

Proposed Policies and Procedures for the Association of Independent Living Groups

Recommended by the AILG Incorporation Committee

PREAMBLE

The AILG is vitally interested in the continuity, individuality, and autonomy of the MIT associated independent residences.

The AILG is self-governing because individual organization behavior affects the whole. At the same time, we recognize the mutual dependence of our community on the success of our individual members.

The AILG is an organization of volunteers. We serve in many capacities, including but not limited to, our roles as advisors, landlords, leaders, and mentors. Professional services and staff are retained, when necessary, to increase the leverage of our volunteers. We strive to foster volunteerism, not replace it.

The AILG promotes excellence in its members by stressing the values of intellectual achievement, social awareness, community involvement, economic integrity, and interdependent living.

I. MEMBERSHIP

- A. An Organization that desires to become a member of the AILG may submit a letter of intent, certified by the Clerk of that Organization, to the AILG Nominations and Credentials Committee.
- B. The Nominations and Credentials Committee shall review the Organization within sixty (60) days following the receipt of such a letter and make a recommendation to the Board of Directors. The Organization is now a Prospective Member Organization.
- C. If a Prospective Member Organization does not become a full Member Organization within nine months of the referral from the Nominations and Credentials Committee to the Board of Directors, its Prospective status is revoked.
- D. The Board of Directors will review the Prospective Member Organization within ninety (90) days of referral by the Nominations and Committee and make a recommendation to the Plenary Meeting.
- E. The Plenary Meeting will review the Prospective Member Organization within ninety (90) days of referral by the Board of Directors and may admit a new Member Organization by a majority of those present and voting.
- F. A Member Organization that desires to revoke its membership may submit a letter of intent, certified by the Clerk of that Organization, to the AILG Nominations and Credentials Committee. The Member Organization becomes a non-member at the earlier of either confirmation by the Board of Directors or sixty (60) days following the receipt of such a letter.
- G. The membership of an Organization may be suspended by a vote of the Board of Directors where a majority of those voting, vote in favor of suspension. This

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suspension expires at the next Plenary Meeting.

- H. At any Plenary Meeting, the AILG may, by a 2/3 (two thirds) majority of those present, providing that this also represents a majority of the Voting members, revoke the membership of any Organization. The Organization becomes a non-member effective immediately.

II. BOARD MEETINGS

- A. The Board of Directors shall meet no less than eight (8) times each year. No two meetings shall be separated by more than three (3) months.
- B. Within 60 days of the Election of the Board of Directors, it shall:
 - 1. Elect officers from among its members.
 - 2. Publish the Plenary Meeting schedule for that year.
 - 3. Publish the Board of Directors Meeting schedule for that year.
- C. Members and Officers of the Board of Directors are installed immediately upon announcement of the respective election results.
- D. The Chair of the AILG shall preside at Board Meetings.

III. PLENARY MEETINGS

- A. A Plenary Meeting shall take place no less than five (5) times each year. No two meetings shall be separated by more than four (4) months.
- B. The final two meetings of each fiscal year shall include, not necessarily at the same meeting:
 - 1. Annual report of the Board of Directors.
 - 2. Approval of the budget for the following fiscal year.
 - 3. Election of the Board of Directors.
- C. The Chair of the AILG shall preside at Plenary Meetings.

IV. OFFICERS

- A. The Chair of the AILG shall:
 - 1. Preside over Plenary Meetings of the AILG.
 - 2. Preside over meetings of the AILG Board of Directors.
 - 3. Be the official AILG representative to MIT.
 - 4. Provide an annual State of the Association report to the Members.
- B. The Vice Chair of the AILG shall fulfill the duties of the Chair should the Chair be absent, incapacitated, or leave office.
- C. The Secretary of the AILG shall perform or delegate the following tasks:
 - 1. Maintain such records as shall be required by law.
 - 2. Perform any and all duties assigned by the Chairman.

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3. Maintain the web site and email lists of the AILG.
 4. Record and distribute minutes of the Plenary Meeting and Board of Directors Meetings.
 5. Maintain a list of all officers eligible to vote at Plenary Meetings under the requirements of Article II.
 6. Maintain a list of all members of all committees.
 7. Verify the credentials of representatives at Plenary Meetings. The ruling of the Secretary may be overridden by the Nominations and Credentials Committee or a majority vote of accredited representatives present and voting.
 8. Maintain the bylaws and rules of the AILG.
- D. The Treasurer of the AILG shall perform or delegate the following tasks:
1. Maintain the accounts of the AILG.
 2. Dispense AILG funds only upon the approval of the AILG Board of Directors, or subject to a budget and procedure approved by the Plenary Meeting.
 3. Prepare and monitor the annual budget and expenditures of the AILG.
 4. Collect dues and fines from members.
 5. Manage the tax filing and payment process.
 6. Provide reports to the Plenary, Board of Directors, and Finance Committee as requested.

V. COMMITTEES

- A. Rules for all Committees, which may be changed only by the Plenary.
1. Members
 - a. Any individual member of any Member Organization may join a committee.
 - b. Individual members may be removed by a majority of voting members of that committee or a majority of the Board of Directors.
 - c. List of members of each committee shall be maintained and published by the AILG Secretary.
 2. Meetings
 - a. Are open by default to all individuals affiliated with a member organization.
 3. Chair
 - a. Nominated
 - i. By the committee for ongoing committees.

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- ii. By AILG Chair for new committees.
 - b. Approved by board.
 - c. Can approve spending funds within budget and policies.
 - d. Shall submit reports, in writing or in person, at every Board and Plenary meeting.
 - e. Responsible for keeping records and publicizing committee activities.
- B. Default Rules for all Committees, which may be changed by a particular committee, with approval by the Board of Directors.
 1. Voting
 - a. No more than one vote from same Member Organization.
 - b. If individuals from a particular Member Organization cannot decide on a vote, then there will be no votes counted for that Member Organization.
 - c. To be eligible to vote, an individual must fulfill one or more of the following:
 - i. Have attended at least three committee meetings in the last year.
 - ii. Have attended 2/3 (two-thirds) of committee meetings in the last year.
 2. Meetings
 - a. May be closed to all but voting members by Chair or majority of voting members.
- C. Types of Committees
 1. bylaws, supervised by Board
 - a. Accreditation
 - i. Shall manage the Accreditation Program.
 - ii. Shall make recommendations to the Board of Directors.
 - b. Facilities
 - i. Shall work to improve the facilities of all Members.
 - ii. Shall manage the Safety, Licensing, and Inspection Program.
 - iii. Shall manage any educational programming of the AILG related to facilities.
 - c. Finance
 - i. Shall work to improve the financial situation of all Members

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- ii. Arrange for reviews or audits as directed by the Board of Directors.
 - iii. Shall manage any educational programming of the AILG related to finance.
 - iv. Shall not be chaired by the Treasurer of the AILG.
 - d. Nominations and Credentials
 - i. Shall be composed of three members. These members shall be selected by the Board of Directors but may not be members of the Board of Directors.
 - ii. Shall review requests for membership.
 - iii. Shall resolve disputes regarding representation.
 - iv. Shall work to recruit and nominate members to the Board of Directors.
2. bylaws, independent of Board
 - a. Ombudsperson [see section VI. Ombudsperson for details]
3. ad hoc, created by Board
 - a. Alumni Volunteer.
 - b. Information Technology and Telecommunications.
 - c. Insurance.
4. ad hoc, created by Plenary
 - a. Incorporation.
 - b. Public Relations.

VI. OMBUDSPERSONS

- A. Principles. The AILG serves many functions for its members. It is difficult to legislate how the AILG should operate under all circumstances, because there is no one process which would satisfy every function or every circumstance. Some of these conflicts include:
1. The AILG and all of its processes should be open to the community of FSILGs. At the same time, the AILG is also expected to respect the privacy of individual organizations and individuals.
 2. The AILG should operate for the greater good of the FSILG community. At the same time, the AILG needs to respect the diversity of its member organizations, strive to avoid harming individual organizations, and understand the impact of its actions on individual organizations.
 3. The AILG is - and should be - formed primarily of volunteers. So it is important that the AILG ensures that its processes are respectful of that volunteer time and are not unduly onerous. It is also important that the

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AILG be able to respond quickly and effectively under some circumstances. At the same time, for most issues, it is very important there is sufficient opportunity for involvement and feedback from the plenary at large.

- B. The role of the Ombudsperson is to ensure that the AILG is acting in a principled way and striking an adequate balance between these conflicting needs.
- C. Any affiliated individual may request assistance from the Ombudsperson. They may request:
 - 1. That the Ombudsperson consider whether a written process of the AILG is being followed.
 - 2. That the Ombudsperson consider whether any of the principles above were violated (even when the formal policies were followed).
 - 3. That the Ombudsperson assist in resolving communications issues, if a request through the normal channels has not gotten results for that member.
- D. The Ombudsperson does not take stands on particular issues but instead makes sure that the processes used by the AILG to resolve an issue are fair and principled.
- E. The Ombudsperson may (if there are more than one) act individually to try to resolve complaints. Their primary role is to work directly with individual members and officers of the AILG to resolve complaints. Beyond that:
 - 1. If a majority of the Ombudspersons agree, they may bring an issue before the plenary. They may also make a recommendation to the plenary as to how the issue should be resolved (again, if a majority agree).
 - 2. A majority of the Ombudspersons may call a special meeting of the plenary, if required to reasonably exercise the previous power.
- F. If the Ombudspersons do not choose to take these actions, individual members of the plenary may still call a meeting or bring a motion as described in the bylaws.
- G. The Ombudspersons are ultimately responsible directly to the plenary. The plenary may remove them by a vote of 2/3 (two thirds) majority of those present, providing that this also represents a majority of the Voting members. In the case of resignation or removal, the board may designate an individual to serve until the next plenary meeting, when the voting group that originally chose that Ombudsperson may elect another.
- H. The Ombudspersons may not serve on the Board or act as committee chairs.
- I. The Ombudspersons should, when requested, make an effort to protect the privacy or identity of the complainer. However, if the Ombudspersons feel that that is impractical in a particular case, they may inform the complainer that they would be unable to both resolve the complaint and honor the request for anonymity.

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J. Election

1. The AILG will assign each member to one voting group. The AILG may choose to only have one such group, in which case the voting group is the entire plenary.
2. Initially, there will be three voting groups, consisting of fraternities, sororities, and independent living groups. Subsequently, changes to any group requires a 2/3 vote of every group.
3. These groups will elect the Ombudsperson annually for terms of one year, immediately after elections to the Board. The elections process is:
 - a. Nominations will be taken from the floor, according to the usual elections procedures.
 - b. Each Representative will submit a ballot with a list of candidates, in order of their preference.
 - c. The votes will be tallied by group, starting with the group with the most members. The candidate receiving a majority from that group is elected. The process is repeated for each remaining group, considering only candidates that have not already been elected.
 - d. There shall be at least one Ombudsperson. If at least one candidate is elected and there are no other candidates or no other candidates receive a majority, then the election is considered complete.
 - e. Individuals who are elected serve as the Ombudsperson for the entire AILG and do not represent a particular subgroup.

VII. SLI Program [by reference]

VIII. Accreditation Program [by reference]