

PARC Constitution

 sites.northwestern.edu/nuparc/parc-constitution/

Constitution of the Public Affairs Residential College

Updated February 2017

Preamble:

UNDER CONSTRUCTION

Article I: Title of Residence

The residence owned by Northwestern University and located at 650 Emerson, Evanston, Illinois, shall be known as the Public Affairs Residential College, or PARC.

Article II: College Membership and Voting

1. Membership of PARC

1. A Resident shall be defined as any person who lives at the physical structure located at 650 Emerson, regardless of whether he or she is a member of the Public Affairs Residential College

2. A Member of PARC shall be defined as:

1. A resident who has not waived payment of social dues for the current quarter

2. A non-resident who has paid the established quarterly dues.

3. A Non-Resident Member shall be defined as any person who has paid the established quarterly or yearly dues but does not live in the physical structure located at 650 Emerson.

4. Voting Members of PARC

1. All Members except those specified in Article II, Section A, Subsection 5 shall have voting rights.

2. All Non-Resident Members except those specified in Article II, Section A, Subsection 5 shall have voting rights.

5. Non-Voting Members of PARC

1. Faculty Chair

2. Associate Chair(s)

- Assistant Chair(s)

1. Fellows

2. Graduate Associates

3. Residence Assistants

1. The Executive Board shall be defined as consisting of the President, Vice President, Public Relations Chair,

Treasurer, Academic Chair, Service Chair, Social Co-Chairs, IM Sports Chair, Facilities Chair, and up to four appointed first-year board members.

2. The Residential Board shall be defined as consisting of all members of the College.

2. Quorum

A Quorum as used in this constitution shall be defined as 2/3rds (66%) of the College's resident voting membership (As outlined in Article II, Section A)

3. Powers of College's Voting Membership

1. Powers reserved to voting membership

1. Election of Executive Board members (Article IV)
2. Approval of amendments to the Constitution (Article VII)

2. Powers shared with the Executive Board: Proposal of amendments to the Constitution

Article III: The Executive Board

1. Functions of Each Office

1. **President** shall be responsible for running the College and providing PARC with vision and leadership; shall be responsible for coordination between the Executive Board and other College committees; shall be PARC's Residential College Board representative; shall encourage executive board members to help assemble agenda for and lead constructive executive board meetings.
2. **Vice President** shall be the President's assistant; shall, with the president's consent, act as president when the president is unable to fulfill his/her duties; shall keep the point system up to date weekly; shall be responsible for the housing derby; shall act as contact person for non-resident members; shall work closely with President and College Staff to develop programming goals for the PARC community; shall plan and coordinate PARC Wildcat Welcome Week activities; shall be named acting President of PARC in any instance in which the elected President resigns his or her duties, or is medically incapable of fulfilling them; shall appoint an acting President of PARC from among elected members of the executive board in the instance that both the President and the Vice President of PARC resign their duties;
3. **Public Relations Chair** shall keep minutes of Executive Board meetings; shall produce a monthly (minimum) newsletter of announcements, satire and other items of interest to PARC; shall facilitate communication within the dorm; create and maintain the PARC and PARC exec board listservs, responsible for creating and continuing PARC traditions; shall be responsible for alumni affairs and outreach; shall be responsible for taking pictures and documenting PARC events and traditions, as well as working with the Facilities chair to ensure the website has updated pictures and information.
4. **Treasurer** shall be responsible for PARC's financial affairs; shall prepare a preliminary quarterly budget by the second Executive Board meeting of each quarter and final quarterly budget, to be posted around the dorm, by the fifth Executive Board meeting; shall have an updated record of finances at each meeting; shall process reimbursements weekly.
5. **Academic Chair** shall be responsible for coordinating PARC's academic programming utilizing resources from inside and outside the Northwestern community; shall specifically work with the College staff to plan, organize, and promote at least one academic event each week (for example: firesides, student fora, or cookies and conversation); shall encourage fellow participation in the college by promoting events via e-mail and regular contact with fellows; shall be responsible for maintaining

strong relations with PARC fellows; shall recruit fellows and residents for Fellows' Dinners; shall recruit Fellows to give firesides; shall coordinate one Key Event per quarter (defined as something more than a fireside but which can take whatever form the academic co-chairs decide such as a quarterly Fellows Reception or party).

6. **Service Chair** shall be responsible for PARC's philanthropy and community involvement program(s) including but not limited to Dance Marathon, and provide resources for other volunteer opportunities such as alternative student break trips; shall coordinate PARC's participation in campus-wide service projects; shall work with the Community Service Coordinator as needed; shall coordinate with the Vice President for fundraising efforts for Dance Marathon; shall serve as the Eco-Rep for PARC.
7. **Social Co-Chairs** shall be responsible for providing weekly munchies; shall plan PARC's annual formal event; shall be responsible for working with the exec board to brainstorm, plan, and coordinate at least two non-munchie social activities per quarter. These activities may include inviting campus performance groups to the residential college, sponsoring off-campus trips, promoting "game nights" in the Game Room, movie nights, cooking activities, or any number of other social activities. Conversely, the exec board as a whole has a responsibility to help brainstorm ideas, and each member should help carry out at least one Munchies and one non-Munchies social event per quarter.
8. **IM Sports Chair(s)** shall be in charge of registering for IM sports, ensuring all matches are attended by a sufficient amount players, taking attendance at IM games, and organizing PARC's participation in RCB field day, most importantly the Field Day Mile. (If they desire, the IM chair may appoint an individual captain to lead a specific sport)
9. **Facilities Chair** shall design and regularly maintain PARC's website; shall be responsible for PARC electronics (printers, computers, televisions, wires, consoles, controllers, etc.); shall create, maintain, and promote the Google Calendar of PARC events; shall coordinate with Resident Assistants on matters of building maintenance
10. **First-Year Floor Representatives** shall be elected during the Fall election specified in Article IV, Section 4; shall be responsible primarily for representing interests of new members of the College on the executive board; shall assist in the planning, advertising, and facilitation of programming; shall focus on encouraging attendance and participation at College events for their floor (to go into effect Fall Quarter 2017)
11. **Eco-Rep** shall be responsible for representing PAR at Eco-Rep meetings; for facilitating sustainability programming within PARC, including, but not limited to, "Green Week;" advertise campus wide sustainability initiatives; encourage sustainable behavior throughout the College
12. Responsibilities and Powers of the Executive Board
13. Create legislation for PARC
 - B. Hold at least eight Executive Board meetings per academic quarter, which shall be open to all members of the College.
 - C. Create and abolish committees.
 1. Committees can be proposed by any Member of PARC as defined by Article II, Section A, Subsection 2 as long as the Executive Board is provided the following information:
 1. Objective and preliminary Timeline
 2. Names of all interested parties
 3. Potential sources for assistance i.e. Fellows, specific students, clubs, etc.
 2. Committees operate and meet independently of the PARC Executive Board

- Committees function until the established objective of the committee has been reached

1. Committees must provide the Executive Board with regular updates regarding

1. Progress made towards Objective and updated Time of Completion
2. Budgetary Concerns and Requests
3. List of committee members

2. Creation and dissolution of committees follows the voting procedure as outlined in Article III, Section C.

1. Decide the allocation of and approve the expenditure of funds controlled by the College.

2. Vote on matters of importance to PARC.

3. Organize and Hold Monthly College Meetings (to go in effect Fall Quarter 2017)

1. College meetings shall be held at the beginning of each month and will be organized by the executive board in consultation with the College staff

2. These meetings serve the following purposes:

1. To announce and advertise upcoming events, opportunities and programming within the College
2. To solicit feedback on College affairs, including the budget, programming, and activities
3. To hold formal votes for the College
4. To recruit and encourage participation in College events
5. To build community throughout the College

3. Outgoing Executive Board members shall be responsible for transitioning newly elected Executive Board members to the responsibilities and duties of their respective offices.

4. Awarding points.

4. Quorums and Voting

1. A quorum for the Executive Board shall be defined as at least 2/3 of the members of the Executive Board.

2. Passage of a measure requires:

1. At least a quorum of the Executive Board to be present
2. Approval by a simple majority of the number of Executive Board members present.

3. The President shall abstain from voting, except in the case of a tie.

Article IV: Candidacy and Elections

1. Elections and Voting Procedures

1. All voting must be conducted at a well-publicized Residential College Board meeting.

2. Election publicity must be conducted according with the following guidelines

1. All announcements for PARC elections must contain the following information:

1. Date, time, and place of election.

2. The text: "Potential candidates should contact [the Assistant Chair] to declare their candidacy."
 3. What alternative means for voting exist if a voting member cannot attend the election.
2. Elections will be announced at Residential Board meetings and announced in the PARC newsletter and listserv.
- Signs announcing the elections will be placed in the following locations:
 1. By the mailboxes
 2. On the bulletin boards in the central stairwell
 3. On the main bulletin board in the lobby of PARC
1. All announcements will be in place three weeks before an Executive Board election and one week before a constitutional amendment election or a special election.
1. Voting in PARC elections must be conducted according to the following guidelines:
 1. Elections shall be by a simple majority of those voting, provided at least a quorum of the residents of the College are voting
 2. Voting shall take place using the following preferential voting procedure:
 1. For each position on the ballot, voters will rank candidates preferentially with #1 designating their favorite candidate, #2 designating their second favorite candidate, and continuing in this manner for the number of candidates for that position
 2. Those counting the ballots will perform an initial count in which only the #1 vote on each ballot is considered. For each position on the ballot, a candidate gets a vote for that position if he/she is ranked #1 for the position
 3. If after the initial counting, there is a tie or no candidate receives a majority of the vote, the top two vote getting candidates are selected for a preferential voting run-off.
 4. In the preferential voting run-off, all other candidates receiving fewer #1 votes than the top two candidates are eliminated. Each ballot is then re-examined. Between the two remaining candidates, whichever candidate is most preferred (as designated by the preferential voting), receives a vote.
 5. After all the ballots have been tabulated comparing the top two candidates, the candidate with the majority of the ballots preferring him/her is the winner.
- An alternative means of voting must be provided for those who cannot attend the election
1. Ballots will be counted by the Assistant Chair and Community Assistant(s).
 2. Absentee ballots shall be counted and recorded before the election occurs
 3. If the number of absentee ballots counted plus the number of people who arrive at the place of the elections does not equal at least quorum (as defined in Article II, Section B), the elections cannot take place.
- The Assistant Chair will announce election results
1. Challenging an election
 1. Any voting resident has the right to challenge the validity of any PARC election

2. Challenges must be made to the Assistant Chair

- The Chair of PARC will be the final judge of the validity of any PARC election

1. Special Elections

1. Special elections will be held to fill a vacancy in any PARC elected office or after an election has been successfully challenged
2. Special elections will be announced at least one week before the election

- Announcement of the election will be made according to Article IV, Section A, Subsection 2

1. Candidates must declare their candidacy to the Assistant Chair at least three days before the election

2. Eligibility for Executive Board

1. All Executive Board candidates must be resident members of PARC and be eligible for housing in PARC for the following academic year.
2. Executive Board members must reside in PARC throughout the duration of their term.
3. Only Social, Academic, Philanthropy Executive Board Positions may be held by Co-chairs.

3. Executive Board Election Procedure

1. The term of Executive Board shall run from spring quarter through the next winter quarter
2. The Executive Board shall be elected at a well-publicized Residential College Board meeting during the last four weeks of winter quarter.
3. Declaration of Candidacy
 1. Candidates for PARC President must declare their candidacy to the Assistant Chair two weeks before the election.
 2. Candidates for other Executive Board positions must declare their candidacy to the Assistant Chair one week before the election.

4. A Candidates Forum shall be held 1 week before the the close of the polls.

5. Speaking at elections

1. Each declared candidate will be allowed to speak
2. Write-in candidates cannot speak unless they have a petition signed by at least 25% of PARC's members.

6. Co-chair resignation

1. In the case of resignation by one co-chair, but not the other, the position is not vacant.
2. If one co-chair resigns, the remaining co-chair will nominate a replacement.

- The nomination must be brought before the executive board and receive a majority vote in order to become official.

1. Co-chair election procedure

1. Social, candidates may run either as individual candidates or as a two-person ticket.

2. Tickets must be declared to Assistant Chair by candidate submission deadline.
- Two individual candidates shall not become co-chairs unless the first-place winner expresses a desire to appoint the second-place candidate as a co-chair. In this case, the Executive Board shall follow procedures outlined in Article IV, Section C, Subsection 6.

4. Freshmen Additions to the Executive Board

5. The Executive Board shall be responsible for holding elections as per Article IV, Section C, within the first three to six weeks of Fall Quarter to elect First-Year Floor representatives (3) to the executive board.
6. The Board may also hold elections to fill any vacant positions with First-Year students.

Article V: ASG and Area Council Representative

1. PARC's ASG Senator

1. PARC's ASG senator will be elected by the Residential College Board (RCB) as detailed by RCB's Constitutional guidelines for selecting Residential College's ASG Senate representatives.
2. PARC's ASG senator will receive additional housing points for their efforts as outlined in Article VI Section B.

1. PARC's Area Council Rep

1. Each Residential College will designate one resident member to serve on the board of the College's Area Council. The three Area Councils are the governing bodies of the Residential Colleges and Halls, and have jurisdiction in matters of residential policies and amenities, improvements to facilities, and advocacy on behalf of residents. The Area Councils collect no fees from Residential Colleges and have no budget.
2. The Executive Board shall appoint an Area Council Representative to meet with other representatives in the Southwest Residential Area..
3. The Representative shall represent PARC's interests at these meetings and report on these meetings to the executive board.

Article VI: The Points System and Housing Procedure

1. Purpose and Administration

1. PARC shall operate a point system to determine housing eligibility and the order of room selection for the following year.
2. The Vice President will be responsible for the operation of the point system with the final approval of the Executive Board.
3. The Vice President will be responsible for explaining the points system to members of PARC, for posting end-of-the-quarter points summaries, and for publicizing the points system.

2. Awarding of Points

1. The Vice President will be responsible for seeing that points are awarded fairly and consistently.
2. Three points are equal to one hour of work for PARC for resident members and four points per hour for non-resident members.
3. Housing points will be divided into four categories of participation: IM sports, academic, philanthropy, and community. The points in each category will be added together to give the total to be used in the

housing derby as clarified in Article VI Section E.

4. Points will not be awarded for attending social events.

1. Aiding the Social Chair(s) at a social event may entitle the member to points if the Executive Board approves their contribution as community.

5. Points will be awarded for Intramural events in the following fashion:

1. The team captain will provide the Vice President with the names of those members that actively participated on a PARC intramural team at the end of the season.

6. Points will be awarded for Academic events in the following fashion:

1. The Academic Chair will provide the Vice president with the names of those members that attended the event within a week of the event.
2. Members will be awarded 3 points for Cookies & Conversations and 5 points for Firesides.

1. Contribution Points will be awarded to the following members for their contribution to the community as follows:

1. The ASG Senator will receive 10 points per quarter.
2. All Executive Board members will receive 10 points per quarter.

2. The Vice President may make special exceptions if circumstances warrant with the approval of the Executive Board.

3. Each executive Board member will control the number of points awarded for his/her event, up to 10 points per event. More than 10 points require a vote of the Executive Board.

4. Points approval

1. A final points list for each quarter shall be approved by the exec board at the first exec board meeting of the following quarter. After this approval, points for the previous quarter are final and cannot be changed.
2. The final points list to be sent to the housing office in the spring will be approved by the outgoing exec board at a special meeting during Spring Quarter. This meeting shall take place as soon as possible upon completion of the final points list.

5. Points Appeals

1. Order of Appeals

1. Vice President
2. Executive Board member responsible for the event
3. Executive Board

2. The final opportunity to appeal points for each quarter is the beginning of the exec board meeting where the points for that quarter are to be approved.

6. In extreme circumstances, the Executive Board may adjust the point totals after the final approval of points through a simple majority vote of the Executive Board.

3. Eligibility for Housing

1. To be eligible for housing in PARC:

1. A member must obtain at least 30 points by the conclusion of winter quarter if a freshman or transfer student and 45 points by the end of winter quarter for all other college members.

1. A member must gain points from at least 2 academic or fellows-related events.

- This however, does not guarantee housing, as the number of returning members and available spaces in the building must be taken into account.

1. All members are subject to Northwestern Housing requirements and regulations.

2. Non-resident members of PARC will be subject to the same housing criteria as resident members.

3. The point totals are a requirement, and members not achieving the necessary points will be considered ineligible for housing in PARC. Point requirements may be suspended by a majority vote of the executive board only in cases of an extended absence excused by the University.

4. Residents may defer their point total for one year so as to be able to spend a year abroad, or in special cases which must be approved by the executive board. The Vice President will keep a careful record of those who have deferred their points.

4. Housing List

1. The PARC President is the only resident member of PARC whose room is not determined by the housing process. The PARC President shall have the first pick in the PARC housing derby.

2. For all other eligible members, selection shall occur based on cumulative total number of points, with the person with the most points selecting first, with the second most selecting second, and so on.

1. In case of a tie

1. The member who earned points in more categories takes priority.

2. The member who has lived in PARC the longest takes priority.

2. Housing Derby

1. The outgoing and incoming Vice President shall be responsible for administering the Housing Derby.

2. The PARC housing derby will be held as soon as is practical after the housing list is returned from the Housing Office.

3. The housing derby will be divided into two rounds, round 1 occurring not more than 72 hours prior to round 2. For round 1, residents who are eligible to return to PARC will select rooms in order of eligibility. These selections are not permanent. They exist to allow residents to predict their location in the dorm for the following year and to discuss living arrangements. For round 2, residents will select rooms in order of eligibility and selections will be final.

4. When selecting a double, both roommates must be on the eligibility list.

5. Doubles will be selected according to the higher of the two roommates' priorities.

6. All chosen doubles must be filled.

7. Rooms that become vacant will be filled from a list of residents interested in changing

rooms. Changes will be considered in order of eligibility.

Article VII: Removal from Office

1. Impeachment of an Executive Board Member will only take place following approval via vote by at least 2/3 of the current Executive Board.

2. Grounds for Impeachment

1. Committing one or more of the following will be considered grounds for impeachment:

1. Consistently failing to perform duties as an elected official
2. Abuse of power

- Serious violation of Northwestern policy

1. Financial Misconduct

Article VIII: Amendments

1. Proposing an Amendment

1. Amendments or changes to the PARC Constitution shall be proposed by:

1. A simple majority vote of those present and voting at an Executive Board meeting, or
2. A simple majority vote during any Residential Board meeting.

2. Approval of an Amendment

1. After being proposed, the Executive Board must publicize when the vote to approve the amendment will take place.

1. All announcements for approving amendments must contain the following information:

1. Date, time, and place of vote
2. A clear explanation of the amendment and its ramifications
3. What alternative means for voting exist if a voting member cannot attend the vote.

2. Votes on approving amendments will be announced at all Residential Board meetings and announced in the PARC newsletter and listserv.

- Signs announcing the vote on the amendment will be placed in the following locations:

1. By the mailboxes
2. On bulletin boards in the central stairwell
3. On the bulletin board across from the main entrance.

1. All of these announcements will be in place one week before the vote on approval of the amendment.

1. Voting Procedure

1. An alternative means of voting must be provided for those who cannot attend the election
2. Provided that at least a quorum of the members of the College vote, 2/3 must vote in favor of the

amendment for it to be ratified.

- The Assistant Chair and RAs will count the ballots

1. Upon approval, the Amendment becomes a part of the PARC Constitution and becomes enforceable as such.

3. **Constitutional Review**

1. The Executive Board shall hold a constitutional review meeting each year during Winter Quarter to determine if amendments are needed.

Article IX: Enforcement of this Constitution

1. By running for any PARC elected office, a member of the College agrees that if elected, he or she will not knowingly or willfully:
 1. Pass any legislation which countermands this constitution.
 2. Promote, organize, or participate in any PARC activity or event which violates this Constitution, while carrying out duties as executive board members.
2. The College Staff of the College shall be the final judge of any questions of the constitutionality of any action or legislation.
3. Upon approval, this Constitution must be posted on the PARC website and/or in a prominent place in the college at all times
4. All Executive Board members shall have a copy of this constitution.
5. Copies must be made available to any resident or member who requests one from the Executive Board.

Article X: Ratification

1. This constitution becomes binding as the new Constitution of the Public Affairs Residential College upon 2/3 approval by the members of PARC in accordance with the amendment process in place at the time this Constitution is considered.
2. Upon passage of this Constitution, all previous Constitutions of the Public Affairs Residential College are null and void.
3. This Constitution supersedes all previous legislation which is in conflict with this Constitution. All legislation which does not conflict with this Constitution remains in place.