

# **Bylaws of the Tang Hall Resident's Association (THRA)**

## **General Duties of all Members of the THRA:**

Unless otherwise indicated in this document, all THRA members shall be responsible of the following:

1. THRA Members shall read and sign this document in the beginning of each year.
2. THRA Members shall attend to the monthly meetings that will be called by the President. No THRA member can miss more than 2 meetings in a row or more than 3 meetings during the year without approval of the President.
3. THRA Members shall take responsibility for the orientation events as prescribed by the social chairs.
4. THRA Members shall take responsibility for at least one regular social per semester.
5. THRA Members shall write, update and post information regarding to their duties and social events they were responsible for at the association's web page on a regular basis.

## **Offices and Duties of the Tang Hall Residents' Association**

### **1. President**

1. The president shall be the official representative of the group to the residents, to the MIT administration and to any other organization.
2. The president shall attend campus wide meetings of groups influencing policies that affect the residents of Tang Hall.
3. The president shall call and preside over all meetings.
4. The president shall oversee the operations and activities of the association.

### **2. Vice President**

1. The Vice President shall perform the duties of the President in the President's absence
2. The Vice President shall conduct member reviews at least once a semester to determine if members need special attention.
3. The Vice President shall call for and organize a transition retreat in May.
4. The Vice President shall record and post meeting minutes and meeting agenda items for all association meetings.
6. The Vice President shall ensure that the responsibilities of the association members are adequately performed and report any delinquencies to the President.

### **3. Treasurer**

1. The Treasurer shall receive, disburse, and account for all funds of the association and its activities.
2. The Treasurer shall present a written report of finances at least once per semester.
3. The Treasurer shall prepare a budget once per year to be voted upon by the association.
4. The Treasurer shall sign all checks/vouchers of the group.
5. The Treasurer shall assist in efforts to secure funding for the organization
6. The Treasurer shall attend the GSC Funding Board meeting on behalf of the association, or find a proxy in case the Treasurer is not able to attend.

#### **4. Social Chairs**

1. The Social Chairs shall organize and oversee a series of social events. There shall be at least one social event every week during spring and fall semesters.
2. At least one Social Chair shall be present during at least two thirds of the socials.
3. The Social Chairs shall divide the coordination of welcome and ongoing social events among the association members and the residents in a fair and balanced way. However, it is ultimately the Social Chairs' responsibility to make sure each event happens.
4. The Social Chairs shall work with the Treasurer to prepare funding proposals.
5. The Social Chairs solicit event reports after each event and post them on the association web page.
6. The Social Chairs shall organize a social cabinet clean-up at least once every semester. The members of the association are required to attend to at least one such event every year.

#### **5. Athletics Chair**

1. The Athletics Chairs shall oversee the organization of Tang Hall intramural sports teams.
2. The Athletics Chairs shall prepare and publicize sign-up sheets for different teams.
3. The Athletics Chairs shall organize at least one sign up event in the beginning of each fall semester.
4. The Athletics Chairs shall recruit and select captains for each sport.
5. The Athletics Chairs shall maintain and update the sports board located at Tang lobby.

#### **6. Publicity Chair**

1. The Publicity Chair shall oversee the production and distribution of the Tang Hall Newsletter. There shall be at least two newsletters printed per year, one issue for orientation and one issue for moving out.
2. The Publicity Chair shall be responsible of managing the content of the association web site.
3. The Publicity Chair shall be responsible of the bulletin board located at Tang lobby. The content of the bulletin board shall be updated at least once each month.
4. The Publicity Chair shall be responsible of any large scale design related issues, such as officer poster preparation and printing large posters, designing t-shirts, cups, etc. for the association.
5. The Publicity Chair shall assist other members of THRA with poster and other publicity design and production.

#### **7. Information Technology (IT) Chair**

1. The IT Chair shall create and maintain computer resources and other infrastructure for the association's use. These include but not limited to the Tang servers and printers.
2. The IT Chair shall facilitate and maintain a web site that is easy to use and edit by the association members.
3. The IT Chair shall maintain the front desk system to keep track of front desk transactions.
4. The IT Chair shall maintain and keep the association color printer in his/her room and print posters upon request.

5. The IT Chair shall facilitate sending out mass emails to the residents by creating and updating subscriptions appropriate mailing lists. The IT Chair shall facilitate the sending of personalized emails to the residents in the beginning of each year.
6. There may be a special contract with the IT Chair in the beginning of the position term detailing specifics of an IT project for that year. If that is the case, that contract supersedes this document.

#### **8. Scheduling Chair**

1. The Scheduling Chair shall oversee the reservation and scheduling of usage of the 24th floor lounge, barbeque pits, the music room, and the gym.
2. The Scheduling Chair shall distribute keys to the gym and the music room and collect associated fees on a timely manner.
3. The Scheduling Chair shall collect record and hand over the reservation and key purchase fees to the treasurer at least once a month.
4. The Scheduling Chair shall update the reservation and key purchase policies as needed. These policies shall be voted upon by the association before coming into effect.
5. The Scheduling Chair shall maintain a donation box at the front desk, and collect donations at least once a month. The Scheduling Chair shall count, organize and convert the change into paper bills, record and hand over them to the treasurer at least once a month.
6. The Scheduling Chair shall request the Tang House Manager to manufacture additional music room or gym keys when necessary.

#### **9. Purchasing and Maintenance (P&M) Chair**

1. The P&M Chair shall oversee the care, purchase and maintenance of equipment and resources in Tang lounges, gym and music room. These equipment and resources include but not limited to A/V equipment, weight training equipment, musical instruments, water, magazines and cable subscription
2. The P&M Chair shall write up and post instructions of how to use the equipment in Tang lounges, gym and music room.
3. The P&M Chair shall facilitate meeting any A/V requirements of the association and its socials.
4. The P&M Chair shall collect, purchase and maintain books for the Tang's book collection, which will be placed in the 24th floor lounge.
5. The P&M Chair shall keep track of the social cabinet inventory and make sure it is stacked for a weekly social at all times. The P&M Chair shall organize and facilitate regular shopping trips for basic social cabinet inventory, such as refreshments, utensils, plates and napkins. The P&M Chair is ultimately responsible of purchasing inventory for the social cabinet.

#### **10. Graduate Student Council (GSC) Representative**

1. The GSC Representative shall attend the monthly GSC General Council Meetings and represent Tang Hall's interests.
2. The GSC Representative shall maintain open channels of communication between the GSC leadership and the THRA and promote the involvement of Tang Hall community members with the GSC.
3. The GSC Representative shall act as the official proxy for the President for any other GSC

committee meetings in the Activities and Housing and Community Affairs Committee unless otherwise decided by the President.

### **11. Dorm Coordinators**

1. The Dorm Coordinators shall provide continuity and support to the THRA, emphasizing expectations and advising new officers assuming new leadership roles at the beginning of the year.
2. The Dorm Coordinators shall support the efforts of the Housemasters and act as ombudspersons to address any disputes among residents, to build community and see to the cultural and psychological wellbeing of Tang residents.
3. The Dorm Coordinators shall partake in campus interactions that are typically beyond the scope of dorm governments, by organizing two "Bringing MIT to Tang: What Matters to Me and Why" dinners per semester
4. The Dorm Coordinators shall support the THRA in educating and supervising Floor Representatives, maintaining ethics of conduct as officers, communicating the presence of the house government to residents, and answering general questions about MIT and Tang Hall.
5. The Dorm Coordinators shall support the President, Vice-President, and the THRA in major events, changes or revisions involving housing, rent policies, or renovation, by keeping the larger housing perspective on the table while balancing it with the needs of our residents.
6. The Dorm Coordinators shall perform the duties of the Vice-President in the Vice-President's absence.

### **12. Floor Representatives**

1. The Floor Representatives shall brief new residents in their corresponding floors about Tang policies and resources at the beginning of each semester. Specific topics include fire safety, printing resources, gym facilities, shopping options, transportation etc.
2. The Floor Representatives shall settle, in conjunction with the Dorm Coordinators and Housemasters, any dispute among residents of their corresponding floor.
3. Every two months, the Floor Representatives shall take suggestions or complaints from floor residents about possible improvements to the facilities and resources in Tang Hall and report them at the THRA meeting.
4. The Floor Representatives shall attend the THRA meeting once every two months or as determined by the President.
5. The Floor Representatives shall organize or co-organize with other THRA members one social event per semester.