AYERS CCI CONSTITUTION

PREAMBLE

Students of the Thomas G. Ayers Residential College of Commerce and Industry hereby legislate the subsequent procedural guidelines which are to be, in the following manner, implemented and enforced by the executive board in an effort to involve and encourage vehement participation amongst the residential population around the theme of business, kindling a spirit of community and friendship, and fostering an atmosphere conducive to amicable relationships between student and faculty.

Should circumstances arise in subsequent years which require interpretation of the rules under which the executive council operates, this document should be considered a living Constitution subject to the dynamic needs of the community, but should simultaneously keep true to the overarching principles of the residential college system in order to stimulate the development of the residents as both students and professionals.

REMINDER

In general, remember that the Constitution is meant to help with the smooth operation of processes within CCI. As residents change, the interpretation of the Constitution should also change. The executive board is encouraged to make amendments as needed to the Constitution, and also to go above and beyond the required responsibilities. The board can also make judgment calls on unique situations not specifically outlined within this document.

ARTICLE I – THE EXECUTIVE BOARD

SECTION 1 – THE OFFICERS

President – The main role of the President is to set the tone and represent the undergraduate student population of the dorm. The President is responsible for leading both Executive meetings and Resboard. The President is also the dorm liaison to the Residential College Board (RCB). In general, the President is the external figurehead for the dorm and communicates between the dorm, RCB, and other University leadership (represents these external concerns in exec meetings). The President is responsible for assisting and overseeing the projects of the rest of the board.

Vice President – The main role of the Vice President is to ensure smooth internal operation and general satisfaction of the undergraduate student population of the dorm. The Vice President is responsible for

tracking points throughout the year and organizing housing each spring. In general, the Vice President is the internal figurehead for the dorm, and is responsible for voicing the concerns of residents in executive meetings. The Vice President is also responsible for directly helping with the projects of other executive board members. Inter-floor competitions such as House Cup fall under the responsibility of the Vice President.

Treasurer – The main role of the Treasurer is to handle the money. The Treasurer is responsible for handling budgeting, reimbursements, and all activities related to SOFO. The treasurer is also responsible for organizing weekly munchies. The Treasurer should assist other chairs in organizing events, especially when a purchase is necessary.

Secretary – The main role of the Secretary is to document dorm activities. The Secretary is responsible for taking minutes at all executive meetings and communicating with the dorm at large by publishing a bi-weekly newsletter (once every other week, or possibly once a week if the secretary so chooses, as long as the newsletters are sent out in a consistent manner throughout the year). The Secretary also organizes microwave/toilet minutes/times. The Secretary has a dual role as historian and should work to update all bulletin boards and display cases in the dorm (and Sargent Dining room). Finally, the Secretary is responsible for PR articles.

Academic Affairs Chair – The main role of the Academic Affairs Chair is to organize firesides. This includes both scheduling and publicizing them, and generally encouraging dorm involvement. The Academic Affairs Chair is directly responsible for all communications with the Fellows and should actively encourage Fellows to host firesides and participate in dorm events. The Academic Affairs Chair should work with the Corporate Affairs Chair to manage alumni relations (though other executive board members may join to help distribute responsibilities) and interact with the alumni. The alumni should be encouraged to host firesides and mentor current residents. The Academic Affairs Chair and the Corporate Affairs Chair are responsible for composing and managing the emails to and from alumni.

Social Chair – The main role of the Social Chair is to organize group events. This includes formals, parties, trips and excursions. These events can take place in the dorm or off-campus, and may involve coordination with other residential colleges.

Philanthropy Chair – The main role of the Philanthropy Chair is to organize philanthropic endeavors. This includes participating in larger campus philanthropy events by creating teams of CCI residents. The Philanthropy Chair is also ultimately responsible for ensuring residents fulfill the philanthropy requirement.

Corporate Affairs Chair – The main role of the Corporate Affairs Chair is to promote our theme of "Commerce and Industry". One of the main ways this is accomplished is through the organization of the annual Business Symposium. In general, the Corporate Affairs Chair maintains corporate interactions of the dorm, assists with University Career Services, and provides internship information. The Corporate Affairs Chair should work with the Academic Affairs Chair to manage alumni relations (though other executive board members may join to help distribute responsibilities) and interact with the alumni. The alumni should be invited to major CCI events, such as Business Symposium. The Corporate Affairs Chair and the Academic Affairs Chair are responsible for composing and managing the emails to and from alumni.

University Relations Chair – The main role of the University Relations Chair is to encourage recreational events. The University Relations Chair is responsible for running the IM teams (by appointing an IM chair or delegating specific sports to residents). The University Relations Chair is

also encouraged to organize recreational events with (or without) other dorms. Promoting the CCI/Slivka rivalry (and CCI's dominance) is also heavily encouraged.

Internal Affairs Chair – The main role of the Internal Affairs Chair is to maintain dorm property (thus, the Internal Affairs chair should create at least one poll per quarter to measure dorm interest in updates, and report the results to the executive board). This includes working with University Residential Life, the maintenance budget, and regularly checking all dorm equipment. If a system is determined for reserving equipment, this would be the responsibility of the Internal Affairs Chair to manage.

Technology Chair – The main role of the Technology Chair is to manage CCI's technology. This includes maintaining both a resident/dorm listserv and an executive board listserv, updating the website, updating the CCI electronic calendar, and setting up a system for online voting during elections. The Technology Chair also manages any CCI social media (Facebook, Twitter, YouTube, etc.), although this could be delegated to other individuals, such as the secretary.

SECTION 2 – RESBOARD AND EXECUTIVE BOARD MEETINGS

Both full board executive meetings (with CA and Master Staff) and Resboard meetings should occur regularly. It is suggested that executive board meetings happen every week and that Resboard happen at least every other week. Resboard should be open to the whole student body. Executive board meetings can be made open or closed by the current executive board to the residents. If residents would like to attend these meetings it is suggested that they reach out to the President to be included in the agenda.

ARTICLE II – ELECTIONS

SECTION 1 – BASIC PROCESS

Those who meet the eligibility criteria may declare candidacy for office. Eligible candidates are those who will be residing within CCI during the majority of their term and who have met the housing requirements (30 points per quarter and a philanthropy event per quarter for current residents, 20 points per quarter and one philanthropy event total for approved non-residents). Individuals who have completed a transfer application or who intend to study aboard during their term, or who, for whatever reason, do not believe they will be fully committed to their responsibilities are not eligible. It is strongly recommended that potential candidates meet with the Master Staff and with the executive board members currently holding the positions of interest in order to learn about and understand responsibilities and to gain advice.

In general, elections for the executive board happen every year (terms last from spring of one year to spring of the next). In order to win the position, an individual must fill out an application with the exec board's approval and win over 50% of the voting members' votes. The executive board should do everything possible to ensure that there are at least two qualified candidates running for each position, to prevent a scenario in which a candidate barely manages to win over "No Confidence," indicating that the candidate may not be entirely qualified or accepted by the residents – for example, if, after all the applications have been received and approved, there are positions for which only one candidate is running, the executive board should call for more applicants. The executive board can also determine a tier schedule to ensure that there are enough candidates (see Section 3: Timeline).

In the first round, both a "No Confidence" option (to be selected if one has no faith in the ability of any of the candidates to hold the position) and a "Write-In" option (to be selected if one would like to put the name of someone not on the ballot) will be provided. If there is no single winner (one who has gained over 50% of total votes), then there will be a run-off election.

The run-off election will be between the two candidates receiving the highest number of votes, with the exec board's approval (if a single write-in candidate has gained the most votes, this person can be entered as one of the two options) and a "No Confidence" option will still be available. There will be no "Write-In" option after the initial round.

If there is still no majority after the first run-off election, then only the two options with the highest number of votes, with the exec board's approval, will go into a third round. This could be either the two candidates with no "No Confidence" option, or it could be one of the candidates with the no confidence option.

This whole process should be done electronically with the help of the current Technology Chair, and should be verified by a University Official (or a CA). In the case of vacant seats, no one initially running, no confidence winning the majority, or the need to fill a spot mid-term, read the following guidelines (Chrissy Clause).

SECTION 2 – VACANT SEATS (CHRISSY CLAUSE)

If a position on the executive board becomes vacated, the person leaving must immediately notify the board and provide a new application to be sent out to anyone meeting the eligibility criteria. The executive board will vote to appoint the new member. The current president shall decide whether the applications to be voted on by the board to fill a vacancy will be kept anonymous at the time of voting. The president has no vote except in the case of a tie. A similar process (ie: that of sending out an application and appointing the new member by a vote through the executive board) can be used at other points throughout the year at the executive board's discretion to appoint a position in situations in which there is a "No Confidence" majority, there are no candidates, a member of the executive board is impeached, etc.

SECTION 3 – TIMELINE

The following model assumes that the elections take place in a two-tier model based on interest. If the executive board decides to not implement the two-tiered election process for a given year, all elections can be held during the same week and the timeline can be adjusted accordingly. The purpose of the two-tiered model is to maximize good candidates getting onto the executive board. When interest is high, especially for the 'first tier' positions, passionate individuals who lose could serve the community in a different way. For example, if a qualified Vice Presidential candidate loses, the candidate could potentially run for a second tier position and still be able to contribute to the dorm. This makes general competition and involvement more evenly distributed. The two-tier system also ensures that individuals are not discouraged from running for first tier positions for fear of not being elected and that second tier positions have more qualified candidates from the 'first tier' candidate pool. In order to ensure that there are at least two candidates running for each position, the executive board can determine the tier schedule after receiving applications, so that the candidates in the first tier who did not win can run again for second tier positions.

Five weeks before winter quarter finals, applications are sent out through the listserv and exec positions/responsibilities are announced at Resboard. By this time exec should have a good idea of their succeeding candidates.

Four weeks before winter quarter finals, applications are due on Saturday and candidates are announced at Resboard the Sunday immediately afterwards. All candidates have a week to campaign.

Three weeks before winter quarter finals, the "first tier" election speeches are given (for example, the first tier can be President, VP, Secretary, Treasurer) on Sunday and voters have 24 hours (all of Monday) to vote. After the votes have been counted, the executive board can decide to veto a would-be winner that is deemed to be unqualified. The veto must have 2/3 executive board members' approval and must occur before noon on Tuesday, by which time the election results are to be announced. Run-offs happen on Wednesday (if they lose, candidates can decide to run for a second tier position within 48 hours of initial election results). As soon as the election is over, candidates must remove campaign materials within 24 hours.

Two weeks before winter quarter finals, "second tier" election speeches are given on Sunday and voters have 24 hours (all of Monday) to votes. After the votes have been counted, the executive board can decide to veto a would-be winner that is deemed to be unqualified. The veto must have 2/3 executive board members' approval and must occur before noon on Tuesday, by which time the election results are to be announced. Run-offs happen on Wednesday and campaign materials must be removed within 24 hours of election completion.

The week before finals, there will be an announcement at Resboard, a joint executive board meeting, and a transition dinner so that the entire process is done by Friday of reading week.

SECTION 4 – IMPEACHMENT

For impeachment to occur, the issue must first be brought to the executive board (this can be done by any executive member, resident, or other interested party) and 50% of the executive board must vote to bring the impeachment to the dorm. There will then be an opportunity for fair representation in which the President presents the charges to the residents and allows the exec member to defend himself. If two thirds of the voting members of the dorm vote to remove the member from office (s)he will be officially impeached. At this point, the position will need to be filled as soon as possible following the guidelines in the Chrissy Clause.

ARTICLE III – HOUSING

To live in CCI for the following year, current residents need to earn a minimum of 30 points and one philanthropy event per quarter (spring and fall count as a combined, single quarter for returning members) and non-residents need to earn a minimum of 20 points and one philanthropy event total. Meeting this initial requirement places individuals into "Category One". If individuals do not meet this requirement, but have 60 points by the end of winter quarter and one philanthropy event per quarter, they may still be considered eligible to live in CCI the following year, but will be placed in "Category Two" below those who meet the requirements for "Category One." Housing selection will take place within these two categories, based on points.

Everyone who meets the criteria of the first category will then have their points multiplied by the number of years they have lived in CCI. (If an individual has lived in CCI for their first year, a 1x multiplier will be applied, a 2x multiplier for the second year, etc. Each year as a non- res counts as ½ a year so the

multiplier applied will be 0.5x – giving a slight priority to current residents). An individual must first meet the requirement before the multiplier can be applied. Room assignment choices will be given based on number of points (top choice goes to the person with the highest amount of points in the first category with the multiplier accounted for). Afterwards, the second category will select remaining rooms in the same way.

There can only be 60% of the dorm returning, so there is a cap of 98 returning students. If an individual is planning on living in CCI with a double room, the individual is required to find a roommate. This housing system balances rewarding hardworking first year residents with privileges given to returning students to encourage upperclassmen retention. Upperclassmen can use their spring quarter points towards the following fall quarter. Everyone must meet the mandatory philanthropy requirement (one event per quarter, with the exception of non-reses who join during winter quarter).

There will be no more non-reses accepted after the sixth week in winter quarter. All non-reses are required to pay their non-resident dues and must be approved via application/interview/whatever other process the executive board decides on.

Points should be updated often so people understand their ranking and can make plans accordingly. During the first week of winter quarter, a list, using the above method of placing category one (those who have earned their 30 points in the first quarter) before "Category Two" (those who do not yet have 30 points) and multiplying by the appropriate number, can be placed somewhere visible and public so people know where they stand at the half-way point. Points should not be multiplied for the final round until after individuals have reached the 60 point requirement (eg: a third year resident with 20 points is not eligible even though 20 x 3 = 60). Regardless of the number of points a person in "Category Two" receives by the end of the period, all qualified "Category One" individuals will select rooms first, including non-residents who meet the requirement. If individuals had been studying abroad during the first quarter, it is up to the executive board to decide what qualifications allow someone who has studied abroad for a quarter to be considered a part of "Category One" (one suggestion is to make the minimum 30 points and one philanthropy event for each quarter the person has lived in CCI that year).

SECTION 1 – POINTS

Points will be awarded using the following scale. Other incidents may come up that do not directly fall into one of these categories, so it is up to the executive board to make decisions about point values for those events. Some events, such as Microwave Minutes/Toilet Times and student-led firesides, have a maximum number for which points can be received, and it is at the discretion of the executive board to waive these numbers.

2pts, First Tier: IM games, Resboard, small philanthropy events, committee meetings, attendance at a student-run fireside, student blurbs (website updates, RCB updates, etc).

5pts, Second Tier: Attending professional firesides, providing munchies, local/half- day philanthropy trips, large student writings (Microwave Minutes/Toilet Times: limit3/quarter).

7pts, Third Tier: All-day Philanthropy Trips, Running a Fireside (Limit 3/quarter).

10pts, Fourth Tier: Marathon philanthropy events (DM, Relay for Life), Business Symposium.

Exec members receive 30 points quarter.

ASG Senator receives points based on involvement in general dorm activities (the commitment outside

of CCI associated with the position and the possibility that CCI events happen at the same time as the Senator's responsibilities must be taken into account when determining points).

Committee leaders/chairs/IM captains receive 7-10 points per quarter (at the discretion of the executive board based on involvement at executive board meetings and outside responsibilities). All committee chairs and IM captains appointed by a specific exec member have to respond to that exec member to meet requirements for points.

All points are given at the discretion of the executive board. No points are to be given for social events. Philanthropy events that meet the philanthropy dorm requirement should be CCI-sponsored or endorsed, not just an event that is going on around campus. Any new events not outlined in this Section can be added with a 50% vote by the executive board (this is an exception from amending constitution in its entirety).

If individuals are concerned about meeting the requirement because of another engagement (such as a sports team), it is at the discretion of the executive board to change the requirements. In general, it is encouraged that the concerned residents meet with the VP to try to work out a system to ensure the required points can be earned.

SECTION 2 – NON-RESIDENTS

Upon receipt of the standard RC application, the executive board can choose the process they would like to implement for accepting non-residents. In general it is suggested that a supplementary basic application with standard questions be sent to all applicants. In whichever case, the applicants are asked to come in front of the executive board to be interviewed. The executive board will then vote (except the President unless breaking a tie is necessary). If the application is accepted, the student must then pay the social dues to be an official non-resident. The student will be added to the point list. If the student pays the full year dues (regardless of the time joined), a key will be granted; otherwise, the student may choose to pay by the quarter.

ARTICLE IV – AUXILIARY MEMBERS

SECTION 1 – ASG SENATOR

Elections and responsibilities are outlined in the RCB constitution. The ASG Senator can be granted permission to send out weekly updates over the listserv. The executive board should meet with the senator and more specifically define the relationship each year.

SECTION 2 – FELLOWS

Every year, the Fellows list should be reevaluated, and if necessary, Fellows can be dismissed. This is the responsibility of the Master staff, so all concerns should be addressed to them.

The executive board (especially the Academic Affairs Chair) should be sure to reach out and engage the Fellows and keep the information updated as often as possible.

SECTION 3 – COMMITTEE/SUB-CHAIRS

The executive board has the power to create or dismiss committees or sub-chairs with specific responsibilities. These positions must be approved by a majority of the executive board, and should be held accountable by a specific executive member. These positions can be created at any point during the year. Each executive board can decide with a vote if they want to instate any of these positions. Some of these positions may include:

DM Chair: responsible for organizing the CCI DM team and for leading fundraising efforts.

Freshman Representative: to represent the voice of freshmen in the dorm (due to their large number and lack of executive role).

Eco Representative: responsible for sustainability efforts.

ARTICLE V – UTILITY OF RESOURCES

SECTION 1 – EQUIPMENT USE

Depending on the climate in the dorm, the executive board can implement a procedure for loaning or "checking out" equipment. This procedure can be changed year to year and is the responsibility of the Internal Affairs Chair.

SECTION 2 – LISTSERV USE

The listserv should not be abused as a method of spamming CCI residents. The right to send messages should be reserved for the executive board, the Master Staff, the CAs, the ASG Senator, and anyone else the executive board votes to have access (eg: sub-chair positions). Executive members should send out announcements only related to CCI-specific events. Any non-CCI events should be sent out exclusively in the newsletter or by means of other social media, if the newsletter is decided to be business related events only. All announcements can be sent to the secretary to be included in the newsletter or other social media.

ARTICLE VI – AMENDMENT PROCESS

To amend the official constitution (changes in interpretation can happen without amendment), a concerned student (executive member, resident, non-res, etc) must bring the issue first to the executive board. If at least 50% of the executive board is in favor of bringing the issue to a general vote, it will be presented to the dorm at large. There will be an opportunity to explain the amendment and the reasoning for the amendment, and if there is a contradictory viewpoint, to express those concerns. The amendment will pass if two-thirds of the voting member votes in favor of it.