

## **KIRKLAND HOUSE COMMITTEE CONSTITUTION**

### **Article I: Purpose and Structure**

- 1. Purpose.** The Kirkland House Committee (hereinafter, “the Committee”) is a student-run organization, which promotes academic, social, and cultural activities at Kirkland House and in the Harvard Community.
- 2. Structure.** The Committee shall consist of eleven officers (Co-Chairs, Social Chair, Stein Club Co-Chairs, Treasurer, Secretary, Publicity Chair, Parliamentarian, Merchandise Chair, and Small Events Chair) and an unlimited number of at-large members from the House community. Eligible at-large members are any undergraduate residents of Kirkland House, hereafter defined as any student currently enrolled in the College and affiliated with Kirkland House.
- 3. Meeting.** The Committee will meet once per week during the academic year, except during vacation and examination periods. The Committee may hold additional ad hoc meetings, preceded by public notice twenty-four hours prior to the event. All meetings shall be held in a Kirkland House common area and shall always be open to any undergraduate resident of Kirkland House except as described in Article V, § 5.

### **Article II: Membership and Voting Rights**

- 1. Eligibility.** Any undergraduate resident of Kirkland House is eligible for Committee membership, and shall be granted full membership and full voting rights.
- 2. Non-discrimination.** Membership in the Committee shall not be denied on the basis of race, creed, color, sex, sexual orientation, national origin, physical disability, or gender identity.
- 3. Guests.** Guests may attend meetings, make motions, and address the Committee at the Co-Chairs' discretion but are not eligible to vote on any question before the Committee.
- 4. Impartiality of the Co-Chairs.** The Co-Chairs shall conduct all meetings and discussions in an impartial and unbiased manner, and shall not cast votes on any issues, except in the event of a tie.

### **Article III: Duties of Committee Officers**

- 1. Co-Chairs.** The Co-Chairs are the chief executives of the Committee. The Co-Chairs shall:
  - Preside over the weekly Committee meetings, in strict accordance with parliamentary procedure as described in the Committee By-Laws, in consultation with the Parliamentarian.
  - Oversee the organization and execution of all Committee functions, including directives issued by the Committee.
  - Serve as the official student representatives of Kirkland House to other Houses, to the public, and to the University (e.g., House Committee Committee, Office of Student Life).

**2. Social Chair. The Social Chair shall:**

- Organize and coordinate the execution of all Committee social events, particularly the Spring Formal.

**3. Stein Club Co-Chairs. The Stein Club Co-Chairs shall:**

- Organize and coordinate the execution of Stein Clubs, to be held approximately biweekly.

**4. Treasurer. The Treasurer is the chief financial officer of the Committee. The Treasurer shall:**

- Maintain a detailed cash receipt and disbursement ledger and related accounting records for the Committee.
- Execute all monetary disbursements authorized by the Committee.
- Maintain a detailed ledger of all appropriations made by the Committee during each term.
- Present the Weekly Treasurer's Report which may include but not be limited to: a complete schedule of major cash receipts, disbursements, and other relevant financial activities executed since the last such report; a schedule of major current appropriations which have not yet been fully disbursed; and an accurate reflection of the current balance in the Committee's cash accounts.
- Maintain records in accordance with all tax regulations and shall coordinate all correspondence with any agencies responsible for tax enforcement.
- Liaise with the Undergraduate Council and prepare an annual budget for the UC, if requested.
- Aid in the oversight of all merchandise purchase and sales, in coordination with the Merchandise Chair

**5. Secretary. The Secretary shall:**

- Transcribe minutes for all Committee meetings.
- Publicly post said minutes and maintain the official permanent record of Committee documents, including past minutes, the Committee By-Laws, and this Constitution.
- Manage institutional memory for the Committee by compiling minutes and transition documents for each office and distributing these documents to incoming officers.

**6. Publicity Chair. The Publicity Chair shall:**

- Advertise all Committee functions in a creative manner consistent with directives from the Committee.

**7. Parliamentarian. The Parliamentarian shall:**

- Facilitate the operation of Committee meetings by assisting and advising the Chair in matters of parliamentary procedure, identification of possible conflicts of interest in voting, and interpretation of the By-Laws and Constitution.
- Ensure the integrity of the game room with a period inventory check, including, but not limited to, the condition of the machines and/or tables and the availability and condition of all equipment. If standards are not up to par, the Parliamentarian shall motion to appropriate money for any and all equipment and purchase these materials (subject to Committee approval).

**8. Merchandise Chair. The Merchandise Chair shall:**

- **Oversee all merchandise purchase and sales, with the help of the Treasurer**
- **Be responsible for the selling of merchandise, with the help of the entire committee**

**9. Small Events Chair. The Small Events Chair shall:**

- **Organize and oversee all smaller-scale social events, which do not include Formals or Stein Clubs**
- **Be responsible for executing several of these smaller-scale social events each semester**

**10. Term of Office. All officers shall serve a one-year term, beginning two meetings prior to the Harvard-Yale game.**

**11. Attendance Requirements of Officers. If any officer is absent from more than three meetings during a term, the officer shall be removed from office, regardless of excuse, unless pardoned by a two-thirds (2/3) vote of the Committee held during the officer's fourth absence. It shall be the responsibility of the Co-Chairs to announce an officer's pending removal.**

**12. Required Authorization for Action. No individual officer or group of officers may take action on behalf of the Committee or disburse any funds from the Committee account without a prior vote of the Committee authorizing such action or otherwise appropriating such funds.**

**13. Officer Meetings. The Chair may call meetings of any or all officers at any time.**

**14. House Committee Records. All House Committee records, including, but not limited to financial records, checkbook registers, past minutes, and attendance records, shall be made available for inspection by any member of the House upon request. Copies of the By-Laws and Constitution shall be made available.**

**15. Removal of Officers for Misconduct. Any officer may be removed from office by a three-fourths (3/4) vote of the Committee, one meeting after the question of removal has been proposed. Once an officer has been removed due to misconduct, he or she becomes permanently ineligible to hold the same office in the future.**

**16. Precedence and Officer Substitutions. Officer substitutions shall proceed as follows:**

- I. In the event that the Co-Chairs are unable to perform his or her duties and so inform the Secretary, the Social Chair shall perform the duties of the Co-Chairs in addition to his or her duties.**
- II. In the event that the Treasurer is unable to perform his or her duties and so informs the Secretary, the Parliamentarian shall perform the duties of the Treasurer in addition to his or her own duties.**
- III. In the event that the Secretary is unable to perform his or her duties and so informs a Co-Chair, the Publicity Director shall perform the duties of the Secretary in**

addition to his or her duties.

IV. Special elections shall be governed as outlined in the By-Laws.

**17. General Officer Responsibility.** expected to with House Officer Responsibility. In addition to all of the aforementioned duties, each officer is perform other duties beyond those explicitly delineated as may be necessary to comply Committee directives.

#### Article IV: Sub-Committees

**1. For events organized by the Committee (e.g., Spring Formal, Harvard-Yale Tailgate, Stein Club), an officer may form a sub-committee consisting of officers and members of the house. Sub-committees are open to all members of the House and should be widely advertised to the House.**

#### Article V: Officer Elections

**1. Time of Elections.** Elections shall be held each year at the second meeting before the Harvard-Yale game. The outgoing officers will assist the newly elected officers in planning for The Game and future events. The first meeting of the newly elected officers will take place the week after the election. The entire election process shall proceed through the offices in the order listed in Article I, §2. A candidate may be nominated for multiple positions, but may only be elected to one.

**2. Eligibility.** Any undergraduate resident of Kirkland House is eligible for election to one of the officer positions, provided he or she has attended at least one non-election Committee meeting and is able to serve the full term.

**3. Nomination for Candidates.** The Co-Chairs will accept an unlimited number of nominations from the floor for the office under consideration. Each nomination requires a second from any undergraduate resident of Kirkland House present at the meeting. The Co-Chairs will also accept an unlimited number of nominations via email. Any self-nominations require a second from an undergraduate resident of Kirkland House.

**4. Remarks from Candidates.** Each nominee will be permitted to address the Committee for a maximum of three (3) minutes, and may choose to field questions from the Committee for an additional five (5) minutes. The nominees shall speak in reverse order of nomination, from last to first.

**5. Consideration of Candidates.** Nominees shall be required to leave the meeting room during the discussion of candidates. All discussion shall be confined to the merits and qualifications of each individual candidate, under the confines of appropriate parliamentary procedure indicated in Article III, § 1 (a).

**6. Voting.** Any undergraduate resident of Kirkland House is eligible to vote in House Committee elections. Voters must either 1) be present at the election meeting or 2) submit to the Secretary a

proxy ballot with ranked preferences for each contested office prior to the start of the election meeting. All votes cast at the election meeting shall be cast by secret ballot, and the presiding Co-Chairs shall announce results immediately upon tabulation. Voting shall proceed as follows:

- I. **Election of Co-Chairs:** Voters shall vote for up to two different candidates for Co-Chair. If more than three candidates are nominated for co-chair, there will be a runoff election. This will take place in the days preceding the general elections. The top three vote getters from the runoff will be voted on during the general election. Following the general election, the two candidates who receive the most votes will be named Co-Chairs.
- II. **Voting for Non-Chair Positions:** For each contested position, voters shall vote for a single candidate. The candidate who receives the most votes is declared the winner and elected to that office.
- III. **Ties:** In the event of a tie, a runoff will be held between the tied candidates. In the event of a tie in the runoff, the elected members of the outgoing House Committee will confidentially vote to break the tie. If one of the tied candidates is a member of the outgoing House Committee they will abstain.

#### **Article VI: Fiscal Responsibility**

1. **Appropriation of Funds.** The Committee shall appropriate funds for all expenditures by a simple majority vote. At no point shall an appropriation exceed the current balance in Committee accounts. Any appropriation for an amount in excess of twenty percent (20%) of the Committee's current balance shall pass only by a two-thirds (2/3) vote.
2. **Disbursements of Funds.** The Treasurer shall make any disbursement of funds less than \$50.00. The Committee must properly appropriate disbursement funds greater than \$50.00. All significant disbursements shall be included in the next Treasurer's Report presented to the Committee.

#### **Article VII: By-Laws**

1. **By-Laws.** By-Laws, outlining matters of procedure and governance not explicitly addressed herein, shall be maintained by the Secretary, as required by Article III, §4. The By-Laws shall be examined for appropriateness at the beginning of each term by the Parliamentarian, and may be amended by a two-thirds (2/3) vote of the Committee. Additional amendments may be made in a similar manner at other times during the term.
2. **Supremacy of the Constitution.** This Constitution shall supersede and govern all decisions made by the Committee, including but not limited to, decisions recorded in the By-Laws.

#### **Article VIII. Amendment of the Constitution**

1. **Amendment.** This Constitution shall be amended by a simple majority of all eligible voting

**members with at least 10% of the house having voted. Votes shall be accepted during official House Committee meetings or via online voting, but each eligible voter may cast only one vote. To initiate voting on an amendment, the amendment must be proposed and docketed at a regularly scheduled House Committee meeting by a majority of those present. The amendment and voting rules will immediately be communicated to the house at which time voting shall commence. Voting shall be closed at the next regularly scheduled House Committee meeting .The voting period may be extended by a 2/3rds vote of the House Committee Officers in the case in which at least 10% of the house has not voted.**

## **Kirkland House Committee Bylaws**

### **Section 1 - Special Election (voted 9/6/2015)**

**In the case of a permanent vacancy amongst the elected officers of the House Committee - either**

by resignation, impeachment, or other instance in which the elected officer is no longer able to fulfill the obligations of his role - the House Committee is empowered to hold a special election to fill the vacancy.

#### **Subsection 1: Announcement**

Once a position is vacated, the Chairs must make an announcement to the whole of the House indicating that there is a vacancy and the time, location, and process by which the position will be filled.

#### **Subsection 2: Timeline**

The special election may not be held before a week has elapsed from the announcement of the vacancy to the whole of the House. The special election time will be fixed by the Co-Chairs and publicized to the whole House, with no less than one week between the announcement of the time of the election and the time of the election.

#### **Subsection 3: Officer and Voting Eligibility**

All residents of the House are eligible to run to be an officer of the House Committee during a general election shall be eligible to run in a special election, except those banned from election to that role due to a previous impeachment and removal. All residents of the House are eligible to be a voter in special elections.

#### **Subsection 4: Election Procedure**

The special election shall proceed by the procedure outlined below:

- *Nomination:* An unlimited number of nominations will be solicited by the Co-Chairs, Acting Co-Chair officiating the election. Nominations and seconds for the vacant position must be made in person by the members of the House. All nominations, including self-nominations, must be seconded by a member of the House.
- *Speeches:* Each candidate shall be empowered to present a speech, no longer than 2 minutes each, in advocacy of their candidacy. The speeches shall proceed in reverse order of nomination.
- *Question Time:* The assembled members of the house shall be able to ask questions of the nominees with a minimum of 5 minutes being reserved for questions and responses. Each candidate shall have an opportunity to respond to every question posed with a maximum time limit of 30 seconds per response per candidate. There shall be an opportunity for a minimum of 3 questions to be posed to the nominees before the closure of question time. The officiant of the election may close or extend the question time as needed.
- *Consideration and Deliberation:* The nominees shall be asked to leave the room of the election to allow the assembled members of the house to deliberate on the merits, qualification, and suitability of the nominees for the position. All conversation in this period shall be private and confidential. The officiant of the election shall allow for an appropriate amount of time before bringing the deliberation time to a close and recalling the nominees to the room.
- *Voting:* All members of house present for the speeches of the candidates shall be eligible to vote in the special election. Proxy voting shall not be allowed; all voters must be present at time of voting.

- ***Election of Co-Chairs:*** Voters shall vote for up to two different candidates for CoChair by secret ballot. If more than three candidates are nominated for co- chair, there will be a preliminary election. The top three vote getters from the preliminary election will be voted on during the general special election. Following the general special election, the two candidates who receive the most votes will be named Co-Chairs.
- ***Voting for Non-Chair Positions:*** For each contested position, voters shall vote for a single candidate. The candidate who receives the most votes is declared the winner and elected to that office.