

PROPOSED AMENDED TEXT

Article VII: Office and Storage Space Allocation Policy

Section 1. 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 2. Allocation Process

1. The decision to perform an allocation shall be announced at the Fall General Body meeting as outlined in Section 1.
2. The Board shall set the application deadline, which must be between the first and fifteenth of November. 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 place 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 in one of two to four priority groups. The final number of categories shall be decided by the Board.
4. Any group that wants to appeal their categorization must file a formal appeal with the Board within one week of categorizations being published or by the deadline set by the Board, whichever is later. The format of such an appeal is described in Section 4.

5. Appeal hearings for all groups which file an appeal on time will be scheduled with the group, Board representatives, and a representative from the Division of Student Life (DSL). All appeals shall be heard within one week of the appeals deadline. These hearings are described in Section 4.
6. Late applications may be accepted until the appeals deadline.
7. The Board shall publish assignment decisions within six weeks of the application deadline or within 7 weeks with two-thirds approval of the Board. When possible, these decisions shall be published by the end of fall term finals.
8. With assignment decisions, the Board will present the Interim Allocation List, which is the categorization of groups which requested space but did not receive it, as well as those groups which lost space. This list will be used for interim allocations as per Section 5.
9. 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 first Monday of IAP.
10. The new assignments shall take effect during IAP, with the specific timing decided by the Board.

Section 3. Applications

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

1. Whether the group is requesting space for the first time or 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 activity would be willing to share space, or groups which the group would rather not/refuse to 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. Activities 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.

All applications shall be open to the public, except responses to item 7 which will remain confidential.

Section 4. Categorization Appeals

1. Appeals shall consist of a one-page description of why the group thinks their categorization(s) is incorrect. In this description, arguments should be limited to the merits of the appealing group and their current or proposed use of space; it is inappropriate to attempt to discredit or demerit another group.
2. Participants in the hearing shall include:
 - a. At least one, but no more than four members representing the protesting group.
 - b. At least three members of the Board
 - c. A DSL representative
 - d. One of the group's advisors may participate, but their presence is not required.
3. Hearing procedure:
 - a. The group shall have at least 10 minutes to explain why the categorization of the group is incorrect.
 - b. The Board members and DSL representative may then ask questions of the group.
 - c. The group's representatives shall also have an opportunity to ask questions of the Board members and DSL representative.
4. After the hearings, the Board shall discuss the appeals at a Board meeting with the DSL representative. This discussion session will be closed and no minutes will be taken except votes, decisions, and a brief statement of reasoning for each decision.
5. At least two-thirds of the members of the Board present must vote in favor of a particular categorization change for it to pass. Abstentions in the vote shall be considered as in opposition.
6. If after three votes a decision cannot be made, the original categorization shall remain.

Section 5. Interim Allocation

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. The Board active at that time shall add them to the priorities categories from Section 2, Item 8.

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.
4. Groups must receive permission from the Board and the Campus Activities Complex before making major modifications to their space.
5. Groups sharing office space may be required to submit a shared space agreement as requested by the Board. Such agreements would outline terms of use of shared space.

Section 8. 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.