

# **The Uniform Class Council Constitution** *of the* **Massachusetts Institute of Technology**

This document shall be the constitution of each MIT class. Individual classes may substitute a new constitution only with the approval of a majority of the class in a referendum, usually in the spring of the Freshman year. Procedures for minor amendments are described below.

## **Article I: Name and Purpose**

### **Section A: Name**

This organization shall be known as the Class of \_\_\_\_\_ of the Massachusetts Institute of Technology.

### **Section B: Purpose**

The purpose of the class government shall be to represent the needs and interests of the Class of \_\_\_\_\_, carry on the necessary business of the class, provide class social activities, and make life at MIT a more enjoyable experience.

### **Section C: Duties**

1. The duties of the class government shall be bound by the following guidelines:
  - a. Following the election of a Sophomore Class Council, that Council shall select a Ring Committee composed of nine to thirteen members, which will attend to all matters concerning the design and production of the class ring.
  - b. Members for the Ring Committee shall be selected by a five member group consisting of the Sophomore Class President, the Sophomore Class Vice President, a Member at Large from the Sophomore Class Council, the previous Ring Committee Chair, and the previous Ring Committee Vice Chair.
  - c. The Sophomore Class President shall chair the Ring Committee member selection group.
  - d. Sophomore Class Council officers are ineligible to serve on the Ring Committee.
  - e. The duties of the Ring Committee member selection group shall be to prepare an application, conduct a full and open search, interview potential candidates, review potential candidates, and select the members of the Ring Committee.
  - f. The Ring Committee member selection group should strive to maintain a fair selection process.
  - g. The membership of the Ring Committee must be finalized a week before the previous class year's ring delivery event.
  - h. The Ring Committee member selection group shall designate the Chair and Vice Chair of the Ring Committee.
  - i. The Ring Committee shall consist of no fewer than nine members and no greater than thirteen members.
  - j. In the event that the Ring Committee's membership falls below nine members, a new Ring Committee member selection group shall be formed consisting of the Sophomore Class President, the Sophomore Class Vice President, a Member at Large from the Sophomore Class Council, the current Ring Committee Chair, and the current Ring Committee Vice Chair.
  - k. The Ring Committee shall work with the Student Activities Office to sign a new ring contract if requested.
  - l. The removal of a member of the Ring Committee shall require a majority vote of the

Ring Committee.

2. In the Spring of Junior year, the Class Council shall determine the membership of their Senior Ball Committee at least a week in advance of the Senior Class Council's Senior Ball.
3. In the Spring of Junior year, the Class Council shall provide at least two Career Fair Directors from the class at the request of the previous year's Career Fair Directors.
4. In the Fall of the Senior year, the Class Council shall attend to all matters concerning the Class Gift, Commencement, Senior Ball, and Senior Week.
5. Each Class Council, immediately after being elected, will provide an opportunity for its entire class to give feedback and review of the proposed activities and budget for the year as follows:
  - a. Each Class Council will provide a report of the previous Council's types of activities from the past year (e.g. the newly elected Freshman 2021 Class Council will show last year's Freshman 2020 Class Council's) to its constituency within two weeks after the Class Council elections. The report will list and describe the types of events that were held, the number of said events that were held, and the average attendance. This enables students to review what their activities for that year usually are and provide feedback.
  - b. Each Council will then hold an informational meeting for its entire constituency of its proposed activities and budget within a month of sending out the report from 5a. Such meeting will only be open to that Council's constituency. At that meeting, the Class Council will present the proposed budget, show and explain results from the report, and take any discussion.
  - c. All members of the class can review their respective Council's budget at any time by reaching out to the Council to set up a meeting.

## **Article II: Membership in the Class of \_\_\_\_\_**

1. All persons who are classified by the Registrar of the Institute as belonging to the Class of shall be members of the organization.
2. If a member of the class is transferred to another class in the eyes of the Registrar, that class member may petition the Class President to remain a member.
3. Any person who is transferred to this class by the Registrar shall be a member, unless that person successfully petitions to remain a member of his previous class.
4. No student may be a member of more than one class.

## **Article III: Structure of Class Government**

1. The government of the Class of shall be known as the Class of Council.
2. The Council represents the Class, and shall control the finances of the Class.
3. The Council shall be the executive body of the Class.

## **Article IV: Class Officers and Committees**

### **Section A: Class President**

1. The President of the Class shall be elected in the spring (fall for the Freshmen Class Council) of each year, in accordance with the procedures of the Undergraduate Association Election Code. The term of office shall be one year.

2. The President shall chair the Council, shall be an ex-officio member of all committees of the Class, and shall be empowered to sign all requisitions on behalf of the Class. The President shall have the power to appoint Class Committees.
3. The Senior Class Council President shall be an ex-officio member of the Institute Commencement Committee.
4. The President shall receive card access to the Undergraduate Association office.
5. The President shall be responsible for approving all emails to the class email list provided by Information Services and Technology (IS&T).
6. The President shall meet with the other Class Presidents and the Student Activities Office Class Council Adviser on a monthly basis.
7. All Presidential appointments must be brought to the Council by the President and approved by a majority vote. Any objections must be voted upon individually.
8. The outgoing President shall be responsible for the transition of government to the incoming officers.

## **Section B: Class Vice-President**

1. The Vice-President of the Class shall be elected in the spring (fall for the Freshmen Class Council) of each year, in accordance with the procedures of the Undergraduate Association Election Code. The term of office shall be one year.
2. The Vice-President shall chair the Council in the absence of the President, and shall succeed the President if he leaves office. He shall assist the President in his duties. The Vice-President shall also inform the committees of their responsibilities and assist them, if necessary.
3. The Vice-President shall receive card access to the Undergraduate Association office.
4. In the event of a vacancy in the office of Vice-President, the Council shall hold an election at the second regular Council meeting after the vacancy opens. This election shall be publicized and open to all members of the Class.

## **Section C: Class Secretary**

1. The Secretary of the Class shall be elected in the spring (fall for the Freshmen Class Council) of each year, in accordance with the procedures of the Undergraduate Association Code. The term of Office shall be one year.
2. The Secretary shall give notice of all Council Meetings and shall take and distribute the minutes. The minutes must be posted on the Council's website and must reach Council members at least two days before the next regular Council meeting. The Secretary shall also take the roll, and notify the Council if any member has missed three consecutive meetings.
3. A vacancy in this office shall be filled as a vacancy for Vice-President is filled.

## **Section D: Class Treasurer**

1. The Treasurer of the Class shall be elected in the spring (fall for the Freshmen Class Council) of each year, in accordance with the procedures of the Undergraduate Association Election Code. The term of office shall be one year.

2. The Treasurer shall keep accounts of the finances of the Class, in accordance with the policies of the Finance Board of the Undergraduate Association, and shall report at each Council meeting the transactions made since the last meeting. The Treasurer shall have the power to sign requisitions on behalf of the class. The Treasurer shall ensure that funds from each academic year are rolled over to the following year.
3. The Treasurer shall ensure that all funding that remains in the Class Council's account at the conclusion of the academic year is rolled over so that it remains with that class. In the case of the Senior Class Council, funding shall be rolled over to that class's Alumni Fund.
4. A vacancy in this office shall be filled as a vacancy for Vice-President is filled.

### **Section E: Class Social Chairperson(s)**

1. The Class Social Chairperson(s) shall be elected in the spring (fall for the Freshmen Class Council) of each year, in accordance with the procedures of the Undergraduate Election Code, with the exception that two class members may run as a team. The term of office shall be one year.
2. The Social Chairperson(s) shall be responsible for organizing social events such as study breaks, parties, class outings, and talent show.
3. A vacancy in this office shall be filled as a vacancy for Vice-President is filled.

### **Section F: Class Publicity Chairperson(s)**

1. The Class Publicity Chairperson(s) shall be elected in the spring (fall for the Freshmen Class Council) of each year, in accordance with the procedures of the Undergraduate Association Election Code. The term of office shall be one year.
2. The Publicity Chairperson(s) shall be responsible for communication with the class. Class Surveys, posterings, Class mailings, and UA News submissions are within his duties.
3. The Publicity Chairperson(s) shall ensure the creation (or continuation) of a website for the Class Council. If the Class Council is elected in the spring, the website must be completed by the end of September, otherwise it must be completed by the end of November.
4. A vacancy in this office shall be filled as a vacancy for Vice-President is filled.
5. No person may hold two class offices at the same time.

### **Article V: Executive Board**

1. The Executive Board shall consist of the class officers, plus the chairperson of all class committees.
2. The Executive Board shall discuss the general purpose and direction of the Council, and set agendas for regular Council meetings.
3. The Executive Board shall be a forum for communication between committee chairpersons and coordinators of large projects.
4. The Executive Board shall create a mutually agreed upon attendance policy at the first meeting of the term and adhere to it for the remainder of the academic year.

## **Article VI: Recall Procedures**

In case of negligence of duties or misconduct thereof, any Class Officers may be deposed from office by a two-thirds (2/3) majority vote of the class officers excluding the member in question, with ratification by a majority vote of the Undergraduate Association Council.

## **Article VII: Class Committees**

1. A Publicity Committee and a Social Committee may be established, to be chaired by the Publicity and Social Chairperson(s). These committees shall be advertised to the entire campus and open to all class members.
2. The Council may also create a Special Committee, such as a Ring Committee, Senior Ball Committee, and Senior Week Committee when a committee is needed to perform a particular task not included in the duties of one of the existing committees. Membership may be restricted by the Executive Board if the number of people interested is too large for the particular committee.
3. Procedures for electing a chairperson, unless restricted in other sections of this document, must be decided by the Council.

## **Article VIII: Meetings**

1. Council meetings shall be held at least monthly. The time and location of the meetings shall be announced at the previous meeting and posted on the Council's website and in the minutes of the previous meeting at least four (4) days in advance.
2. All Council and Executive Board meetings shall be open to all members of the class.
3. Quorum shall consist of one-fourth (1/4) of the membership of the class officers.
4. The Secretary shall take the roll at the start of each meeting, and a period shall be allocated for announcements from the floor. The additional structure of the meeting is left to the discretion of the Chair.
5. The Chair may invoke "Robert's Rules of Order" if the Chair feels it is warranted.
6. Executive Board and Committee meetings shall be scheduled by the chair of those meetings.
7. The President may call a special meeting of the Executive Board, and the Executive Board may call a special meeting of the entire Council or of any committee by a majority vote.

## **Article IX: Special Procedures for Freshman Council**

1. During the first academic term of the Freshman year, to join the Freshman Council, a freshman must present to the Election Commission of the Undergraduate Association a petition bearing the signatures of at least 40 members of the Class. The petitions shall be available at the Activities Midway, and subsequently in the UA office. The petition process and the date petitions are due must be posted on the Council's website and advertised in the UA News.
2. An adviser to the Freshman Council shall be appointed by the Student Activities Office no later than Add Date.
3. The first Freshman Council meeting shall be chaired by the adviser to the Council and must be advertised in the UA News.

## **Article X: Special Procedures for Permanent Class Council**

1. In the Spring of the Senior Year, the permanent class officers of President, Vice-President, Secretary, Treasurer, Class Agent, and two Members-at-Large shall be elected. They shall take office after their class commencement. This, therefore, means that the old officers would be in charge of Senior Week, allowing plenty of time to plan, while new (permanent) officers would have a chance to work with the Alumni Association. The old president would preside at commencement and present the class gift.
2. The permanent officers shall handle those functions designated to them by the Alumni Association. Their powers and terms of office will be defined by the Alumni Association.
3. Additional Members-at-Large may be appointed by the President.

## **Article XI: Recruitment of the Freshman Class Council**

1. The Sophomore, Junior, and Senior Class Councils shall be responsible for organizing a joint event in September to recruit interested freshmen to run for the Freshman Class Council.
2. This effort shall be lead by the Class Council Presidents.

## **Article XII: Interpretation, Amendments, and Implementation**

1. The Undergraduate Association Judicial Board shall be empowered to interpret this Constitution.
2. This Constitution may be amended by a majority vote of the given Class Council and a two-thirds (2/3) vote of the Undergraduate Association Council, or by a two-thirds (2/3) vote of the Council plus a majority of the Undergraduate Association Council.
3. Upon initial approval, this shall become the governing document of the 2010, 2011, 2012, and 2013 Class Councils. This shall be the governing document of any Class Council constituted after initial approval.