e).

-) Items that require ECA Executive Committee Vote
 - . Budget Line Items greater than 10% of the annual funds given to Eastgate by the MIT Student Life Programs Office.
 - . Revisions to the budget with changes of greater than 10% of the annual budget.
 - . The ratification of the annual budget.
 - . Removal of Executive Committee Members who have fallen into bad standing.
 - . Any other voting item that has been put forth by an Executive Committee Member and seconded by another Executive Committee member who is not the first person’s partner/spouse.

-) Ways to bring an item to a general vote:
 - . The Executive Committee may vote to remand an issue to a general vote.
 - . A petition may be submitted at a general meeting by any ECA member.
 - 0) The petition form, which should be made available from an Executive Committee member or the Eastgate website, should require:
 - d) A clearly-stated and affirmative voting statement.
 - d) The petitioner’s name and address.
 - d) The signatures, names and apartment numbers of twenty other ECA members who wish to see the item put to vote.
 - 0) If the petition is for an item that has already been voted on in the last two (2) months, it may not be re-voted. The clause may be invoked even if the literal wording of the voting item is not exactly the same as the previous voting item and the invocation falls to the discretion of the ECA Executive Committee.

c) General Voting Procedure

- . As long as an item is successfully brought to a vote at least two (2) weeks before the next general meeting, it should be voted on by that meeting. If it brought to a vote is less than two (2) week before the next general meeting, it should be voted on by the next meeting.
- . Voting may be held during any reasonable hour, although it is recommended that it be held immediately before and after an ECA general meeting.
- . A general vote must be announced via the email list and postering at least one (1) week in advance.
 - 0) The announcements should include only the voting statement, unless both the “yea” and “nea” positions are given equal space to make their case.
- . The vote shall be by secret ballot, although each name must be checked to ensure each student and spouse/partner has only one (1) vote.
 - 0) Voting should be done in person,.
- . A quorum of 100 votes is required for the vote to be binding.
 - 6) Failing this quorum, the issue will be settled by an Executive Committee vote.
 - b) The results of the vote will be made available to the Executive Committee, as advisory information, before the Executive Committee vote; however, the outcome of the Executive Committee vote need not match that of the non-quorum general vote.
 - 6) If the quorum is met, the results are tabulated as follows:
 -) After removing the abstentions, at least two-thirds (2/3) of the remaining votes must be affirmatives (“yeas”) for the item to pass. If fewer than two-thirds (2/3) votes are affirmative, the vote fails.

c) Executive Committee Voting Procedure

- i. Once an item has been brought to vote at an Executive Committee Meeting, it may be voted upon immediately. If three (3) or more members wish to table the issue, it may be tabled until the next Executive Committee Meeting.
- i. Voting shall be public, unless one (1) or more members request a secret ballot vote.
- i. Half of the Executive Committee positions (not including the Residential Life Associate and the Housemaster) is must be present for a vote to occur.
 - 2) If this quorum is not met, the item should be tabled until the next Executive Committee Meeting.
- i. Each position is allowed one (1) vote.
 - 5) If a position is held jointly, the two (2) persons should agree on their vote if both are present. If agreement cannot be reached, their joint vote will be an abstention.
 - 5) If a position is held jointly, and only one (1) is present, that person’s vote is binding, even if it is later discovered their partner disagreed with the voted position.
- i. The results of the vote are tabulated as follows:
 - 2) After removing the abstentions, more than one-half (1/2) of the remaining votes must be affirmative for the vote to pass. In the event of an exact tie, the Housemaster can cast a tie-breaking vote.

6) Financial Accountability

-) The Treasurer with assistance from the President and Housemaster, shall draft a projected budget on a term-by-term basis, per the GSC defined funding terms.
-) The budget must be approved by Executive Committee prior to October. If any single specific line item exceeds 20% of the total Student Life Programs Office budget (see Section 6 above), this must be approved by a general vote.
 - . If such a line item should fail in a general vote, but the budget has been approved by the Executive Committee, then the line item should be struck from the budget, and the Executive Committee must vote again on a revised budget.
 - . If the item will not come from Housing Office funds, such a vote is not necessary.
-) The approved annual budget should be made available at the first possible general Executive Committee Meeting (preferably by the end of November) and the actual budget for the previous year should also be presented at that time.
 - iii. These reports should be available to ECA members upon request after they have been formulated.
-) Revisions to the budget in excess of 10% of the total budget should be made only after Executive Committee vote (see section 5 above).
-) If a budget item is approved via a General Vote that is not in the current term budget, every effort should be made on the part of the ECA Executive Committee to revise (and subsequently approve by vote) the existing term budget to accommodate the wishes of the community, either immediately or during the next term. However, unreasonably large budget items (which constitute 30% or more of the term budget), even if they are approved by general vote, may be subsequently vetoed by a vote of the Executive Committee due to practical concerns.

7) ASA Clause

- d) The Eastgate Community Association agrees to abide by the rules and regulations of the Association of Student Activities, and its executive board. This constitution, amendments to it, and the by-laws of this organization shall be subject to review by the ASA Executive Board to ensure that they are in accordance with the aforementioned rules and regulations.