

Constitution of Willard Residential College



We, the members of Willard Residential College, intend to live together in harmony, mutual respect, and love. We wish to enlarge our intellectual and emotional perspectives both through the classroom and through outside experience. We also intend, through our carefully planned government system, to have a lot of fun together. Membership in the college requires a commitment to active participation.

Article I: Definition of the Constitution

- A. This is an official Constitution, containing the basic rules and procedures of Willard. These rules and procedures are the heart of the residential college.
- B. A two-thirds majority vote of the Executive Board is needed to amend the Constitution.
- C. If the Executive Board decides that the Constitution is outdated or otherwise in need of significant revision, a new Constitution may be ratified by a two-thirds vote of the Executive Board, assuming it is not vetoed by the Faculty Chair, Associate Chair, or Assistant Chair.

Article II: University Regulations

- A. All members of the College, as members of the Northwestern community, are subject to the rules of the university, including, but not limited to, those rules contained in the student handbook.

Article III: Willard Membership

- A. Members of Willard will be divided into five groups: residents, non-residents, faculty fellows, graduate associates, and Willard alumni.
- B. Membership in Willard requires payment collected as maintenance fees and as social dues. Faculty members, the Faculty Chair, the Associate Chair, the Assistant Chair, alumni, and other persons named by a majority vote in the Executive Board shall be exempted.
- C. The Faculty Chair, Associate Chair, Assistant Chair, Residential Director, Advisor to the Executive Board, and Residential Assistants are not voting members of the Residential College.

Article IV: Executive Board

- A. The Executive Board shall be composed of a President, a Vice President, a Secretary, a Treasurer, two Social Chairs, a Fellows Chair, a Food and Fireside Chair, a Philanthropy Chair, a Public Relations Chair, and an Advisor to the Executive Board. The roles and responsibilities of each position are listed below.
 - a. President:
 - i. Oversees Willard Residential College;
 - ii. Works to maintain the traditions and overall vision of Willard as a whole;
 - iii. Aids other Executive Board members with their responsibilities;
 - iv. Runs weekly Executive Board meetings;
 - v. Represents Willard on the Residential College Board; and
 - vi. Maintains SOFO training – approving all debit card transactions and signing all SOFO vouchers – and remains signed-in as Willard's President.
 - b. Vice President:
 - i. Takes responsibility for all official Central Committee actions and events, including meetings and communications between the Central Committee and the Executive Board;

- ii. Oversees all Willard programming during Wildcat Welcome; and
 - iii. Aids other members of the Executive Board with their responsibilities.
- c. Secretary:
- i. Creates the weekly agenda;
 - ii. Takes minutes at weekly meetings;
 - iii. Maintains both the digital and physical Willard Calendar; and
 - iv. Manages the Willard Points System, collecting sign-in sheets and, sharing point-total changes weekly.
- d. Treasurer:
- i. Takes charge of all Willard budgeting and financial affairs;
 - ii. Maintains SOFO training and remains signed-in as Treasurer, signing off on all SOFO vouchers and receiving tax-exempt forms;
 - iii. Processes reimbursements;
 - iv. Reconciles the account at the end of every quarter and the debit card when necessary; and
 - v. Creates the College's quarterly budget alongside the President and Assistant Chair.
- e. Social Chairs:
- i. Plan all social events within the college, including, but not limited to, the Willard Formal and cross-residential college events;
 - ii. Create new dorm events;
 - iii. Approve specific events proposed by residents of Willard, coordinating with the residents to ensure events run properly, stay within budget, and are well-publicized:
 - iv. Oversee intramural sports; and
 - v. Divide the work evenly among the two chairs as approved by the Faculty Chair and/or Assistant Faculty Chair, including creating and

overseeing all Chair positions as they see fit, such as Intramural Team Manager.

f. Fellows Chair:

- i. Maintains regular communication with all Willard faculty and Willard fellows regarding events intended for student-fellow interaction, such as High Table and Coffee Hour;
- ii. Works with the Social Chairs to create other one-off events encouraging student-fellow interaction, such as trivia competitions and holiday parties;
- iii. Obtains from the fellows at the beginning of each quarter their preferred days and times for events to occur to successfully schedule events and maximize fellow attendance;
- iv. Provides the fellows with a tentative list of events at the beginning of each quarter, and a review of faculty events at the end of each quarter; and
- v. Oversees and creates Chair positions as the Fellows Chair sees fit, such as Coffee Hour Chair.

g. Food and Fireside Chair:

- i. Organizes all Firesides, recruiting fellows for presentations within the first two weeks, finding resident presenters, and working with the Secretary and Public Relations Chair to schedule and publicize events; and
- ii. Organizes all Munchies and other food-driven events.

h. Philanthropy Chair:

- i. Organizes and coordinates official Willard teams for popular campus-wide philanthropy events, such as Dance Marathon and Project Pumpkin; and
- ii. Plans and executes at least one Willard-specific philanthropic or community service event per quarter.

- i. Public Relations Chair:
 - i. Publicizes all official point-awarding events at least 48 hours in advance to reach all members of Willard, including placing posters around the building, sending messages in the official Willard group chats, and sending reminders through the official LISTSERV;
 - ii. Takes charge of or delegates the design of posters and other graphics for Willard events as requested by the Executive Board;
 - iii. Manages and updates the various forms of mass group communication used by Willard residents, such as college-wide group chats, email LISTSERVs, Willard website, and any social media platforms; and
 - iv. Sends out the Weekly Woo to remind residents of events and important information.
 - j. Advisor to the Executive Board:
 - i. Is selected by the past Executive Board and approved by the new Executive Board through a majority vote;
 - ii. Serves as the institutional bridge between past and present Executive Boards;
 - iii. Advises the Executive Board on matters pertaining to the college; and
 - iv. Helps the Executive Board avoid pitfalls of the past.
- B. The Advisor is the only position on the Executive Board where the holder of the position does not have to live in Willard.
- a. All other Executive Board members must live in Willard for the tenure of their office or forfeit their office.
- C. The Executive Board will be elected before the third week of February. The two weeks preceding the election will be the following: one week to register for the election in addition to collecting signatures and one week to campaign.

- a. Elections shall take place by secret-ballot and will be counted by the existing Executive Board, excluding any incumbents running for re-election.
- b. The offices shall be elected in the following order: President, Vice President, Secretary, Treasurer, Social Chairs (2), Fellows Chair, Food and Food and Fireside Chair, Philanthropy Chair, and Public Relations Chair.
- c. All candidates must have been members (residential or non-residential) of the College at least since the beginning of Winter Quarter. At the time of petitioning, they must have a minimum of 30 points. Candidates cannot run as a ticket.
 - i. The above policies mentioned can be modified or waived under extenuating circumstances as determined by the current Executive Board.
- d. Candidates can run for up to three offices, accepting only one office.
 - i. All candidates must obtain the signatures of 25 members, including the signatures of at least two current Executive Board members, on a petition for each office for which they are running.
 - ii. Once this is completed, the candidate must then submit their petition(s) to run to the current Vice President no later than one week prior to election night. The Vice President must then use these records to check that all candidates have satisfied the points, housing, and petition requirements referred to above.
 - 1. Candidates should be notified immediately if any part of their application is incomplete;
 - 2. The rest of the current Executive Board should be should be notified if extenuating circumstances may require a waiver decision; and
 - 3. The candidates should otherwise be notified when they are approved to run for office.

- iii. Should there be a deficient number of eligible candidates running for any particular position at the time the petitions have been reviewed, the President may elect to extend the timeframe for submitting petitions.
 - 1. If this is the case, new candidates will be included on the same ballot as other candidates for their position; and
 - 2. The night of elections need not change from its original date.
- e. Elections will be allowed to take place either in-person or online.
 - i. Candidates will be allowed to give a speech to the members of Willard at an appointed time, either in-person or via video submission;
 - ii. Voting will be executed in the form of instant runoff, in which voters rank their candidates by preference; and
 - iii. Voting will be open for 24 hours after all speeches have ended.
- f. Determining winners:
 - i. The votes are counted through a single-transferable vote process:
 - 1. If a candidate receives more than 50% of the votes, they are declared the winner;
 - 2. If there is no majority winner based on first preference votes, then the candidate with the fewest first preference votes is eliminated, and their votes are distributed to the other candidates by next choice; and
 - 3. The above step is repeated until a candidate receives a clear majority.
 - ii. Two-person chair positions:
 - 1. In the case of two-person chairs, repeat the above steps as though it is a one-person chair:

- a. Once one of the two chairs is selected by a clear majority, cross that candidate's name off of the collected ballots;
 - b. Renumber the remaining candidates on each ballot, keeping them in the same order, but omitting the already chosen candidate; and
 - c. Repeat the above steps until another clear majority winner remains.
2. Only one set of ballots is needed for this process – do not collect two sets of ballots.
3. Do not announce the winners of the election until both officers are determined, and do not disclose the order in which the officers are selected.
 - iii. In the case of a perfect tie between two candidates, Willard will hold a runoff election between the two candidates.
- g. Upon being elected, each newly appointed officer must schedule a time to meet with their current position holder to discuss the duties of office. In addition, each newly appointed Executive Board member must meet with the Assistant Chair to ensure each member has a clear idea of their duties, goals, and responsibilities.
- h. The new Executive Board will shadow in at least one current Executive Board meeting before the end of Winter Quarter.

D. Process to remove an elected officer:

- a. An officer removal may be requested by two of the following:
 - i. By a one-third vote by the Executive Board;
 - ii. By both the Faculty and Assistant Chair;
 - iii. By at least three Residential Assistants; or
 - iv. By a written petition calling for such an action, signed by at least 75 current student resident or non-resident members of Willard,

excepting members of the Executive Board, the Central Committee, College Staff, or the Residential Assistants.

- b. Removal requests must be made to the President and must be fully substantiated;
 - i. If the request for removal is aimed at the President, such a request will be made to a different member of the Executive Board instead; and
 - ii. The President/College Staff will notify the officer in question of the request, and the officer will have at least three days to decide whether to voluntarily resign.
 - 1. If the member in question chooses not to resign, then the Executive Board may remove them by a two-thirds vote.
- c. Should any officer resign from or lose their office for any reason, all election procedures and requirements contained in Article IV, Section C go into effect immediately to elect a replacement;
 - i. Current officers who would like to assume the position must run for it, but need not give up their office until they are elected to another one; and
 - ii. Should a current officer be elected to another office, the requirement of obtaining a petition will be waived and a replacement for the vacant office shall be elected during the same meeting.
- E. The newly elected Executive Board takes office the first day of Spring Quarter and keeps office until the last day of Winter Quarter (exam week) of the following year.

Article V: The Willard Residential College Point System

- A. Each member of the college must obtain 40 points over the previous three quarters (or two, if the resident is a first-year) to live in Willard the following year:
 - a. The requirement is the same for both residents and non-residents; and

- b. Members with fewer than 40 points may be readmitted on a case-by-case basis at the discretion of the Faculty Chair and only in extreme circumstances.
- B. People interested in becoming non-resident members must fulfill three requirements in order to be considered for admittance into Willard for the following school year:
 - a. Pay the social dues for the number of quarters that they are non-residents;
 - b. Fulfill the minimum point requirement for the quarter during which the person is a non-resident; and
 - c. Apply for non-residency via the Office of Residential Academic Initiatives.
- C. The points system for Willard Residential College exists as follows:
 - a. Two points shall be awarded for attending any and all Willard events unless otherwise specified;
 - b. Five points shall be awarded to any resident who hosts a college-wide event, presents a Fireside, or participates in Northwestern University Dance Marathon as a member of the Willard team;
 - i. If an event is recurring, students shall receive five points every three times they host an event, unless the number of students running the event is greater than four, in which case each student shall receive three points for hosting an event three times;
 - ii. Hosts of events shall receive points for hosting as well as for attending; and
 - iii. Executive Board members receive no points for hosting events.
 - c. Eight points per quarter shall be awarded to any student who services the College in a special position such as Intramural Team Manager:
 - i. These positions must be application- or election-based and open to either the Central Committee or Willard as a whole.

- d. 15 points shall be given to members of the Central Committee, with only five points awarded to those who have more than two unexcused absences from committee meetings.
 - e. 30 points shall be given to members of the Executive Board upon election.
- D. The Executive Board can award any number of points for any event, including Residential Assistant events, through a majority vote.