

ARTICLE I: MISSION STATEMENT

The Women's Residential College, WRC, is committed to fulfilling its obligations to the Northwestern Residential College system and implementing several goals. WRC aims to provide a comfortable place for women to live and to offer a variety of programming that reflects the diversity of the residents and the Northwestern community. In addition, the College attempts to introduce a wide spectrum of women's issues and to give residents an opportunity to explore their individual interests. Philanthropic, social, academic, and faculty associate programming reflects these goals. All residents are expected to actively participate in furthering the goals set by WRC. ~~In order to further this mission statement and ensure unity within WRC, there shall be at least one full house meeting per month, held and organized by the President, to discuss events and opinions of the residents and to ensure that all residents are actively engaged in WRC.~~

ARTICLE II: MEMBERSHIP

Section A: Student Membership

1. Resident Members

Resident members are those students who live in WRC at 630 Emerson. Resident members are expected to attend College meetings and regularly participate in College activities. Resident members are eligible to run for any office and have voting privileges as defined in Article V.

2. Non-resident Members

Non-resident members are those students who have paid membership dues set forth by the College. Non-resident members may participate in all College activities. Non-resident members have voting privileges. They may run for an office as set forth in Article V, provided that they have actively participated in WRC.

Section B: Faculty and Staff Membership

1. Faculty~~Master~~Staff

Faculty Chair~~Master~~:

The ~~faculty chair~~~~master~~ performs all duties prescribed by the University, advises WRC's members and serves as an ex-officio (non-voting member) of the Executive Board~~and Full Council~~. The ~~faculty chair~~~~master~~ may participate in all College activities and will serve in an advisory capacity in all aspects of the College.

Associate Chair~~Associate Master~~:

The associate~~chair~~~~master~~ performs all duties as prescribed by the University and assists the ~~faculty chair~~~~master~~ in the performance of duties.

Assistant Chair~~Assistant Master~~:

The assistant ~~chair~~~~master~~ must be a graduate student in the University. S/he performs all duties as prescribed by the University and assists the ~~faculty chair~~~~master~~ in the performance of duties.

2. Faculty and Graduate Associates

Faculty Associates:

Faculty associates are chosen from Northwestern faculty and staff by the ~~Master-Faculty~~ Staff and members of the College. Faculty associates may participate in all College activities.

Graduate Associates:

Graduate associates are Northwestern graduate students chosen by the ~~FacultyMaster~~ Staff and the members of the College. Graduate associates may participate in all College activities.

3. Honorary Members

Honorary members include Northwestern alumni, faculty, staff and graduate students. Honorary members are chosen by the ~~FacultyMaster~~ Staff and members of the College and may be invited to participate in College activities.

ARTICLE III: STUDENT GOVERNMENT

Section A: Roles and Responsibilities

1. Executive Board

The Executive Board strives to further the goals of WRC and acts as a liaison between residents and the ~~FacultyMaster~~ Staff. The board consists of members who are elected according to the procedures in Article V. They must attend all Executive Board meetings and regularly participate in dorm activities. If a board member cannot fulfill her responsibilities she must find an alternative. The Executive Board includes the following positions and responsibilities:

a) President:

She presides over the Executive Board and is WRC's official student representative. She delegates tasks to the appropriate board members and ensures that the chairs are aware of their relative responsibilities. She must attend meetings of the Residential College Board and organize dorm meetings and elections.

b) Vice President:

She assists the President and presides over Executive Board meetings when the President is unable to attend. She is in charge of Housing, and keeps track of all the members wishing to reside in WRC. She allocates housing assignments as described in Article VI Section A and conveys this information to the Housing Office in a timely manner. Throughout the year, it is the Vice President's duty to keep track of the points each member of WRC has earned and organize the information in a spreadsheet/other easy-to-distribute document. She must inform residents of their point status at least once a month, and she is in charge of resolving any disputes involving points. She also manages the official Hobart Calendar in the lobby unless there is currently a publicity chair. The Vice President also oversees Wildcat Welcome and is in charge of planning events and creating the official schedule. The Vice President also attends RHA Area Council meetings.

c) Secretary:

She takes attendance and comprehensive minutes at all meetings and sends them to Executive Board members within 24 hours. If she is unable to attend a meeting, it is her responsibility to find an alternative person to take the minutes. She is responsible for publishing the weekly Toilet Paper consistently on the same day each week. She notes upcoming events, both for WRC and RCB, and keeps residents informed of what is happening each week.

d) Treasurer:

She is responsible for the management, disbursement, and bookkeeping of the College's social dues and maintenance fund. She maintains the budget with the Student Organizations Finance Office (SOFO) and Undergraduate Residential Life. The treasurer must also monitor the spending habits of the Executive Board ~~and Full Council~~. She is required to propose a budget for all chairs in the beginning of the quarter and discuss all discrepancies, when they arise, with the Executive Board.

e) Fireside Chair(s):

She is responsible for coordinating educational activities for the College. She must research possible speakers and interesting subjects, incorporating Faculty Associates when possible. Co-sponsoring events with other organizations is greatly encouraged, so she must work with organizations outside of WRC. She is responsible for ensuring that all of her events are properly publicized throughout the College and Northwestern community. There must be a minimum of 1 event per month.

~~There must be a minimum of four academic events planned per quarter.~~

f) ~~Outreach~~ Fellows Chair(s):

She coordinates all activities with faculty associates. Her primary task is to oversee an important function of the Residential College system: to promote relationships between faculty and members of the College. She must recruit faculty associates and facilitate interaction between residents and faculty associates. The Chair is responsible for inviting faculty associates to WRC activities and publicizing her activities throughout the College and Northwestern community. She also is in charge of inviting past Hobart residents to events and planning events specifically for alumni. She must also manage the faculty associate listserv and alumni listserv. She must also manage the faculty associate listserv. There must be a minimum of 1 event per month. She is responsible for planning at least one "key event" a quarter in addition to other events.

g) Philanthropy Chair(s):

She coordinates all philanthropic activities. She maintains and develops ways for residents to volunteer within WRC, Northwestern, or the Evanston and Chicago communities. She must work closely with other philanthropic organizations to implement projects that are of interest to residents. There must be a minimum of 1 event per month. At least two philanthropy events should be planned a quarter.

h) Social Chair(s):

She coordinates all WRC social events. She develops new and creative activities that bring members of the College together on a social level. She is encouraged to develop activities with other residential colleges and halls. The Chair is responsible for the coordination of weekly and finals munchies as well as publicizing all social events. There must be a minimum of 1 event per month.

i) Beautification/Maintenance:

She is in charge of decorating Hobart for the holidays, as well as keeping Hobart beautiful in general (through the addition of furniture, fake flowers, pictures, etc.). She is also responsible for making equipment purchases for WRC (i.e. cooking utensils, exercise equipment, etc.). She must monitor the upkeep of all WRC equipment and facilities and get repair work when needed by informing the CA of all maintenance issues. She oversees the use of the dorm computers and must make sure that residents use them properly. She keeps track of all computer supplies, and when supplies are low, it is her responsibility to notify the treasurer and request a sum of money to purchase those supplies.

2. Full Council~~Optional Executive Board Positions~~

~~The Full Council acts as an auxiliary of the Executive Board. The council consists of those members who are elected according to the procedures in Article V. Full Council members are responsible for attending all meetings. They share the same powers/policies as Executive Board members, and the two bodies are generally treated as one, with the exception of attendance policies as stated in Section B.~~ If there is a lack of candidates running for office, the Executive Board positions must be filled prior to Full Council~~the optional~~ positions, and the same applies to the case of possible vacancies. If these positions are deemed necessary or desirable at any point during the year, they can be presented to the House for election once more. If the positions remain unfilled, any interested member of the Executive Board can take them on in addition to her regular duties.

a) Archival/Scrapbook Officer:

~~She is responsible for editing, publishing and distributing a quarterly newsletter to keep all WRC affiliates (alumni and fellows) informed of College events. She must be knowledgeable of all College events and publish a calendar of events, both past and upcoming, in the newsletter. She must also maintain and organize the WRC library as well as create the Hobart Yearly Scrapbook.~~

b) Beautification/Maintenance:

~~She is in charge of decorating Hobart for the holidays, as well as keeping Hobart beautiful in general (through the addition of furniture, fake flowers, pictures, etc.). She is also responsible for making equipment purchases for WRC (i.e. cooking utensils, exercise equipment, etc.). She must monitor the upkeep of all WRC equipment and facilities and get repair work when needed by informing the CA of all maintenance issues. She oversees the use of the dorm computers and must make sure that residents use them properly. She keeps track of all computer supplies, and when supplies are low, it is her responsibility to notify the treasurer and request a sum of money to purchase those supplies.~~

c) Public Relations Officer:

She is in charge of publicizing all events sponsored by WRC by posting fliers and, when appropriate, publicizing in the Daily Northwestern and other periodicals. She must work with the organizers of the event in order to publicize effectively all activities inside and outside of WRC. The organizer will give her the information for her event in a Google spreadsheet, and the Public Relations officer will make an appropriate flier and distribute it throughout WRC. The other

or vice president at a separate time each week, preferably before exec meetings, to give them her updates and to get any instructions they may have for her. If the member is part of the Executive Board and does not have a co-chair, the president must find another time that suits everyone.

2. Attendance Policies

If a member needs to miss a meeting for whatever reason, she must inform the president at least 24 hours ahead of time. She must also send in her updates so that the president may say them in her place. If she fails to do so, the absence is considered unexcused. Once an exec member has two unexcused absences, she will receive a warning ~~and once she has three, both the President and Vice President will talk with her privately~~ from the President and Vice President, or with the faculty staff as needed. If she misses once more (unexcused) after this meeting, the Vice President can suggest the exec member's impeachment at the next exec meeting. A vote is put to exec then and there and ~~a two thirds~~ the majority vote decides. They can choose to keep or remove her from her position. If exec chooses to remove the member, the Vice President (or if need be, the Secretary) takes the former member's responsibilities until a new member can be elected.

3. Resignation and Vacancy

If an Executive Board chair ~~or Full Council officer~~ is unable to fulfill her responsibilities, she may resign. If duties are neglected, she is allowed one verbal warning and one written warning by the president. If after one written and one verbal warning the office remains in neglect, the chair/officer may be brought up for review at an Executive Board meeting. At such time the chair/officer may defend herself. The board may impeach the chair/officer by a ~~two thirds~~ simple majority vote. If an office is vacated within the last nine weeks of the term of office, the Executive Board will appoint an interim officer to execute responsibilities until the next election. If the vacancy occurs before the last nine weeks of her term, an all-dorm election must be held to fill the vacancy. The election will follow the normal rules of election. If an Executive Board vacancy is filled by appointment, the chair has no voting power. If an Executive Board vacancy is filled by re-election, the chair will be given voting power.

ARTICLE IV: FINANCES

Section A: Monetary Resources

Sources

The two monetary resources of the College are social dues and the ~~faculty staff~~ master's fund.

1. Social Dues

Social dues are paid by the resident members into a fund controlled by the treasurer and the president and administered by the Student Organization Finance Office (SOFO). The fund's primary purpose is to finance the student activities of the College.

2. Faculty Staff ~~Master's~~ Fund

The ~~master's-faculty staff's~~ fund, authorized by the Provost's Office, is controlled and administered by the ~~FacultyMaster~~ Staff. Its primary purpose is to help further the goals of the College, particularly in regard to encouraging faculty-student interactions as well as cultural and intellectual activities. Section

B: Management of Social Dues

1. Quarterly Budgeting

During the first meeting of the quarter, chairs requiring funds will propose the events, along with a budget, to the treasurer. Based on the proposed plans of the chairs and the financial status of WRC, the treasurer will then prepare a budget for all of Hobart. The treasurer's proposed quarterly budget must be approved by ~~a vote of~~ the Executive Board members via a discussion (see Article V). If any chair finds that she needs more money than has been allocated, she may request the needed finances from the ~~Executive Board treasurer~~ by providing a description of what the money will be used for, as well as the amount needed. ~~If the Treasurer deems that the college can afford to support this request, the Executive Board shall decide, by vote, whether to allocate the money to the chair.~~ The Treasurer must also make appropriate changes to the budget if circumstances change throughout the quarter.

2. Management of Quarterly Expenditures

The president and the treasurer must sign vouchers authorizing withdrawal of funds from the social dues before being presented for processing at SOFO. The treasurer should make a written explanation of financial procedures involving social dues available to the Executive Board and any interested resident. Accounts should be kept up to date at all times.

3. Receipts

Members who spend social dues must provide an itemized receipt signed by the community assistant. If expenses exceed \$100, the area coordinator's signature is needed instead. If a receipt is not available, a letter must be written and approved by the assistant director of Residential Life.

4. Tax Exempt Forms

Members are required to obtain a tax exempt form from the treasurer before they make a purchase on behalf of the dorm. SOFO will not reimburse the tax charged for an item; therefore, by presenting a tax exempt form to the merchant before making a purchase (within the state of Illinois), residents will be exempted from tax. Residents must notify the treasurer at least a week ahead of time if they require a tax exempt form, and they must know the date and venue of the expected purchase.

5. Unused Funds

All money withdrawn from the social dues fund but not spent for legitimate College activities must be returned to its source. All money not appropriated in the quarterly budget shall be regarded as contingency fund to be used only for unforeseen events and activities or for planned

expenditures which cost more than anticipated. Any expenditure from this contingency fund must be authorized by a vote of the Executive Board members (see Article V).

ARTICLE V: VOTING

Section A: All -Dorm Votes

1. Eligibility

All resident members ~~and non-resident members~~ of WRC have full voting privileges, which entitles them to one vote on all matters that are brought before the membership at all-dorm meetings. Faculty-staff members do not hold voting privileges.

2. Absentee Voting

If a member is unable to attend an all-dorm meeting the member may vote in absentia by contacting the president or vice president 24 hours before the meeting. The member will then be permitted to submit her vote outside of the all-dorm meeting.

~~3. Notification~~

~~Written notice of an upcoming all dorm vote must be posted three days prior to the all dorm meeting. Notice must include specification of the issues to be voted upon.~~

34. Quorum

A quorum for accepting an all-dorm vote is sixty percent of the resident members. A simple majority, more than fifty percent, of votes shall be required to pass any matters brought to a vote. In cases where three or more choices are offered and none receive more than fifty percent of the vote, the two choices receiving the most votes will be presented for a revote. A simple majority will then determine the final result of the revote.

45. Voting Online

Instead of using paper ballots, voting can occur online for convenience. However, the measure or issue in question must be introduced at a full-dorm meeting and then sent out in an e-mail asking the residents to vote by replying to the e-mail. Other methods of voting, such as Survey Monkey or Google Surveys, may also be used, but the issue must always be introduced in person to the residents, with the exception of full board elections. Candidates running for WRC exec board can be elected using solely an anonymous online voting system, as long as any competing candidates have submitted a statement that is included in the voting system. Online voting will remain open for a specified time, but the afore-mentioned Quorum must be met.

Section B: Election of Dorm Government

1. Election and Tenure

Candidates for Executive Board ~~and Full Council~~ will be chosen through a petition process. At an all-dorm meeting, petitions to run for office will be distributed and the election schedule will be announced. Any member interested in running for office must obtain the required signatures and turn in the petition before the stated deadline. ~~Within 24 hours of the deadline for submitting petitions, a list of candidates will be posted.~~ As residents turn in their completed petitions to the president, the president will update a public list of which residents are running for which positions. If they choose, candidates may also prepare a written statement of their intent to run and plans for office to be posted for members to read. Ballots will be distributed in an ensuing all-dorm meeting. Election results will be posted within 24 hours of fulfilling the quorum. The Executive Board shall be elected at the end of Winter quarter and will officially assume their duties on the first day of Spring quarter. ~~Another election will be held at the beginning of fall quarter as the executive board sees fit to fill vacancies in the board. Full Council shall be elected at the beginning of Fall quarter and will assume their offices immediately after election.~~ Executive Board ~~and Full Council~~ members hold their positions until the next regularly scheduled election for their respective office.

2. Eligibility

a) Residents

All residents of Hobart House in good standing are eligible to run for any position. With the exception of the positions named in the rules for Non-Resident officers, all who run for positions must intend to live in Hobart for the entirety of the following academic year. All who are running for the positions of president, vice president, treasurer, and secretary must intend to live in WRC for the following academic year.

b) Non-Residents

Non-resident Members in good standing are eligible to run for certain office positions if they have lived in Hobart House for at least 2 quarters upon running for office and have actively participated in WRC, meaning they have obtained enough points in the quarter before the election. The officer positions available for Non-resident Members to run for are: Fireside Co-Chair, Fellows Co-Chair, Philanthropy Co-Chair, or ad hoc positions such as Beautification, IT, Public Relations Chair, etc. Positions involving two Co-Chairs (Fireside, Fellows, and Philanthropy) must have one of the Co-Chairs living in Hobart in order to be eligible to run. Non-resident Exec members must be approved by the ~~Masters~~Faculty Staff, Section

Section C: Executive Board Voting

1. Eligibility

All Executive Board members have full voting privileges entitling them to one vote on all matters that are brought before the board at meetings.

2. Quorum

A quorum for accepting an Executive Board vote is a simple majority of the chairs. A simple majority of votes shall be required to pass any matters brought to a vote. In cases where three or more choices are offered, the two choices receiving the most votes will be presented for a revote. A simple majority will then determine the final result of the revote.

ARTICLE VI: POINTS

Section A: Points System

Points are distributed by the Executive Board members for attendance, participation, and assistance in dorm events. In addition, a resident may ask the Executive Board in advance to allocate points in a category (see 1., below) if she feels she is participating in an activity of merit ~~in Hobart~~ outside of scheduled events. The vice president is in charge of organizing points for all residents, but it is the duty of the chair responsible for an event to keep track of all attending members and give the list to the vice president within 24 hours of an event. The results will be distributed to residents at least once per month. In general, the points system shall follow the guidelines below:

Participating in events = 1 point

~~Giving a Fireside~~ ~~Putting on events~~ = 2 points (incl. firesides and student-initiated measures)

Hosting Munchies = 1 point (2 points if munchies have a theme)

Exec members = 5 points per quarter of active duty

IM points = 1 point per game

Participating in DM = 3 points

Section B: Receiving Points

1. Residents and Non-Residents

All residents and non-residents are eligible to earn points for attending events sponsored by WRC or RCB. In addition, if a member hosts an event (such as a fireside), she will receive two points in that category.

2. Executive Board

Executive Board members can earn points by attending events, and these will then be used to determine the order in which previous year's Executive Board members choose rooms (see Article VII, section B). Additionally, Executive Board members earn five ~~wildeat~~ points for fulfilling their duties each quarter. ~~Unlike normal wildeat points, these points cannot be counted towards any other point category.~~ One of these ~~wildeat~~ points is lost for every unexcused absence at an exec meeting. An unexcused absence is defined ~~as~~ an absence that the President is not notified about 24 hours prior to the meeting.

ARTICLE VII: HOUSING

Section A: Eligibility

1. Residents and Non-Residents

In order to live in WRC the following year, residents must earn a minimum of ~~five~~ten points per quarter. Of these ~~five~~ten, ~~one point must be earned in each of the following categories:~~

~~FA/Fellow Activities~~

~~Firesides~~

~~Mandatory Dorm Meetings~~

~~Philanthropy~~

~~Social~~at least one must be from something other than a fellows/faculty staff events, and points from being on the executive board do not count.

Points collected under the Wildcat category may be used in any of the above five categories if needed. If 10 points are not earned or one is not earned in each category, the resident is ineligible for housing in WRC the following academic year. However, if the resident believes that she has an adequate reason for not getting the required points, she may petition the Executive Board to have her housing eligibility reconsidered. The petition must be turned in before the end of the quarter. The resident will be informed of the committee's decision during the first two weeks of classes in the following quarter.

2. Executive Board

~~Executive Board members are not required to earn any points while in office. They are automatically eligible for housing.~~

Section B: Procedures

During Spring quarter, the vice president shall call an all-dorm meeting to determine room assignments for the following academic year.

1. Executive Board

The previous year's Executive Board members, defined as those who served on the Executive Board for three consecutive quarters (not including summer), choose rooms first according to the number of points each of them has earned. In the case of a tie, a lottery is drawn at the last meeting of Winter quarter in the presence of the ~~faculty~~master staff. The recently elected Executive Board picks rooms with the rest of the residents according to points.

2. Residents and Non-Residents

Eligible members pick rooms according to the number of points they have accumulated. The resident with the most points is the first to pick a room after the previous Executive Board. In the case of a tie, a lottery is drawn at an executive board meeting soon after the final points tally is posted early in Spring quarter. Roommates pick a room according to the ranking of the one with the greater points. Anyone unable to attend the meeting must tell the vice president their room choices beforehand so that she can pick in their place. If a resident does not attend the

meeting and fails to inform the vice president, she forfeits her points ranking and risks losing her preferred choices of rooms to other residents. Following the meeting, the vice president will post the room assignments and turn them in to University Housing.

ARTICLE VIII: RATIFICATION AND AMENDMENT

Section A: Ratification

This constitution must be ratified by a two thirds vote of the numbers of residents voting. At least half of the residents must vote.

Section B: Amendment

This constitution may be amended by a two-thirds vote of the number of residents voting. At least two-thirds of the dorm must vote.

ARTICLE IX: AMENDMENTS

Amendment One

The Constitution will be examined and revised as deemed appropriate by the Hobart Executive Board prior to Fall Quarter of every even-numbered year (201~~6~~², 201~~8~~⁴, 2020~~6~~ and so forth). Changes made to the Constitution should work to meet the current needs of the Women's Residential College, and the updated Constitution should be presented to the House for a vote at the beginning of Fall Quarter. The Constitution may be reviewed and revised if necessary at any time, even if it is not due for an update that particular term or year.→

Amendment Two

Wildcat Points refer to extra points that are rewarded to residents and non-residents of Hobart for going out of his/her way to maintain Hobart's environment, especially if the task is beyond the expectations for a regular member. Such tasks can include cleaning the kitchen sink, or tidying up the Library or the Lounge. The member should directly contact the Vice President or any other member on the executive board and present some sort of visual evidence (before/after photos, for example), after which the point will be rewarded. Wildcat Points can be allocated to any of the point categories to fulfill point requirements, and are meant to be compensation for the time / effort individual members invested to take care of tasks which others have neglected. The Executive Board withhold the right to decide whether to reward Wildcat Points or not. Five points are automatically given to members of Executive Board who successfully completed their duties for the quarter. As mentioned in Article VI, Section B, Item 2, Wildcat Points for Executive Board members cannot be used to fulfill point categories required per quarter. In addition, for each unexcused absence at an executive board meeting, one Wildcat Point is deducted.

Amendment Three

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A Hobartian can receive up to 5 points per quarter for going to another Hobartian's event (show, concert, play, sports game, etc). Proof with a photo and brief sentence of the event and who was participating from Hobart must be sent to the Vice President. If there are discrepancies, the Vice President will contact person in event for the final say. One point will be awarded per event for up to five events. Members who would like to open up their events to the Hobart community should: 1) post in the Hobart FB Page and 2) email social + publicity chair so they can publicize the events.