

CCS Constitution

ARTICLE I

NAME

The name of this residential college of Northwestern University shall be Cultural and Community Studies, hereafter referred to as CCS.

ARTICLE II

PURPOSE

It shall be the primary role of CCS to provide members with opportunities for study of and interaction with local and global cultures as well as urban communities. Secondary roles of CCS shall include, but are not limited to, philanthropic activities and social events.

ARTICLE III

LEGISLATIVE BRANCH

Section 1:

All legislative power of CCS shall be vested in its members as defined herein.

Section 2: Membership

A. The membership of CCS shall consist of the following:

1. Resident students
2. Non-resident students
3. Faculty associates
4. An assistant master
5. An associate master
6. A master

B. Membership status shall require a commitment of active participation in CCS affairs according to the guidelines determined by the Bylaws of Cultural and Community Studies.

C. The Master, Associate Master, and Assistant Master shall be elected in accordance with the guidelines determined by the Office of the Provost of Northwestern University.

D. The status of "Friend of the College" shall be recognized by CCS. Individuals with such status shall not be granted voting privileges; however, Friends of the College shall be regularly kept informed of the state of CCS. The following individuals shall be eligible for such recognition:

1. Northwestern University alumnae of CCS
2. Northwestern University faculty and staff unable to undertake the responsibility of faculty associate status
3. Graduate students

4. Post-Doctoral fellows
5. Persons outside Northwestern University

Section 3: Legislative Procedure

All legislative procedure shall be outlined in the CCS Bylaws.

Section 4: Powers of the Legislative Branch

- A. Quorum for a meeting of the Legislative Branch shall consist no less than one-third of total resident membership.
- B. The Legislative Branch shall hold final veto power over all decisions of the CCS Executive Branch and its members and all Committee Chairs and their committees. This veto may be enacted only with the two-thirds vote of those present at a meeting of the Legislative Branch.
- C. The Master of CCS shall have the power to veto any legislation. He may suggest new legislation but only as another member of the Legislative Branch. The veto of the Master may be overridden by a vote of two-third of those present at a meeting of the Legislative Branch.
- D. The Legislative Branch may not suspend the CCS Constitution.

Section 5: Legislation Procedure for the passage of legislation shall be outlined in the CCS Bylaws.

ARTICLE IV

CHAIRS AND COMMITTEES

Section 1: Powers

Chairs shall have the power to review all legislation and activities within their purview and/or propose such legislation and activities. All actions of the chairs and committees may be subject to approval by the Legislative Branch.

Section 2: Chair Positions

- A. The Chair Positions of CCS shall include the following:
 1. Eco-rep
 - a. Act as a liaison between CCS and the Northwestern University Office of Sustainability
 - b. Attend Eco-rep meetings
 - c. Promote sustainability within CCS, specifically promoting campus-wide events such as Green Cup, Earth Week, and Move-out.
 2. IM Chair
 - a. Assist the Vice President of Programming in coordinating the IM sports calendar, generating excitement for IM sports within CCS, and keeping residents aware of the IM sports calendar using the IM website

- b. Attend meetings held by the CCS Vice President of Programming and the RCB Vice President of Inter-College Relations
 3. Multicultural Chair
 - a. Assist the Vice President of Programming in planning and coordinating at least one social event and one cultural event over the course of a quarter
 - b. Attend meetings held by the CCS Vice President of Programming
 4. Photography Chair
 - a. Take pictures of CCS events and CCS members having fun
 - b. Coordinate with Social Media Chair to post pictures on CCS website and social media accounts
 5. Social Media Chair
 - a. Tweet at least 4 times each quarter
 - b. Works with Photography Chair to publicize CCS through social media
 - c. Helping out with CCS Website shall merit additional points
 6. Newsletter Chair
 - a. Compile The Voice, the quarterly literary magazine that is distributed at Finals Food
 - b. Maintain the Secret Box
 - c. Produce the bi-weekly, one-page bathroom reading paper called the Toilet Paper.
- B. The chairs shall be appointed by the CCS president with the approval of the executive board every quarter. If the need arises, the executive board may appoint a chair for more than one quarter. These chairs may create a committee with the approval of the executive board.
- C. All chairs must attend at least two Executive Board meetings, one at the beginning of the quarter and one at the request of the Executive Board. If a chair cannot make the time scheduled for the quarterly Executive Board meeting, he/she shall meet with the members of the Executive Board after Forums at least two times with updates for his/her chair position. The Executive Board reserves the right to request chairs to attend additional meetings.

Section 3: Ad-hoc Committees

- A. The CCS President may, as need arises, establish ad-hoc committees whose functions differ from those of permanent committees with majority approval of the Executive Branch.
- B. The committees shall be chaired by members appointed by the CCS president with approval of the executive board. These chairs may appoint

additional members to the committee and must notify the Executive Board of these additional members.

- C. In addition to organizing meetings, committee heads are expected to keep track of committee member attendance and report times to the Secretary.

Section 4: Creation of Committees

Ad-hoc committees may be created by the Legislative Branch by a two-thirds vote of all members present with quorum.

Section 5: Vacancies

Should a chair tender his resignation to the CCS President or be impeached, the President shall appoint a new chair to the position, with approval of the Executive Board.

ARTICLE V

EXECUTIVE BRANCH

Section 2: Executive Officers

A. Duties

1. President

- a. Service as Chief Executive Officer of CCS
- b. Chair of weekly meetings of the CCS Executive Board
- c. Chair of weekly Forum meetings as specified in the CCS Bylaws
- d. Settling of disputes as specified in Article III
- e. Appointment of committee chairs as specified in Article IV
- f. Maintaining relations with the Master, Associate Master, and Assistant Master of CCS
- g. Maintaining relations between CCS and the Residential College Board of Northwestern University

2. Vice President of Faculty Relations

- a. Promotion of interaction between resident and associate non-resident student members, faculty associates, and friends of the college.
- b. Organization of activities related to the promotion of such interaction (i.e. Fellows' Lunches, etc.) As a guideline these events should occur at least one per quarter.
- c. Assume the duties of the President in his/her absence
- d. The focus of this position is primarily on establishing relationships with faculty and fellows.
- e. The interaction between the VP of faculty relations and non-resident students includes but is not limited to encouraging new membership and maintaining relations.

- f. Attend meetings held by the RCB Vice President of Academic Affairs

3. Vice President of Programming

- a. Coordination of social programming (i.e., firesides with student groups, cultural trips to Chicago). These events shall occur at least three times per quarter, spaced as evenly as possible.
- b. Be vigilant about activities in the Chicago area that would promote cultural awareness and community interaction.
- c. The focus of this position is primarily on social activities
- d. This position will attend meetings held by the RCB Vice President of Social Affairs. This position will also attend meetings held by the RCB Vice President of Inter-College Relations regarding IMs if the CCS IM Chair has not yet been elected or is unable to attend.

4. Vice President of Community Engagement

- a. Establish and maintain relationships with Community Service oriented organizations in the Evanston and Chicago area, and facilitate CCS philanthropy events and volunteering activities in Evanston and the Chicago areas.
- b. Coordinate quarterly firesides with an emphasis on community service.
- c. This position will attend meetings held by the RCB Vice President of Philanthropic Affairs

5. Treasurer

- a. Administration of the CCS budget
- b. Signing the voucher for the Social and Maintenance Budgets
- c. Maintaining the record of such budgets
- d. Reporting the projected expenditures for the quarter to the Legislative Branch at the beginning of the quarter, as well as the actual expenditures at the end of the quarter.
- e. Holding a supply of change and stamps for official CCS use
- f. Serving as the liaison for all financial transactions with all external parties.

6. Secretary

- a. Recording of minutes of all meetings of the Legislative and Executive Branches
- b. Maintenance of the Point System described in the CCS Bylaws
- c. Resolution of all disputes regarding procedure as outlined in the Constitution.
- d. Maintains website.

- e. Keeping of forms for absentee voting on legislation
 - f. Notification of the Office of Residential Academic Initiatives (ORAI) of Northwestern University of all constitutional amendments and significant legislation
 - g. Appointment of temporary Secretary in case of absence
- B. All point-earning firesides must be approved by the Executive Board.
- C. Procedure for election of these officers shall be outlined in the CCS Bylaws.
- D. The term of office for any Executive Officer shall be one calendar year. Officers must be members of CCS during their entire term and residents during fall and winter quarters. (Note: A member of CCS is a resident or nonresident.)
- E. Any dispute regarding an interpretation of the Constitution of CCS shall be settled by a majority vote of the President, the Vice President of Relations, and the Secretary.
- F. Any Executive Board member, with the exception of the President, in case of absence must appoint a temporary replacement approved by the President.

Section 3: CCS Master

- A. The duties of the Master shall include the following:
- 1. Advising the Executive and Legislative Branches of CCS
 - 2. Providing continuity and counsels
 - 3. Providing resource information
 - 4. Acting as an administrative liaison when the need arises
- B. The Master shall be a non-voting member of the Executive Board.

Section 4: CCS Associate Master

The Associate Master shall assume the role of the Master in case of absence or vacancy in the position.

Section 5: CCS Assistant Master

The Assistant Master shall be responsible for maintaining records of the Master Staff budget, allotment of monies, and signing vouchers. The Assistant Master shall assume the role of the Master in case of absence or vacancy in position of both Master and Associate Master.

Section 6: CCS Executive Board

- A. The Executive Board shall be composed of nine Executive Officers: the President, the Vice President of Faculty Relations, the Vice President of Programming, the Vice President of Community Engagement, the Treasurer, the Secretary, the Assistant Master, the Associate Master, and the Master. The Master Staff shall be non-voting members. The Resident Assistant shall have the option of being a non-voting, advisory member of the Executive Board.
- B. Excepting the Master Staff, the Executive Board shall consist of only Northwestern University undergraduate students.

Section 7: Vacancies

Vacancies shall be created by the impeachment or resignation of any CCS Executive Board member. In the event of a vacancy, a special election supervised by the Master Staff shall fill the position with another member of CCS for the remainder of the term.

Section 8: Impeachment

- A. All members of the Executive Board shall be subject to impeachment.
- B. An individual may be impeached for failure to perform duties as prescribed by this Constitution or as described in CCS legislation.
- C. The procedure for impeachment shall be established by the CCS Bylaws.

ARTICLE VI

AMENDMENTS

Section 1: Procedure

- A. All proposed amendments to the Constitution shall be advertised to the membership of CCS at least seven days prior to the consideration of the question.
- B. Ratification of an amendment shall require a two-thirds vote of all members present.
- C. Quorum shall be no less than one-third of total resident and non-resident membership.
- D. All proposed amendments to the Constitution may be bundled into a consent agenda and passed with one two-thirds majority vote. However, if any member of the Legislative Branch calls into question one or more lines of the consent agenda, these lines will be voted on as a separate amendment.

Section 2: Constitutional Review

- A. The standing CCS Constitution shall remain in effect until a new Constitution is adopted.
- B. Ratification of a new Constitution shall require approval of at least two-thirds of the membership present at the time of voting. Membership present at voting must be at least one-third of total resident and non-resident membership.