THE CONSTITUTION OF LA CASA CASTELLANA

La Casa Castellana, hereafter referred to as "Spanish House" or "the House," is an official undergraduate cooperative living group of the Massachusetts Institute of Technology, hereafter referred to as "M.I.T." The House provides an environment which stimulates learning about the Spanish language and the culture of Spanish speakers. All members of the House shall be treated equally. The primary responsibility of House membership is to help other members learn the Spanish language and the culture of Spanish speakers; therefore no member shall be ridiculed for his/her lack of ability or knowledge in these areas.

I. Membership

Status

A. Residential Members are assigned to the House by M.I.T., and are assigned living spaces by the House. Residential Members are Full Voting Members of the House.

B. If it is known in advance that a living space will become available the following semester, a person may be granted Non-Residential Membership by the Residential Members of the House for a period of one term; the following term he/she shall become a Residential Member. Non-Residential Members are Full Voting Members of the House. Non-Residential Members are not assigned living spaces by the House, do not live in House living quarters, and may not serve in elected positions. Otherwise, Non-Residential Members shall fulfill all of the Duties of the House and shall receive all benefits of House Membership except for benefits of housing and housing-related matters. A Non-Residential Member on a mandatory meal plan shall be exempt from Dinner Duties.

C. All past Residential Members of Spanish House are Spanish House Alumni. Alumni are free to participate in all Spanish House activities, including meals. Local alumni shall be charged 4/3 the cost for meals and the full cost of other items they consume in the House. Alumni may not vote in any House matters.

D. The Full Voting Members of the House may elect a Tutor for the House by a two-thirds vote of the Members who will be residents when the Tutor takes office. The Tutor shall be "compatible" with the House, fluent in the Spanish language, be willing to participate in House Duties and Events, and fulfill the responsibilities of Tutor as defined by M.I.T. In the event that no candidate fully meets these criteria, Tutor selection shall be at the discretion of the House. The Tutor may vote in all matters of
the House except in procedures of Tutor selection or impeachment. The Tutor shall fulfill all Duties of Residential Membership. If the Tutor is part of a couple or family, that couple or family shall receive one vote in all House matters, shall fulfill the duties of one Residential House Member, and shall pay House expenses as separate members. The Tutor shall not serve in elected positions.

**Dinner Duty of Full Members**

Each Residential and Non-Residential Member of the House except the Treasurer, the Steward, the Study Break Person, and the Kitchen Managers shall be a member of a Cooking Group. The Cooking Groups shall prepare dinners for Members of the House on all days immediately preceding a day of classes, beginning the first Sunday after Registration Day of each term. Exceptions may be made at House Meetings by a majority vote. The Secretary shall assign members to Cooking Groups during the first week of each term. Each Cooking Group shall determine its own structure and assume responsibility for House Dinners on its assigned days. This responsibility includes all procedures necessary to prepare and serve a dinner and to restore the kitchen and dining areas of the House to a spotless state.

**II. Elected Positions**

**Titles**

A. **President:** The President of the House shall be the chief executive and morale officer of the House. The President shall be responsible for correspondence and relations with M.I.T. not included in Tutor responsibility. The President shall conduct House Meetings or shall appoint a House Member to be President pro tempore to conduct each House Meeting that the President cannot attend. The President shall uphold the Constitution and Bylaws of the House, ensure that all other officers discharge their duties properly, and represent the House in all matters deemed necessary. The President shall attend all dormwide meetings, or designate a representative if unable to attend.

B. **Treasurer:** The Treasurer shall be the financial officer of the House. He/she shall keep records of all House expenditures and accounts, and shall keep the House Treasury. By his/her sole authority, the Treasurer may approve in advance expenditures for the House within a limit specified in the Bylaws of the House; all expenditures beyond this limit by an individual must be approved by the House in advance if the individual is to be reimbursed. Expenditures enumerated in the Bylaws shall be automatically approved for reimbursement without a need to consult the Treasurer in advance.
C. **Secretary:** The Secretary shall be present at all House Meetings and shall take and read minutes and record votes all Meetings. He/she shall begin Meetings by reading, in Spanish, the minutes of the previous Meeting. The Secretary shall appoint a House Member to serve as Acting Secretary at all Meetings that the Secretary cannot attend. The Secretary shall post agenda, notices, and minutes, and shall maintain records of House Meetings and other House information deemed appropriate. The Secretary shall handle written communication with parties outside the House upon the request of the President.

D. **Social Chairpersons:** There shall be two (2) Social Chairpersons: the Senior Social Chairperson and the Junior Social Chairperson. A Social Fund shall be approved by the House at the beginning of each term. The Senior Social Chairperson shall plan all social expenditures, including those from the Social Fund and those approved directly by the House. The Social Chairpersons shall maintain a list of birthdays of the Members of the House and shall delegate work evenly to all Members with at least one (1) week's notice for Birthday Celebrations and House Activities. The Social Chairpersons shall announce House social activities at least one (1) week in advance.

E. **Athletic Chairpersons:** There shall be two (2) Athletic Chairpersons: the Senior Athletic Chairperson and the Junior Athletic Chairperson. They shall organize athletic activities including M.I.T. Intramural (IM) Sports and events with other parties outside organized Intramurals. The Athletic Chairpersons shall attend the IM affiliation meeting on the first Wednesday of the semester as well as other scheduled IM meetings or shall appoint a representative if unable to attend. The Athletic Chairpersons shall register the House for athletic activities and shall post the times and dates for all such activities. The Athletic Chairpersons, with the approval of the team members, shall appoint a captain to schedule team practices and meetings and ensure that all team obligations are fulfilled. The Athletic Chairpersons shall be responsible for the possession, maintenance, and purchase of all House sports equipment. The Athletic Chairpersons shall notify the Treasurer of any fine incurred by a team, and shall give the treasurer a list of all the members of said team.

F. **Steward:** The Steward shall purchase and maintain staples, as defined in the Bylaws, for the House. He/she shall also stock the House with soda, return the House's empty cans, and maintain a tally of items for personal consumption outside of meals and House Activities.
G. **Kitchen Managers:** Two (2) Kitchen Managers shall be responsible for maintenance of the kitchen, utensils, and appliances, and supplies (as defined in the Bylaws). They shall clean the kitchen at least once a week. They shall ensure that the cooking groups are cleaning adequately. They shall maintain a sufficient supply of utensils, cleaning supplies, and equipment. On weekends they shall empty the kitchen and lounge trashcans as necessary. They shall ensure that all appliances, including the lounge refrigerators, are clean and in working order.

H. **Residence/Orientation (R/O) Chairperson:** The R/O Chairperson shall represent the House at all R/O meetings and coordinate all activities of the House during R/O Week. The House shall determine which Members may return to House rooms to assist with R/O Week activities. The R/O Chairperson shall also serve as the Room Assignments Chairperson for the House.

I. **Spanish Activities Chairperson:** The Spanish Activities Chairperson shall coordinate all House activities with the MIT Spanish Department, as well as other Spanish-language-oriented House activities other than dinners and studybreaks.

**Election of Officers**

Principal Elections shall be held by secret ballot twice each year, on Registration Day of each term. These elections shall be called the Fall Election and the Spring Election respectively. No person shall serve as more than one of the following officers at any one time: President, Secretary, Treasurer, and Social Chairperson. No person shall hold more than one noncooking position at the same time.

A. The President, Secretary, and Treasurer shall be elected by a majority vote at the Spring Election and shall assume office immediately.

B. On Registration Day of each term, the persons serving as Junior Social and Athletic Chairpersons shall become the Senior Social and Athletic Chairpersons respectively, and shall serve until the Registration Day of the following term. At both the Fall and Spring Elections, the Junior Social and Athletic Chairpersons shall be elected by majority vote. The persons elected shall immediately assume office and shall serve until the Registration Day of the following term.

C. The Steward, Kitchen Managers, Study Break Person, and Spanish Activities Chairperson shall be elected by majority vote at each Registration Day meeting and shall assume office immediately for the duration of one term.
D. The R/O Chairperson shall be elected by majority vote during the spring term and shall serve for one year. Election of the R/O Chairperson (soon after Spring Break) shall be announced and posted at least two (2) weeks in advance.

E. The Tutor of the House shall not serve as President, Treasurer, Secretary, Social Chairperson, or R/O Chairperson of the House.

III. Meetings

In order to make decisions as a group, a majority of the Full Voting Members of the House, including the President or the Secretary, shall be convened for a General Meeting. For Special Meetings, including those dealing with Amendments to the Constitution, Bylaws, or Tutor Selection, but not necessarily limited to these areas, at least three-fourths of the Full Voting Members of the House, including both of the aforementioned officers, shall be convened. All House Members shall be present at the Registration Day meeting. Meeting agenda shall be posted by the Secretary at least one (1) week prior to the meeting date. Members who are unable to attend a General or Special Meeting shall notify the President or the Secretary in advance; members who are unable to attend a Special Meeting shall submit their votes on agenda items in advance to the President or Secretary. All votes shall be simple majority votes, unless otherwise indicated in the Constitution or Bylaws.

IV. Impeachment

Relating to Officers

The House may impeach a House Officer for blatant neglect of his/her duties as an Officer. Impeachment of Officers requires approval of three-fourths of the Full Voting Members and shall take effect when a replacement Officer is elected. Replacement Officers may be nominated immediately upon the vote to impeach and shall be elected by a Polled Ballot. A Polled Ballot is conducted by posting the names of the candidates and after one (1) week collecting and counting the votes. Votes may be collected and counted by the President, the Secretary, or a Member appointed by the President. If either the President or the Secretary is being impeached, he/she shall not count the votes.

Relating to Tutors

The House may impeach the Tutor for blatant neglect of his/her duties as Tutor. The House may begin the impeachment process upon a three-fourths vote of all Full Voting Members of the House excluding the Tutor. The impeachment process shall follow MIT policy and
guidelines. The search for a new Tutor shall begin immediately after the impeachment is confirmed.

V. Residence/Orientation Policies

Because it is impossible to accurately judge a person’s level of interest in the House or to predict a person’s future involvement with the House after the few days of R/O, the House has decided that random selection is the fairest possible method of admitting new members into the House.

A. MIT R/O Activities for the House shall be paid for by all Residential Members of the House for the term in which R/O takes place.

B. The sole criterion for entrance into the House shall be an interest in the purpose and activities of the House. To show interest the prospective member must: (1) have visited the House at least once during R/O Week; and (2) be willing to assume the duties of a Full House Member and to participate in House activities. If one (1) Member present during R/O Week perceives that a prospective member is interested, that prospective member shall be considered for house membership.

C. Two requirements shall be kept in mind during the new member selection process: (1) The House shall meet the male-to-female ratio requirements of M.I.T.; and (2) a minimum of two (2) Full Members of the House shall be fluent Spanish-speaking persons.

D. Those persons considered for house membership shall be chosen randomly.

VI. Financing

The House shall determine the amount of Institute House Tax at the last meeting of the spring term, and shall require payment from its Members for appropriate House expenses incurred throughout each term. A Late Payment Policy shall be followed as stated in the Bylaws.

VII. Interpretation of the Constitution

The President, Secretary, and Treasurer shall jointly interpret the Constitution and Bylaws should any ambiguity arise.

VIII. Bylaws
Bylaws necessary for the governance of the House may be adopted or amended by a two-thirds vote of the House Members at a Special Meeting.

**IX. Amendments**

Amendments to this Constitution will require approval at a Special Meeting by two-thirds of the Full Voting Members. Any person desiring to amend the Constitution shall: (1) write up the proposed amendment, (2) present a petition for a vote with the signatures of at least one third of the Full Voting Members to the President, and (3) distribute copies of the proposed amendment to all Full Voting Members. The President shall post the proposed amendment and call a Special Meeting to vote on the proposed amendment within four weeks or, if the term will end in less than four weeks, before the fourth week of the following term.