

11 Constitution, history, rules and policies, membership lists

OK

WILG
MC62

WILG RULES AND POLICIES

The following statements are a summary of the rules and policies of WILG. For easy reference, they have been subdivided according to topic. If you have any questions regarding the rules and policies please speak to one of the officers, in particular the House President.

I. Officers and House Meetings

1. All elected officers will serve for one term except the corporation student members who will serve for one year.

2. Each time a new topic of discussion is brought up at a house meeting the vice president will time the discussion of said topic. At the end of five minutes, a vote will be called viva voce on the subject or discussion will end unless a house voice vote indicates a wish to continue for five minute increments.

3. Officers shall keep logs of facts and suggestions pertinent to the successful administration of their office, to be handed down to succeeding officers. This will ensure efficient officer turnover and continuity from one term to the next.

4. The house treasurer, assistant treasurer, food steward, assistant food steward, house manager and assistant house manager will all be exempt from house jobs.

II. Lotteries and Room Assignment

5. The vice president will hold a room lottery at the end of the spring term. Members will be placed on a priority list according to : 1. the number of terms lived at WILG, 2. the number of Work Weeks participated in, 3. graduating class within number of terms and work weeks lived at WILG.

6. There will be no squatters rights.

7. The vice president will hold another room lottery in the fall for the incoming pledge class using the same priorities outlined in policy #5.

8. The first set of the three southeast front doubles chosen as a double will be a double (the member who so chooses may also select her roommate). The remaining two sets of southeast front doubles will be considered four singles.

III. Interior Decoration of Individual Rooms

9. All painting in private rooms must be approved by the furniture committee. If such painting is deemed an improvement the house will pay for $\frac{1}{2}$ the cost of the paint, which then becomes the property of the house. If the furniture committee does not approve the painting of a room the WILG member must repaint the room an approved color at her own cost.

10. Nothing will be built into the walls without prior approval by the furniture committee. If something is built into the walls unapproved by said committee, the WILG member must pay \$5 per hour for someone to repair the walls, plus cost of materials, plus a fifty dollar fine.

11. Anything built into the walls must be placed in the studs. Anything built into the walls and not placed in the studs, the WILG member must pay \$5 per hour for someone to repair the walls, plus cost of materials, plus a fifty dollar fine.

12. After an approved loft or set of bookshelves is installed, it may not be removed from the walls. If the tenant removes the structure in question, she will be charged \$5 per hour for someone to repair the walls, plus a \$ 50 fine.

13. All freestanding lofts must leave with their occupant unless arrangements are made with the next room occupant by the end of that term. If the occupant does not remove the loft, or make suitable arrangements, she will be charged \$5 per hour for someone to remove it.

14. Thumbtacks, staples, drafting tape, masking tape, artgum, putty, pins and picture hangers (the kind with a hook and one small nail) may be used to fasten things to the walls and ceiling of your room. Nothing else may be used.

15. Every member must return her room to its original state (by puttying, sanding, repainting, etc.). Changes approved by the furniture committee may remain. Any work which must be done after the departure of a member to return the room to its original state will be billed to the member at a rate of \$5 per hour, plus the cost of materials.

16. Temporary plant hooks (i.e. those which leave with the occupant) may only be placed in the window frames and door frames. If not placed in window frames and door frames there will be a fine charged to the member at fault of \$10 per hole.

17. Permanent plant hooks (molly type) may only be placed in the ceiling with the approval of the furniture committee. They may not be removed once installed. Tenants who remove mollies or who put them in without approval will be assessed \$10 fine plus \$5 per hour to repair the damage.

IV. Food and the Kitchen

18. Food in the dining room refrigerator and the fruit room may be consumed 24 hours a day.

19. Dinner is served at 5:45 pm Sunday through Friday.

20. Sunday dinners will be open to all WILG alumnae free of charge. Week-night dinners will cost WILG alumnae \$1.25.

21. The member who signs invoices for food orders is responsible for making sure all food listed on the invoice is delivered. Our copy of the invoice will be placed in the steward's mailbox. Any missing food items will be charged to that member's housebill. (A maximum of \$10 is set for this charge)

22. Late dinner plates will be put in the oven with names taped to the foil covering each plate by the person assigned to setup for that day prior to serving early dinner. Everyone who signs up for late dinner is responsible for disposing of their own late dinner. If the set up person finds an old dinner plate, she will not make a late dinner for that person on that day.

V. Housebills

23. Housebills are due 28 days after they are issued. Members with overdue house bills will be fined the amount of interest that would have accrued in the WILG savings account, had their house bill been deposited in said account on the due date for the period of time between the due date and the date of final payment.

VI. Guests

24. WILG members may have overnight guests free of charge for up to one week. Members with guests staying longer than one week must make financial arrangements with the treasurer subject to house guidelines.

25. No WILG member may loan a key to any non-member. If a member lends a key, the key will be taken away from the non-member and the house member will be fined \$50. Exceptions to this rule will be considered prior to the event, subject to approval by the house.

VII. Mammals

26. Non-human mammals are not allowed in the house except with unanimous house approval. Anyone who brings such mammals in to the house must remove them immediately.

VIII. House property

27. All furniture in the common rooms must remain there. If such a piece of furniture is discovered in a private room, it must be put back the same day.

28. Tools will be kept in the computer terminal room. Tools must be signed out by the borrowers. Anyone caught with a tool that was not signed out will be fined \$5. Extenuating circumstances will be reviewed by Exec. Comm.

29. All phone calls made to numbers preceded by a one must be signed for on long-distance phone call lists or a Bay State list according to the appropriate phone service on each floor.

30. Alarm door keys will be kept on each floor in or on the medicine cabinet (preferably hung on a hook) in the bathroom closest to the alarmed door on that floor.

2/12/1980

The History of WILG

The idea of forming an independent^{dent} women's living group started three years ago in early 1975. Zaurie Zimmerman, then a sophomore, discussed with the deans the possibility of an alternate living group for women undergraduates at MIT. There was enough interest however, unfortunately at that time no building was available that was both close to campus and suitable for a living group.

The following spring (1976) the building at 351-355 Massachusetts Avenue became available. Ten to fifteen women students along with several deans and a consultant began making plans for a new living group. A new fraternity was also being formed. It was decided that the two living groups would occupy the building (WILG at 355 and ADP at 351) and that it would be renovated. The renovation was to be completed by fall 1977, at which time WILG and ADP would have their separate residences. In the meantime both would share one section (351) until the other section (353-355) was renovated, then both groups would move to 355 while 351 was being renovated.

During the summer of 1976 architectural plans were drawn up. All women planning to live at WILG contributed their ideas.

R/O week of 1976 began with ten upperclasswomen- all interested in forming a living group, but not knowing the other nine women. Six freshman were asked to join. Several transfer students also joined throughout the term. The size ranged from 16 in September to 20 by December. We lived in eight apartments on the third, fourth and fifth floors of 351. We cooked in small groups (2-6) and had a Sunday meal together.

The year 1976-1977 was filled with policy decisions as to how to run the house, ordering furniture, rugs, kitchen equipment and just getting to know each other. We worked closely with the architects and contractors before and during construction.

In the spring of 1977, knowing that we would over double our size the following fall, we encouraged any interested women undergraduates to join us (five did). In May we moved to the fourth and fifth floors of 355 for the summer. Several WILG residents and a few summer boarders stayed over the summer. Several undergrads also joined us then.

We began R/O 1977 with 20 upperclasswomen. We followed IFC rush policy and invited students to join us. Sixteen freshman and one special student accepted our invitation. This brings us up to our current thirty-seven members. We are working out an effective meal policy and house clean-up policy. We have a constitution (written in the spring of 1977) and are forming a Women's Alumnae Corporation which will be financially responsible for us.

WILG is not a campus dormitory, nor is it a fraternity. There are many people who worked to make WILG a reality. Because of its design, meals are prepared for the entire group in one eating area. We all have house chores and have the option to participate in house activities. Everyone has a different conception of WILG. It was originally formed to be an alternative option for MIT women. WILG is a combination of all the individuals who live here. Its future hinges on the support of the current members and the MIT community.

CONSTITUTION OF THE WOMEN'S INDEPENDENT LIVING GROUP

Article 1: NAME

The name of our group shall be called the Women's Independent Living Group, here in after referred to as W.I.L.G. A more personalized name may be given to the group when an appropriate one is decided upon by the members. When so named, it shall remain permanently, and this constitution shall be amended appropriately. The Massachusetts Institute of Technology shall here in after be referred to as MIT.

Article 2: MEMBERSHIP

Membership at W.I.L.G. is open to registered undergraduate women students at MIT who have indicated a willingness to enter into the cooperative spirit of the house. Persons are admitted into the house by approval of current members according to house policy. All members of W.I.L.G. must reside in the house.

In the case of the house not being fully occupied, the current members are to decide at a general house meeting as to the best way to deal with the described situation.

Article 3: RESPONSIBILITIES

All members and residents of W.I.L.G. individually and collectively, are expected to abide by the constitution and by-laws of W.I.L.G. and generally to:

1. Share in the responsibilities for the smooth functioning of the House and its effective self-government;
2. Assume the social and financial responsibilities of residence in cooperative living group; and
3. Respect the rights and responsibilities of all other residents.

Article 4: THE CORPORATION

The corporation's members will consist of the founding members of the corporation as well as any alumnae of W.I.L.G. ||*

Article 5: AUTHORITY OF THE CORPORATION

The corporation has the power to review this constitution and by-laws as well as the operations of the members of W.I.L.G. for consistency with its statement of general policies of operation.

Article 6: AUTHORITY

By adopting this constitution, the residents of W.I.L.G. organize themselves as a self-governing body based upon the principle of majority rule. W.I.L.G. shall be governed by house meetings. House meetings must have a quorum con-

sisting of 2/3 majority of all house residents present. W.I.L.G. shall be directed by the executive committee consisting of President, Vice President, Treasurer, Membership Coordinator, House Manager, Steward, and Secretary.

Article 7: EXECUTIVE COMMITTEE

The seven officers shall constitute the Executive committee, which shall be responsible to the House and to the Corporation for executing policy decisions affecting the future of the house, and which shall serve as an intermediary in communication between the House and the Corporation.

Article 8: AMENDMENTS

All proposed amendments to this Constitution or to the By-laws shall appear on the agendas of two consecutive regularly scheduled House meetings. At each of these two meetings, the proposed amendment shall be read and debated; it may also be amended. It shall be voted upon at the second of these two meetings, unless it is amended at that meeting. If the proposed amendment is amended at the second meeting, or any meeting thereafter, the vote on it shall be postponed to the next regularly scheduled house meeting, at which it again shall be read and debated, and may be amended. A two-thirds majority vote of all House residents attending the meeting is required for the passage of the proposed amendment.

BY-LAWS OF W.I.L.G.

Article 1: RESIDENCY

Section A. DEFINITION OF RESIDENT: A resident of W.I.L.G. is a member who resides in the House. A married woman may be a resident of the House only if her spouse resides elsewhere. A graduate student at MIT may be a resident only temporarily if there are vacancies in the house and the members decide to open membership up in that fashion.

Section B. LOSS OF RIGHT OF RESIDENCY: A resident of W.I.L.G. loses the right to reside in the House at the end of a current term if she: 1. Leaves the house to take up residency elsewhere; or 2. Is no longer a registered undergraduate student at MIT.

Section C. RETURNING RESIDENTS: A former member may be readmitted as a resident of W.I.L.G. by a majority vote of the current members.

Section D. EXPULSION PROCEDURE: A resident may be expelled from the House by the following procedure: 1. A motion to expel the resident in question must appear on the agendas of two consecutive regularly scheduled House meetings. 2. At the first of these two meetings, the motion may be debated but not voted upon. At the second meeting, the vote on the expulsion motion

shall take place as part of old business; the vote itself shall be secret ballot. 3. A two-thirds majority vote of all House residents is required for the passage of the motion.

Section E. PENALTIES FOR LEAVING: 1. Persons admitted to the House for the first time may leave the House during the first month of their first term of their first term of residency without penalty. Persons compelled to leave the house by expulsion are also not subject to penalties. 2. In any circumstances other than those of Sec. E.1., a resident who leaves the House during a term must pay the House a pro-rated House bill for the portion of her last month of residency until her departure. In addition, she must pay a penalty of one-third of the regular house bill, pro-rated from the time of her departure until a new resident is admitted or until the end of the current term, which ever is sooner.

Section F. DEBTS: If, at the end of any month, a resident is more than two months House bill in debt to the House, she must sign a promissory note for the full amount that she owes the House.

Article 2: THE EXECUTIVE COMMITTEE

Section A. REVIEW OF AGENDA: The executive committee is charged with the task of reviewing the agendas of regularly scheduled House meetings. It shall meet one week prior to each regularly scheduled House meeting, at which time it shall discuss proposed legislation presented, in writing, by any House resident. At the conclusion of the Executive Committee meeting, the new agenda is to be posted for use at the following house meeting. At the end of the agenda shall be an opportunity for any resident to add to the agenda, but this will not be discussed until next regularly scheduled house meeting, unless it is an urgent matter which is determined by the President.

Section B. LEGISLATION: All legislation is to be voted on by the house and may pass by a simple majority of those members present. The executive committee may not itself enact legislation binding on the house.

Section C. HEARING RESIDENT' COMPLAINTS: All general complaints should be directed to the membership coordinator. If a complaint is brought to the attention of the Executive Committee by any resident concerning the action taken by any officer, the Executive Committee shall consider the matter and make pertinent recommendations to the parties involved. It may place the matter on the agenda of a regularly scheduled House meeting for final decision by the House residents.

Section D. NOMINATIONS: Executive Committee shall recommend members of the house for nominations for the officers.

Section E. QUORUM: A quorum at a meeting of the Executive Committee shall consist of five officers of the Committee.

Section F. MEMBERS-AT-LARGE: The house may elect up to three Executive Committee Members-at-large, who have the power to vote at executive meetings.

Article 3: HOUSE MEETINGS

Section A. ATTENDANCE: Meetings are mandatory for all members.

Section B. FREQUENCY OF MEETINGS: A general meeting of the House residents shall be held at least twice in each of September, October, November, February, March and April, and at least once in December and May.

Section C. SCHEDULED MEETINGS: During the first two weeks of each term, the Executive Committee shall take a poll of best times for a meeting and shall adopt as well as possible from the poll a schedule of house meetings for that term. Meetings that appear in this schedule will be referred to as "regularly scheduled House meetings" in these By-laws. The schedule for the remainder of the term may be altered by petition signed by at least ten of the residents, and then submitted to the Executive Committee to be reviewed at their next meeting.

Section D. Proxies: In the event a member is unable to attend a meeting, and has informed the president, secretary, or membership coordinator, then a proxy vote may be cast in writing to one of these officers, who in turn shall give it to the secretary to record. If the item is not one of the items of business retained on the agenda, then the vote is to be invalidated. Proxies will not be a factor in determining whether there is a quorum present.

Section E. SPECIAL MEETINGS: Special house meetings shall be called by the highest ranking officer present in the House upon her receiving a petition signed by five House residents, requesting that such a meeting take place. The special meeting shall be called to order as soon as is practical, but not sooner than twelve hours after the petition has been received and posted in a designated place on each of the five floors. The petition shall specify the items of business to be discussed at the special meeting; no other matters may be acted upon.

Section F. PARLIAMENTARY PROCEDURE: All house meetings shall be conducted in accordance with "Roberts' Rules of Order", except as modified by these By-laws or the House Policies and Guidelines as described in Article 7.

Article 4. OFFICERS: No member may hold more than one Executive Committee office at one time.

Section A. TIME OF ELECTIONS: A president; a vice-president; a treasurer; a membership coordinator; a house manager; a steward; a secretary; a social chairman; a treasurer's assistant; a house manager's assistant; a steward's assistant; a secretary's assistant; a historian; an athletic coordinator; a furniture chairman; and three IFC representatives shall be elected in the preceeding order, by the House residents at the second regularly scheduled House meeting following Thanksgiving vacation.

Section B. NOMINATIONS: Nominations of candidates for the above offices shall be made at the first regularly scheduled House meeting following Thanksgiving vacation. Nominations shall be made from the floor, for one office at a time, in the order specified above. Further nominations may be made after the adjournment of the nominations meeting by the submission to the Vice President a petition of nomination signed by two House residents, neither of which may be the nominee. Nominations may also be added at the time of elections.

Section C. ELECTION PROCEDURES: Elections shall be the last item of business of the agenda of the elections meeting. The officers shall be elected one at a time in the order specified above. The following procedure shall be used in each election: 1. The presiding officer shall read the names of the candidates, open the floor for new nominations, and then read the duties of the officer to be elected from Art. 5 of these By-laws. 2. Open discussion of the office shall follow. 3. Candidates shall leave the room and discussion shall follow. 4. Candidates shall return and the voting shall be done using secret ballots. 5. The ballots shall be counted by two persons, appointed by the presiding officer, who are not candidates for any office. 6. The result of the election shall be announced by the presiding officer.

Section D. TERMS OF OFFICE: An officer's term shall extend from the last day of the first term through the following year, at which time a new officer shall succeed.

Section E. REPLACEMENT OF OFFICERS: If, at any time during her term of office an officer resigns or cannot discharge her duties, the House shall elect either a temporary replacement or a successor. A special House meeting may be called for this purpose. At the election meeting, nominations shall be made from the floor. The election shall take place at the same meeting, following the procedure specified in Sec. C. above.

Section F. REMOVAL OF OFFICERS: An officer may be removed from office by a

2/3 majority vote of all House residents at a regularly scheduled House meeting. If removal of an officer is voted, nominations for her replacement shall take place at the same meeting, and election of her replacement shall take place at the next regularly scheduled House meeting thereafter.

Article 5: RESPONSIBILITIES OF OFFICERS: It is the responsibility of the seven Executive Committee officers to attend the Executive Committee meetings and to train their successors in a manner consistent with established house policies.

Section A. PRESIDENT:

1. To preside at meetings of the House and of the Executive Committee.
2. To appoint ad hoc committees should the need arise.
3. To represent the House to the Corporation, to MIT, and to the outside community in general.
4. To coordinate the activities of the House officers.
5. To keep residents informed concerning House business.

Section B. VICE PRESIDENT:

1. To preside at House and Executive Committee meetings in the absence of the President.
2. To assume temporarily all responsibilities of the President in the event of the President's resignation or removal.
3. To keep an up-to-date record of all House Policies and guidelines as may be adopted by the House residents under the provisions of the Art. 7 in these By-laws.
4. To keep an up-to-date record of the Constitution and By-laws of the House, taking care that all amendments enacted by the House residents are included.
5. To represent the standing committees at Executive Committee meetings.

Section C. TREASURER:

1. To perform or oversee all financial transactions made by the House.
2. To see to it that all financial transactions made by the House are paid as quickly as possible.
3. To charge monthly House bills to members, and to grant variances in House bills in individual cases as she shall see fit, subject to the approval of a majority of the House residents.
4. To require additional payments by residents in the event of an unusually critical financial situation, such additional charge subject to approval by a majority of the House residents.
5. To publish a monthly statement of receipts and expenditures.
6. To keep an accurate record of all transactions and of residents' personal accounts.
7. To keep residents informed of the status of their accounts.

8. To take any action she sees fit to collect debts owed to the House.
9. To report formally to the Corporation as often as as it may require, giving full details of the House's financial status.
10. To ensure that all monies are kept safely, maintaining bank accounts as the residents may direct.
11. To coordinate the House budget according to the recommendations submitted by the officers and standing committees.
12. To preside at House and Executive Committee meetings in the absence of the President and Vice President.

Section D. MEMBERSHIP COORDINATOR:

1. To become or assign a rush chairman.
2. To be responsible for acting on the grievances of all House members.
3. To help assimilate all new members of W.I.L.G.
4. To assign rooms to all members in the manner consistent with house policy.

Section E. HOUSE MANAGER:

1. To assign and supervise House jobs.
2. To watch over and ensure cleanliness and orderly appearance of the House.
3. By ongoing investigation and planning, to ensure that the physical plant receives proper maintenance, so that it will remain a place of safety and comfort.
4. To provide household supplies.
5. To have a set of keys to all locks.

Section F. STEWARD:

1. To plan the menu for House meals in such a way as to be responsive to the desires of House residents, and to oversee the ordering of food for the House.
2. To direct the preparation and serving of House meals.
3. To take inventory of House consumables, and to keep an accurate record of the monetary value of all such articles.
4. To determine which foods shall be available on an at-cost basis, and what charges are to be made against individual residents' accounts for the consumption of such items.

Section G. SECRETARY:

1. Responsible for the taking of minutes at both general House meetings and Executive Committee meetings.
2. Responsible for maintaining the House's newspaper and magazine subscriptions, changing them to suit the desires of House residents.
3. Responsible for getting the institute mail from the Dean of Student Affairs Office at MIT at least every other day.
4. Responsible for seeing that the house mail is sorted out and placed in individual mail boxes.

5. Responsible for the recognition of members' birthdays.
6. Responsible for up-to-date records of the members.
7. Responsible for social correspondence.
8. Responsible for keeping bulletin board up to date.

Section H.

ASSISTANTS FOR TREASURER, HOUSE MANAGER, STEWARD, AND SECRETARY:

1. Each assistant shall have such duties as are assigned her by the respective overseeing officer.

RUSH CHAIRMAN:

1. To be responsible for all rush activities.

Article 6. STANDING COMMITTEES

Section A. NAMES: Standing committees of the House shall be: The Athletic Coordinator, the IFC representatives (3), the Furnishings Committee (2), Historian, and Social Chairman.

Section B. DUTIES OF THE COMMITTEES:

1. The Athletic Coordinator shall organize House involvement in the intramural athletics program.
2. IFC representatives are responsible for attending the IFC meetings, representing the House to the IFC, and informing the House of all pertinent business of the IFC.
3. The Furnishings Committee shall be responsible for the regular inspection, maintenance, and replacement of House furniture, appliances, and major household accessories. It shall keep an inventory of House possessions, and anticipate and plan major purchases of furniture, appliances, and household accessories.
4. The Historian is responsible for maintaining an interesting record on the year's events, including the taking of pictures, the collection of "valuable material", the representation of the House to the yearbook, and the organization of the House file cabinet which the Vice President, House Manager, Treasurer, Secretary, Steward and Historian will have access to.
5. The Social Chairman is responsible for all social events of the House, including study breaks.

Section C. ADDITIONAL COMMITTEE RESPONSIBILITIES:

Any of the above committees may be directed to perform additional tasks by House residents; the actions of all committees are subject to the approval of the House members.

Article 7: RIGHTS AND RESPONSIBILITIES OF RESIDENTS:

In order to ensure that at all times House residents are aware of their rights and responsibilities towards each other as members of a cooperative, the House residents shall establish a set of House Policies and Guidelines, which shall be applicable at all times during the regular academic year, and shall be amendable by a two-thirds majority vote of those attending a House meeting.

House Officers 1976-1977

HOUSE CHAIRPERSON	PAM
CO_CHAIRPERSON	GENIE
HOUSE MANAGER	BETH
ASST. HOUSE MANAGER	HEE YOUNG KIM
STEWARD	JUDY
STEWARD IN TRAINING	SUSAN
SOCIAL CHAIRMAN	DORIAN, LAURA
TREASURER	MAUREEN
ASSOC. TREASURER	JULIE
ASST. TREASURER	KATE
R/O CHAIRPERSON	CINDY
SECRETARY	MARIANA
ATHLETIC COORDINATOR	WENDY
ALUMNI CORRESPONDANT	JOANNE
ARCHITECT REPRESENTATIVE	PAM, BETH, DORIAN
IFC REPRESENTATIVES	CINDY, GENIE, MAUREEN
HISTORIAN	MIRIAM
SONG LEADER	MIRIAM

Offices 1976-1977
Positions and Definitions

President - heads meetings, moderates meetings, makes sure that all the officers are doing their jobs and settles conflicts that may occur, also ADP coordinator

Co-chairperson- heads the committees, takes over the meetings when pres. abs.
House Manager - takes charge of maintenance, repairs, orders cleaning supplies, keys, security, furniture, laundry, vacuum cleaner, also delegates responsibility or house work needed, buys periodicals, etc.

House manager - in- training - will be assigned work by house manager and will assist house manager

Steward - orders food, coordinates groceries and any food problems

Steward - in- training - will be assigned work by steward and will assist steward

Social chairman - in charge of all social functions

Treasurer - in charge of all financial matters, and house bills

Treasurer - in - training - will be assigned work by treasurer and will assist treasurer

Assistant treasurer - will be assigned work by treasurer and will assist treasurer

R/O Chairman - in charge of spring and fall rush

Secretary - takes minutes, posts notices, takes charge of correspondence, picks up institute mail

Historian - takes charge of "pictures", architect plans, "history making", items, etc.

Publicity charman

Athletic Coordinator - coordinates IM and other sports.

Alumni person