

Charter and Standing Policies of the
LIVING GROUP COUNCIL
of the Massachusetts Institute of Technology

Originally enacted by the Living Group Council in February 2009.

Revised by the Living Group Council in December 2022.

Approved by the members of the Living Group Council in December 2022.

- I. Name
 - A. The name of this organization shall be the Living Group Council of the Massachusetts Institute of Technology
 - B. This organization shall also be known as the “LGC”
- II. Purpose
 - A. To act in the collective interests of the member houses
 - B. To represent the collective interests of the member houses
 - C. To facilitate communication between and among member houses and their members
 - D. To organize and coordinate shared activities and/or initiatives
- III. Membership
 - A. Membership in the Living Group Council consists of one (1) representative from each of the member houses at the Massachusetts Institute of Technology
 - B. Per FSILG recognition policies, all FSILGs are required to belong to a governance council. Therefore, all Independent Living Groups must be member houses of the LGC
 - C. Independent Living Group (ILG) Member Houses:
 1. ET
 2. Fenway House (Fenway)
 3. pika
 4. Student House (SH)
 5. Women’s Independent Living Group (WILG)
 - D. New Member Houses:
 1. If/when a time comes where a current MIT organization expresses interest in joining the LGC, the LGC will meet to determine a process for new member houses
- IV. Officers
 - A. Representatives
 1. The Living Group Council Representatives serve as the liaison between their house and other member houses and to the FSILG office
 - a) When topics relevant to certain other positions in the house are on the agenda for a meeting (such as rush events), representatives are encouraged to invite those in the relevant position of their house (such as a rush chair) to attend the meeting, but at a minimum,

representatives are expected to communicate what was discussed to the relevant position in a timely fashion.

2. Representatives are expected to advocate for and represent the collective interests of the FSILG in which they belong
3. Each member house will have one (1) primary designated representative on the LGC with the opportunity for a proxy in case the primary representative is unable to attend.
 - a) It is expected that there will be consistency throughout the semester of who is attending for each house. If a primary representative needs to miss just one or two meetings, they may assign a proxy from their house who is well-versed in the current affairs of the house. If a primary representative is not able to attend for an extended period of time (e.g. the agreed upon meeting time doesn't work with their class schedule that semester), they are expected to assign a single proxy who will attend for the entire period of time rather than having multiple people substitute in through the period of time.
4. This primary representative shall be a member of the house that is knowledgeable about what happens in the house including but not limited to rush, house management, and executive meetings. They should also commit to being their house's representative for at least a semester.
 - a) For houses that have executive committees, the primary representative should be someone from the executive committee
5. The terms of the Representatives: each representative is expected to serve for at least a semester. It is up to the individual houses to determine when throughout the year they elect or appoint their representative. It is the responsibility of the outgoing representative to transition their successor into the LGC by communicating to them the expectations of a primary representative and attending one more LGC meeting after the primary representative is elected (i.e. the incoming and outgoing primary representatives should have one meeting of overlap).
6. In addition to the primary representative, participation in the LGC and attendance at LGC meetings is open any member of an ILG who is interested
7. By default, these are the positions in each house that will serve as the primary representative. However, each house is free to appoint or elect a different person, provided they meet the criteria outlined above.
 - a) ET: Commander
 - b) Fenway House (Fenway): Minister
 - c) pika: Speaker
 - d) Student House (SH): President
 - e) Women's Independent Living Group (WILG): President ("Living Group Council Reps")

B. Speaker

1. The Living Group Council Speaker serves as the liaison to senior administration and campus partners
2. The Speaker is expected to advocate for and represent the collective interests of the Living Group Council
3. Speaker responsibilities include, but are not limited to:
 - a) Being the default representative of the LGC on the UA Council and attending UA meetings or sending an LGC member as a proxy if they are unable to attend.
 - b) Serving as the point of contact for the Office of the First Year for matters of Orientation and CPW
 - c) Receiving requests from additional committees and working groups for LGC representation and serving on those committees themselves or appointing another member of the LGC to do so
 - d) Ensuring that all committees with LGC representation are providing updates to the LGC via the representative sitting on those committees
 - e) Responding to emails to lgc-exec@mit.edu on behalf of the LGC
 - f) Involve the Scribe in actions such that they become well-versed in the functions of the Speaker (since the current Scribe is the most likely person to take over as Speaker at the end of the Speaker's term)
4. The Speaker responsibility is assigned to a Living Group. It is the selected Living Group's primary representative's responsibility to represent the LGC to external partners.
5. Selection of the Speaker:
 - a) The Speaker will be selected from one of the Representatives of the LGC in a rotation priority order
 - (1) Rotation priority order is alphabetical: ET → Fenway → pika → SH → WILG → [Start Over].
 - (2) A long timescale listing of which house will have priority during which terms can be found here

 Long Timescale Priority Terms
 - b) When a new Speaker needs to be selected, any Representative can express interest in the role on behalf of their House. Among those, the House highest in the priority order for that year will become the Speaker.
 - c) If there are no volunteers, then the Representative from the Member House at the top of the priority order will become Speaker.
6. The terms of the Speaker are November-May, including IAP and May-November, including summer responsibilities for Orientation/CPW
 - a) The term begins at the end of the meeting in which they are selected and ends at the end of the meeting in which the new speaker is selected

- b) New Speakers will be selected at the first LGC meetings after November 15th and the last LGC meeting of spring semester
- c) If a Living Group's primary representative changes during a Speaker term, it is the outgoing representative's responsibility to transition their successor to LGC and the speaker role before leaving. This includes fully communicating the responsibilities of the role and having at least one meeting of overlap where both the incoming and outgoing representative are present.
 - (1) If a Living Group's new primary representative does not wish to be Speaker, they are allowed to call for a new speaker selection either at the meeting where they overlap with their predecessor or at the meeting following that one
 - (2) This speaker selection will follow the same procedure outlined above, with priority being given to whichever house is currently at the top of the order (NOT to the house that currently has the speaker position)

C. Scribe

1. The Living Group Council Scribe serves in an essential operational role for the operation of the LGC.
2. Scribe responsibilities include, but are not limited to:
 - a) Taking thorough minutes during LGC meetings
 - b) Sending out blank agenda two weeks in advance of meetings for Representatives to fill out
 - c) Sending email reminder "bump" to lgc-exec of meeting time and agenda 36-6 hours in advance of meeting
 - d) Sending minutes to LGC Representatives (lgc-exec@mit.edu) after meetings
 - e) Updating the lgc-exec mailing list as representatives shift
3. The terms of the Scribe are November-May, including IAP and May-November, including summer responsibilities for Orientation/CPW
 - a) The term begins at the end of the meeting in which they are selected and ends at the end of the meeting in which the new Scribe is selected
 - b) New Scribes will be selected at the first LGC meetings after November 15th and the last LGC meeting of spring semester
4. Selection of the Scribe:
 - a) The Scribe cannot also be the Speaker
 - b) When a new Scribe needs to be selected, any Representative can express interest in the role. Among those, the Representative from the Member House highest in the priority order for that year will become the Scribe.

- (1) If there are no volunteers, then the Representative from the Member House at the second to the top of the priority order will become Scribe.

V. Meetings

- A. Primary representatives are expected to attend all LGC meetings, or assign a proxy as described above if they are unable to make it. Other members of the ILG are welcome to attend meetings, for example if a meeting agenda item is relevant to their position, or they are not officially the primary representative but want to be involved in LGC.
- B. Meeting dates for each semester shall be decided on at the beginning of each semester
 1. No two meeting dates shall be further apart than three (3) weeks
 2. Meetings shall be planned with consideration of major campus or ILG events, including CPW, Orientation, REX, Rush, member house elections, etc
- C. Representatives reserve the ability to request additional meetings as relevant
- D. Quorum for meetings shall be two-thirds ($\frac{2}{3}$) of the membership of the LGC. Currently this is equivalent to 4 out of the 5 houses.
- E. Member houses are encouraged to host the meetings and rotate the role of host amongst themselves

VI. Subcommittees

- A. Subcommittees can, and are encouraged to, be developed per the needs of the LGC

VII. Funds

- A. The LGC will not collect dues and therefore will not have an operating budget

VIII. Voting

- A. The LGC will vote using a simple majority
- B. Voting can only take place when LGC has quorum

IX. Charter

- A. LGC may amend the charter with consensus (unanimous) agreement
- B. The charter shall be reviewed annually for relevancy

- X. The Living Group Council and Member Houses are responsible for abiding by all FSILG office and Institute policies

Suggested Edits:

These are the events we meet before:

- Pre CPW
- Pre Orientation
- Accountability Measures
 - How do we hold houses accountable?