

# **The Constitution of Next House**

**(Revised January 5, 2020)**

## **Article I: Governing Bodies**

The Government of Next House shall consist of three main governing bodies. They are the Executive Board, the Judicial Board, and the General Assembly.

A. Executive Council: The Executive Council shall be responsible for administering the functions of the House Government.

B. Judicial Committee: The Judicial Committee shall be responsible for enforcing the rules of the house and resolving conflicts.

C. General Assembly: The General Assembly shall oversee the actions of the previously enumerated bodies and approve changes to this document and the house budget.

## **Article II: Membership**

### **Section 1: Executive Council (Next Exec)**

The Executive Council shall consist of the President, Vice President of Relations, Vice President of Facilities and Services, Treasurer, Secretary, Social Chair, Alumni Relations Chair, Technology Chair, Housing Chair, Dining Chair, and Judicial Committee Chair.

### **Section 2: Judicial Committee (JudComm)**

The Judicial Committee shall consist of one elected representative from each residential wing of Next House as defined in the bylaws, and shall be presided over by the JudComm Chair.

### **Section 3: General Assembly**

The General Assembly shall be composed of any and all current MIT undergraduate residents of Next House as defined by the Massachusetts Institute of Technology.

## **Article III: Functions and Responsibilities of Governing Bodies**

### **Section 1: Executive Council**

The Executive Council shall consist of the President, Vice President of Relations, Vice President of Facilities and Services, Treasurer, Secretary, Social Chair, Alumni Relations Chair, Technology Chair, Housing Chair, Dining Chair, Judiciary Committee Chair, and the chairs of any permanent Committees (as defined in the Bylaws). The Executive Council shall have the sole responsibility of taxing residents and dispersing house funds. It shall comprise of members that are residents of Next House. Other specific duties are as follows.

#### **A. President**

- a. Presides over and runs all Executive Council and house meetings
- b. Oversees activities of all Executive Council members and Wing Representatives
- c. Assigns additional tasks to Executive Council Members and Wing Representatives when necessary
- d. Primary point of contact for outside bodies
- e. Drafts and presents house-related reports and proposals to institute administrators
- f. Informs house of any announcements, changes, or updates
- g. Maintains close ties with the Heads of House, RLA, GRAs, and Institute Administrators
- h. Creates, dissolves, and manages auxiliary committees

#### **B. VP of Relations**

- a. Acting President with all the responsibilities therein if and when the President is unable to fulfill their responsibilities.
- b. In charge of various administrative tasks for the house, including running house meetings once per month.
- c. Maintains and moderates the mailing lists for Next and the Next House Piazza
- d. Manages the Next House student groups
- e. Runs the design, ordering, and purchasing of Next House merchandise for the house.

#### **C. VP of Facilities and Services**

- a. Maintains and manages utilities and supplies for academic, recreational, and athletic use by dormitory residents, including: printing supplies, music facilities, weight/cardio rooms, sports equipment, projector, etc.
- b. Manages student group storage, student storage, Country Kitchen cabinets, etc.

- c. Holds the keys to various facilities in Next House
- d. Maintains a working relationship with the Desk Captain and the House Manager

#### **D. Treasurer**

- a. Prepares and presents preliminary and updated budgets for the Executive Council and the General Assembly
- b. Reimburses individuals for house-related expenditures as outlined in the budget approved by the Executive Council and General Assembly
- c. Maintains internal financial record and monitor spending of Next House funds
- d. Works with the Area Director to make purchases for Next House
- e. Processes invoice payments and donations from Next House funds

#### **E. Secretary**

- a. Takes minutes at all house meetings and Exec meetings and makes them available to the house
- b. Compiles and emails the exec meeting agenda/anonymous feedback forms to the house 1-2 days prior to exec meetings.

#### **F. Social Chair**

- a. Plans recreational and social activities for Next House residents
- b. Works with the Executive Council and Wing Representatives for executing social events
- c. Works with administration, Heads of House, and RLAD to plan and run events
- d. Handles paperwork for event approval and funding requests

#### **G. Alumni Relations Chair**

- a. Responsible for ensuring contact with Next House alumni to inform them of current events in Next House
- b. Plans at least one semesterly event to connect current students and Alumni of Next House
- c. Seeks donations from Alumni of Next House

#### **H. Technology Chair**

- a. Maintains all electronic equipment systems owned by Next House that is not under the direct supervision of other positions, including wing printers, the desk system, and audio/visual equipment
- b. Maintains and updates the Next House website with current events and information
- c. Maintains the Next House server.
- d. Sets up the voting webpage for elections, budget approval, constitutional/bylaw changes, etc.

- e. Acts as a point of contact for third party vendors of electronic systems
- f. Is familiar with all electronic equipment owned by student groups

### **I. Housing Chair**

- a. Assigns all incoming freshmen temporary rooms during the summer given student self-reported housing/roommate profiles
- b. Runs rooming lotteries in the spring and fall for upperclassmen and freshmen respectively
- c. Communicates with the Housing Office to keep records of all residents moving into and out of Next House
- d. Updates House Manager, Housemasters, GRAs, and Next Desk Captains about room assignments and any changes to them
- e. Updates [next@mit.edu](mailto:next@mit.edu) with all room changes and informs Tech Chair and VP Relations about global roster changes for web servers and email lists, respectively
- f. Mediates any room change requests/roommate conflicts
- g. Decrowds triples and runs lotteries for solar rooms.

### **J. Dining Chair**

- a. Acts as the liaison between Next House and the dining provider
- b. Schedules and leads meetings between students of the House and Dining related representatives

### **K. Judicial Committee Chair**

- a. Acts as the Judicial Head of the Judicial Committee in mediating disputes
- b. Calls Judicial Committee hearing when problem arises
- c. Available to listen to residents' needs and concerns on a more informal basis
- d. Oversees activities of the Wing Representatives
- e. Maintains oversight over the rules and regulations of Next House
- f. Interprets the Constitution and Bylaws when unclear

Additionally, members of the Executive Council are responsible for fulfilling other duties as assigned by the President, including but not limited to attendance of Exec meetings, House Team Meetings, and General Assembly meetings, and assistance with social events, the housing lottery, CPW events, and REX events.

## APPOINTED POSITIONS

The following positions may be appointed by the Executive Council, at the discretion of the President. These do not count in formal Exec, and the position holders may not vote in Exec votes or fill in for the office of President when there is a vacancy. At any time the President may propose to create a new temporary or permanent Committee replacing any of the following positions. In the case of a permanent Committee, the Chair of the newly-formed Committee would have the full voting privileges as formal Exec members.

### **A. Athletics Chair**

- a. Responsible for coordinating Next House athletics teams with DAPER
- b. Maintains the sports equipment needs for Next House
- c. Maintains the weight and cardio room equipment

### **B. i3 Chair**

- a. Creates the i3 video for Next House
- b. Maintains communication with the housing office and i3 coordinators with regards to the i3 video

### **C. REX Chair**

- a. Responsible for planning and running REX activities.

### **D. CPW Chair**

- a. Responsible for creating, coordinating, and managing CPW activities
- b. Responsible for registering these events through MIT

### **E. UA Council Delegate**

- a. Serves as the external delegate to the UA Council in representing Next House's interests to the greater MIT Community
- b. Maintains constant communication with the President and Exec on the discussions in the UA Council

### **F. Publicity Chair**

- a. Publicizes events to the house with posters and emails

### **G. Makerspace Chair**

- a. Manages mentors and users of the makerspace
- b. Purchases and maintains equipment
- c. Maintains communication with relevant oversight groups on safety regulations

## **H. Mural Czar**

- a. Purchases and maintains mural supplies
- b. Responds to proposals by residents for creating murals
- c. Communicates with relevant oversight in regards to murals

These appointed positions may have other obligations (such as periodic meetings) that are up to the discretion of the President.

## **Section 2: Judicial Committee**

The Judicial Committee shall consist of at least eight Wing Representatives, at least one but no more than three appointed from each residential wing of Next House.

### **A. Definition of Wings**

The residents of these wings shall be defined as the residents of the following rooms:

- a. Two West, rooms 201-227;
- b. Two East, rooms 231-276;
- c. Three West, rooms 301-330;
- d. Three East rooms 331-376;
- e. Four West, rooms 401-430;
- f. Four East, rooms 431-476;
- g. Five West, rooms 501-531;
- h. Five East, rooms 532-576.

## **B. Responsibilities**

Each Wing Representative shall be responsible for:

- a. Representing the interests of their respective wings to the Executive Council
- b. Running events and study breaks in conjunction with the GRAs for their respective wing
- c. Reporting Executive Council activities and upcoming events to their respective wings
- d. Attending all General Assembly meetings, or sending a proxy and notifying the Secretary of the proxy's name at least 48 hours prior to the beginning of the meeting

f. Assisting with Executive Council events when asked to, including but not limited to social events and the housing lottery

## **Section 3: General Assembly**

The General Assembly shall be responsible for voting on matters brought to a House vote and overseeing the actions of the other governing bodies of Next House. The administration of House votes is discussed in the Bylaws.

## **Article IV: Terms of Office**

Each member of the Executive Council shall serve from the time of their installation until their terms end as described in the Bylaws.

## **Article V: Impeachment**

### **Section 1: Executive Council Officers**

#### **A. Petitioning Procedure**

A member of the Executive Council may be brought to an impeachment vote if one-fourth of all members of the General Assembly sign a petition for such a vote. The completed petition must be filed with the Judicial Board, and must include the charges upon which the impeachment vote is being taken.

#### **B. Trial**

The Judicial Board shall hold a trial, open to all members of the General Assembly, within a week of the filing of such a petition. The trial shall include an opportunity for the officer in question to address the charges made, as well as an opportunity for any resident to speak regarding the officer's performance. The time and place of this meeting shall be made public knowledge to the General Assembly at least 48 hours prior to the beginning of the meeting.

#### **C. Vote**

Immediately following the trial, an impeachment vote shall be held by secret electronic ballot

and administered by the Technology Chair and overseen by the Judicial Board. In order for said vote to be binding, one-fourth of all members of the General Assembly must cast votes. If two-thirds of those casting votes vote to impeach the officer, the officer shall be removed from office immediately.

## **Section 2: Wing Representatives**

### **A. Petitioning Procedure**

A Wing Representative may be brought to an impeachment vote if one-fourth of the residents of the wing that they represent sign a petition for such a vote. The completed petition must be filed with the Executive Council, and must include the charges upon which the impeachment vote is being taken.

### **B. Trial**

The Judicial Committee shall hold a trial, open to all members of the wing that the Wing Representatives serves, within a week of the filing of such a petition. The trial shall include an opportunity for the representative in question to address the charges made, as well as an opportunity for any resident to speak regarding the representative's performance. The time and place of this meeting shall be made public knowledge to the residents of the relevant wing at least 48 hours prior to the beginning of the meeting.

### **C. Vote**

Immediately following the trial, an impeachment vote shall be held by secret electronic ballot. In order for said vote to be binding, one-half of all members of the wing must cast votes. If two-thirds of those casting votes vote to impeach the representative, the representative shall be removed from office immediately.

## **Article VI: Vacancies**

The President shall appoint an interim officer in the case of any vacancy. Within two weeks of the vacancy, an election for the vacant office shall occur in accordance with the procedures delineated in the bylaws.

Should the office of the President become vacant, the Vice President of Relations shall act as President and appoint an interim Vice President of Relations. Once the election for President is completed, the Vice President of Relations shall resume their duties as Vice President of Relations.

Should the Vice President of Relations be unable to fulfill the above duty, it will then be done by the Vice President of Facilities and Services, followed by the Treasurer, and then the Secretary.

Should all five positions be vacant at the time of a Presidential vacancy, a delegate will be selected among the remaining Exec members.



## **Article VII: Amendment**

### **Section 1: Constitution**

Any amendment to this Constitution shall be approved first by a two-thirds vote of the Executive Council. Once the Executive Council approves of the amendment, a majority of one-fourth of the General Assembly must approve of the amendment in a vote held by secret electronic ballot.

### **Section 2: Bylaws**

Any amendment to the Bylaws shall be approved first by a majority vote of the Executive Council. Once the Executive Council approves of the amendment, a majority of one-fourth of the General Assembly must approve of the amendment in a vote held by secret electronic ballot.