

International Studies Residential College Constitution

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Mission Statement

The International Studies Residential College at Northwestern University, hereafter referred to as ISRC, provides a focal point for the study of international affairs and foreign cultures. ISRC specifically encourages the comparative study of nation-states, the study of international relations, and shares with other colleges the common goal of enhancing the opportunities for interaction of its residents with University faculty, staff, and graduate students with expertise or interests in the College theme.

ISRC, through the Executive Board and the Membership, seeks to encourage critical and creative thinking, leadership, and the desire for learning in a multicultural living environment, as well as to lead the effort to promote international studies at Northwestern University.

Article I

The Membership of ISRC

1. The Student Membership of ISRC shall include:
 - 1.1. All residents of ISRC, and
 - 1.2. Dues-paying non-resident members approved by the President

2. The college staff
 - 2.1. The Chair
 - 2.1.1. Who is appointed by the Provost in consultation with College Government,
 - 2.1.2. Whose duties and responsibilities include but are not limited to:
 - 2.1.2.1. representing ISRC to the University Administration, the Housing authority, and the University at large,
 - 2.1.2.2. overseeing housing, student-faculty relations, and the use of funds provided by the Provost,
 - 2.1.2.3. advising the College Government,
 - 2.1.2.4. embodying the spirit of ISRC, and
 - 2.1.2.5. actively fostering a sense of community within ISRC

2.2. The Associate Chair

2.2.1. Who is appointed by the Provost after a recommendation by the Master, in consultation with College Government,

2.2.2. Who assumes duties assigned by the Master in mutual consultation,

2.2.3. Who assists with the responsibilities of the Master in relation to the Fellows Membership, the Student Membership, and the University at large, and

2.2.4. Who temporarily assumes the duties of the Master as necessitated by circumstances

2.3. The Assistant Chair

2.3.1. Who is appointed by the Provost after a recommendation by the Master in consultation with College Government,

2.3.2. Who assumes duties as assigned by the Master in mutual consultation, and

2.3.3. Who acts as a liaison between the college staff and the residents

Article II

College Government

1. The Executive Board composed of resident and nonresident (as specified herein) members must:

1.1. Attend weekly Executive Board meetings,

1.2. Complete all business in an efficient, timely, and ethical manner, with good faith towards the duties of their office and the residents they serve

1.3. Disseminate all relevant information to the incoming Executive Board, and

1.4. Make Third List in the Point System every academic quarter served on the Executive Board

2. The following officers shall serve as voting members on the Executive Board:

2.1. The President

2.1.1. Duties of the President include but are not limited to:

2.1.1.1. representing the mission of ISRC to its resident members and the University community at large,

2.1.1.2. supervising the Executive Board, which shall include

2.1.1.2.1. chairing weekly meetings of the Executive Board,

2.1.1.2.2. preparing agendas for Executive Board meetings,

2.1.1.2.3. creating ad hoc committees as needed, and

2.1.1.2.4. assuming or delegating the responsibilities of absent Executive Board members or currently vacant offices,

2.1.1.3. administering the budget with the Treasurer,

2.1.1.4. serving as the liaison between ISRC and the Chair and College Staff,

2.1.1.5. representing ISRC to the Residential College Board, and

2.1.1.6. actively recruiting and acting as liaison to non-resident members,

2.1.1.7. in the event that the Vice President is recalled, the President will assume the duties of the Vice President, until the vacancy is filled

2.1.1.8. moderating the ISRC listserv

2.1.2 The President must be a resident member.

2.2. The Vice President

2.2.1. Duties of the Vice President include but are not limited to:

2.2.1.1. assuming the duties and responsibilities of the President as needed,

2.2.1.2. chairing Executive Board meetings in the absence of the President,

2.2.1.3. administrating and publicizing the housing eligibility and point systems,

2.2.1.4. organizing elections, including

2.2.1.4.1. Winter Quarter Executive Board elections,

2.2.1.4.2. Selection of the Associated Student Government representative,

2.2.1.4.3. Recall elections,

2.2.1.4.4. Elections for vacant Executive Board positions,

2.2.1.4.5. Referenda on the point system, and

2.2.1.4.6. Referenda on amending or dissolving this Constitution,

2.2.1.5. submitting quarterly surveys on dorm activities to all dorm residents,

2.2.1.6. providing an updated point list to be updated at the vice-president's discretion with the maximum amount of time without updates to be 3 weeks,

2.2.1.7. serving as the liaison between ISRC and the Residential Housing Authority, and

2.2.1.8. informing the college staff about housing matters

2.2.2 The Vice President must be a resident member.

2.3. The Secretary

2.3.1. Duties of the Secretary include but are not limited to:

2.3.1.1. chairing Executive Board meetings in the absence of the President and the Vice-President,

2.3.1.2. recording and electronically archiving the minutes of both closed and ISRC General Assembly

2.3.1.3. posting and distributing the minutes of the ISRC General Assembly ,

2.3.1.4. electronically distributing minutes of closed Executive Board meetings to the Executive Board and college staff,

2.3.1.5. creating advertisements for official ISRC activities with the appropriate exec board chairs and finding ISRC residents to post these advertisements,

2.3.1.6. maintaining and updating the dorm calendar at the current board's discretion,

2.3.1.7. sending weekly e-mails on the ISRC listserv detailing ISRC events,

2.3.1.8. keeping active communication with all non-residents concerning ISRC events and policies, and

2.3.1.9. chairing the Publicity Committee if such a committee is desired by the current board

2.4. The Treasurer

2.4.1. Duties of the Treasurer include but are not limited to:

2.4.1.1. creating and administering the budget of ISRC in conjunction with the President on a quarterly basis,

2.4.1.2. updating the Executive Board on the state of the budget as requested,

- 2.4.1.3. quarterly updating the dorm and the college staff on the state of the budget,
- 2.4.1.4. completing all financial transactions and reimbursements,
- 2.4.1.5. consulting with any exec member for non-budgeted purchases, and
- 2.4.1.6. maintaining a live spreadsheet or some other live documentation of the budget
- 2.4.2. The Treasurer must be a resident member.

2.5. The Academic Chair

2.5.1. Duties of the Academic Chair include but are not limited to:

- 2.5.1.1. administering the quarterly calendar of academic events, including
 - 2.5.1.1.1. Firesides, at least twice a month during the Fall and Winter Quarters,
 - 2.5.1.1.2. Firesides, at least once a month during the Spring Quarter, and
 - 2.5.1.1.3. weekly International Film Nights throughout the school year,
 - 2.5.1.2. promptly notifying the Secretary of upcoming academic functions,
 - 2.5.1.3. scheduling resident and non-resident use of the main lounge, exec library, and basement as requested, and
 - 2.5.1.4. serving as a liaison between ISRC and the Vice-President for Academic Affairs of the Residential College Board and the academic community at large, in conjunction with the Fellows Chair, and
 - 2.5.1.5. chairing the Academic Committee
- 2.5.2. The Academic Chair must be a resident member.

2.6. The Fellows Chair

2.6.1. Duties of the Fellows Chair include but are not limited to:

- 2.6.1.1. coordinating at least two faculty socials per quarter planned in consultation with the college staff,
- 2.6.1.2. coordinating the ISRC language tables,
- 2.6.1.3. keeping the Fellows Membership informed of upcoming events and encouraging their attendance and/or participation,
- 2.6.1.4. promptly notifying the Secretary of upcoming faculty/student activities,
- 2.6.1.5. serving as a liaison between ISRC and the Vice-President for Academic Affairs of the Residential College Board and the academic community at large, in conjunction with the Academic Chair, and
- 2.6.1.6. chairing the Fellows Committee

2.7. The Social Chair

2.7.1. Duties of the Social Chair include but are not limited to:

- 2.7.1.1. administering the quarterly calendar of social events to include at least three events per quarter, and
- 2.7.1.2. coordinating suite activities, including
 - 2.7.1.2.1. organizing the suite decoration competition in the Fall Quarter,
 - 2.7.1.2.2. coordinate the selection of suite representatives if the exec board chooses to have,
 - 2.7.1.2.3. working together with the Academic Chair in organizing social/academic trips and firesides that occur during munchies,
 - 2.7.1.2.4. promptly notifying the Secretary of upcoming social events,

- 2.7.1.2.5. chairing the Social Committee, and
- 2.7.1.2.6. selecting a resident to fulfill the non-official position of IM Chair
- 2.7.2. The Social Chair must be a resident member.

2.8. The Philanthropy Chair

- 2.8.1. Duties of the Philanthropy Chair include but are not limited to:
 - 2.8.1.1. organizing and coordinating at least two ISRC philanthropy events per quarter,
 - 2.8.1.2. coordinating ISRC's Dance Marathon effort for the fall and winter quarters,
 - 2.8.1.3. coordinating ISRC's Relay for Life effort during Spring Quarter,
 - 2.8.1.4. promptly notifying the Secretary of upcoming philanthropy events, and
 - 2.8.1.5. chairing the Philanthropy Committee
- 2.8.2. The Philanthropy Chair must be a resident member.

2.9. The Technology and Equipment Chair

- 2.9.1. Duties of the Technology Chair include but are not limited to:
 - 2.9.1.1. maintaining all technical equipment including but not limited to:
 - 2.9.1.1.1. all computer equipment and the computer room,
 - 2.9.1.1.2. the TV / VCR, and
 - 2.9.1.1.3. all sound equipment,
 - 2.9.1.2. updating the ISRC webpage,
 - 2.9.1.3. oversee spending of the maintenance budget with the Treasurer and President,
 - 2.9.1.4. maintaining all other dorm equipment and submitting maintenance requests when necessary,
 - 2.9.1.5. researching all relevant dorm purchases in consultation with the Treasurer, and
 - 2.9.1.6. moderating the ISRC listserv with the President
- 2.9.2. The Technology and Equipment Chair must be a resident member.

2.10. The Alumni Chair

- 2.10.1. Duties of the Alumni Chair include but are not limited to:
 - 2.10.1.1. creating and sending quarterly newsletter report to alumni via e-mail if so desired by the current exec board,
 - 2.10.1.2. managing ISRC Alumni social network such as LinkedIn and Facebook,
 - 2.10.1.3. organizing reunions and alumni events at least once per quarter,
 - 2.10.1.4. organizing ISRC Homecoming logistics with the President,
 - 2.10.1.5. archiving ISRC events and taking photographs of ISRC activity,
 - 2.10.1.6. staying in touch with NAA and the Greater NU Community, and
 - 2.10.1.7. serving as liaison between ISRC and the ISRC Alumni network

2.11. The Ecological Chair

- 2.11.1. Duties of the Ecological Chair include but are not limited to:
 - 2.11.1.1. promoting ecological and environmental practices while living in ISRC, including:
 - 2.11.1.1.1. informing residents of recycling policies and emphasizing sustainable practices,
 - 2.11.1.1.2. purchasing resident compact fluorescent light bulbs (CFL's) for resident use instead of incandescent bulbs, and,

- 2.11.1.1.3. informing residents of on-campus/off-campus recycling services, including the proper management of:
 - 2.11.1.1.3.1. Paper/cardboard and glass/cans/plastic recycling,
 - 2.11.1.1.3.2. Ink cartridge recycling in partnership with ECO, and
 - 2.11.1.1.3.3. Fragile/hazardous materials in partnership with Norris (such as batteries, CFL light bulbs, plastic bags, laser cartridges, etc)
- 2.11.1.2. working with Northwestern housing staff and Facilities management to maintain and upkeep dorm recycling,
- 2.11.1.3. promoting Green Cup and other environmental events/holidays,
- 2.11.1.4. provide the kitchens with supplies for a clean workspace, and
- 2.11.1.5. organizing social events and trips with the Social Chair related to environmental/ecological issues

2.12. Health and Wellness Chair

- 2.12.1. Duties of the Health and Wellness Chair include but are not limited to:
 - 2.12.1.1. promoting all aspects of resident and non-resident members' health, including but not limited to physical, mental, sexual, and spiritual health
 - 2.12.1.2. organizing at least 2 health-related activities or firesides for resident and non-resident members each quarter.
 - 2.12.1.3. providing information regarding resources for all aspects of members' health, including but not limited to physical, mental, sexual, and spiritual health
 - 2.12.1.4. undergoing training as recommended by Northwestern Counseling and Psychological Services, including but not limited to Suicide Prevention Training or similar programs.
 - 2.12.1.5. undergoing training to handle alcohol and drug-related situations.
 - 2.12.1.6. holding at least 2 hours of office hours or informal appointments where members may seek guidance with an issue of health or wellness.
- 2.12.2.1. The Health and Wellness Chair may not disclose personal information about members who seek their guidance unless that member or another person is in immediate physical danger, in which case they must contact Northwestern Counseling and Psychological Service or Northwestern University Police Department.
- 2.12.2.2. The Health and Wellness Chair is not intended to be a representative of Counseling and Psychological Services nor an emergency resource.
- 2.12.3. The Health and Wellness Chair must be a resident member.

3. The Committee System

- 3.1. All standing and ad hoc committees shall consist of interested members of ISRC and are responsible for accomplishing the mission of ISRC
- 3.2. Committee Policy
 - 3.2.1. Standing committees shall be created or eliminated by a majority vote of the executive board
 - 3.2.1.1. Ad Hoc committees
 - 3.2.1.1.1. are created to fulfill an immediate problem or need,
 - 3.2.1.1.2. are created or eliminated by a majority vote of the Executive Board upon the recommendation of the President, and

3.2.1.1.3. shall include at least one voting member of the Executive Board

3.2.1.1.4. Each committee shall be headed by a committee chair who manages the business of the committee, including:

3.2.1.1.4.1. running the committee meetings,

3.2.1.1.4.2. recording points and reporting them to the Vice-President as soon as possible, and

3.2.1.1.4.3. reports weekly the progress of the committee to the Executive Board

3.3. The Standing Committees

3.3.1. Existence of these committees will be determined by the current exec board at the beginning of each quarter

3.3.2. The Publicity Committee

3.3.2.1. promptly publicizes all ISRC affairs internally and externally and

3.3.3. The Academic Committee

3.3.3.1. helps the Academic Chair in organizing academic events and firesides

3.3.4. The Fellows Committee

3.3.4.1. helps the Fellows Chair in organizing fellows socials

3.3.5. The Social Committee

3.3.5.1. helps the Social Chair in organizing social events

3.3.6. The Philanthropy Committee

3.3.6.1. helps the Philanthropy Chair in organizing philanthropic events and

3.3.6.2. organizes and coordinates ISRC participation in Dance Marathon

Article III

Elections

1. Elections are coordinated by the Vice-President, who:

1.1. Checks the eligibility of candidates under housing rules and

1.2. Makes and distributes petitions and ballots unless the vote will be done electronically

2. Eligibility of Candidates

2.1. All candidates for voting Executive Board positions must be resident members of ISRC, and

2.2. Be eligible to live in ISRC the following year under housing rules by the end of winter quarter.

2.3. If such eligibility is under question, a candidate may request a special point appeal session to be held as outlined below

3. Election Rules

3.1. Only student members of ISRC shall be eligible to vote,

3.2. No write-in candidates shall be allowed,

3.3. An absolute majority of half of the eligible student membership shall be required to win an election,

3.4. In the case that no absolute majority is won on the first ballot, a runoff election between the two candidates garnering the most votes will be held according to the schedule below,

- 3.5. Written campaign publicity is allowed, but will be limited at the discretion of the Vice-President,
- 3.6. Only one person may be elected to any office,
- 3.7. One person may run for or be elected to only one office,
- 3.8. Votes must be cast by secret ballot,
- 3.9. Two thirds of the dorm have to vote,
- 3.10. Executive Board members may vote to hold an online election in place of a traditional election,
- 3.11. Two thirds of all eligible student members must complete an electronic ballot, and
- 3.12. Electronic ballots must be available for no more or no less than 24 hours
- 3.13. Ballots shall be counted by the Vice-President

4. Elections for voting Executive Board members will be held according to the following schedule:

- 4.1. The Executive Board shall announce elections to the dorm approximately 4 weeks before International Dinner,
- 4.2. The Executive Board shall hold an informational session soon after the announcement, at which time petitions shall be handed out to those interested,
 - 4.2.1. Special point appeals, if requested, shall be held at a time decided by the Vice-President,
 - 4.2.2. All declared candidates must collect fifteen (15) signatures of student members in support of their candidacy
- 4.3. All petitions must be turned in to the Vice-President at a time designated by the Vice-President,
- 4.4. Elections shall be held on the Sunday after petitions are due
- 4.5. If necessary, runoff elections shall be held on the Sunday after the election
- 4.6. Results shall be announced no later than 24 hours after ballots are closed
- 4.7. If there exists open positions on the exec board and candidates who have not been elected, there will be a follow-up vote 3 days after the main election to determine who fills the position
 - 4.7.1. All remaining candidates, with their consent, will be placed, along with any other interested resident, on a special vacancy ballot to be held up to 24 hours on the 3rd day after the main election, and the same regulations apply to normal vacancy elections
- 4.8. The new Executive Board shall assume power at the beginning of Spring Quarter but will assist with International Dinner and be transitioned before the end of Winter Quarter

5. Selection of the Associated Student Government (ASG) Representative

- 5.1. The following guidelines for selection of the ASG Representative shall only be followed if the process is not in control of ASG itself
- 5.2. Elections according to the rules below shall be held no later than the Sunday preceding the second week of Fall Quarter classes
- 5.3. Candidates must be residents of ISRC
- 5.4. Results shall be announced immediately following the election
- 5.5. The election of the ASG Representative shall be subject to all election rules in part C above

5.6. The elected ASG Representative shall assume the position immediately upon election

6. Recall of Officers and Vacancy of an Office

6.1. Recall

6.1.1. By petition

6.1.2. Thirty-five (35) signatures of ISRC residents submitted to the Executive Board are necessary to initiate a recall election of any voting Executive Board member or the ASG Representative

6.1.3. the recall election must take place within one week of the submission of the recall petition,

6.1.4. an open hearing must be held before the recall election takes place,

6.1.5. recall requires a simple majority vote of all eligible student members, and

6.1.6. a recall petition may not be re-filed for three weeks of the last recall election

6.1.7. Failure of any Executive Board member to fulfill the duties enumerated in Article II of this Constitution shall be sufficient cause for a recall petition to be submitted

6.1.8. Automatic recall shall occur if any Executive Board member:

6.1.8.1. Fails to reside in ISRC, or

6.1.8.2. Is absent from more than two Executive Board meetings in any quarter with permission for absence given by the President as the exception with the number of times allowed at the President's discretion,

6.1.8.3. Being absent for the beginning or end of an Executive Board meeting shall constitute a half-absence unless such absences are known beforehand and excused by the President

6.1.8.4. No vote is required for automatic recall

7. Vacancies

7.1. Elections for a vacant office

7.1.1. Some vacancies shall be announced at the meeting of the open Executive Board following the occurrence of the vacancy,

7.1.2. All candidates shall declare their candidacy to the Vice-President no more than one week after the announcement of the vacancy,

7.1.3. The Election shall be held one week following the announcement,

7.1.4. A simple plurality of votes shall be required to win an election for a vacant seat,

7.1.5. All candidates for offices vacated during Spring Quarter must be eligible for housing in ISRC the following year

7.2. The resignation of any Executive Board officer shall create an immediate vacancy

7.3. At the exec board's discretion, some vacancies will not filled by election, and may be filled in one of the following ways

7.3.1. Responsibilities of the vacant position may be temporarily transferred over to another exec member, or

7.3.2. The exec board may share all of the vacant position's duties as a board

Article V

Finances

1. The Treasurer will coordinate budget allocations for each quarter during the previous quarter for the planned budget, and this will be done at appropriate times decided by the treasurer and the president

Article VI

The Point System

1. The Point System is used to quantitatively measure participation in the Residential College, and determine eligibility of residents and non-residents to return to ISRC.

1.1. The Point System is broken down by lists in the following manner:

1.1.1. First List: Four (4) Exec/Committee, five (5) academic, five (5) service, three (3) philanthropy, two (2) social.

1.1.2. Second List: Three (3) Exec/Committee, three (3) academic, three (3) service, two (2) philanthropy, one (1) social.

1.1.3. Third List: Two (2) Exec/Committee, one (1) academic, two (2) service, one (1) philanthropy, one (1) social.

1.2. Points are tallied in the following manner:

1.2.1. Exec/Committee

1.2.1.1. Attending Open Exec or committee meetings, half (0.5) point per meeting

1.2.2. Academic

1.2.2.1. Attending, hosting, or organizing ISRC firesides,

1.2.2.2. Attending, hosting, or organizing International Film Night,

1.2.2.3. Attending, hosting, or organizing language tables in Hinman, and

1.2.2.4. Attending outside events approved by the Academic Chair

1.2.3. Service

1.2.3.1. Hosting, setting up, cleaning up, shopping for ISRC-sponsored social events

1.2.3.2. Hosting, setting up, cleaning up, shopping for ISRC-sponsored philanthropy events

1.2.3.3. Coordinating intramural sports

1.2.3.4. Contributing to the ISRC community in a manner approved by the Vice President

1.2.4. Philanthropy

1.2.4.1. Participating in ISRC-sponsored philanthropy events, one (1) point per hour

1.2.4.2. Participating in Dance Marathon and Relay for Life events, points at the discretion of Philanthropy Chair

1.2.4.3. Participating in outside philanthropy events, up to ten (10) points

1.2.5. Social

1.2.5.1. Attending ISRC-sponsored social events

1.2.5.2. Participating in IM sports

1.2.5.3. Attending XRC/RCB events

1.2.5.4. Attending CA-sponsored events

1.3. Non-resident members receive twice as many points for any given event

1.4. Final approval of all points rests with the Vice President

1.5. Members on the Executive Board receive two (2) exec/committee points, at maximum, and two (2) service points per quarter

2. Changes to the Point System

- 2.1. Shall be determined and publicized by the incoming Executive Board within the first two weeks of the quarter, and
- 2.2. Must be approved by a two-third majority of a secret ballot vote of at least one-half of eligible student members
- 2.3. Should a system fail to gain the necessary approval, a new proposal can only be made by the Executive Board one week later
- 2.4. All ballots will be counted by the Vice-President

Article VII

Housing

1. Housing eligibility for returning residents will be determined as such:
 - 1.1. Current residents must be on at least Third List in both fall and winter quarters
 - 1.2. Non-residents must be on at least Third List in both fall and winter quarters
 - 1.3. Special exceptions to being on a list may occur, and such cases will be deliberated upon by the Vice-President
 - 1.4. Members of other Residential Colleges must be eligible to live in their own College, and be subject to review by the President
 - 1.5. Any student wishing to live in ISRC must be approved by the Vice President
 - 1.6. Students outside of the Residential College System are not eligible to live in ISRC
2. Room assignments will be determined in the following order:
 - 2.1. First List juniors
 - 2.2. Second List juniors
 - 2.3. First List sophomores
 - 2.4. Third list juniors
 - 2.5. Second List sophomores
 - 2.6. First List freshmen
 - 2.7. Third List sophomores
 - 2.8. Second List freshmen
 - 2.9. Exec Board (if not in previous category)
 - 2.10. Third List freshmen
 - 2.11. The Vice President makes the final call on all room assignment submissions

Article VIII

Amendments to the Constitution

1. Twenty (20) signatures of resident members submitted to the Executive Board are required to initiate a vote on any amendment to this Constitution
2. A vote of Executive Board members shall be held within ten days of the submission of the petition
3. If the vote has less than two-thirds support of the the Executive Board, then an absolute majority of two-thirds of all eligible student members in a secret ballot vote is required to validate the results.
 - 3.1. The Executive Board must adequately publicize the vote
 - 3.2. All ballots shall be counted by the Vice-President

Article IX

Ratification of the Constitution

1. Ratification of the ISRC Constitution shall require the approval of two-thirds of the voting resident membership
2. An absolute majority of two-thirds of all eligible student members in a secret ballot vote is required to validate the results
3. The ratification of this Constitution voids all previous constitutions
4. This Constitution shall become effective immediately upon ratification

Article X

Dissolution of the Constitution

1. Dissolution of this Constitution shall require the two-thirds approval of all student members
2. An absolute majority of two-thirds of all eligible student members in a secret ballot vote is required to validate the results
3. Should this Constitution be dissolved, the President shall immediately provide for the drafting of a new constitution