

Chocolate City Constitution

Preamble

We, the brothers of Chocolate City at MIT, declare that the primary purpose of Chocolate City at MIT is the celebration of Black culture. Chocolate City at MIT will also strive to maintain our African-American community, promote our ethnic identity, encourage social and intellectual improvement, and provide support for our brotherhood throughout our years at the Massachusetts Institute of Technology.

I. **House Membership/ Voting Rights and Privileges**

I *Attaining Membership*

- (a) Any person voted into Chocolate City by the Summer Co-Chairs and the Information Session Committee shall be recognized as a brother of Chocolate City at MIT.
- (b) Any person voted into Chocolate City during a house meeting via the Post-Housing Lottery Process by at least a 3/4 Quorum vote shall be recognized as a brother of Chocolate City at MIT, regardless of their current housing assignment. This is for members who want to join Chocolate City outside of the freshmen year housing lottery.
- (c) The Post-Housing Lottery Process shall be described below:
 - i.) A potential new brother must first have the recommendations of at least two current brothers, who will represent him at a house meeting. During the house meeting, the brothers will have a discussion on the new member and their fit/contribution to Chocolate City. After the discussion, a vote to conduct an interview will be held: if the vote fails to reach 2/3 of quorum, the potential brother must wait at least one semester before trying to join the brotherhood again.
 - ii.) Assuming the vote has passed, the potential member will come to Chocolate City for an information session. The information session will be conducted by the current co-chairs, and any additional brothers that can make it (assuming that the interview doesn't occur during a house meeting).
 - iii.) Once the interview has occurred, a vote will be held to add this new member to the Chocolate City brotherhood (This allows them the privileges of membership, even though they might not be able to physically reside in Chocolate City at the time). If the vote passes with

3/4 of quorum, the 4 shall be recognized as a new brother of Chocolate City.

II *Voting Rights and Privileges*

- (a) Any Chocolate City brother as described in Article 1, Sections 1A and 1B currently living within Chocolate City at MIT shall have full voting rights on any issue which comes before the house.**
- (b) Any brother who does not live within Chocolate City shall have these same privileges.**

III *Responsibilities of Brothers*

- (a) As a member of Chocolate City at MIT, current members are obliged to follow these basic requirements:**
 - i.) All brothers MUST attend their designated party shift after signing their name on the shift list.**
 - ii.) All brothers must attend house meetings and house sanctioned events.**
 - iii.) All brothers must work towards the social welfare of the House (ex: PUBBING for parties).**
 - iii.) All brothers must hold one officer position or committee chair position during their tenure at MIT.**
- (b) Failure to uphold these basic requirements of membership may lead to the deduction of housing points and or fines as outlined under Article 3.**

II. **House Officers**

I *Government*

- (a) Chocolate City at MIT will have a democratic government with at least twelve house officers to execute assigned duties. The following house offices will be established:**
 - (1) Senior Co-Chairperson**
 - (2) Junior Co-Chairperson**
 - (3) Treasurer**

(3.1) Assistant Treasurer

(4) Secretary

(5) Historian

(6) Social Chairs

(7) Athletic Chairperson

(8) Facilities Chairpersons

(9) Residential Associate Advisor (RAA)

(10) Professional Chairperson

(11) Academic Chair

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(b) Succession will occur in the above order. Succession is to occur when there is a vacancy in a house-essential position (as listed under Article 5, Section 5.6.3) that isn't filled by a house vote. Non-essential house positions can be left open as described in Article 5, Section 5.6.3, or the officer in a lower position can step up to the higher role if no one is voted in to fill the vacancy.

(c) Summer Co-Chairs are separate from the line of succession, but they are still counted as an officer (as opposed to a committee chair outlined in the bylaws).

II *Officer Responsibility*

2.1. *Responsibilities of the Senior Co-Chairperson*

(2.1.1. Presides over house meetings and acts as chief representative, spokesperson, and authority for Chocolate City.

(2.1.2. Executes all motions passed by the house.

(2.1.3. Oversees the organization, preparation, and implementation of all Chocolate City functions and events.

(2.1.4. Executes elections as per Article 5.

2.3. *Responsibilities of the Treasurer*

- (2.3.1. **Maintains records of all financial transactions and reports these records at house meetings.**
- (2.3.2. **Responsible for disbursement and maintenance of house funds as approved by the house.**
- (2.3.3. **Advises brothers of fiscal capabilities of Chocolate City.**
- (2.3.4. **Treasurer is a position held until graduation, impeachment or resignation.**

2.4. *Responsibilities of the Assistant Treasurer*

- (2.4.1. **Works under the discretion of the Treasurer in order to assist the Treasurer in their duties outlined under Article 2, Sections 2.5.1 to 2.5.4.**
- (2.4.2. **The Assistant Treasurer serves in the vacancy of the Treasurer, and the Assistant Treasurer assumes the Treasure Position upon graduation, impeachment, or resignation of the current Treasurer.**
- (2.4.3. **The Assistant Treasurer is a position held until graduation, impeachment or resignation, unless the Assistant Treasurer is promoted to Treasurer under Article 2, Section 2.6.2.**
- (2.4.4. **Upon vacancy, the House must vote to replace the Assistant Treasurer during a house meeting by no later than the first house meeting of the next academic term, or before the end of the current Treasurer's last term.**

2.5. *Responsibilities of the Secretary*

- (2.5.1. **Takes minutes and attendance at house meetings. The minutes are to be typed and compiled in a notebook.**
- (2.5.2. **Posts all notices concerning official house meetings at least three days in advance.**
- (2.5.3. **Responsible for the calendar and posting any notices relevant to the house.**
- (2.5.4. **Responsible for the administration of any information and accounts that the brothers of Chocolate City hold at Athena.**

- (2.5.5. **Responsible for the upkeep of the bulletin boards located within Chocolate City.**

2.6. *Responsibilities of the Historian*

- (2.6.1. **Maintains records of all events and occurrences that have significance to the house and/or its members.**
- (2.6.2. **Is responsible for the upkeep of the Chocolate City scrapbook. The scrapbook holds flyers, pictures, programs, etc., that correspond with house events or occurrences.**
- (2.6.3. **Is responsible for captioning any material recorded, for future reference and explanation.**
- (2.6.4. **Historian is a position held until graduation, impeachment, or resignation.**

2.7. *Responsibilities of the Social Chairperson*

- (2.7.1 **Plans, executes, and oversees all Chocolate City socials, parties, and other social functions in which the majority of Chocolate City brothers participate.**
- (2.7.2. **Inspires social and intellectual improvement through seminars and other activities.**
- (2.7.3. **Promotes activities which increase house unity.**
- (2.7.4. **Acts as liaison between Chocolate City and other organizations interested in becoming socially interactive with Chocolate City.**

2.8. *Responsibilities of the Athletic Chairperson*

- (2.8.1. **Encourages and establishes Chocolate City brothers' support and participation in Intramural Sports.**
- (2.8.2. **Obtains and submits all necessary papers and dues to ensure Chocolate City's participation in Intramural sports.**
- (2.8.3. **Selects captains for Intramural teams.**
- (2.8.4. **Attends all Intramural Athletic Chairperson meetings during the school year.**

- (2.8.5. **In conjunction with Social Chairperson, plans and executes non-Intramural sport activities to encourage house unity.**

2.9 *Responsibilities of the Facilities Chairperson*

- (2.9.1. **Maintains the basic cleanliness of the house (ensuring that common spaces are being upkept with a cleaning rotation or some other system).**
- (2.9.2. **Submits work orders necessary for repairs to house facilities.**
- (2.9.3. **Organizes and oversees the Chocolate City Holiday Dinner as outlined under the Chocolate City Bylaws, Section 2.**
- (2.9.4. **Orders food for the fall retreat as outlined under the Chocolate City Bylaws, Section 5.**

2.10 *Responsibilities of the Residential Associate Advisor (RAA)*

- (2.10.1. **To acclimate the freshmen class to life at MIT and in Chocolate City.**
- (2.10.2. **Maintains and distributes the freshman handbook.**
- (2.10.3. **Organizes the bi-annual Chocolate City Faculty Reception as outlined under the Chocolate City Bylaws, Section 6.**
- (2.10.4. **Sets-up meetings between the freshmen class and members of the MIT faculty and senior leadership.**

2.11. *Responsibilities of the Professional Chairperson*

- (2.11.1. **Oversees the professional growth and development of the House and the brotherhood. They are allowed to schedule house events designated to improve the professional standing of the House.**
- (2.11.2. **Helps the current brothers prepare for professional networking events (such as the career fair or conferences) and maintains the professional track handbooks.**
- (2.11.3. **Must have no less than two mandatory meetings with each current brother in the house: one in the fall and one in the spring or IAP.**

2.12. *Responsibilities of the Academic Chair*

- (2.12.1. Oversees the academic growth and development of the House and the brotherhood. They are allowed to schedule house events designated to improve the academic standing of the House.
- (2.12.2. Advises the current brothers on scheduling classes, sends reminders on essential events, deadlines and other academic matters, and maintains the Chocolate City academic Dropbox.
- (2.12.3. Must have no less than two mandatory meetings with each member of the freshmen class: one in the fall and one in the spring. The academic chair is not required to meet with upper classmen, but they can set up additional meeting as requested.

2.12 Responsibilities of the *Summer Co-Chairs*

- (2.12.1 Summer Co-Chairs are elected during the second to last house meeting of the spring term in the academic year. It is a requirement for at least one of the two summer Co-Chairs to be local to the Boston-cambridge area for the summer.
- (2.12.2. The summer Co-Chairs will serve a three-month term that lasts from June 1st to September 1st.
- (2.12.3. Summer Co-Chairs are responsible for managing the Chocolate City Interview Committee (as written in the Bylaws), selecting and accepting the new class of freshmen, and executing the selections to interviewees with caution and lack of negligence.
- (2.12.4. In the event where both regularly acting Co-Chairs are unavailable over the summer due to medical emergencies or other seriously debilitating reasons, the Summer Co-Chairs will act as the official Co-Chairs until at least one regularly acting Co-Chair is able to return, or until the first house meeting of the fall semester, whereby new co-chairs will be selected through a vote or succession.

III Officer Failures

- (a) If an officer fails to uphold their duties to the house, or engages in behavior that endangers themselves, others, or the House, they may be subjected to impeachment, outlined in section 5.7 or a series of punishments as prescribed under Article 3.

III. Penal System

I *Purpose of Penal System*

- (a) The underlying system (in conjunction with housing points) is used to correct potentially problematic behaviors, and encourage more responsibility among house officers and members of the house.**

II *Penal code for House Members*

- (a) House members may face fines, deductions of housing points, or a discussion about their commitment to the house for any of the following reasons:**

- i.) Failure to attend 50% of house-sponsored events in any span of 8 consecutive events, which will result in:**
 - A discussion with the co-chairs about the reasons for the brother's lack of involvement, which will result in a personalized plan to get the brother back in good standing and a (non-negotiable) strict attendance period of 4 future events to get the brother back to 50% or higher in their attendance.**
 - This will be accompanied with a strict attendance period in which they have to get to 50% attendance (of their last 8) by the next 4 house events.**
 - If a brother rectifies the issue in the short-term and repeats the offense later in the academic year (any time after the strict attendance period), the case will go immediately to a house-wide discussion on their commitment to the brotherhood..**
 - If the issue arises for a third time (does not have to be consecutive as offenses roll over and renew only every academic year), the brother will be removed from Chocolate City.**
- ii.) Brothers are caught engaging in illegal or egregious behaviors that can jeopardize the health and safety of themselves, other brothers, and other members of the MIT and* greater global communities.**
- iii.) Brothers act in such a way as to cause great harm and stress to the public image of Chocolate City, or act in ways counterproductive to the House's mission, pillars, and goals.**

- (b) Once an issue is brought up to a house discussion, the accused member will be given 5 minutes to state their case. Then, the five voting parties (4 classes plus the co-chairs) will have a preliminary vote to determine if the matter at hand is deemed a minor offense or a major offense.**

- (c) If the matter is deemed as a minor offense by the house vote, the following penalties may be imposed as deemed fit:**

- i.) The brother is issued a number of points corresponding to a fine of no more than \$25.
 - ii.) The brother will have a mandatory meeting with the co-chairs.
 - iii.) The brother may be required to meet with the GRT for future help and development.
 - iv.) An alternate punishment that isn't written here, but the house agrees on by a unanimous vote.
- (d) If a brother incurs 4 or more minor offenses in an academic year, the minor offenses will be reset at every fourth occurrence and transferred into a major offense.
- (e) In the case that a matter is deemed as a major offense, the following penalties may occur:
 - i.) The brother is issued a number of points corresponding to a fine of no less than \$25.
 - ii.) The brother will have mandatory meetings with the co-chairs.
 - iii.) The brother will be required to meet with the GRT for future help and development.
 - a.) Further meetings may be called for to meet with the current Head of House, members of the Office of Student Citizenship (OSC), and other MIT staff as deemed appropriate by the severity of the incident.
 - iv.) The brother may be put onto probation.
 - v.) The brother may be physically removed from Chocolate City.
 - vi.) The brother may have their membership revoked.
 - vii.) An alternate punishment that isn't written here, but the house agrees on by a unanimous vote.

IV. House Meetings

I *Purpose of House Meetings*

- (a) House meetings shall serve as a forum to deal with house business. A house meeting, whether official or not, shall bring together the brothers of Chocolate City to discuss and decide upon academic, financial, athletic, social and/or cultural issues confronting Chocolate City.**

4.2. *Official House Meetings*

- (4.2.1. Must have a quorum of 2/3 of the voting brothers, excluding the co-chairs.**
- (4.2.2. Shall be announced three days in advance of meeting date unless, during the last official meeting, house majority agreed to meet within three days. In which case, said meeting is only official if there is a quorum.**
- (4.2.3. Should occur bi-weekly unless otherwise agreed upon.**
- (4.2.4. Must have attendance taken for housing priority purposes.**

4.3. *Emergency or Unofficial House Meetings*

- (4.3.1. Called by the co-chairpersons in order to deal with specific issues.**
- (4.3.2. Does not require a three day notice but the co-chairs must attempt to contact all members.**
- (4.3.3. Attendance at emergency/unofficial house meetings is not mandatory.**

4.4. *House Meeting Rules*

- (4.4.1. All resident brothers must attend official house meetings.**
- (4.4.2. Only members, as recognized under Article 1, Sections 2A and 2B, or a special invited guest, may attend house meetings.**
- (4.4.3. Only members recognized under Article 1, Sections 2A and 2B may vote.**
- (4.4.4. Any member who cannot attend official house meetings must notify one of the co-chairpersons and can give a signed proxy to another house member. This proxy should clearly state to whom the signer delegates his vote, and the date of delegation. The recognized member**

shall be considered a delegate and will be allowed two votes, by the Chair. A delegate may be allowed a maximum of two votes.

- (4.4.5. **A modified version of Robert's rules of Order will be used to conduct house meetings.a**

V. Election of Officers

I *Executor of Elections*

- (a) **The Senior Co-Chairperson has the responsibility of:**
- (1) **Executing elections fairly and quickly.**
 - (2) **Stating, at the beginning of elections, the positions available during that semester's elections and the duties required for each position.**
 - (3) **Allowing each candidate the opportunity to speak briefly and answer questions which the house members may have.**

5.2. *Positions Available*

- (5.2.1. **At the start of each academic year, which is the same as the start of the fall semester, the following positions need to be filled by election:**

- (5.2.1.1. **Secretary**
- (5.2.1.2. **Social Chairperson**
- (5.2.1.3. **Athletic Chairperson**
- (5.2.1.4. **Historian**
- (5.2.1.5. **Facilities Chairs**

- (5.2.2. **At the end of each academic year, which is the same as the end of the spring semester, the following positions need to be filled by election:**

- (5.2.2.1. **Professional Chairs**
- (5.2.2.2 **Academic Chair**
- (5.2.2.1. **Residential Associate Advisor (RAA)**

(5.2.3. **The position of Senior Co-Chairperson will be assumed by the Junior Co-Chairperson at the end of each academic term.**

(5.2.4. **At the end of each academic term (semester), the following positions need to be filled by election:**

 (5.2.4.1. **Junior Co-Chairperson**

(5.2.5. **Any vacated positions need to be filled by election.**

(5.2.6. **The Assistant Treasurer will assume the position of Treasurer when the Treasurer position is vacated.**

(5.2.6. **The election for the Assistant Treasurer should occur during the current treasurer's last term.**

5.3. *Eligibility*

(5.3.1. **Only Article 1, Section 2A or 2B brothers that have lived one full semester in the house may run for Junior Co-Chairperson.**

(5.3.2. **All other positions are open to Article1, Section 2A or 2B brothers.**

(5.3.3. **Only nominated and accepting brothers may be eligible for office.**

5.4. *Election Voting Requirements*

(5.4.1. **Candidates for house officers must receive the majority of votes. If more than two candidates are running for the same position and the vote is deemed close by the Senior Co-Chairperson, then a run-off election may be held with lowest and no votes being eliminated until one candidate wins. In the event of a tie, the Senior Co-Chairperson will cast the deciding vote.**

5.5 *Transition Meetings*

(5.5.1. **Upon election of a new officer, a transition meeting must occur between the newly elected officer and the outgoing officer within one month of the election. After the meeting has occurred, the new officer will report what they learned to the co-chairs as verification that the meeting has occurred.**

5.6 *Resignation*

(5.6.1. **Officers must post a notice of at least one house meeting (or officer**

meeting) prior to their effective resignation date, unless in the case of extenuating or atypical circumstances.

- (5.6.2. **Officers resigning from a post will lose a fraction of a housing point relative to the time they spent in their position (in order to deter people from resigning “Just Because”).**
- (5.6.3. **In the case that sufficient interest can’t be ascertained from the House to fill the vacated position, the house can vote to leave the position temporarily open, unless the position is essential to the daily function and structure of the house. Such positions of essential function would include: Co-Chairs, Treasurer/Assistant Treasurer, Secretary and RAA.**

VI. Rooming Assignments

I *Housing Points*

- (a) **Each Article 1, Section 2A member shall have housing points based on the following 5 rule system. The means for assigning such points are as follows:**
 - (1) **A point shall be given for each term in residence at MIT.**
 - (2) **A point shall be given for each term in residence in Chocolate City at MIT.**
 - (3) **A point shall be taken for each move within Chocolate City at MIT.**
 - (4) **A percentage of a point shall be taken for house meetings missed for that year. The percentage shall be calculated as the number of official house meetings missed over the total number of official house meetings for that academic year. This percentage shall be calculated on a yearly basis and will not have impact on future years in residence at Chocolate City.**
 - (5) **If a brother fails to keep a responsibility to the house, each Article 1, Section 2A member has the right to make a motion to treat that failure as a missed house meeting:**
 - i) **The brother who made the motion will have 3 minutes to state the reasoning behind the motion. Next, the accused brother shall have 3 minutes to respond to the accusation. Only afterward can discussion begin.**
 - ii) **If the accused was allowed an excused absence during said**

meeting it shall be at the discretion of the senior co-chair whether or not to table the motion.

iii) If the motion is passed with a vote of 3/4 of the Quorum, housing points will be deducted accordingly.

(6) If a brother of the house misses half of the official meetings within a semester, he will lose his squatting rights at the next room selection and one housing point.

i) The brother will be given 3 minutes to defend his position. Then a vote will be conducted by the house in which of the quorum must agree to allow the brother to maintain his squatting rights and housing point.

6.2. Rooming Assignments

(6.2.1. Rooming assignments will be based upon the members with the highest priority (highest point total) within their class. First choice will have the highest priority, second choice will have the second highest priority, etc. If a tie exists, each member of the conflicting parties will receive a randomly generated number.

(6.2.2. If a brother fails to attend the rooming assignment meeting, it shall be assumed by the remaining brothers of the house that said brother will be remaining in the same room during the next academic year. For brothers on a leave from MIT, they may assign a proxy to choose their room for them.

VII. Amendments and Ratification

I Amendments

(a) All amendments to the constitution require 2/3 majority vote of all Article 1, Section 2A members.

(b) Amendments must be presented during an official meeting in writing and must clearly state where the amendments should be made or added.

7.2. Ratification

(7.2.1. This Constitution shall be recognized officially after every Article, and the Sections within each article, has been unanimously accepted by the Constitution Convention of 1993.

(7.2.2. **The following members sign in complete agreement with the above Constitution and will uphold the tenets and ideas stated in the Preamble.**

_____(7.2.3. **The most current version of the Constitution shall be recognized officially after every Article, and the Sections within each article, has been unanimously accepted by the Constitution Convention of 2017.**

(7.2.4. **The following members sign in complete agreement with the above Constitution and will uphold the tenets and ideas stated in the Preamble:**

Chocolate City Bylaws

This section has been appended to the Constitution for house rules that must be followed:

1. ***Chocolate City Gear:*** All items bearing the Chocolate City name must be distributed to all Article 1, Section 2A members as determined by the Co-Chairpersons. Said items must be obtained, managed, and distributed by two volunteering brothers of the house. Otherwise, the items become the responsibility of the Co-Chairs.
2. ***Chocolate City Holiday Dinner:*** During the fall term of each academic year, the brothers of Chocolate City at MIT must have a Holiday Dinner. This event is overseen by the Facilities Chairs.
3. ***Chocolate City Senior Dinner:*** During the spring term of each academic year, the brothers of Chocolate City at MIT must have a Senior Dinner.
4. ***Chocolate City Freshman Dinner:*** During the fall semester of each academic year, the brothers of Chocolate City at MIT must have a Freshmen Dinner.
5. ***Chocolate City Fall Retreat:*** During the fall semester of each academic year, the brothers of Chocolate City must have a fall retreat. If in such an occasion arises that prevents this, then the retreat must be rescheduled for the following spring semester. While the Co-Chairs are responsible for the curriculum of the retreat, the Facilities Chairs are responsible for ordering food.
6. ***Chocolate City Faculty Reception:*** During the course of the academic year, the Residential Associate Advisor (RAA) is responsible for organizing and maintaining the bi-annual Chocolate City Faculty Reception. This includes organizing the house to invite MIT faculty and staff to the receptions, as well as ordering the food and refreshments.

7. ***Chocolate City Committees:*** The House may call for a committee to be formed (other than the interview committee) by a majority vote of the house. The committee will have at least one committee chair who, like other officers, is overseen by the Junior-Co-Chair. Committee Chairs may be called to attend the bi-weekly house meetings as needed. Committees may be disbanded once their role to the house has been fulfilled, or by a 2/3 vote by the House.
8. ***Chocolate City Interview Committee:*** The Interview Committee is a standing committee that may not be disbanded, unless it is voted on by a 3/4 majority. This committee works with the Summer Co-Chairs in order to determine the new, incoming class of freshmen.
9. ***Email Voting:*** Email voting is used as a stand-in for a House meeting vote. This can ONLY occur during the summer term and or extended breaks, when it is unreasonable for everyone to come together for a house meeting or an emergency house meeting. These votes are FINAL.