

# Undergraduate Association Committee Bylaws

Updated September 14, 2017

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# Cabinet Committees

Cabinet committees work on issues that may affect policies related to undergraduate students at MIT.

# Committee on Campus Planning

## Article I: Name

The name of this committee shall be the Undergraduate Association Committee on Campus Planning.

## Article II: Purpose

The purpose of this committee shall be to represent undergraduate opinions on matters related to campus planning and development.

## Article III: Membership

### **Section 1: Composition**

1. Membership shall be open to students currently enrolled as undergraduates at Massachusetts Institute of Technology.
2. A Chair
3. A Vice Chair
4. Members-at-large

### **Section 2: Responsibilities of Members**

1. The committee shall be responsible for creating and upholding clear communication between undergraduates and administrators in all matters relating to campus planning. Members shall maintain a working relationship with the following administrative offices:
  - a. The Chancellor
  - b. The Office of Campus Planning
  - c. The Dean for Student Life
  - d. Executive Vice President and Treasurer
2. Members are expected to attend monthly committee meetings, with one excused absence per semester.

### **Section 3: Selection**

1. The committee will have a Chair and Vice Chair that will be selected through the following processes at the end of the Spring Semester, and will begin duties immediately for the upcoming academic year:
  - a. If the committee has at least five regular members having been active in the committee for more than three months:
    - i. Internal election, to be determined by the committee
    - ii. If the UA President would like to nominate another person as the Chair or Vice Chair, a presentation must be given to UA Council clearly delineating the reasoning.
  - b. Else, through appointment by the UA President.
2. The committee does not discriminate against any person based on age, color, disability, gender, national or ethnic origin, race, religion, sexual orientation, or any other basis protected by applicable local, state, or federal laws.
3. Potential members must apply through the Undergraduate Association's Committee on Involvement, followed by an interview with the Committee on Campus Planning.

### **Section 4: Term of Office**

1. The members of the committee will hold their office starting from their appointment until the beginning of the term of the next UA President in the Spring Semester.

### **Section 5: Vacancies**

1. If the office of Chair becomes vacant, the Vice-Chair shall serve in that role until a replacement Chair can be provided through the process in Article II, Section 3.1. During the interim period, the acting Chair may appoint another member to serve as acting Vice-Chair.

2. If both the offices of Chair and Vice-Chair become vacant, the current UA President shall appoint an acting Chair and Vice-Chair to serve until those offices can be filled by the process outlined in Article II, Section 3.1.

#### **Section 6: Removal**

1. The Chair and Vice-Chair may be removed by the process outlined in the UA Constitution.
2. Members at large may be removed by the Chair at their discretion.

#### Article IV: Officer Responsibilities

1. The Chair and Vice Chair will preside over all committee meetings.
2. The Chair will represent the committee on the UA Cabinet and will attend all UA Cabinet meetings.
3. The Vice Chair will act jointly with the Chair and will represent the committee on the UA Cabinet when the Chair is not available.

#### Article V: Meetings

1. The full committee will meet once a month. The day and time on which the meetings will take place will be decided at the beginning of the semester in accordance with the schedules of all members.
2. During meetings, committee updates and plans will be discussed.
3. Meeting format will be decided by the Chair at the first meeting.

#### Article VI: Principles of Operation

1. The committee will serve to maintain open routes of communication between undergraduates and administration in all regards related to campus planning and development.
2. The committee will advocate for a campus environment that encompasses the undergraduate student body's values of respect, community, and innovation.

# Committee on Community & Diversity

## Article I: Name

The name of this committee shall be the Undergraduate Association Committee on Community & Diversity, or the CoCD.

## Article II: Purpose

The purpose of this committee shall be to assist the growth of community in both the undergraduate body of MIT and the population of the university as a whole. We aim to foster a widespread and powerful sense of community throughout the undergraduate body of MIT and to work to assure every member of the undergraduate community has a voice.

## Article III: Membership

### **Section 1: Composition**

1. Membership shall be open to students currently enrolled as undergraduates at Massachusetts Institute of Technology.
2. A Chair
3. A Vice Chair
4. Members-at-large

### **Section 2: Responsibilities of Members**

1. Members are expected to attend committee meetings once every two weeks, with one excused absence per semester.

### **Section 3: Selection**

1. The committee will have a Chair and Vice Chair that will be selected through the following processes at the end of the Spring Semester, and will begin duties immediately for the upcoming academic year:
  - a. If the committee has at least five regular members having been active in the committee for more than three months:
    - i. Internal election, to be determined by the committee
    - ii. If the UA President would like to nominate another person as the Chair or Vice Chair, a presentation must be given to UA Council clearly delineating the reasoning.
  - b. Else, through appointment by the UA President.
2. The committee does not discriminate against any person based on age, color, disability, gender, national or ethnic origin, race, religion, sexual orientation, or any other basis protected by applicable local, state, or federal laws.
3. Potential members must apply through the Undergraduate Association's Committee on Involvement, followed by an interview with the Committee on Community & Diversity.

### **Section 4: Term of Office**

1. The members of the committee will hold their office starting from their appointment until the beginning of the term of the next UA President in the Spring Semester.

### **Section 5: Vacancies**

1. If the office of Chair becomes vacant, the Vice-Chair shall serve in that role until a replacement Chair can be provided through the process in Article II, Section 3.1. During the interim period, the acting Chair may appoint another member to serve as acting Vice-Chair.
2. If both the offices of Chair and Vice-Chair become vacant, the current UA President shall appoint an acting Chair and Vice-Chair to serve until those offices can be filled by the process outlined in Article II, Section 3.1.

### **Section 6: Removal**

1. The Chair and Vice-Chair may be removed by the process outlined in the UA Constitution.
2. Members at large may be removed by the Chair at their discretion.

#### Article IV: Officer Responsibilities

1. The Chair and Vice Chair will preside over all committee meetings.
2. The Chair will represent the committee on the UA Cabinet and will attend all UA Cabinet meetings.
3. The Vice Chair will act jointly with the Chair and will represent the committee on the UA Cabinet when the Chair is not available.

#### Article V: Meetings

1. The full committee will meet every two weeks. The day and time on which the meetings will take place will be decided at the beginning of the semester in accordance with the schedules of all members.
2. During meetings, committee updates and plans will be discussed.
3. Meeting format will be decided by the Chair at the first meeting.

#### Article VI: Principles of Operation

1. The committee will serve to maintain open routes of communication between undergraduates and administration in all regards related to community and diversity.
2. The committee will advocate for a campus environment that encompasses the undergraduate student body's values of respect, community, and innovation.

# Committee on Education

## Article I: Name

The name of this committee shall be the Undergraduate Association Committee on Education.

## Article II: Purpose

The purpose of this committee shall be to act as a policy sounding board for academic issues on campus, improve student faculty interactions and relations, work to improve the educational experience for students, and serve as a liaison between the institute and students on all matters pertaining to education.

## Article III: Membership

### **Section 1: Composition**

1. Membership shall be open to students currently enrolled as undergraduates at Massachusetts Institute of Technology.
2. A Chair
3. A Vice Chair
4. Members-at-large
5. The Committee shall have an Advisory Board, consisting (including the Chair and Vice Chair as ex officio members) of at minimum 5 people (whose role it is to act as a liaison between the COE and Course Heads/School Deans).

### **Section 2: Responsibilities of Members**

1. Members are expected to attend committee meetings once every two weeks, with one excused absence per semester.
2. Members are expected to be Project Lead or an active contributor for one or more committee projects.
3. Members are expected to actively reach out to other students within the MIT community to solicit their thoughts and opinions on issues regarding education.
4. On the Advisory Board, representatives shall:
  - a. Regularly attend meetings, with absences reported in advance to the committee Chair.
  - b. Remain up to date on issues affecting the representative's major.
  - c. Maintain relationships with influential administrators in the representative's major.
  - d. Ensure that the representative's major is adequately represented in policy discussions at Advisory Board meetings.

### **Section 3: Selection**

1. The committee will have a Chair and Vice Chair that will be selected through the following processes at the end of the Spring Semester, and will begin duties immediately for the upcoming academic year:
  - a. If the committee has at least five regular members having been active in the committee for more than three months:
    - i. Internal election, to be determined by the committee
    - ii. If the UA President would like to nominate another person as the Chair or Vice Chair, a presentation must be given to UA Council clearly delineating the reasoning.
  - b. Else, through appointment by the UA President.
2. The committee does not discriminate against any person based on age, color, disability, gender, national or ethnic origin, race, religion, sexual orientation, or any other basis protected by applicable local, state, or federal laws.
3. Potential members must apply through the Undergraduate Association's Committee on Involvement, followed by an interview with the Committee on Education.

**Section 4: Term of Office**

1. The members of the committee will hold their office starting from their appointment until the beginning of the term of the next UA President in the Spring Semester.

**Section 5: Vacancies**

1. If the office of Chair becomes vacant, the Vice-Chair shall serve in that role until a replacement Chair can be provided through the process in Article II, Section 3.1. During the interim period, the acting Chair may appoint another member to serve as acting Vice-Chair.
2. If both the offices of Chair and Vice-Chair become vacant, the current UA President shall appoint an acting Chair and Vice-Chair to serve until those offices can be filled by the process outlined in Article II, Section 3.1.

**Section 6: Removal**

1. The Chair and Vice-Chair may be removed by the process outlined in the UA Constitution.
2. Members at large may be removed by the Chair at their discretion.

**Article IV: Officer Responsibilities**

1. The Chair and Vice Chair will preside over all committee meetings and Advisory Board meetings.
2. The Chair will represent the committee on the UA Cabinet and will attend all UA Cabinet meetings.
3. The Chair shall solicit agenda items at least 5 days prior to each meeting and shall circulate a full agenda at least 3 days prior to the meeting date. Additional emergency agenda items may be added at the discretion of the Chair if they see fit to do so.
4. The Vice Chair will act jointly with the Chair and will represent the committee on the UA Cabinet when the Chair is not available.
5. The Publicity Chair will design publicity materials for special projects of the committee and plan and execute publicity initiatives of the committee.

**Article V: Meetings**

1. The full committee will meet every two weeks. The day and time on which the meetings will take place will be decided at the beginning of the semester in accordance with the schedules of all members.
2. During meetings, committee updates and plans will be discussed.
3. Meeting format will be decided by the Chair at the first meeting.
4. Meetings will by default be open to any interested party, unless the Chair decides otherwise. Only members can vote.

**Article VI: Principles of Operation**

1. The committee will serve to maintain open routes of communication between undergraduates and administration in all regards related to education.



# **Committee on Innovation**

## Article I: Name

The name of this committee shall be the Undergraduate Association Committee on Innovation.

## Article II: Purpose

The purpose of this committee shall be to enable students to work on innovative projects.

## Article III: Membership

### **Section 1: Composition**

1. Membership shall be open to students currently enrolled as undergraduates at Massachusetts Institute of Technology.
2. A Chair
3. A Vice Chair
4. Members-at-large

### **Section 2: Responsibilities of Members**

1. Members are expected to attend committee meetings once every two weeks, with one excused absence per semester.

### **Section 3: Selection**

1. The committee will have a Chair and Vice Chair that will be selected through the following processes at the end of the Spring Semester, and will begin duties immediately for the upcoming academic year:
  - a. If the committee has at least five regular members having been active in the committee for more than three months:
    - i. Internal election, to be determined by the committee
    - ii. If the UA President would like to nominate another person as the Chair or Vice Chair, a presentation must be given to UA Council clearly delineating the reasoning.
  - b. Else, through appointment by the UA President.
2. The committee does not discriminate against any person based on age, color, disability, gender, national or ethnic origin, race, religion, sexual orientation, or any other basis protected by applicable local, state, or federal laws.
3. Potential members must apply through the Undergraduate Association's Committee on Involvement, followed by an interview with the Committee on Innovation.

### **Section 4: Term of Office**

1. The members of the committee will hold their office starting from their appointment until the beginning of the term of the next UA President in the Spring Semester.

### **Section 5: Vacancies**

1. If the office of Chair becomes vacant, the Vice-Chair shall serve in that role until a replacement Chair can be provided through the process in Article II, Section 3.1. During the interim period, the acting Chair may appoint another member to serve as acting Vice-Chair.
2. If both the offices of Chair and Vice-Chair become vacant, the current UA President shall appoint an acting Chair and Vice-Chair to serve until those offices can be filled by the process outlined in Article II, Section 3.1.

### **Section 6: Removal**

1. The Chair and Vice-Chair may be removed by the process outlined in the UA Constitution.
2. Members at large may be removed by the Chair at their discretion.

## Article IV: Officer Responsibilities

1. The Chair and Vice Chair will preside over all committee meetings.
2. The Chair will represent the committee on the UA Cabinet and will attend all UA Cabinet meetings.
3. The Vice Chair will act jointly with the Chair and will represent the committee on the UA Cabinet when the Chair is not available.

#### Article V: Meetings

1. The full committee will meet every two weeks. The day and time on which the meetings will take place will be decided at the beginning of the semester in accordance with the schedules of all members.
2. During meetings, committee updates and plans will be discussed.
3. Meeting format will be decided by the Chair at the first meeting.

#### Article VI: Principles of Operation

1. The committee will serve to maintain open routes of communication between undergraduates and administration in all regards related to innovation.

# Committee on Public Affairs

## Article I: Name

The name of this committee shall be the Undergraduate Association Committee on Public Affairs.

## Article II: Purpose

The purpose of the Public Affairs Committee is to educate MIT undergraduates about their potential impact in the public sector as well as to establish and maintain collaborative relationships with governmental entities in order to connect undergraduates with opportunities to make positive and meaningful impacts on society.

## Article III: Membership

### **Section 1: Composition**

1. Membership shall be open to students currently enrolled as undergraduates at Massachusetts Institute of Technology.
2. A Chair
3. A Vice Chair
4. Members-at-large

### **Section 2: Responsibilities of Members**

1. Members are expected to attend committee meetings once every two weeks, with one excused absence per semester.

### **Section 3: Selection**

1. The committee will have a Chair and Vice Chair that will be selected through the following processes at the end of the Spring Semester, and will begin duties immediately for the upcoming academic year:
  - a. If the committee has at least five regular members having been active in the committee for more than three months:
    - i. Internal election, to be determined by the committee
    - ii. If the UA President would like to nominate another person as the Chair or Vice Chair, a presentation must be given to UA Council clearly delineating the reasoning.
  - b. Else, through appointment by the UA President.
2. The committee does not discriminate against any person based on age, color, disability, gender, national or ethnic origin, race, religion, sexual orientation, or any other basis protected by applicable local, state, or federal laws.
3. Potential members must apply through the Undergraduate Association's Committee on Involvement, followed by an interview with the Committee on Public Affairs.

### **Section 4: Term of Office**

1. The members of the committee will hold their office starting from their appointment until the beginning of the term of the next UA President in the Spring Semester.

### **Section 5: Vacancies**

1. If the office of Chair becomes vacant, the Vice-Chair shall serve in that role until a replacement Chair can be provided through the process in Article II, Section 3.1. During the interim period, the acting Chair may appoint another member to serve as acting Vice-Chair.
2. If both the offices of Chair and Vice-Chair become vacant, the current UA President shall appoint an acting Chair and Vice-Chair to serve until those offices can be filled by the process outlined in Article II, Section 3.1.

### **Section 6: Removal**

1. The Chair and Vice-Chair may be removed by the process outlined in the UA

Constitution.

2. Members at large may be removed by the Chair at their discretion.

#### Article IV: Officer Responsibilities

1. The Chair and Vice Chair will preside over all committee meetings.
2. The Chair will represent the committee on the UA Cabinet and will attend all UA Cabinet meetings.
3. The Chair shall solicit agenda items at least 5 days prior to each meeting and shall circulate a full agenda at least 3 days prior to the meeting date. Additional emergency agenda items may be added at the discretion of the Chair if they see fit to do so.
4. The Vice Chair will act jointly with the Chair and will represent the committee on the UA Cabinet when the Chair is not available.
5. The Publicity Chair will design publicity materials for special projects of the committee and plan and execute publicity initiatives of the committee.

#### Article V: Meetings

1. The full committee will meet every two weeks. The day and time on which the meetings will take place will be decided at the beginning of the semester in accordance with the schedules of all members.
2. During meetings, committee updates and plans will be discussed.
3. Meeting format will be decided by the Chair at the first meeting.
4. Meetings will by default be open to any interested party, unless the Chair decides otherwise. Only members can vote.

#### Article VI: Principles of Operation

1. The committee will serve to maintain open routes of communication between undergraduates and the local, state, and national government.
2. The committee will advocate for a campus environment that encompasses the undergraduate student body's values of respect, community, and innovation.

# Special Projects Committee

## Article I: Name

The name of this committee shall be the Undergraduate Association Special Projects Committee, or the SPC.

## Article II: Purpose

The Special Projects Committee (SPC) of the Undergraduate Association exists to undertake initiatives that do not fall within the scope of the other Undergraduate Association committees or that require special attention. With the best interest of all undergraduates and student life as its foundation, the SPC both seeks out projects on campus that are unconventional, neglected, and necessary for the betterment of the undergraduate experience as well as works with the President on projects that the Undergraduate Association wishes to adopt. The SPC prides itself on execution and in providing visible changes in the Institute and the community that bolster the UA and above all, improve the quality of student life at MIT.

## Article III: Membership

### **Section 1: Composition**

1. Membership shall be open to students currently enrolled as undergraduates at Massachusetts Institute of Technology.
2. A Chair
3. A Vice Chair
4. Members-at-large

### **Section 2: Responsibilities of Members**

1. Members are expected to attend committee meetings once every two weeks, with one excused absence per semester.

### **Section 3: Selection**

1. The committee will have a Chair and Vice Chair that will be selected through the following processes at the end of the Spring Semester, and will begin duties immediately for the upcoming academic year:
  - a. If the committee has at least five regular members having been active in the committee for more than three months:
    - i. Internal election, to be determined by the committee
    - ii. If the UA President would like to nominate another person as the Chair or Vice Chair, a presentation must be given to UA Council clearly delineating the reasoning.
  - b. Else, through appointment by the UA President.
2. The committee does not discriminate against any person based on age, color, disability, gender, national or ethnic origin, race, religion, sexual orientation, or any other basis protected by applicable local, state, or federal laws.
3. Potential members must apply through the Undergraduate Association's Committee on Involvement, followed by an interview with the Special Projects Committee.

### **Section 4: Term of Office**

1. The members of the committee will hold their office starting from their appointment until the beginning of the term of the next UA President in the Spring Semester.

### **Section 5: Vacancies**

1. If the office of Chair becomes vacant, the Vice-Chair shall serve in that role until a replacement Chair can be provided through the process in Article II, Section 3.1. During the interim period, the acting Chair may appoint another member to serve as acting Vice-Chair.
2. If both the offices of Chair and Vice-Chair become vacant, the current UA President shall

appoint an acting Chair and Vice-Chair to serve until those offices can be filled by the process outlined in Article II, Section 3.1.

#### **Section 6: Removal**

1. The Chair and Vice-Chair may be removed by the process outlined in the UA Constitution.
2. Members at large may be removed by the Chair at their discretion.

#### **Article IV: Officer Responsibilities**

1. The Chair and Vice Chair will preside over all committee meetings.
2. The Chair will represent the committee on the UA Cabinet and will attend all UA Cabinet meetings.
3. The Vice Chair will act jointly with the Chair and will represent the committee on the UA Cabinet when the Chair is not available.
4. The Vice Chair will be responsible for meeting minutes.

#### **Article V: Meetings**

1. The full committee will meet every two weeks. The day and time on which the meetings will take place will be decided at the beginning of the semester in accordance with the schedules of all members.
2. During meetings, committee updates and plans will be discussed.
3. Meeting format will be decided by the Chair at the first meeting.

#### **Article VI: Principles of Operation**

1. The committee will serve to maintain open routes of communication between undergraduates and administration in all regards related to special projects.
2. The committee will advocate for a campus environment that encompasses the undergraduate student body's values of respect, community, and innovation.

# Committee on Student-Administration Collaboration

## Article I: Name

The name of this committee shall be the Undergraduate Association Committee on Student-Administration Collaboration, or the UA SAC.

## Article II: Purpose

The mission of the UA SAC is to ensure transparent communication occurs with accountability between students and administrators at MIT.

The UA SAC will strive to accomplish this by giving recommendations to both administrators and student leaders by publishing an annual, well-researched report on student-administration interactions through the year, evaluating the quality and effectiveness of those communications, and working with administrators and student leaders to ensure clear alignment of expectations.

## Article III: Membership

### **Section 1: Composition**

1. Membership shall be open to students currently enrolled as undergraduates at Massachusetts Institute of Technology.
2. A Chair
3. A Vice Chair
4. A representative from each of the following bodies
  - a. The MIT Interfraternity Council
  - b. The MIT Panhellenic Association
  - c. The MIT Dormitory Council
  - d. The MIT Living Group Council
  - e. No more than four members-at-large

### **Section 2: Responsibilities of Members**

1. Members are expected to attend committee meetings once every two weeks, with one excused absence per semester.
2. Members are expected to appropriately research any assigned projects they have, including interviewing relevant people for each research topic.

### **Section 3: Selection**

1. The committee will have a Chair and Vice Chair that will be selected through the following processes at the end of the Spring Semester, and will begin duties immediately for the upcoming academic year:
  - a. If the committee has at least five regular members having been active in the committee for more than three months:
    - i. Internal election, to be determined by the committee
    - ii. If the UA President would like to nominate another person as the Chair or Vice Chair, a presentation must be given to UA Council clearly delineating the reasoning.
  - b. Else, through appointment by the UA President.
2. The committee does not discriminate against any person based on age, color, disability, gender, national or ethnic origin, race, religion, sexual orientation, or any other basis protected by applicable local, state, or federal laws.
3. Potential members must apply through the Undergraduate Association's Committee on Involvement, followed by an interview with the Committee on Student-Administration Collaboration.

### **Section 4: Term of Office**

1. The members of the committee will hold their office starting from their appointment until

the beginning of the term of the next UA President in the Spring Semester.

#### **Section 5: Vacancies**

1. If the office of Chair becomes vacant, the Vice-Chair shall serve in that role until a replacement Chair can be provided through the process in Article II, Section 3.1. During the interim period, the acting Chair may appoint another member to serve as acting Vice-Chair.
2. If both the offices of Chair and Vice-Chair become vacant, the current UA President shall appoint an acting Chair and Vice-Chair to serve until those offices can be filled by the process outlined in Article II, Section 3.1.

#### **Section 6: Removal**

1. The Chair and Vice-Chair may be removed by the process outlined in the UA Constitution.
2. Members at large may be removed by the Chair at their discretion.

#### Article IV: Officer Responsibilities

1. The Chair and Vice Chair will preside over all committee meetings.
2. The Chair will represent the committee on the UA Cabinet and will attend all UA Cabinet meetings.
3. The Vice Chair will act jointly with the Chair and will represent the committee on the UA Cabinet when the Chair is not available.

#### Article V: Meetings

1. The full committee will meet every two weeks. The day and time on which the meetings will take place will be decided at the beginning of the semester in accordance with the schedules of all members. Further meetings may be called at the discretion of the Chair for the discussion of time-sensitive issues.
2. During meetings, committee updates and plans will be discussed.
3. Meeting format will be decided by the Chair at the first meeting.
4. Meetings will by default be open to any interested party, unless the Chair decides otherwise. Only members can vote.
5. Meetings will begin with a committee member being chosen to take notes to be published at the end of the meeting via the UA SAC's interest list.
6. Meetings will include updates from each member of current task progress. If members are unable to come to a meeting, they are expected to send a report in advance to the Chair.
7. Meetings will end with each committee member getting a list of actionable goals to achieve by the next meeting as decided upon by committee discussion.

#### Article VI: Principles of Operation

1. The committee will serve to maintain open routes of communication between undergraduates and administration in all regards related to student-admin relationships.
2. The committee will advocate for a campus environment that encompasses the undergraduate student body's values of respect, community, and innovation.



# Committee on Student Support and Wellness

## Article I: Name

The name of this committee shall be the Undergraduate Association Committee on Student Support and Wellness (Wellcomm).

## Article II: Purpose

The Committee on Student Support and Wellness, serving the Massachusetts Institute of Technology, is committed to representing undergraduate students in the matters of support and wellness. The committee accomplishes its mission by creating and establishing ways to improve student support and advocating for student support to key stakeholders across the Institute.

## Article III: Membership

### **Section 1: Composition**

1. Membership shall be open to students currently enrolled as undergraduates at Massachusetts Institute of Technology.
2. A Chair
3. A Vice Chair
4. A Secretary
5. A Treasurer
6. Subcommittee Chairs
7. Members-at-large

### **Section 2: Responsibilities of Members**

1. The committee shall be responsible for creating and upholding clear communication between undergraduates and administrators in all matters relating to student support and wellness. Members shall maintain a working relationship with the following administrative offices:
  - a. The Chancellor
  - b. MIT Medical
  - c. Mental Health and Counseling
  - d. Violence Prevention and Response
  - e. Student Support Services
  - f. Division of Student Life
  - g. With respect to all items outlined above and any others that may arise during the course of the academic year, the Committee shall act as a liaison and advocate on behalf of both the UA and the undergraduate community at large concerning all issues involving student support and wellness.
2. Members are expected to attend weekly committee meetings, with one excused absence per semester.
3. Members are expected to be on a subcommittee per semester.
4. Members are expected to attend at least one committee organized event per semester.

### **Section 3: Selection**

1. The committee will have a Chair and Vice Chair that will be selected through the following processes at the end of the Spring Semester, and will begin duties immediately for the upcoming academic year:
  - a. If the committee has at least five regular members having been active in the committee for more than three months:
    - i. Internal election, to be determined by the committee
    - ii. If the UA President would like to nominate another person as the Chair or Vice Chair, a presentation must be given to UA Council clearly delineating the reasoning.
  - b. Else, through appointment by the UA President.
2. The committee does not discriminate against any person based on age, color, disability,

gender, national or ethnic origin, race, religion, sexual orientation, or any other basis protected by applicable local, state, or federal laws.

3. Potential members must apply through the Undergraduate Association's Committee on Involvement, followed by an interview with the Student Support and Wellness Committee.
4. Secretary, Treasurer, and Subcommittee Chairs may be appointed by the Chair or, at their discretion, may be selected through committee election.

#### **Section 4: Term of Office**

1. The members of the committee will hold their office starting from their appointment until the beginning of the term of the next UA President in the Spring Semester.

#### **Section 5: Vacancies**

1. If the office of Chair becomes vacant, the Vice-Chair shall serve in that role until a replacement Chair can be provided through the process in Article II, Section 3.1. During the interim period, the acting Chair may appoint another member to serve as acting Vice-Chair.
2. If both the offices of Chair and Vice-Chair become vacant, the current UA President shall appoint an acting Chair and Vice-Chair to serve until those offices can be filled by the process outlined in Article II, Section 3.1.

#### **Section 6: Removal**

1. The Chair and Vice-Chair may be removed by the process outlined in the UA Constitution.
2. Members at large may be removed by the Chair at their discretion.

#### **Article IV: Officer Responsibilities**

1. The Chair and Vice Chair will preside over all committee meetings.
2. The Chair will represent the committee on the UA Cabinet and will attend all UA Cabinet meetings.
3. The Vice Chair will act jointly with the Chair and will represent the committee on the UA Cabinet when the Chair is not available.
4. The Vice Chair will be responsible for meeting minutes.
5. The Secretary shall record accurate minutes of all meetings, record attendance for each member present, maintain a file of the club's records, maintain a current roster of membership, and issue notices of meetings.
6. The Treasurer shall receive all funds and process request for payment, deposit slip, and officer signature forms, keep an itemized account of all receipts and expenditures, and make reports as directed.
7. The Subcommittee Chairs shall conduct the business of their subcommittees and shall be responsible to the Co-Chairs.

#### **Article V: Meetings**

1. The full committee will meet every week. The day and time on which the meetings will take place will be decided at the beginning of the semester in accordance with the schedules of all members.
2. During meetings, committee updates and plans will be discussed.
3. Meeting format will be decided by the Chair at the first meeting.

#### **Article VI: Principles of Operation**

1. The committee will serve to maintain open routes of communication between undergraduates and administration in all regards related to student support and wellness.
2. The committee will advocate for a campus environment that encompasses the undergraduate student body's values of respect, community, and innovation.

# Committee on Sustainability

## Article I: Name

The name of this committee shall be the Undergraduate Association Committee on Sustainability.

## Article II: Purpose

The UA Committee on Sustainability strives to make MIT the most sustainable campus in the world through raising awareness, fostering good habits, providing resources, and driving policy changes for the benefit of the undergraduate population. We aim that every student leaves campus with more knowledge about sustainability and their own motivation to commit sustainable actions. Each of our initiatives and events must be designed to meet at least one of the above criteria.

## Article III: Membership

### **Section 1: Composition**

1. Membership shall be open to students currently enrolled as undergraduates at Massachusetts Institute of Technology.
2. A Chair
3. A Vice Chair
4. An Executive Board consisting of:
  - a. The Chair
  - b. The Vice Chair
  - c. Treasurer
  - d. Secretary
  - e. Publicity Chair
  - f. Webmaster
  - g. Project Leaders
5. Members-at-large

### **Section 2: Responsibilities of Members**

1. Members are expected to attend committee meetings once every two weeks, with one excused absence per semester.
2. The committee shall be responsible for creating and upholding clear communication between undergraduates and administrators in all matters relating to student support and wellness.

Members shall maintain a working relationship with the following offices:

- a. Campus Sustainability Task Force
  - b. MIT Facilities
  - c. Office of Sustainability
  - d. Environmental Health & Safety Office (EHS)
  - e. MIT Environmental Solutions Initiative, and the MIT Energy Initiative (MITEI)
  - f. The Energy Club
  - g. Graduate Student Council (GSC) Committee on Sustainability
  - h. Sustainability @ MIT
  - i. Boston EPA Student Environmental President's Council (SEPC).
3. Members are expected to be on a project team per semester.

### **Section 3: Selection**

1. The committee will have a Chair and Vice Chair that will be selected through the following processes at the end of the Spring Semester, and will begin duties immediately for the upcoming academic year:
  - a. If the committee has at least five regular members having been active in the committee for more than three months:
    - i. Internal election, to be determined by the committee
    - ii. If the UA President would like to nominate another person as the Chair or Vice Chair, a presentation must be given to UA Council clearly delineating

the reasoning.

- b. Else, through appointment by the UA President.
2. The committee does not discriminate against any person based on age, color, disability, gender, national or ethnic origin, race, religion, sexual orientation, or any other basis protected by applicable local, state, or federal laws.
3. Potential members must apply through the Undergraduate Association's Committee on Involvement, followed by an interview with the Committee on Sustainability.
4. Executive Board members that are not the Chair or Vice Chair will be elected by the executive committee.
5. Officer requirements:
  - a. The Chair must have resided on the committee for at least two semesters.
  - b. The Vice Chair must have resided on the committee for at least one semester.
  - c. The Project Leaders must have resided on the committee for at least one semester.

#### **Section 4: Term of Office**

1. The members of the committee will hold their office starting from their appointment until the beginning of the term of the next UA President in the Spring Semester, except Project Leads, who may have single-term projects.

#### **Section 5: Vacancies**

1. If the office of Chair becomes vacant, the Vice-Chair shall serve in that role until a replacement Chair can be provided through the process in Article II, Section 3.1. During the interim period, the acting Chair may appoint another member to serve as acting Vice-Chair.
2. If both the offices of Chair and Vice-Chair become vacant, the current UA President shall appoint an acting Chair and Vice-Chair to serve until those offices can be filled by the process outlined in Article II, Section 3.1.

#### **Section 6: Removal**

1. The Chair and Vice-Chair may be removed by the process outlined in the UA Constitution.
2. Members at large may be removed by the Chair at their discretion.

#### **Article IV: Officer Responsibilities**

1. The Chair and Vice Chair will preside over all committee meetings.
2. The Chair will represent the committee on the UA Cabinet and will attend all UA Cabinet, MIT Campus Energy Task Force, and Boston SEPC Network meetings.
3. The Vice Chair will act jointly with the Chair and will represent the committee on the UA Cabinet when the Chair is not available.
4. The Treasurer is responsible for managing the committee's budget. The Treasurer must keep tabs on all income and expenses, submit RFPs to the UA Treasurer, and write funding proposals when necessary.
5. The Secretary is responsible for taking meeting minutes, attendance, and keeping the committee's Google Drive folder organized and up to date. The secretary is also responsible for planning social events for committee members, such as study breaks, retreat, dinner outings, etc. Participation for these events can be extended beyond committee members.
6. The Publicity Chair is responsible for sending out a monthly email to the undergrads list with short updates on UA Sustainability projects and green facts. The Publicity Chair is also responsible for updating our Facebook page weekly with sustainable facts, jokes, pictures, etc. The Publicity Chair should be artistic and know how to design publicity material and market the Committee.
7. The Webmaster is responsible for managing the committee's website and keeping it up-to-date. The Webmaster will work closely with Publicity Chairs and should be familiar with (or extremely eager to learn) HTML.
8. Project Leaders are responsible for managing their specific projects by setting strong goals, interfacing with and soliciting help from the appropriate administration, and holding meetings

- with their project team. Project Leaders must check in with the Chair each week with updates.
9. All Executive Board members are expected to attend all weekly executive meetings and must staff at least four events a semester.

#### Article V: Meetings

1. The project teams will meet at least once every two weeks, as determined by the Project Leader. The day and time on which the meetings will take place will be decided at the beginning of the semester in accordance with the schedules of all members.
2. General body meetings will be called at least once every semester.
3. During meetings, committee updates and plans will be discussed.
4. Meeting format will be decided by the Chair at the first meeting.

#### Article VI: Principles of Operation

1. The committee will serve to maintain open routes of communication between undergraduates and administration in all regards related to sustainability.
2. The committee will advocate for a campus environment that encompasses the undergraduate student body's values of respect, community, and innovation.

# Operations Committees

Operations committees work on projects that are essential to keep the Undergraduate Association functional and impactful in improving the lives of undergraduate students.

# Committee on Alumni Affairs

## Article I: Name

The name of this committee shall be the Undergraduate Association Committee on Alumni Affairs.

## Article II: Purpose

The purpose of this committee is to foster relationships between the Undergraduate Association and MIT alumni. These relationships will form the basis for increased engagement between undergraduates and alumni on issues within and beyond MIT to benefit the MIT community as a whole.

## Article III: Membership

### **Section 1: Composition**

1. Membership shall be open to students currently enrolled as undergraduates at Massachusetts Institute of Technology.
2. A Chair
3. A Vice Chair
4. Members-at-large

### **Section 2: Responsibilities of Members**

1. Members are expected to attend weekly committee meetings, with one excused absence per semester.

### **Section 3: Selection**

1. The committee will have a Chair and Vice Chair that will be selected through the following processes at the end of the Spring Semester, and will begin duties immediately for the upcoming academic year:
  - a. If the committee has at least five regular members having been active in the committee for more than three months:
    - i. Internal election, to be determined by the committee
    - ii. If the UA President would like to nominate another person as the Chair or Vice Chair, a presentation must be given to UA Council clearly delineating the reasoning.
  - b. Else, through appointment by the UA President.
2. The committee does not discriminate against any person based on age, color, disability, gender, national or ethnic origin, race, religion, sexual orientation, or any other basis protected by applicable local, state, or federal laws.
3. Potential members must apply through the Undergraduate Association's Committee on Involvement, followed by an interview with the Committee on Alumni Affairs

### **Section 4: Term of Office**

1. The members of the committee will hold their office starting from their appointment until the beginning of the term of the next UA President in the Spring Semester.

### **Section 5: Vacancies**

1. If the office of Chair becomes vacant, the Vice-Chair shall serve in that role until a replacement Chair can be provided through the process in Article II, Section 3.1. During the interim period, the acting Chair may appoint another member to serve as acting Vice-Chair.
2. If both the offices of Chair and Vice-Chair become vacant, the current UA President shall appoint an acting Chair and Vice-Chair to serve until those offices can be filled by the process outlined in Article II, Section 3.1.

### **Section 6: Removal**

1. The Chair and Vice-Chair may be removed by the process outlined in the UA Constitution.
2. Members at large may be removed by the Chair at their discretion.

#### Article IV: Officer Responsibilities

1. The Chair and Vice Chair will preside over all committee meetings.
2. The Chair will represent the committee on the UA Cabinet and will attend all UA Cabinet meetings.
3. The Vice Chair will act jointly with the Chair and will represent the committee on the UA Cabinet when the Chair is not available.

#### Article V: Meetings

1. The full committee will meet every week. The day and time on which the meetings will take place will be decided at the beginning of the semester in accordance with the schedules of all members.
2. During meetings, committee updates and plans will be discussed.
3. Meeting format will be decided by the Chair at the first meeting.

#### Article VI: Principles of Operation

1. The committee will serve to maintain open routes of communication between undergraduates and administration in all regards related to alumni affairs.
2. The committee will advocate for a campus environment that encompasses the undergraduate student body's values of respect, community, and innovation.



# Committee on Community Service

## Article I: Name

The name of this committee shall be the Undergraduate Association Committee on Community Service.

## Article II: Purpose

The purpose of this committee is to encourage undergraduate involvement in the global, national, and local community through service projects, foster a better relationship between MIT's undergraduate community and the Cambridge community, and build a greater sense of community among undergraduates through service-related bonding.

## Article III: Membership

### Section 1: Composition

1. Membership shall be open to students currently enrolled as undergraduates at Massachusetts Institute of Technology.
  - a. A Chair
  - b. A Vice-Chair
  - c. 2 Logistics Coordinators
  - d. 2 Reflection Coordinators
  - e. Members-at-large

### Section 2: Responsibilities of Members

1. All members are responsible for attending all meetings unless absence is excused by the chair.
2. All members must complete training to be a leader in community service, run by the chair with the assistance of the Priscilla King Gray (PKG) Center.
3. Each member must complete 10 hours of community service per semester in activities including, but not limited to, Community Service Committee events, CityDays, and local Cambridge activities.
4. Each member must attend at least one reflection dinner or guest speaker.
5. Each member must be available to fill in any vacancies in service trips/events.

### Section 3: Selection

1. The committee will have a Chair and Vice Chair that will be selected through the following processes at the end of the Spring Semester, and will begin duties immediately for the upcoming academic year:
  - a. If the committee has at least five regular members having been active in the committee for more than three months:
    - i. Internal election, to be determined by the committee
    - ii. If the UA President would like to nominate another person as the Chair or Vice Chair, a presentation must be given to UA Council clearly delineating the reasoning.
  - b. Else, through appointment by the UA President.
2. The committee does not discriminate against any person based on age, color, disability, gender, national or ethnic origin, race, religion, sexual orientation, or any other basis protected by applicable local, state, or federal laws.
3. Potential members must apply through the Undergraduate Association's Committee on Involvement, followed by an interview with the Committee on Community Service.

### Section 4: Term of Office

1. The members of the committee will hold their office starting from their appointment until the beginning of the term of the next UA President in the Spring Semester.

### Section 5: Vacancies

1. If the office of Chair becomes vacant, the Vice-Chair shall serve in that role until a replacement Chair can be provided through the process in Article II, Section 3.1. During the interim period, the acting Chair may appoint another member to serve as acting Vice-Chair.
2. If both the offices of Chair and Vice-Chair become vacant, the current UA President shall appoint an acting Chair and Vice-Chair to serve until those offices can be filled by the process outlined in Article II, Section 3.1.

#### Section 6: Removal

1. The Chair and Vice-Chair may be removed by the process outlined in the UA Constitution.
2. Members at large may be removed by the Chair at their discretion.

### Article IV: Officer Responsibilities

#### Section 1: Chair

1. The Chair will run all meetings and trainings.
2. The Chair will oversee any communication with local shelters, homes, etc.
3. The Chair is responsible for all communication with the PKG center as well as budgeting, outlined in Article V.

#### Section 2: Vice Chair

1. The Vice Chair will stand in for the chair whenever he or she is not present.
2. He/She will oversee all other committee members and assist them in meeting deadlines and requirements.

#### Section 3: Logistics Coordinators

1. The logistics coordinators will be responsible for scheduling all planned service events and reserving any spaces/transportation/etc.
2. They will manage all marketing for events.
3. They will assist the other Coordinators in planning the reflection dinner and inviting a guest speaker, when relevant, each semester.

#### Section 4: Reflection Coordinators

1. The Reflection Coordinators will attend additional meetings with a representative from the PKG to gain a full understanding of appropriate personal reflection in community service.
2. They will plan all reflection components of each service trip.
3. They will plan a short reflection for each committee meeting.
4. They will gather important data on the various locations we hope to reach as a committee and teach undergraduates more about.
5. They will assist the other Coordinators in planning a reflection dinner and guest speaker each semester.

#### Section 5: Outreach Coordinators

1. The Outreach Coordinators will build relationships with managers of various shelters, kitchens, etc. in the Cambridge area and beyond.
2. They will build relationships with key people on campus to help spread awareness of the committee's trips and events.
3. They will plan the along with other committee members' input content/activities for the trips and events with input from committee members.
4. They will assist the other Coordinators in planning the reflection dinner and guest speaker each semester.

### Article V: Meetings

1. The full committee will meet every week. The day and time on which the meetings will take place will be decided at the beginning of the semester in accordance with the schedules of all members.
2. During meetings, committee updates and plans will be discussed.
3. Meeting format will be decided by the Chair at the first meeting.

### Article VI: Principles of Operation

1. The committee will serve to provide service project opportunities to undergraduates.
2. The committee will serve to foster a sense of purpose among students in regards to the Cambridge community.
3. The committee will serve to invoke a sense of responsibility among undergrads to serve their various and diverse communities.
4. The committee will work to create a greater sense of community within the undergraduate classes.
5. The committee will educate undergraduates about community needs and opportunities to be involved.

Article VII: Relationship with the PKG and Budget

The UA Community Service Committee in no way works for or assumes responsibilities of the PKG Center. The PKG Center is a partner and resource for connections to the community, trainings for community service leaders, and more. The PKG Center will fund this committee for the foreseeable future. The chair will maintain a positive relationship with the center and receive

# Committee on Events

## Article I: Name

The name of this committee shall be the Undergraduate Association Committee on Events.

## Article II: Purpose

Our purpose is to organize campus-wide events that reach a diverse group of students and appeal to a diverse set of interests in order to promote students' well-being. The Undergraduate Association Committee on Events exists to promote a sense of community around MIT, through means that are not solely academically oriented.

## Article III: Membership

### **Section 1: Composition**

1. Membership shall be open to students currently enrolled as undergraduates at Massachusetts Institute of Technology.
2. A Chair
3. A Vice Chair
4. Publicity Chair
5. Outreach Chair
6. Swag & Logistics Chair
7. Members-at-large

### **Section 2: Responsibilities of Members**

1. The committee shall be responsible for creating and upholding clear communication between undergraduates and administrators in all matters relating to campus planning. Members shall maintain a working relationship with the following administrative offices:
  - a. The Division of Student Life
  - b. The Student Activities Office
2. Members are expected to attend weekly committee meetings, with one excused absence per semester.

### **Section 3: Selection**

1. The committee will have a Chair and Vice Chair that will be selected through the following processes at the end of the Spring Semester, and will begin duties immediately for the upcoming academic year:
  - a. If the committee has at least five regular members having been active in the committee for more than three months:
    - i. Internal election, to be determined by the committee
    - ii. If the UA President would like to nominate another person as the Chair or Vice Chair, a presentation must be given to UA Council clearly delineating the reasoning.
  - b. Else, through appointment by the UA President.
2. The committee does not discriminate against any person based on age, color, disability, gender, national or ethnic origin, race, religion, sexual orientation, or any other basis protected by applicable local, state, or federal laws.
3. Potential members must apply through the Undergraduate Association's Committee on Involvement, followed by an interview with the Committee on Events.

### **Section 4: Term of Office**

1. The members of the committee will hold their office starting from their appointment until the beginning of the term of the next UA President in the Spring Semester.

### **Section 5: Vacancies**

1. If the office of Chair becomes vacant, the Vice-Chair shall serve in that role until a replacement Chair can be provided through the process in Article II, Section 3.1. During the

interim period, the acting Chair may appoint another member to serve as acting Vice-Chair.

2. If both the offices of Chair and Vice-Chair become vacant, the current UA President shall appoint an acting Chair and Vice-Chair to serve until those offices can be filled by the process outlined in Article II, Section 3.1.

#### **Section 6: Removal**

1. The Chair and Vice-Chair may be removed by the process outlined in the UA Constitution.
2. Members at large may be removed by the Chair at their discretion.

#### Article IV: Officer Responsibilities

1. The Chair and Vice Chair will preside over all committee meetings.
2. The Chair will represent the committee on the UA Cabinet and will attend all UA Cabinet meetings.
3. The Vice Chair will act jointly with the Chair and will represent the committee on the UA Cabinet when the Chair is not available.
4. The Publicity Chair will oversee publicity operations of the committee and innovate accordingly.
5. The Outreach Chair will serve as support for interaction with student groups on campus and with vendors in relation to events.
6. The Swag & Logistics Chair will determine what swag will be provided at each event and coordinate volunteers for each event.

#### Article V: Meetings

1. The full committee will meet every week. The day and time on which the meetings will take place will be decided at the beginning of the semester in accordance with the schedules of all members.
2. During meetings, committee updates and plans will be discussed.
3. Meeting format will be decided by the Chair at the first meeting.

#### Article VI: Principles of Operation

1. The committee will serve to maintain open routes of communication between undergraduates and administration in all regards related to events.
2. The committee will advocate for a campus environment that encompasses the undergraduate student body's values of respect, community, and innovation.

# Finance Board

## Article I: Name

The name of this committee shall be the Finance Board of the Undergraduate Association of the Massachusetts Institute of Technology, hereafter referred to as Finance Board or Finboard.

## Article II: Purpose

The purpose of this committee shall be to recommend allocations for student group funding to the UA Principal Officers and Council in a fair, beneficial, and responsible manner.

## Article III: Membership

### **Section 1: Composition**

1. Membership shall be open to undergraduate students currently enrolled at Massachusetts Institute of Technology. If the Treasurer of the Association of Student Activities is a graduate student, an exception shall be granted for that ex-officio seat.
2. Finboard shall consist of up to twelve members as follows:
  - a. Chair
  - b. Vice-Chair
  - c. Treasurer of the Undergraduate Association
  - d. Treasurer of the Association of Student Activities (ASA)
  - e. One or two undergraduate members of the ASA Executive Board
  - f. Four to seven members-at-large
3. The members in Section 1.2.5 and 1.2.6 shall serve as group liaisons as described below. There shall be at least six group liaisons and no more than twelve members on the Board overall.

### **Section 2: Responsibilities of Members**

1. In General:
  - a. Before assuming office Finboard members-elect may undergo an orientation and training program organized by a collaboration of the outgoing Finboard Chair and Vice-Chair, outgoing UA President and Treasurer, and the Student Activities Office. It is highly recommended that this take place before any applications are solicited and must occur before the new members participate in their first allocation meeting.
  - b. All members shall have also participated in the Student Activities Office financial training required of student group treasurers and financial signatories.
  - c. Each member shall be present at all meetings unless excused by the Finboard Chair.
  - d. As a whole, Finboard shall be responsible for and authorized to review requests and applications and make recommendations for funding allocations.
  - e. Finboard or some subset shall be responsible for maintaining and giving training sessions about Finboard policy and process as outlined in Article VI, Section 4.
2. Group Liaisons, the members outlined in Section 1.2.5 and 1.2.6 of this Article:
  - a. Liaisons are responsible for a set of groups assigned to them by the Finboard Chair.
  - b. For their assigned groups liaisons shall:
    - i. Ensure they are informed of application deadlines and guidelines and Finboard policies.
    - ii. Provide application feedback before deadlines - both as solicited through office hours and by reviewing applications and contacting groups offering feedback about errors or potential issues with their application.
    - iii. Monitoring the review mechanisms outlined in Article VII below.
    - iv. Reviewing all of groups' applications before allocations meetings as outlined in Article VI, Section 6.
  - c. The UA Treasurer shall be responsible for ensuring that total Finboard allocations do

not exceed the total allocation and over-allocation amount approved in the UA Budget, unless an exception is approved as outlined in Article VI, Section 8. In general, the UA Treasurer is also responsible for oversight to ensure Finboard is following UA rules and policies.

- d. The members from ASA shall be responsible for confirming that only eligible groups are receiving allocations. The ASA Treasurer shall also be responsible for ensuring that groups are not requesting overlapping funding for events for which they have applied for or received LEF or ARCADE funding.

### **Section 3: Selection**

1. The committee will have a Chair and Vice Chair that will be selected through the following processes at the end of the Spring Semester, and will begin duties immediately for the upcoming academic year:
  - a. If the committee has at least five regular members having been active in the committee for more than three months:
    - i. Internal election, to be determined by the committee
    - ii. If the UA President would like to nominate another person as the Chair or Vice Chair, a presentation must be given to UA Council clearly delineating the reasoning.
  - b. Else, through appointment by the UA President.
2. The committee does not discriminate against any person based on age, color, disability, gender, national or ethnic origin, race, religion, sexual orientation, or any other basis protected by applicable local, state, or federal laws.
3. The UA and ASA Treasurers shall be selected by the processes given in their respective governing documents.
4. The ASA representative(s) shall be elected from the undergraduate members of the incoming ASA Executive Board by a majority vote of that Board.
5. Potential members must apply through the Undergraduate Association's Committee on Involvement, followed by an interview with the Financial Board.

### **Section 4: Term of Office**

1. The incoming Chair and Vice-Chair and the incoming UA and ASA Treasurers shall serve as ex-officio non-voting members of Finboard for the last application process and allocation meeting of the Spring semester (for funding the first cycle of the following fiscal year). They shall serve in their respective roles for all the allocation meetings during the following fiscal year.
2. The group liaisons shall serve in their roles for one year starting with the last application process and allocation meeting of Spring semester (for funding the first cycle of the following fiscal year).

### **Section 5: Vacancies**

1. If the office of Chair becomes vacant, the Vice-Chair shall serve in that role until a replacement Chair can be provided through the process in Article II, Section 3.1. During the interim period, the acting Chair may appoint another member to serve as acting Vice-Chair.
2. If both the offices of Chair and Vice-Chair become vacant, the current UA President shall appoint an acting Chair and Vice-Chair to serve until those offices can be filled by the process outlined in Article II, Section 3.1.
3. If an ex-officio seat is vacated, then a replacement shall be selected by the respective body and their given process.
4. If a member-at-large seat is vacated, then a replacement may be selected by the process given above. If the vacancy causes the number of group liaisons to drop below six, then a replacement shall be chosen. If the vacancy does not cause that, then the seat may be left

empty.

### **Section 6: Removal**

1. The Chair and Vice-Chair may be removed by the process outlined in the UA Constitution.
2. Members at large may be removed by the Chair at their discretion.
3. The ASA Treasurer may be removed by the process outlined in the ASA Bylaws.
4. The ASA representative(s) may be removed by a two-thirds vote of the ASA Executive Board.

### Article IV: Officer Responsibilities

1. The Chair and Vice Chair will preside over all committee meetings.
2. The Chair will represent the committee on the UA Cabinet, will attend all UA Cabinet meetings, and act as the direct liaison with the Student Activities Office.
3. The Vice Chair will act jointly with the Chair and will represent the committee on the UA Cabinet when the Chair is not available.
4. A Secretary/Treasurer may be selected from Finboard by a majority vote of Finboard. This person may concurrently serve as a group liaison and would be responsible for:
  - a. Recording and distributing meeting minutes.
  - b. Recording or managing others in recording notes on groups' applications and allocations.
  - c. Maintaining the webpage or delegating the responsibility of doing so.
  - d. Collaborating with the Chair and Vice-Chair to create and maintain the operational budget of Finboard when applicable.

### Article V: Meetings

1. The full committee will meet once a month when classes are in session. The day and time on which the meetings will take place will be decided at the beginning of the semester in accordance with the schedules of all members.
2. Finboard shall have at least these four types of dedicated meetings in a given year:
  - a. An allocations meeting for each regular cycle.
  - b. An appeals meeting for each regular cycle.
  - c. A medium events allocations meeting for each of the medium event cycles.
  - d. At least one policy and operations review meeting every year.
3. These topics shall be included in the meeting schedule although not necessarily in dedicated meetings:
  - a. Allocation Preparation: any necessary training, scheduling, and general planning for upcoming allocation cycles including reviewing group liaisons' responsibilities.
  - b. Recap: reviewing past allocation cycle, addressing any unresolved items from allocations, and determining what, if any, further action or oversight is needed for specific groups.
  - c. Oversight: reviewing liaisons' oversight of groups as further described in Article VII and deciding on any actions to be taken for groups not meeting the standards and requirements.
  - d. All Board meetings shall be open to the MIT Community at all times except when the meeting is moved to closed session. Moving to closed session shall require a majority vote of all Finboard members present, and only items specified in advance may be discussed during closed session. Items specified may not include discussion regarding funding for specific student groups or student group budget requests.
  - e. The quorum for decisions to be made at meetings is more than half of the number of members currently on Finboard excluding ex-officio non-voting members. Quorum must include at least one of the Chair or Vice-Chair.



## Article VI: Allocation Operations

### **Section 1: General Considerations**

1. The amount of money to be allocated shall be determined by the UA Budget including approved over-allocation amount.
2. The list of groups eligible to apply to Finboard shall be determined by the Association of Student Activities and all groups shall be subject to the same policies and philosophies.
3. A non-traditional group such as a group that falls below the 50% under membership threshold may apply for funding for events that specifically serve the undergraduate community. These will be considered only after all undergraduate groups have received allocations. Such intentions should be communicated to Finboard before the funding cycle and groups are held to standards in terms of applications and spending protocols.

### **Section 2: Timing of Cycles**

1. Applications shall be accepted for four cycles in a fiscal year. These cycles shall be July through September, October through December, January through March, and April through June. Allocation funding, including distinct cycles for medium event allocations are outlined in Article X.
2. Applications and allocations shall be made in the month leading up to a cycle or earlier if necessary for allocations to be approved. Applications deadlines shall be scheduled by the Finboard chair.

### **Section 3: Dissemination of Information**

1. Application deadlines, requirements, and policies shall be announced by Finboard to all eligible groups at least two weeks before the deadline.
2. This announcement shall include the following information or instructions on how to acquire said information:
  - a. A list of eligible groups and who is their assigned Finboard liaison
  - b. Any issues with groups' historical spending track record
  - c. Copies of any forms that may need to be filled out
  - d. Guidelines for submitting an application

### **Section 4: Group Training**

1. All groups applying for funding shall be required to have had a representative attend Finboard training. This representative must be their treasurer or the person the submitting their Finboard application.
2. Exceptions may be granted by the Finboard Chair or Vice-Chair with approval of the group's liaison.
3. These training sessions shall occur alongside general financial trainings by the Student Activities Office and at distinct sessions organized by Finboard.
4. These training sessions shall cover:
  - a. How to submit applications
  - b. What makes a successful application
  - c. Finboard policies and philosophies
  - d. How to spend allocated fund
  - e. What reporting is required to Finboard after receiving funding
  - f. Other topics deemed appropriate by Finboard

### **Section 5: Applications**

Applications shall require the following components at a minimum:

1. A total budget for the period for which funding is being requested, including:
  - a. Line items broken into four categories: operations, publicity and printing, capital, and events.
  - b. All expenditures, even if funding is not being requested for that item.
  - c. Other projected sources of revenue beyond Finboard funding.
2. Active membership numbers and a definition of active membership.

3. Balances of all of the following that exist: main accounts, reserve accounts, expendable interest on endowment accounts, and other additional accounts.
4. Contact information for and confirmation that one of the required individuals has attended the training outlined in the previous section.
5. Details for any events for which funding is requested including:
  - a. Estimated date and time of event
  - b. Expected number of attendees including estimations of what portion will be active members of the group and what portions will be MIT students, other MIT affiliates, and non-MIT-affiliates
  - c. Potential location for event and whether or not it is reserved
  - d. Any collaborating student groups or MIT departments, programs, or offices
  - e. Whether the event has been held before
  - f. Indications of when proposed expenditures would be made and an explanation for any requests for beyond the upcoming quarterly cycle.
  - g. A written defense further explaining the budget and addressing any other matters deemed necessary by the group or requested by Finboard.

#### **Section 6: Allocations Meetings**

1. Prior to the meeting each group liaison shall review their groups' applications and recommend amounts per category for each group based on applications; highlighting any group that receives under 75% of its requested amounts. These lists of groups, proposed allocations, and notes shall be compiled by the Chair or their designee and distributed to the entire Finboard for review prior to the allocations meeting.
2. The first item of allocations business shall be to approve the recommended allocations. Groups that were recommended amounts under 75% of their requests may be discussed at this time. Then, the allocations shall require a majority vote of those present for approval of the suggested allocations.
3. If at the end of approving groups' allocations the total allocated amount exceeds the amount for allocation previously approved by the UA Budget, then Finboard may vote to reduce particular groups' allocations. If allocations still exceed the approved total, then the new total allocation amount needs to be approved before allocations are approved.

#### **Section 7: Appeals**

1. Following each allocations round, Finboard shall have one meeting designated for discussing appeals.
2. Groups appealing their allocations must submit an appeals form and have written correspondence with their liaison. The liaison will then bring this correspondence to the attention of Finboard during the appeals discussion.
3. These appeals shall serve to cover unforeseen costs and circumstances and otherwise support groups when lack of funding would be severely detrimental to their ability to operate.
4. No more than three thousand dollars may be allocated for appeals during any one cycle without special approval as outlined in Section 8 below.

#### **Section 8: Approval of Allocations**

1. After Finboard has decided on regular or appeals allocations, the recommendations shall go the UA Principal Officers and Council for consideration. The following information shall be provided:
  - a. A summary sheet of the recommended amounts.
  - b. An analysis and explanation of the total amount being recommended for allocation compared to the total amount approved for allocation.
  - c. A written explanation of any groups that received less than 25% of requested funding and any other background necessary for Senate to knowledgeably consider the

recommendations.

2. Council Representatives shall have four days to object to the proposed allocations. If five or more Council Representatives object, then the allocations shall go to the Council for a vote and shall require a majority vote of all Council Representatives to approve.
3. The Finboard Chair shall present the allocations to the Principal Officers and respond to questions and concerns. A 4/5 vote of the Principal Officers is required to approve the allocations.
4. The same process from items 2 and 3 above shall be used to consider and approve exceptions for the limits of funds available for appeals and for medium events.
5. The same process from items 2 and 3 above shall be used to consider increases to the over-allocation percentage, except three Council Representatives shall be sufficient to bring the decision to the full Council and Officer approval shall require a unanimous vote of all Officers.

## Article VII: Spending Allocated Funds

### **Section 1: Post-Cycle Spending Report**

Within one month of the end of an allocation cycle groups that received funding shall be required to submit a report of their spending including:

1. The total amount allocated and the total amount spent
2. A transaction report for the time period annotated to reflect which expenditures correspond to which line items from the funding application.
3. Any additional information as requested by a condition of the allocation or otherwise requested by Finboard.
4. Further items required in the following two sections.

### **Section 2: Event Requirements**

1. Groups shall be required to publicize all Finboard funded events with at least two of these three methods:
  - a. Posters on campus
  - b. A listing on events.mit.edu
  - c. Inclusion in the official events announcement mailing list
2. Finboard group liaisons shall also briefly attend at least a certain number of events per cycle. The Finboard Chair shall set the minimum number of events at the start of a cycle. These check-ins shall serve as further confirmation to the post-cycle spending reports and to give the liaisons a better understanding of their groups, the attendance at the groups' events, and the nature of the events.
3. At the request of their liaison or the Finboard Chair, groups shall also submit information about their Finboard funded events including but not limited to attendance numbers for group members and non-members or for MIT students and non-students.

### **Section 3: Capital Cataloging**

When capital fully or partially funded by Finboard is purchased, images of the item(s) shall be submitted to Finboard when requested.

## Article VIII: Funding Philosophy

### **Section 1: Considerations**

The following items shall be considered beyond the above Policies when determining groups' allocations:

1. Historical spending track record
2. Balance of main accounts, reserve accounts, expendable interest on endowment accounts, and other accounts.
3. Whether the group is in good financial standing and does not have negative account balances.
4. Yearly revenue outside of Finboard funding
5. Number of active group members given membership definition
6. Audience and size of audience of activities and events
7. Total budget request
8. Relevance of requests to purpose of group

### **Section 2: Allowances**

When considering the items in the previous section allowances shall be provided for:

1. Explanations of previous or isolated issues with the historical spending track record.
2. Whether accounts or revenues are earmarked for specific purposes.
3. Legitimate reasons for negative account balances or standing plans made in collaboration with the Student Activities Office to resolve negative account balances.

## Article IX: Funding Policies

A separate document of Finboard Funding Policies may be maintained. These policies shall serve to further guide allocations beyond the general philosophies stated above.

### **Section 1: Guidelines**

The policies document may include:

1. Any items which are completely restricted from funding
2. Any caps or guidelines on funding for specific items or categories
3. Any items that take low or high priority
4. Any additional standing policies, especially exceptions provided on a per group basis to minimize confusion during changes in office.

### **Section 2: Amendments**

Finboard may amend this policy document with a majority vote. A majority vote of the Principal Officers or of the full voting membership of the Council may also amend these policies.

## Article X: Medium Events

### **Section 1: Timing**

Medium event funding shall be given for two cycles a year. Applications shall be accepted in a separate allocations round prior to the upcoming regular quarterly funding cycle for January to June events and July to December events.

### **Section 2: Applications**

Applications shall consist of the following details:

1. The standard event details as outlined in Article VI, Section 5, item 5.
2. A line item breakdown of expenses for the event.
3. A written defense.

### **Section 3: Allocations**

Allocations shall be made in the same method as regular allocations: group liaison reviews the application, Finboard considers the requests and decides on a recommended allocation, and final approval is given as outlined in Article VI, Section 8.

**Section 4: Amount**

No more than \$25,000 may be allocated in a medium events cycle without special approval as outlined in Article VI, Section 8.

**Article XI: Principles of Operation**

1. The committee will serve to maintain open routes of communication between undergraduates and administration in all regards related to finance.
2. The committee will advocate for a campus environment that encompasses the undergraduate student body's values of respect, community, and innovation.

# Committee on Involvement

## Article I: Name

The name of this committee shall be the Undergraduate Association Committee on Involvement.

## Article II: Purpose

The purpose of this committee shall be to incorporate as much student involvement from the undergraduates we serve as possible into the Undergraduate Association (UA). To accomplish this goal, we act as a direct channel between the UA and our classmates, increase undergraduate involvement by providing new and creative ways for them to contribute, and ultimately oversee any aspects related to student involvement.

## Article III: Membership

### **Section 1: Composition**

1. Membership shall be open to students currently enrolled as undergraduates at Massachusetts Institute of Technology.
2. A Chair
3. A Vice Chair
4. Members-at-large

### **Section 2: Responsibilities of Members**

1. Members are expected to attend committee meetings once every two weeks, with one excused absence per semester.

### **Section 3: Selection**

1. The committee will have a Chair and Vice Chair that will be selected through the following processes at the end of the Spring Semester, and will begin duties immediately for the upcoming academic year:
  - a. If the committee has at least five regular members having been active in the committee for more than three months:
    - i. Internal election, to be determined by the committee
    - ii. If the UA President would like to nominate another person as the Chair or Vice Chair, a presentation must be given to UA Council clearly delineating the reasoning.
  - b. Else, through appointment by the UA President.
2. The committee does not discriminate against any person based on age, color, disability, gender, national or ethnic origin, race, religion, sexual orientation, or any other basis protected by applicable local, state, or federal laws.
3. Potential members must apply through the Undergraduate Association's Committee on Involvement, followed by an interview with the Committee on Involvement.

### **Section 4: Term of Office**

1. The members of the committee will hold their office starting from their appointment until the beginning of the term of the next UA President in the Spring Semester.

### **Section 5: Vacancies**

1. If the office of Chair becomes vacant, the Vice-Chair shall serve in that role until a replacement Chair can be provided through the process in Article II, Section 3.1. During the interim period, the acting Chair may appoint another member to serve as acting Vice-Chair.
2. If both the offices of Chair and Vice-Chair become vacant, the current UA President shall appoint an acting Chair and Vice-Chair to serve until those offices can be filled by the process outlined in Article II, Section 3.1.

### **Section 6: Removal**

1. The Chair and Vice-Chair may be removed by the process outlined in the UA Constitution.
2. Members at large may be removed by the Chair at their discretion.

#### Article IV: Officer Responsibilities

1. The Chair and Vice Chair will preside over all committee meetings.
2. The Chair will represent the committee on the UA Cabinet and will attend all UA Cabinet meetings.
3. The Chair will be responsible for relaying all committee applications to the appropriate committee or delegating this responsibility and must notify committee chairs that they need to interview within 5 days of receiving an application.
4. The Vice Chair will act jointly with the Chair and will represent the committee on the UA Cabinet when the Chair is not available.
5. The Vice Chair will provide an agenda ahead of time and take meeting minutes.

#### Article V: Meetings

1. The full committee will meet every two weeks. The day and time on which the meetings will take place will be decided at the beginning of the semester in accordance with the schedules of all members.
2. During meetings, committee updates and plans will be discussed.
3. Meeting format will be decided by the Chair at the first meeting.

#### Article VI: Principles of Operation

1. The committee will serve to maintain open routes of communication between undergraduates and administration in all regards related to involvement.
2. The committee will advocate for a campus environment that encompasses the undergraduate student body's values of respect, community, and innovation.

# Committee on Marketing

## Article I: Name

The name of this committee shall be the Undergraduate Association Committee on Marketing.

## Article II: Purpose

The purpose of this committee shall be to establish and maintain all marketing needs of the organization, and devise creative and new ways of making our organization more transparent, representative, and effective.

## Article III: Membership

### **Section 1: Composition**

1. Membership shall be open to students currently enrolled as undergraduates at Massachusetts Institute of Technology.
2. A Chair
3. A Vice Chair
4. Members-at-large

### **Section 2: Responsibilities of Members**

1. Members are expected to attend committee meetings once every two weeks, with one excused absence per semester.

### **Section 3: Selection**

1. The committee will have a Chair and Vice Chair that will be selected through the following processes at the end of the Spring Semester, and will begin duties immediately for the upcoming academic year:
  - a. If the committee has at least five regular members having been active in the committee for more than three months:
    - i. Internal election, to be determined by the committee
    - ii. If the UA President would like to nominate another person as the Chair or Vice Chair, a presentation must be given to UA Council clearly delineating the reasoning.
  - b. Else, through appointment by the UA President.
2. The committee does not discriminate against any person based on age, color, disability, gender, national or ethnic origin, race, religion, sexual orientation, or any other basis protected by applicable local, state, or federal laws.
3. Potential members must apply through the Undergraduate Association's Committee on Involvement, followed by an interview with the Committee on Marketing.

### **Section 4: Term of Office**

1. The members of the committee will hold their office starting from their appointment until the beginning of the term of the next UA President in the Spring Semester.

### **Section 5: Vacancies**

1. If the office of Chair becomes vacant, the Vice-Chair shall serve in that role until a replacement Chair can be provided through the process in Article II, Section 3.1. During the interim period, the acting Chair may appoint another member to serve as acting Vice-Chair.
2. If both the offices of Chair and Vice-Chair become vacant, the current UA President shall appoint an acting Chair and Vice-Chair to serve until those offices can be filled by the process outlined in Article II, Section 3.1.

### **Section 6: Removal**

1. The Chair and Vice-Chair may be removed by the process outlined in the UA Constitution.



2. Members at large may be removed by the Chair at their discretion.

#### Article IV: Officer Responsibilities

1. The Chair and Vice Chair will preside over all committee meetings.
2. The Chair will represent the committee on the UA Cabinet and will attend all UA Cabinet meetings.
3. The Vice Chair will act jointly with the Chair and will represent the committee on the UA Cabinet when the Chair is not available.

#### Article V: Meetings

1. The full committee will meet every two weeks. The day and time on which the meetings will take place will be decided at the beginning of the semester in accordance with the schedules of all members.
2. During meetings, committee updates and plans will be discussed.
3. Meeting format will be decided by the Chair at the first meeting.

#### Article VI: Principles of Operation

1. The committee will serve to maintain open routes of communication between undergraduates and administration in all regards related to marketing.
2. The committee will advocate for a campus environment that encompasses the undergraduate student body's values of respect, community, and innovation.

# Technology Systems Group

## Article I: Name

The name of this committee shall be the Undergraduate Association Technology Systems Group (TSG).

## Article II: Purpose

The purpose of this committee shall be to establish and maintain all technological needs of the organization, and devise creative and new ways of making our organization more transparent, representative, and effective.

## Article III: Membership

### **Section 1: Composition**

1. Membership shall be open to students currently enrolled as undergraduates at Massachusetts Institute of Technology.
2. A Chair
3. A Vice Chair
4. Members-at-large

### **Section 2: Responsibilities of Members**

1. Members are expected to attend committee meetings once every two weeks, with one excused absence per semester.
2. Maintaining the main website for the Undergraduate Association.
3. Contributing to TSG projects.

### **Section 3: Selection**

1. The committee will have a Chair and Vice Chair that will be selected through the following processes at the end of the Spring Semester, and will begin duties immediately for the upcoming academic year:
  - a. If the committee has at least five regular members having been active in the committee for more than three months:
    - i. Internal election, to be determined by the committee
    - ii. If the UA President would like to nominate another person as the Chair or Vice Chair, a presentation must be given to UA Council clearly delineating the reasoning.
  - b. Else, through appointment by the UA President.
2. The committee does not discriminate against any person based on age, color, disability, gender, national or ethnic origin, race, religion, sexual orientation, or any other basis protected by applicable local, state, or federal laws.
3. Potential members must apply through the Undergraduate Association's Committee on Involvement, followed by an interview with the Technology Systems Group.

### **Section 4: Term of Office**

1. The members of the committee will hold their office starting from their appointment until the beginning of the term of the next UA President in the Spring Semester.

### **Section 5: Vacancies**

1. If the office of Chair becomes vacant, the Vice-Chair shall serve in that role until a replacement Chair can be provided through the process in Article II, Section 3.1. During the interim period, the acting Chair may appoint another member to serve as acting Vice-Chair.
2. If both the offices of Chair and Vice-Chair become vacant, the current UA President shall appoint an acting Chair and Vice-Chair to serve until those offices can be filled by the process outlined in Article II, Section 3.1.

### **Section 6: Removal**

1. The Chair and Vice-Chair may be removed by the process outlined in the

UA Constitution.

2. Members at large may be removed by the Chair at their discretion.

#### Article IV: Officer Responsibilities

1. The Chair and Vice Chair will preside over all committee meetings.
2. The Chair will represent the committee on the UA Cabinet and will attend all UA Cabinet meetings.
3. The Vice Chair will act jointly with the Chair and will represent the committee on the UA Cabinet when the Chair is not available.

#### Article V: Meetings

1. The full committee will meet every two weeks. The day and time on which the meetings will take place will be decided at the beginning of the semester in accordance with the schedules of all members.
2. During meetings, committee updates and plans will be discussed.
3. Meeting format will be decided by the Chair at the first meeting.

#### Article VI: Principles of Operation

1. The committee will serve to maintain open routes of communication between undergraduates and administration in all regards related to technology.
2. The committee will advocate for a campus environment that encompasses the undergraduate student body's values of respect, community, and innovation.