

Association of Student Activities Operating Guidelines

Last amended by the Executive Board on May 2024

Article I: Student Groups

Section 1. Definitions

An extracurricular activity is any organized, continuing activity which is accessible to MIT students either by primarily taking place on campus or by organizing transportation for members or participants to off-campus events and is not part of the academic curriculum.

A student activity is an extracurricular activity administered and run by current MIT students.

The active membership of an extracurricular activity is that portion of the activity's membership that regularly participates in the functioning of the activity.

The core membership of an extracurricular activity is the active membership most directly responsible for the continuing success of the activity. Usually this comprises the "leadership" or executive committee of the activity and includes the titled positions or the activity's management.

Section 2. Activity Classifications

Student groups are student activities with an active membership of at least 5 MIT students and at least 50% MIT students, including standing and ad hoc committees of the MIT student governments.

A. ASA-recognized student groups are classified into two categories: Funded and Unfunded. 1.

Funded student groups are student groups as defined above that are that are eligible for and primarily funded by their respective student government funding boards 2. Groups are free to choose and change the funding board they wish to be funded by, based on the specific circumstances of the group.

3. Unfunded student groups are student groups that are funded and sustained by outside parties such as alumni, corporate donors, and MIT grants. Unfunded groups may also perform fundraising events or procure funds by other means not listed, however, they must consult the ASA board before doing so. Unfunded groups may also be funded by an academic or administrative unit at MIT, or by an ASA-recognized student group.

B. Club Sports groups are student activities which have been granted recognition by the Club Sports Council. These groups are not overseen by the ASA and are not required to follow ASA policies or re-recognition procedures, but can attend ASA General Body Meetings; however, they cannot cast a vote. Club sports groups are eligible to apply for the LEF and ARCADE grants distributed by the ASA and may apply for a booth at ASA Midways and poster spaces, though priority may go to ASA-recognized groups.

C. FSILGs and Dorms are student living groups which are members of the Interfraternity Council, Panhellenic Council, Dormitory Council, Living Group Council, or the Graduate Student Council General Council. These groups are not overseen by the ASA and are not required to follow ASA policies or re-recognition procedures, but can attend ASA General Body Meetings; however, they cannot cast a vote. FSILGs and Dorms can apply for the LEF and ARCADE grants distributed by the ASA, though priority may go to ASA-recognized groups.

Section 3. Membership and Role Classifications

It is recommended that all student organizations include additional definitions for the following roles within a written constitution.

- A. Members: Any registered MIT student, affiliate, alumni, staff, faculty, and/or partner of a student who chooses to join a student group may be a member of an MIT student organization. The active membership of the organization must be 50% or more MIT students as stated above. Groups that by nature are inter-university groups may have non-MIT students as members.
- B. Executive Board Officers: Typically executive boards consist of a President/chairperson, Vice-President/vice-chairperson, secretary, and treasurer, but may also include other leadership positions that are members appointed to act on behalf of, and within the powers granted to them by the organization's voting members and the organization's constitution and mission. MIT Alumni and community members (i.e. spouse of student, post-doctoral fellows and associates) may serve in supporting roles, but group presidents, treasurers, and financial signatories must be registered MIT students and members of their respective group. It is strongly recommended that space reservation signatories also be current MIT students, but not required. At least 50% of an organization's executive board must be current MIT students.
- C. Advisors and Advisory Boards: MIT staff/faculty, alumni and affiliates who are directly invested in the group can serve in an advisory capacity to a student organization.
- D. Participants: For the groups that have a large proportion of non-students involved in their activities who do not directly lead the club or conduct its activities, the ASA recommends defining a "participant" role separate from a "member" role, whereby members are responsible for the appropriate direction, initiation, and leadership of the group, as well as holding administrative rights not available to participants.

Article II: Student Group Recognition and Derecognition

Section 1. Recognition

Any eligible activity may be granted ASA recognition upon fulfillment of the ASA Recognition Procedures published by the ASA Executive Board (Appendix B). These procedures must require, but are not limited to:

1. A statement of purpose for the activity.
2. A constitution of the activity.
3. An acknowledgment of the Massachusetts Hazing Law (269:17,18,19) and the MIT Non-Discrimination Policy.
4. A list of at least five MIT students who will be members of the group.

The ASA Recognition Procedures must be published in a prominent place. The procedures may be changed in the same way as the rest of the operating procedures, but not more than once during each spring/summer term and each fall/IAP term. The procedures may always be reviewed by the ASA membership at a General Body meeting.

Funding eligibility shall be determined by the ASA Executive Board. The respective funding boards can

veto any decisions related to them made by the ASA Executive Board. Any group whose funding eligibility is vetoed in such a way will receive an ASA Unfunded recognition.

Section 2. Grounds for Derecognition

Any ASA recognized activity not meeting its responsibilities as set forth in this constitution and the policies of the ASA may be subject to derecognition.

The ASA Executive Board, acting in its judicial capacity as mediator between member activities, may restrict, in whole or in part, an activity from any privileges granted by the ASA to its members or derived through ASA membership.

Section 3. Procedures for Derecognition

The ASA General Body may derecognize any member activity by a two-thirds vote at a General Body Meeting. The ASA Executive Board may derecognize any activity not meeting its responsibilities as defined in Article III by first providing a two-week notice via e-mail to the activity's officers mailing list as last provided to the ASA followed by a vote of the executive board. Any group that receives a derecognition notice may appeal the decision to the ASA Executive Board and discuss the necessary steps to regain their recognized status based on their individual situation.

Article III: Rights and Responsibilities of Student Groups

Section 1. Group Responsibilities

All members of the ASA have the following responsibilities:

1. Each activity shall notify the ASA Executive Board of changes of officers or contacts, constitutional changes, and other information as requested by the ASA Executive Board at least annually. For an officer transition, updating the activity's Engage page shall count as notifying the ASA; however, for constitutional or contact information changes, the ASA must be contacted directly.
2. Each activity shall comply with all rulings of the ASA and its Executive Board as well as MIT policies on student conduct.
3. Each voting ASA member activity shall have a representative present at all ASA General Body meetings. Failure to attend both spring and fall GBMs may be considered sufficient grounds for derecognition.
4. Each ASA member activity shall comply with its constitution as submitted to and approved by the ASA.
5. All ASA-recognized activities must follow MIT's Non-Discrimination policy and the Massachusetts Hazing Law.
6. The activity's president and treasurer, or corresponding officers, must be distinct registered MIT students.

Section 2. Group Rights

ASA recognized activities derive the following benefits from ASA recognition, subject to availability and relevant rules of use, including priority:

1. Use of MIT name
2. Scheduling of MIT classrooms through the Schedules Office. Student groups may additionally schedule time in CAC-administered spaces.
3. A financial account with the Student Activities Financial Office.
4. An Athena locker and webspace.
5. A page on the MIT Engage database.
6. ASA shared and private office space and storage space. Funded groups may receive priority for receiving space allocations.
7. Attendance and vote at the ASA General Body Meetings

Section 3. Student Group Property

The ASA recognizes the importance of student group property. As such, the board will not reallocate property from any active group. However, since all property purchased with student group funds or owned by a group is owned by MIT, the ASA executive board is responsible for distribution of property when a group is derecognized. Strong preference should be given to allowing either the UA or GSC funding boards to allocate the property to other groups that would benefit from the property. Groups with specific plans for their property should include those plans in their constitution.

Article IV: ASA Executive Board

The members of the ASA Executive Board are defined in the GSC and UA Bylaws. The Executive Board shall be the administrative and judicial body of the ASA.

Section 1. Meetings

Executive Board meetings shall be conducted at least biweekly during the regular school year, except when conflicting with MIT holidays. The Executive Board must meet at least once between General Body meetings.

Quorum for conducting business at an Executive Board meeting will be $\frac{2}{3}$ of the current voting membership of the board. UA and GSC representatives who accumulate 3 or more consecutive and unexcused absences from ASA Meetings will be considered to be present for quorum but will not be considered to have voted present abstentions for the purposes of counting quorum and conducting business.

Simple majority shall mean the number of members voting for a motion is higher than the number of members voting against a motion. In the case of a tie, the President shall have a casting vote, in addition to the deliberative vote.

Two-third majority shall mean the number of members voting for a motion is higher than or equal to twice the number of members voting against a motion.

Section 2. Responsibilities of the Executive Board

The Executive Board, working with an official representative from the Student Organizations,

Leadership and Engagement Office, shall have the following responsibilities:

1. Maintain and supervise the distribution of a list of all activities recognized by the ASA.
2. Review and, in conjunction with the Dean's office, assign space allocation to recognized activities.
3. Have the authority to arbitrate all inter-group disputes at the request of a member activity.
4. Be responsible for the interpretation of these Operating Guidelines and the enactment of policies of the ASA, subject to review by the General Body.

Section 3. Duties of Specific Executive Board Members

A visual representation of the structure of the ASA Executive Board can be found in **Appendix A**.

The president shall preside at all meetings of the ASA and of its Executive Board. The president shall also be the outside representative of the ASA in all matters. The president will call Executive Board and General Body meetings as necessary. In the event of a tie, the president has the tie-breaking vote at Executive Board meetings and General Body meetings.

The treasurer shall be responsible for the finances of the ASA and of its Executive Board. The treasurer will operate the ASA Finance Committee composed of a minimum of one MIT undergraduate student and one MIT graduate student. This officer shall become a voting member of the UA Finance Board and of the GSC Funding Board unless they do not meet qualifications set forth by the respective board. The treasurer shall also be the chair of the Large Event Funds (LEF) funding board and the Assisting Recurring Cultural And Diversity Events (ARCADE) funding board.

The secretary shall keep minutes of all meetings and handle all correspondence of the ASA and its Executive Board.

The space chair shall oversee office, storage, and bulletin board space allocations as further described in Article VII and Article VIII. This officer will operate the ASA Space Committee composed of minimum one MIT undergraduate student and one MIT graduate student. The space chair may oversee ASA policies governing student group space utilization such as space use agreements. The space chair shall also oversee the orientation Midway and early returns. The space chair may appoint a poster chair who shall oversee bulletin board allocations and uses.

The groups chair shall oversee student group recognition, rights, and responsibilities as outlined in Articles I - III, as well as the CPW Midway. This officer will operate the ASA Groups Committee composed of a minimum of one MIT undergraduate student and one MIT graduate student.

Section 4. Vacancies in Offices

In the event of a vacancy in the office of the president, the vacancy will be filled by the first available officer in the order of treasurer, secretary, groups chair, and space chair.

In the event of a vacancy in any other office or committee/board, the president shall appoint a temporary replacement, subject to ratification by a majority vote of the Executive Board. The vacancy will be filled at the next General Body meeting.

Section 5. Removal of Officers

Voting members of the ASA Executive Board who accumulate three or more consecutive unexcused absences for Executive Board meetings will be automatically removed and the vacancy filled as

specified in Section 4. Further mechanisms of the removal of the ASA Executive Board are defined in the UA/GSC Bylaws.

Section 6. Election of Officers

To be eligible for office, the candidate must be a currently registered MIT student. Nominations may be accepted by electronic or paper submission beginning two weeks before the announced date for the General Body meeting. Nominations may also be accepted from the floor at the meeting itself. The officers elected at a GBM are as follows:

1. President
2. Treasurer
3. Secretary
4. Groups Chair
5. Space Chair

To be elected to an office, the candidate must carry the majority vote of voting ASA members present. In the event that no candidate has a majority, the candidate with the least votes shall be stricken from the ballot and a new vote taken.

Candidates are elected to terms of no more than one year, from one spring GBM to the next one. In extenuating circumstances, an election may be held at a fall GBM, with their term ending at the next spring GBM.

Section 7. Appointment of remaining board members

The Executive Board members not elected at a GBM (undergraduate and graduate members of the Finance, Groups, and Space committees) are appointed by the ASA Executive Board with a majority vote. Each subcommittee (Finance, Space, and Groups) must have at least one undergraduate and one graduate representative and shall consist of no more than ten members total. These members will serve a term from the time of their appointment to the next spring GBM.

Section 8. Associate members

In addition to its elected membership, the ASA Executive Board may appoint additional non-voting associate members to assist in specific parts of the operations of the ASA, such as group recognition and website development. They may attend meetings of the Executive Board at the discretion of the Board, including portions of those meetings not open to the general public.

Associate members shall be appointed by a majority vote of the ASA Executive Board, for a term ending at any time before that of the current Board. In doing so, the Executive Board must specify their role (e.g. Associate Webmaster), privileges (e.g. given full access to the ASA Database), and responsibilities (e.g. supporting the development of the ASA Database). They may be removed by a majority vote of the Executive Board, or by any of the procedures to remove other Board members.

Section 9. UA and GSC representatives

UA and GSC may each send one representative as an ex-officio member of the Executive Board. Notwithstanding anything to the contrary, such representatives shall be removed only by the respective group in the appropriate manner (as defined in the Constitutions or Bylaws of the UA and GSC, respectively). They shall not be eligible for any office as defined in Section 6, except as a temporary

replacement as defined in Section 4.

Article V. ASA Judicial Process

The ASA Executive Board, as the judicial body of the ASA, shall rule on violations by activities of ASA, UA, GSC, or MIT policies, procedures, or rules. In addition, it shall mediate disputes between activities, and in collaboration with the MIT Committee on Discipline (COD) and Student Organizations, Leadership and Engagement Office (SOLE), hear complaints by students against student activities. If an incident involving a student group is reported to the COD and confidential in nature, the ASA is not required to have a student representative for those hearings unless the reporting party gives consent.

Section 1. Process for Complaints

1. The ASA Executive Board shall create and publicize a point of contact for reporting complaints against groups. This shall include the ASA President and the Director of SOLE, and may also include other members of the ASA Executive Board and representatives of the COD, Office of Student Conduct (OSC), and SOLE.
2. Upon receipt of a complaint, the ASA in conjunction with the COD, OSC, and SOLE shall decide whether the complaint will be heard by the ASA or by the COD.
 1. Cases involving hazing, sexual misconduct, serious injury or death will in general be heard by the COD.
 2. Cases involving breaches of agreements between groups or violations of ASA policy will in general be heard by the ASA, with at least one representative from the SOLE. 3. The Chair of the COD shall have the ultimate authority in determining which body shall hear a complaint.
3. The body hearing the complaint will promptly notify the complainant of this decision and of the process by which the complaint will be heard.
4. If the complaint is heard by the ASA, the ASA President shall choose three members of the Executive Board to hear the complaint. If the complainant is an undergraduate student, or if any group in question contains a majority of undergraduate students, at least one of the board members chosen shall be an undergraduate student, and likewise for graduate students. Unless the ASA President has a conflict of interest or other extenuating circumstances, he or she shall also be chosen.
5. This three-member panel shall meet with the complainant, representatives of the groups in question, and other witnesses or parties as they see fit.
6. The panel shall then decide on the resolution of the complaint, generally within one week of meeting with all relevant parties. They shall then communicate this decision to the complainant, respondent, and to the remainder of the ASA Executive Board.

Section 2. Process for Policy Enforcement

1. In cases where the ASA Executive Board rules on a policy or rule violation rather than a complaint or dispute by a particular person or group, it shall decide on the ruling at a normal meeting of the Board.
2. Such rulings must be communicated promptly to the group before they take effect, and within one week of the decision. They must also cite the specific policy, procedure, or rule violated, and specify the process for appeals.

3. Such rulings may be issued for multiple groups simultaneously if the violations are similar (e.g. failure to comply with the same ASA rule). If the ruling is appealed by multiple of the affected groups, each appeal must be considered separately by the Board.

Section 3. Removal of Members and Officers

1. All student groups are required to include a process for removing members and officers within a written constitution.
2. Should an MIT student believe their removal from an ASA-recognized student organization be unjustified, that student may appeal to the ASA Executive Board.

Section 4. Guidelines for the Judicial Process

1. Rulings of the ASA or its Executive Board shall not restrict purely internal functions of an activity beyond requiring a group implement its constitution.
2. All policies, procedures, and rules created by the ASA Executive Board must clearly indicate the maximum set of possible sanctions.
3. The ASA may enforce agreements between student groups, including financial agreements, when requested by one or more of the involved groups. The group making the request should provide a copy of the agreement agreed to by both groups. All such agreements must be limited to a term of two years or less. To ensure fair and unambiguous language, the ASA encourages groups to work with the ASA or SOLE to draft such agreements.
4. ASA Executive Board members must recuse themselves from any judicial proceedings in which they have or appear to have a conflict of interest. Complaints against the ASA itself follow the judicial processes of the Undergraduate Association or Graduate Student Council, or may be referred to the Committee on Discipline.
5. The ASA may adopt further guidelines for its judicial process consistent with these Operating Guidelines. Such policies and any amendments thereto must be communicated to all groups and posted publicly on the ASA website before they take effect.

Section 5. Appeals

1. Rulings of the ASA Executive Board or the three-member panel described in Section 1 may be appealed to the entire Executive Board within two weeks of the initial ruling.
2. Appeals may be filed on one or more of the following grounds:
 1. There is additional information relevant to the decision that was not available at the time of the decision.
 2. There was a substantial departure from these Operating Guidelines or other ASA policies about judicial processes that affected the outcome of the case.
 3. The sanction proposed is too severe in light of the facts provided in the hearing and the ASA policies in question.
 4. A material finding that formed a basis for the ASA's decision was substantially against the weight of the evidence that was before the ASA when it made the decision.
3. The ASA shall hold one or more hearings with the affected activities or individuals and then meet in executive session to decide the appeal.
4. The original ruling shall stand unless decided otherwise by a $\frac{2}{3}$ vote of the board.
5. The UA and GSC Bylaws state the procedure for further appeals.
6. The COD Rules and the Rules of the Faculty state the procedure for appealing decisions of

the COD or OSC.

Article VI: General Body Meetings

Section 1. Regular Meetings

1. There shall be no more than three regular General Body meetings per term. 2. An email shall be sent to the last given contact address of all ASA member activities at least two weeks prior to the meeting date. The meeting agenda must be distributed to the same addresses at least one week prior to the meeting date.
3. The quorum at a General Body Meeting shall be thirty voting ASA member activities, or twenty percent of the ASA voting membership, whichever is less.
4. All voting ASA recognized activities shall have one vote each in meetings of the ASA. 5. Each voting ASA member activity shall be represented by its president or designated representative. No individual at a General Body meeting may exercise more than one vote. 6. The ASA General Body may, by a majority vote of the voting members present, adopt standing policies consistent with these Operating Guidelines and the UA-GSC Bylaws regarding the ASA that shall be binding on its Executive Board and shall continue in effect until amended or repealed by the General Body. The text of proposed policies or changes to policies must be distributed to member groups prior to the General Body meeting at which they will be discussed.

Section 2. Special Meetings

1. In extraordinary circumstances, the ASA president may call a special meeting of the ASA General Body. A petition signed by 1/3 of the voting ASA member activities, or 1/2 of the executive board, may also call a special meeting. The GSC and UA Senate may also call a special meeting through the passing of legislation. A special meeting shall differ from a regular meeting only in that:
 - a. Notice for special meetings must be given only two days in advance.
 - b. The agenda for the meeting shall be posted the day of the meeting.
 - c. Under no circumstances shall elections or amendments to these operating guidelines be in order at a special meeting.

Article VII: Office and Storage Space Allocation Policy

Section 1. Philosophy

It is the highest responsibility of the Executive Board of the Association of Student Activities to act in the best interest of the MIT Community and of the Student Activities which it represents. No other interest or responsibility could possibly supersede it. Thus, the Board must make a good faith effort to allocate rooms fairly. The Board should attempt to ensure that the most active groups who need space and other groups with the highest demonstrated need for space receive space. Secondary to that is attempting to allocate space to as many groups as possible.

Section 2. Frequency

The Board will perform a full room allocation process, as defined below in Section 2, under two

circumstances:

1. The Board decides before the Fall General Body meeting to perform one.
2. The ASA General Body passes a motion at the Fall General Body meeting instructing the Board to perform one. Such a motion will always be in order at a Fall General Body meeting.

Section 3. Allocation Process

1. The decision to perform an allocation shall be announced at the Fall General Body meeting as outlined in Section 1. A space allocation cycle is generally held every two years, but can occur more or less often if the Board deems it necessary.
2. The Board shall set the application deadline, which must be before the end of the fall semester. The application shall be made available at least two weeks in advance of the deadline. Applications are described further in Section 3.
3. The Board shall perform an initial round that places groups into priority categories. The decisions of this process shall be announced within three weeks of the application deadline or within four weeks with two-thirds approval of the Board.
 - a. Each group which already has space and is not requesting a change in the amount of their space allocation shall be placed in one of these four priority categories. If a group has distinct allocations (e.g. multiple rooms), then those distinct allocations may be categorized separately.
 - i. Groups that the Board expects to retain their current space
 - ii. Groups that the Board expects to retain their current amount of space, but may be assigned to a different space.
 - iii. Groups that may have their amount of space decreased.
 - iv. Groups that the Board expects to have their amount of space decreased. Groups in this category shall then be added to one of the categories in the next item b below.
 - b. Each group requesting new space – both groups without space and groups with space requesting additional space – will be placed into one of five priority groups: high priority for office space, low priority for office space, high priority for storage space, low priority for storage space, or ineligible for allocations based on application. Space assignments will be allocated based on these classifications.
4. The Board shall publish assignment decisions within six weeks of the application deadline. When possible, these decisions shall be published by the end of fall term finals.
5. With assignment decisions, the Board shall present the Interim Allocation List, which is the space allocations given to groups who did not have space before, the groups that had space and will retain their space, the groups which requested space but did not receive it, and those groups which lost space.
6. Appeals to assignments shall be handled on a case-by-case basis by emailing a formal request to appeal to the Board stating what the group wishes to appeal and brief reasoning behind the request. Such requests must be received before the appeals deadline given by the ASA Board.
7. Late applications may be accepted until the appeals deadline.
8. The new assignments shall take effect during IAP, with the specific timing decided by the Board.

Section 4. Applications

An application for space allocation must include the following information, as a minimum:

1. Whether the group has space currently allocated to it.
2. An individual contact for the group.
3. Group membership numbers.
4. The type of activities and number, size, and intended audience of activities sponsored each year.
5. The anticipated frequency of usage of the space.
6. What kind of space the group is willing to use: office space allocated to only one group, office space shared between a few groups, and/or storage and locker space.
7. Which other groups, if any, with which the group would be willing to share space, or groups which the group would rather not share space with.
8. In addition, the group should submit a description of what the space will be used for and why it is needed. Groups seeking renewal should include what they have done in the office recently and whether they are interested in voluntarily changing the size of their office space. All groups should include the amount of space they feel they need, and should attempt to give examples of appropriate rooms.

Section 5. Out-of-Cycle Requests

Groups wishing to request space during times when an allocation is not underway may do so by submitting an application as described in Section 3; however, except in unusual circumstances, the Board will not allocate office space to a group who has submitted a request outside of an official allocations period. Conditional on availability of storage space after the space allocation cycle, groups may request an out-of-cycle storage space allocation. A group submitting an out-of-cycle request must submit a new request once an official space allocation cycle begins: the Board will not carry over out-of-cycle applications.

Section 6. Revocation

The Board may revoke a group's room allocation prior to the next declared allocation process if the activity violates any of the provisions outlined in Section 7, or as a disciplinary measure.

Section 7. Terms

1. No activity assigned to a space is authorized to grant permission for another activity not assigned to that space to have extended use of the space.
2. Improvements or renovations made to a room at the expense of the activity occupying the room do not guarantee that the group will continue to have that room allocated to them. Such improvements may be presented in the group's application under Section 3 for consideration of the Board.
3. The Association of Student Activities is not responsible for providing, maintaining, or financing any equipment contained in any room allocation under this policy. If financial support and/or furniture is needed, it is recommended that groups contact the Campus Activities Complex and Student Organizations, Leadership and Engagement Office to submit an official request, as there are often relevant EHS guidelines on what is appropriate for

campus spaces. There is also often surplus furniture available at the Institute that can be acquired for student group need.

4. Groups must receive permission from the Board, the Campus Activities Complex, Environmental Health and Safety and the Student Organizations, Leadership and Engagement Office before making major modifications to their space.
5. Groups sharing office space are required to submit a shared space agreement as requested by the Board. Such agreements shall outline the terms of use of the shared space.
6. At least once per year, every student group office space shall receive an inspection by a representative from each of the ASA Board, the Campus Activities Complex, Environmental Health and Safety, and the Student Organizations, Leadership and Engagement Office to monitor the cleanliness and safety of these spaces. Groups will be notified of any EHS violations or other misuses of the space (ex. unsanitary or excessively cluttered spaces) and given no less than two weeks to address these violations, after which a group may have their space allocation revoked if any EHS violations are not corrected.
7. Groups that fail to maintain a clean and EHS compliant space are liable to have that space deallocated and given to another group.
8. Spaces allocated to groups remain ASA spaces. ASA reserves the right of entry to any space. Groups with storage space shall either use the lock provided by ASA if one is available or shall provide ASA with a key to their storage space if they choose to use their own lock. Whenever an entry is necessary, ASA shall notify the occupants and other relevant parties at least 24 hours in advance, and shall always notify the group after the entry. There shall be at least two ASA Board members, or one ASA member and one MIT staff member, present when ASA enters a space.
9. Department of Facilities, Campus Activities Complex, Environmental Health and Safety, Student Organizations, Leadership and Engagement Office, and other MIT units, may enter a space at any time to carry out inspections, cleaning, repairs, and other activities to maintain the space. ASA will request these units to notify the occupants.

Article VIII: Bulletin Board Allocation Process

Section 1. Bulletin Boards

The ASA Executive Board administers the bulletin board space in the Infinite corridor and adjoining areas that are designed for dedicated student group use. Since bulletin board space is a valuable resource, the ASA Executive Board will periodically reallocate all boards based on need and on a group's history of effective usage of their bulletin board.

The Board may deallocate a board between full reallocations if the group fails to use the space after notification by the Board. The Board may also reallocate individual boards between full reallocations when boards become available.

Section 2. Student Group Responsibilities

Each group must maintain its bulletin board by filling the space with a display that advertises the group's mission, message, events, and activities. Each group must remove other materials posted in its space. It is each group's responsibility to maintain and upkeep that space during the time allocated. All

complaints of vandalized poster space should be communicated directly to the Student Organizations, Leadership and Engagement Office. Issues involving one group postering over another group's space should be resolved by the two organizations. In the event that the issue is not resolved, groups may escalate the conflict to the ASA and/or the SOLE.

Groups must ask permission before permanent modifications are made to their board space (such as putting up display cases or adding plexiglass to their space). The fact that a group has put the effort and money into renovating their board space does not ensure that the space will be allocated to the group in the future.

Section 3. Timeline

The ASA will reallocate bulletin boards approximately every year. The application for space should be available in October such that allocations can be announced and appeals completed before the end of the fall term. The allocations will take effect during IAP with the exact date determined by the Board. The schedule for posting a display in a new space (or moving a display) should allow groups to effectively advertise IAP and Spring events.

Section 4. Waiting List

Between standard full re-allocations, the ASA will maintain a list of groups that requested space in the previous standard allocation and those that requested space between full reallocations. If boards become available, the Board will preferentially allocate boards to those groups that applied in the previous full allocation cycle.

Article IX: Standing Policies

The ASA Executive Board and General Body may pass standing policies. Policies passed by the General Body take precedence over those passed by the Executive Committee. Any proposed change to standing policy must be presented one week before the meeting at which it is voted on.

Article X: Amendments

These Operating Guidelines may only be modified via the process outlined in the GSC Bylaws (Article II, Section G, Subsection 5.iv.)

Appendix A: ASA Organization



Appendix B: ASA Recognition Procedures

The ASA Recognition Procedures below are the formal guidelines for group recognition as called for by the ASA Operating Guidelines.

Article I: Applications

Section 1: Timing

Application deadlines will be set by the ASA Executive Board (herein referred to as “the Board”) by Registration Day of the given semester. Unless otherwise decided by a majority vote of the Board, there will be one application deadline per semester.

A group may apply for recognition no more than two times per school year, unless significant changes have been made to the group’s purpose and/or structure or they receive advance permission from the Board.

Applications submitted in between deadlines will not be considered on a rolling basis and will only be considered after the next deadline. Exceptions for extenuating circumstances can be requested by

contacting the Board. Applications submitted soon after a deadline may be considered with the ongoing cycle of applications at the discretion of the Board.

Section 2: Requirements

- A. *Questions*: Application questions shall be set by the Board and may differ depending on the classifications of groups as given in Article II, Section 1. Questions shall cover at least the following topics:
- a. Group purpose
 - b. Uniqueness of group compared to existing recognized groups
 - c. Size of group
 - d. Needs for ASA recognition
 - e. Classification requested – classifications are listed in Article II, Section 1. The Board reserves the right to consider the application for classification(s) that are not requested, however a group may decline recognition if they do not agree with a classification change.
- B. *Membership*: A complete membership list shall be included. It must contain at least 5 MIT students and be at least 50% MIT students. More detailed guidelines for membership requirements of an ASA-recognized group can be found in the ASA Operating Guidelines, Article I, Section 3. Any group with fewer than 10 members at the time of their application will be requested to submit a written plan to recruit and maintain members to assure the continuing success and growth of their group.
3. *Constitution*: An application shall include a copy of the group's constitution which must fulfill all requirements set forth by ASA including but not limited to:
- a. Group purpose
 - b. Definition of membership including clauses reflecting:
 - i. Any member of the MIT community must be eligible for membership
 - ii. The organization shall not discriminate based on any characteristic listed in the MIT Nondiscrimination Statement for membership, officer position, or other aspects.
 - c. Definition of officer positions, which must include provisions for president and treasurer (or corresponding officers). Those two positions shall be required to be distinct MIT students.
 - d. Procedures for officer elections and removal
 - e. Procedure for member removal
 - f. Clauses about meeting frequency, who presides over meetings, what meeting quorum is, and how decisions can be made (ex: majority vote of active members present)
 - g. Procedures for amending the constitution
 - h. ASA Governance Clause:
 - i. The *[activity name]* agrees to abide by the rules and regulations of the Association of Student Activities, and its executive board. This constitution, amendments to it, and the by-laws of this organization shall be subject to review by the ASA Executive Board to insure that they are in accordance with the aforementioned rules and regulations.

Section 3: Meetings

The Board may request a meeting with representatives of the group's officers to discuss their application or require that groups meet with other parties, such as MIT offices that can help the Board make recognition decisions or with other groups about potential overlap of purpose. Such meeting requirements will be conveyed to groups during the application process.

Article II: Recognition Philosophy

Section 1: Classifications

Classifications for ASA-recognized student groups and their respective privileges can be found in the ASA Operating Guidelines, Article I, Section 2.

Section 2: General Criteria

All groups shall be examined for the following criteria, at a minimum:

1. At least 5 MIT students, at least 50% MIT students.
2. MIT student president and treasurer, or corresponding officers
3. Follow MIT Nondiscrimination Clause and Massachusetts Hazing Law
4. Legality – do not violate any Institute, local, state, or federal policies or laws
5. Sustainability – potential for the group to last beyond the short term and the initial membership
6. Appeal and scope of group purpose
7. Uniqueness from existing groups, meaning: is the group unique or at all different from existing groups?

The Board will discuss new group applications for the criteria listed above with a representative from the SOLE to ensure compliance with MIT policies. A group will be approved with a $\frac{2}{3}$ majority vote of the ASA Board, during which the SOLE representative does not receive a vote.

Section 3: Funding Status Criteria

Recognition overall shall be decided mainly on items 1 through 7 in the previous section. Items 6 and 7 will be used to determine whether a group should be a Funded Student Group or an Unfunded Student Group, as well as whether the group's use of funds would follow GSC Funding Board and UA FinBoard requirements. Funded Student Groups shall be those that demonstrate a broad scope, potential for large appeal, significant distinction from existing groups, history of achievement, and a demonstrated need for either GSC Funding Board or UA FinBoard funding.

Article III: Completion of Recognition

After the above requirements and criteria have been met and a group has been approved by a majority vote of the Board, the group must complete the following requirements before their recognition is official:

1. Reply to recognition message sent by the Board with information on officer Kerberos IDs and mailing lists

2. Send the text of the Massachusetts Hazing Law to all group members
3. Provide a current constitution that satisfies all ASA requirements
4. Satisfaction and/or agreement to any conditions of the recognition decision
5. Add members to student group page on Engage

Groups shall have at least three weeks to submit the above materials. They shall also have at least three weeks to complete any amendments to their constitution requested by the Board. These deadlines may be set longer than prescribed and extensions may be granted at the discretion of the Board. If a group does not meet the deadlines set forth and does not request an extension before the deadline, then their application will be discarded and they will have to reapply for recognition.

A group is only considered officially recognized when they have completed these steps and their group has been added to the Engage by the Board.

Article IV: Appeals

Recognition decisions may be appealed by email to the Board within two weeks of notification of the decision. Said email shall include the basis for appeal and additional information the group deems applicable and shall be no longer than 600 words, roughly one page.

A meeting between the group and representatives of the Board may be requested by either party and scheduled by the Board within two weeks of the request. Also at the request of either, a representative of the Student Organizations, Leadership and Engagement Office may be asked to attend the meeting.

The Board may also request additional information, consultation meetings, support letters, or ask more questions of the group before making a decision on the appeal. If the group does not respond within two weeks, then the appeal shall be discarded.

The original decision of the Board shall stand unless decided otherwise by a 2/3 vote of the Board. The process for further appeals is outlined in the GSC and UA Bylaws

Article V: Recognition of Derecognized Group

Section 1: Applicability

Re-recognition is possible for groups that have been previously recognized but were derecognized by the Board for failure to complete the ASA re-recognition process or violation of ASA guidelines as soon as the next semester after derecognition. The group shall apply following the standard group recognition process and deadlines.

Section 2: Recognition Procedure

A group of people that want to restart a group shall submit a new group application with all required information as well as the following:

1. A complete list of people involved with the restart effort – must include at least 5 MIT students and be at least 50% MIT students
2. An account of any efforts made to contact the existing group's officer list, listed officers, and/or known past officers or members.

3. Statement of purpose and plans for the activity
4. Any plans to prevent the activity from going inactive or getting derecognized again

The Board may request additional information or a meeting with group representatives. Then the Board shall consider the request along with other new group applications. A majority vote of the Board can decide to allow the requesting set of people to restart the activity. This decision can also change the classification of an activity group (i.e. a Funded Student Group may be restarted as an Unfunded Student Group).

Article VI: Classification Changes

A group may request a classification change after one semester of recognition and no more than one time per year.

If a group wants to request a change from Unfunded Student Group status to Funded Student Group status or from Sponsor-Funded Student Group status to a non-sponsored classification, then they shall contact the Board with the information requested in the following sections. Additional information or a meeting with group representatives may be requested by the Board.

For other classification changes a group should contact the Board about how to proceed. All classification changes require a majority vote of the Board to be approved.

Section 1: Unfunded Student Group to Funded Student Group

Required information:

1. Current and complete membership list
2. The current purpose and scope of the group and how it has developed since the group's recognition or their previous request for a classification change
3. Information about how Funded Student Group status would benefit the group and better enable them to carry out their stated purpose
4. How the group is unique and distinct from other groups (particularly Funded Student Groups)

Article VII: Re-Recognition

Section 1: Annual Re-Recognition Procedure

Once per year every ASA-recognized student group must complete the ASA re-recognition procedure. Groups must complete these steps to maintain their recognized status:

1. Five registered MIT student members must confirm their active membership in the group
2. An officer of the group must affirm that the group abides by MIT's Non-Discrimination Policy
3. An officer of the group must affirm that the group abides by the Massachusetts Hazing Law

The ASA can also request further information such as updated group email lists, the number and breakdown of members of the club, description of club activities, or other information deemed relevant by the Board.

There must be at least three weeks between the announcement of the re-recognition period and its deadline. Club sports, FSILGs, and Dorms are not required to complete this process.

Section 2: Failure to Complete Re-Recognition Procedure

Any group that does not complete the ASA re-recognition procedure after the deadline will have one month to submit the required materials and maintain the group's recognized status along with a fine for late submission.

Groups that do not complete the process after this extended period will be sent a derecognition notice due to inactivity. A group that appeals after receiving a derecognition notice may be allowed to complete the process but given the "Suspended" status for one academic year. "Suspended" groups have all the rights of a non-suspended group, but will be immediately derecognized without appeal if the group does not complete the re-recognition process on time during the next year's cycle.

Article VIII: Amendments

This Operating Guidelines Appendix may only be modified via the process outlined in the GSC Bylaws (Article II, Section G, Subsection 5.iv.).