

# CONSTITUTION OF SLIVKA RESIDENTIAL COLLEGE OF SCIENCE AND ENGINEERING

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# ARTICLE I: NAME AND AFFILIATION

## SECTION 1: NAME

The name of this Residential College will be the Slivka Residential College of Science and Engineering.

## SECTION 2: PURPOSE

The purpose of this Residential College will be to promote Scholarship within STEM fields, to foster the exchange of ideas between students and faculty, to extend students' opportunities for enrichment outside of the classroom, and to foster diversity, and community on all levels.

## SECTION 3: AFFILIATION

This Residential College will be under the supervision of the Residential College Board in conjunction with the Offices of Northwestern University. All directives and policies of the Residential College Board will be incorporated into this Residential College's program.

# ARTICLE II: MEMBERS

## SECTION 1: DEFINITION

The Members of this Residential College will be Resident Members, Non-Resident Members, the Faculty Chair, the Associate Chair, the Assistant Chair, Fellows, and Professional Staff.

## SECTION 2: RESIDENT MEMBERS

1. Resident Members are undergraduate students of the University who live in this Residential College and pay Resident Dues.
2. Each Resident Member will be a Voting Member of this Residential College and will have one vote in the matters of this Residential College at House Meetings.

## SECTION 3: NON-RESIDENT MEMBERS

1. Non-Resident Members are undergraduate students of the University who do not live in this

Residential College, but who complete the required Non-Resident Member Admissions Process as provided by the University. This Process includes but is not limited to the submission of a Non-Resident Application, the payment of Non-Resident Dues, and obtaining the Executive Committee's acceptance of Non-Resident Membership.

2. Each Non-Resident Member will be a Voting Member of this Residential College and will have one vote in the matters of this Residential College at House Meetings.

## **SECTION 4: FACULTY CHAIR**

The Faculty Chair is a faculty member of the University, chosen in the manner prescribed by the University who performs the duties outlined by this constitution in addition to any responsibilities outlined by the University. The Faculty Chair will be considered a member of the College Staff.

## **SECTION 5: ASSOCIATE CHAIR**

The Associate Chair is a faculty member of the University, chosen in the manner prescribed by the University who performs the duties outlined by this constitution in addition to any responsibilities outlined by the University. The Associate Chair will be considered a member of the College Staff.

## **SECTION 6: ASSISTANT CHAIR**

The Assistant Chair is a graduate student of the University, chosen in the manner prescribed by the University who performs the duties outlined by this constitution in addition to any responsibilities outlined by the University. The Assistant Chair will be considered a member of the College Staff.

## **SECTION 7: FELLOWS**

Fellows are past and present faculty, staff, and graduate students of the University, chosen in the manner prescribed by the University, who may attend the events of this Residential College.

## **SECTION 8: PROFESSIONAL STAFF**

1. The Professional Staff consists of any University-appointed official who is a part of this Residential College's day-to-day operations. This includes but is not limited to the Resident

Assistants living in this Residential College and the Residential Director. The Professional Staff are encouraged to attend Meetings of the Executive Committee.

2. Resident Assistants who live in this residential college will be considered Resident Members of the community with the exception of not being able to hold positions on the Executive Committee.

## ARTICLE III: EXECUTIVE COMMITTEE

### SECTION 1: DEFINITION

1. The Executive Committee, under the direction of a President and in cooperation with the College Staff, is responsible for developing and executing programming for this Residential College.
2. The Executive Committee will handle all business and financial matters of this Residential College.
3. The Executive Committee will strive to foster a sense of community within the Residential College.

### SECTION 2: MEMBERS AND ELIGIBILITY

1. The Members of the Executive Committee will be the President, Vice President, Treasurer, Academic Chair, Fellows Chair, Social Chair, Philanthropy Chair, Facilities Chair, Information Technology Chair, and Publication Chair.
2. Resident Members and Non-Resident Members, with the exception of current Residential Assistants and formerly impeached members of the community, will be eligible to be Members of the Executive Committee. No Resident Member or Non-Resident Member will be permitted to simultaneously hold two separate Positions on the Executive Committee.
3. Each Member of the Executive Committee will be a Voting Member of the Executive Committee, and will have one vote in the matters of the Executive Committee, except the President, who will have one vote only if the Executive Committee is equally divided.
4. The College Staff and the Professional Staff will serve as Advisors to the Executive Committee with the purpose of enforcing the Constitution and assisting the Executive

Committee in the execution of its responsibilities. Advisors to the Executive Committee will have no votes in the matters of the Executive Committee.

### SECTION 3: ELECTION AND TERM OF OFFICE

1. The Members of the Executive Committee will be elected at a General Election held no earlier than the fifteenth day of the Winter Academic Quarter and no later than the end of the fiftieth day of the Winter Academic Quarter.
2. The Positions of the Executive Committee will be filled according to the following order: President, Vice President, Treasurer, Academic Chair, Fellows Chair, Social Chair, Philanthropy Chair, Facilities Chair, Information Technology Chair, and Publication Chair.
3. The Term of Office of the Executive Committee will begin with the final day of Winter Academic Quarter after the General Election. The transfer of powers and responsibilities from the outgoing members to the incoming members of the Executive Committee will begin at least ten days prior to the end of Winter Quarter, as determined by the outgoing President. The proceedings of this transition can be modified by the outgoing President with a majority vote by the outgoing Executive Committee.

### SECTION 4: ROLES AND RESPONSIBILITIES

1. The President will serve as Chairperson of the Executive Committee, will fulfill the role of President for the Student Organization Finance Office, call and preside over all of the Meetings of the Executive Committee, represent this Residential College at all meetings required by the University, serve as a member of the Residential College Board, originate the creation of Ad Hoc Committees, set goals for the Executive Committee and for this Residential College, and at the conclusion of the Executive Committee's term oversee the transition of the Executive Committee. The President will also carry out all duties and responsibilities outlined elsewhere within the constitution.
2. The Vice President will oversee the Committees of this Residential College, collect and maintain the Records of Housing Points accumulated by Resident Members and Non-Resident Members, coordinate the Non-Resident Member system, oversee the Selection of Housing, and communicate with the University about matters concerning Non-Resident Members and Prospective Students. The Vice President will also carry out all duties and responsibilities outlined elsewhere within the constitution.
3. The Treasurer will fulfill the role of Treasurer for the Student Organization Finance Office, collect projected quarterly budgets from each Member of the Executive Committee, collate and present those budgets to the Executive Committee no later than

the fifteenth day after the beginning of each quarter, oversee the publication of approved quarterly budgets, obtain funds from the accounts of this Residential College as required by the Executive Committee, and follow all procedures for handling the accounts as outlined by the University.

4. The Academic Chair will serve as the Chairperson of the Academic Committee and coordinate and supervise the planning and execution of all events that emphasize academic and personal development in conjunction with that Committee.
5. The Fellows Chair will serve as the Chairperson of the Fellows Committee and coordinate and supervise the planning and execution of all Fellows and Alumni-related events in conjunction with that Committee.
6. The Social Chair will serve as the Chairperson of the Social Committee, coordinate and supervise the planning and execution of all broad community development and group bonding events in conjunction with that Committee, and coordinate the Intramural Sports program in the absence of an appropriate appointed Intramural Sports Representative.
7. The Philanthropy Chair will serve as the Chairperson of the Philanthropic Committee and coordinate and supervise the planning and execution of all philanthropic Events in conjunction with that Committee.
8. The Facilities Chair will serve as the Chairperson of the Facilities Committee, oversee the maintenance of the public areas, printers, TVs, and video game consoles of this Residential College, coordinate and supervise the planning and execution of all events relating to the facilities of this residential college, and oversee the set-up and clean-up of Events, Elections, and Meetings as directed by the Executive Committee.
9. The Information Technology Chair will serve as the Chairperson of the Information Technology Committee, coordinate and supervise the planning and execution of all quirky events, maintain the website, database, and listservs of this Residential College, and maintain the hardware and software not maintained by the Facilities Chair in the public areas of this Residential College.
10. The Publications Chair will serve as the Chairperson of the Publications Committee, will record and publicize the Minutes of House Meetings and Executive Committee Meetings, publicly post a weekly schedule of events of this Residential College, write and disseminate a weekly newsletter, maintain a written and photographic archive of the Affairs of this Residential College, coordinate and supervise the planning and execution of supportive and restorative events, and prepare and distribute a Handbook for Incoming Residents in conjunction with the University.
11. Chairpeople of Standing Committees will collaborate between themselves in order to carve out their own niche within events, and are free to move away from the definition of event style listed in this section if the Executive Committee agrees.

## SECTION 5: POWERS

1. The Executive Committee will have general supervision of the affairs of this Residential College between House Meetings.
2. The Executive Committee will originate changes in the amount and allocation of Resident Dues and Non-Resident Dues by a two-thirds vote and seek an affirmative vote at a House Meeting of two-thirds of the Voting Members present or of forty Voting Members, whichever is greater, to enact such a change.
3. The Executive Committee will approve a Budget by a two-thirds vote and approve the spending of funds beyond those Budgeted by a two-thirds vote.
4. The Executive Committee will oversee and regulate the use of the facilities of this Residential College by individuals or groups who are not Members of this Residential College.
5. The Executive Committee will regulate the acceptance of Non-Resident Members.

## SECTION 6: MEETINGS

1. The Executive Committee will meet at least once every fifteen days during the Academic Year.
2. A Quorum of the Executive Committee will be six of its Voting Members, not including the President.
3. The Faculty Chair, the President, or three Voting Members of the Executive Committee will give written notice of no less than twenty-four hours to the Members of the Executive Committee to call a Special Meeting of the Executive Committee.

## SECTION 7: IMPEACHMENT AND REMOVING MEMBERS

1. Reasons for removing a Member of the Executive Committee will include but not be limited to the following: consistent failure to perform the duties of the Member's elected position, failure to uphold this Constitution, abuse of power, serious violation of University policy, financial misconduct, and actions resulting in serious damage to the reputation of this Residential College.
2. To Impeach a Member of the Executive Committee, a written Petition for Impeachment must be submitted to the Faculty Chair and presented at a Meeting of the Executive Committee. This Petition must specify one and only one Member of the Executive Committee and be accompanied by the signatures of no fewer than thirty unique Voting Members of this Residential College. Once submitted, the Member is Impeached, effective immediately.

3. The Faculty Chair, or a different member of the College Staff appointed by the Faculty Chair, not the Executive Committee, will oversee the Removal Process.
4. An Impeached Member of the Executive Committee may not vote in matters of the Executive Committee until acquitted at a Hearing for Removal, but the Impeached Member keeps all other powers and responsibilities of their position.
5. Within one day of the Impeachment of a Member of the Executive Committee, an Article of Impeachment will be publicly posted and a Hearing for Removal will convene between three and ten days after the Article of Impeachment is posted, or extended under circumstances of this range falling outside of the academic calendar or within a final examination period, as determined by the Faculty Chair, to decide the matter of removal of the Impeached Member of the Executive Committee from office.
6. The Faculty Chair, or a different member of the College Staff appointed by the Faculty Chair, will oversee a Hearing for Removal. The Author of the Petition for Impeachment will be given ten minutes to present the case for the removal from office of the Impeached Member of the Executive Committee. Following this period, the Impeached Member will be given ten minutes for defense against the claims of the accusers. The floor will then be opened to the house for a ten minute period of questioning, moderated by the Faculty Chair. This period can be extended once by five minutes by a rough majority show of hands.
7. Once the Hearing has concluded, a secret ballot vote will take place. An affirmative vote of two-thirds of the Voting Members present or forty of such Members, whichever is greater, will be required for the removal from office of the Impeached Member of the Executive Committee. Otherwise, the Member will be acquitted, and their Impeachment status removed.
8. Once a Member of the Executive Committee is removed from an office, that position on the Executive Committee will become vacant, and the Removed Member will be ineligible to run for any position on the Executive Committee in any subsequent Election of this Residential College.

## SECTION 8: RESIGNATION AND FILLING VACANCIES

1. A Member of the Executive Committee may resign by submitting a written Notice of Resignation to the Executive Committee via the Faculty Chair, Associate Chair, Assistant Chair, or President. Once this Notice is received, the resignation will take effect and the position of the resigning Member of the Executive Committee will become vacant.
2. Should there be a Vacancy in the Executive Committee, a Special Election will be called within two weeks of the Academic Calendar to fill the Vacancy for the remainder of the term. The Executive Committee will determine the Time and Place of this Election.

- i. Should the position of President become vacant, only current and previous non-removed Members of the Executive Committee will be eligible to fill the Vacancy. Should no eligible individual be elected to fill the Vacancy at the Special Election, the Vice President will become the new President, vacating the office of Vice President in doing so.
- ii. Should the position of Vice President become vacant, the President will take on the responsibilities of the Vice President until the Special Election designates a new Vice President.
- iii. Should the position of Treasurer become vacant, the previous Treasurer will be asked to act as the interim Treasurer until the new Treasurer filling the Vacancy becomes authorized with the Student Organization Finance Office. In the event the previous Treasurer declines or is unavailable, the next most recent Treasurer or President, including the current President, will be asked. In the event that no past Treasurer or President is available, the Vice President will fulfill the role and be guided by the Residential College Board Vice President of Financial Affairs to provide financial stability for the Residential College.
- iv. Should any other position become vacant, the Vice President will take on the responsibilities of that position until the Special Election designates an individual to fill the Vacancy. A current Member of the Executive Committee will not be eligible to fill the Vacancy without first resigning from the Executive Committee.

## SECTION 9: PRESIDENTIAL SUCCESSION

1. The order of succession will be the same as the order of elections. The Faculty Chair will name an Acting President in the order of succession in the following circumstances:
  - i. Whenever the President is temporarily unable to carry out the powers and duties of the office of President, until the President makes a declaration to the contrary.
  - ii. In the event of the resignation of the President, removal of the President from office, or permanent inability of the President to carry out the powers and duties of President, until a new President is elected at a Special Election.

## ARTICLE IV: ELECTIONS

## SECTION 1: DEFINITION

1. All General Elections and Special Elections that are demanded by this Constitution will be conducted using the following procedure.
2. Where an Election is not specifically called for in this Constitution, it will be conducted using the following procedure unless the Executive Committee determines an alternate procedure and means for holding that Election.

## SECTION 2: PROCEDURE

1. The Time and Place of an Election will be announced at least five days prior to when it will take place.
2. Once an Election has been announced, Voting Members may make Nominations. The Assistant Chair will accept Nominations of eligible Candidates until forty-eight hours prior to the start of the Election. Voting Members may self-nominate, but no person who is not a Voting Member of this Residential College may be nominated for a position. Candidates must inform the Assistant Chair of the Acceptance of Nominations at least twenty-four hours prior to the start of the Election.
3. A Quorum of the House will be forty Voting Members. If a Quorum is not met, the Election must be delayed following Article IV Section 2 Subsections 1 and 2.
4. All Candidates for a position will be sequestered immediately prior to when the Election for that position will take place. One by one, each Candidate will be summoned in reverse order of Nomination Acceptance to speak before the House for a period of no more than three minutes, and a five minute period of questioning will follow. The question period will be moderated by the Assistant Chair. Any questions submitted in writing to the Assistant Chair prior to the Election will be posed first and the remaining time may be used by Voting Members of the Residential College to pose questions to the Candidate. After speaking and answering questions, the Candidate will be sequestered again.
5. Once all of the Candidates for a position have spoken and answered questions, a five minute period of Discussion of the Candidates for the position will follow. This period of Discussion will be moderated by the Assistant Chair and may be extended once by five minutes by a rough majority show of hands.
6. Once Discussion has ended, the Candidates will rejoin the House and voting will begin.

## SECTION 3: VOTING

1. Votes may be cast by any Voting Member of this Residential College.
2. Votes will be cast by secret ballot.
3. A majority of all votes cast will be required to win any Election, as determined by an instant runoff vote via ranked voting. Should the Election fail to produce a winner of the majority of votes cast, the current Executive Committee will resolve the Election's outcome within seven days at a Special Meeting.
4. Votes for ineligible Candidates will count neither as a vote cast nor as a vote for any particular Candidate.
5. Any Candidate who has been elected to a position on the Executive Committee must decline the election to that position to be an eligible Candidate in any other Election for a position on the Executive Committee.
6. In the event that an elected individual declines the election to a position before taking office or will be unable to fill the position immediately upon taking office, another Special Election involving the remaining Candidates will be held to fill that position.

## ARTICLE V: COMMITTEES AND APPOINTED POSITIONS

### SECTION 1: STANDING COMMITTEES

1. Committees, under the direction of a Committee Chairperson, and in cooperation with the Executive Committee, are responsible for coordinating and planning the affairs of this Residential College.
2. Alongside the Executive Committee, the Standing Committees of this Residential College will be the Academic Committee, the Fellows Committee, the Social Committee, the Philanthropy Committee, the Facilities Committee, the Information Technology Committee, and the Publications Committee.
3. Executive Committee Members each serve as the Chairperson of the respective Standing Committees, with the exception of the President, Vice President, and Treasurer.
4. Executive Committee Members may not serve on a Standing Committee.
5. For Membership on a Committee, see Section 5 of this Article below.

## SECTION 2: APPOINTED POSITIONS

1. The President will originate the creation of Appointed Positions to better attend to the needs and goals of this Residential College.
  - i. The President will not appoint more than one individual to any Appointed Position.
  - ii. Any Voting Member of this Residential College, except the President, will be eligible to serve in an Appointed Position.
  - iii. An Appointed Position will be supervised by a member of the Executive Committee, as determined by the President and confirmed by the Executive Committee.
2. The creation and fulfillment of an Appointed Position is subject to the approval of the Executive Committee.
3. An Appointed Position will exist until such time as the duties entailed are fulfilled, as determined by the President.
4. An individual holding an Appointed Position may resign the Position by submitting a written Notice of Resignation to the President.
  - i. Once this Notice is received, the Resignation will take effect and the Position will become vacant.
  - ii. Should there be a Vacancy in the position of Chairperson of an Ad Hoc Committee, the President will appoint a new Chairperson, subject to the approval of the Executive Committee.

## SECTION 3: AD HOC COMMITTEES

1. The President will originate the creation of Ad Hoc Committees to better attend to the needs and goals of this Residential College.
2. The creation, dissolution, and fulfillment of an Ad Hoc Committee is subject to the approval of the Executive Committee.
3. An Ad Hoc Committee will be chaired by a single Appointed Position as detailed in Article V Section 2.
4. An Ad Hoc Committee will exist until such time as the duties entailed are fulfilled, as determined by the President.

## SECTION 4: CONSTITUTION COMMITTEE

1. The President will originate the creation of a Constitution Committee to review the Constitution for needed changes. A Constitution Committee may not convene within six months of a previous Constitution Committee and must convene no more than two years after a previous Constitution Committee.
  - i. In the event that this Residential College is unable to create a Constitution Committee after two years (such as a failure to reach quorum during the election), the Executive Committee must appoint four individuals to carry out the responsibilities of the Constitution Committee.
2. The Constitution Committee will consist of four elected or appointed Voting Members of this Residential College and is chaired by the Vice President, who is considered a Voting Member of the Constitution Committee.
  - i. The President will not be eligible for election or appointment to the Constitution Committee.
  - ii. In electing the Constitution Committee, each Voting Member of this Residential College may cast at most four unique votes.
  - iii. The top four vote-getters among all votes cast will be Members of the Constitution Committee.
  - iv. If there is a tie, there will immediately be a similarly structured Run-Off Election exclusively concerning those Candidates who are tied.
  - v. Should a Run-Off Election fail to produce a winner of the plurality of the votes cast, the current Executive Committee will resolve the Election's outcome within seven days at a Special Meeting.
  - vi. Except in regards to the above stipulations, Constitution Committee elections will be held in the same manner as normal Elections, as described in Article IV.
3. The Assistant Chair will serve as an adviser to the Constitution Committee, but has no vote in its affairs.
4. A quorum of the Constitutional Committee will be four of its five Voting Members.
5. When the Constitutional Committee unanimously decides that it has finished its business, it may dissolve itself.
  - i. The Constitution Committee must present its progress to the Executive Committee within one year of first convening.
6. A Member of the Constitution Committee may resign at any time by tendering a Letter of Resignation to the Vice President.
7. If a seat on the Constitution Committee becomes vacant, a Special Election of the Constitution Committee will be held.

- i. The Time and Place of the Special Election will be announced within three days of a seat becoming vacant.
- ii. The Special Election will be held no sooner than two days and no later than seven days of the announcement of the Special Election.
- iii. Voting will follow the procedure outlined in Article IV Section 2 Subsection 2 through Article IV Section 3 Subsection 3.

## SECTION 5: MEMBERSHIP AND APPLICATION

1. All Voting Members of this Residential College will be eligible for Membership on a Committee, except current Members of the Executive Committee, who will not be eligible to join a Standing Committee.
2. The Vice President will disseminate Applications for Membership on a Committee and further specify a Time and Means by which these Applications must be completed and returned for consideration.
3. The number of Members per Committee will be determined by the Committee Chairperson of that Committee and approved by the Executive Committee.
4. The Committee Chairperson will review submitted Applications and select the Membership of that Committee. Membership on a Committee will be subject to the approval of the Executive Committee.
5. Standing Committee Membership will expire at the end of each Quarter.
6. Ad Hoc Committee Membership will expire when dissolved by the Executive Committee.

## SECTION 6: RESIGNATION OF A CHAIRPERSON OF A COMMITTEE

Should the position of Chairperson be vacant on any Committee, the Vice President will serve as Acting Chairperson and carry out the responsibilities of the Chairperson of that Committee, until a new Standing Committee Chairperson is elected or Ad Hoc Committee Chairperson is appointed.

# ARTICLE VI: HOUSE MEETINGS

## SECTION 1: DEFINITION

1. The Voting Members of this Residential College along with the Faculty Chair, the Associate Chair, the Assistant Chair, and the Professional Staff will compose the House of this Residential College and be entitled to actively participate in House Meetings.
2. The President will call and preside over a House Meeting at least five times per Points Quarter.
3. The President will announce the Time and Place of a House Meeting no less than six hours prior to when it will take place.

## SECTION 2: PURPOSE

1. At a House Meeting, the Executive Committee will provide an updated summary of its goals and progress and make recommendations to the Members of this Residential College.
2. House Meetings will serve as a forum to discuss the affairs of this Residential College and as a means for the House to directly manage the affairs of this Residential College.
3. If at least 20 Voting Members are present, the Executive Committee will be subject to actions taken by two-thirds of Voting Members of the Residential College present at House Meetings and none of the actions of the Executive Committee will conflict with actions taken by the Voting Members of this Residential College at House Meetings.

# ARTICLE VII: HOUSING POINTS

## SECTION 1: DEFINITIONS

1. The Points Quarter will commence the day before classes are scheduled to begin and conclude the day after classes end, as specified by the Office of the Registrar.
2. A Points Year will include Spring, Fall, and Winter Quarters, in this order.

## SECTION 2: DISSEMINATION OF HOUSING POINTS INFORMATION

1. At most nine days after each Points Quarter ends, the Vice President will tally and publicly post, digitally or otherwise, the Housing Points earned by each Voting Member during that Points Quarter.
  - i. Voting Members wishing to challenge the posted total must do so within seven days after the Housing Points were posted by submitting a request to the Vice President.
  - ii. Housing Points for previous Points Quarters cannot be challenged.
2. At least once every eight days during each Points Quarter the Vice President will publicly make available the Housing Points accumulated since the beginning of the Points Quarter.
  - i. Voting Members wishing to correct discrepancies for an event must do so within fourteen days after the Housing Points for that event are posted by submitting a request to the Vice President and the Voting Member who submitted points for the event.
    1. Housing Points of all Voting Members will be set to zero at the beginning of each Points Year.
    2. The Executive Committee will have final discretion concerning the allocation of Housing Points.
      - a. In the case that a decision from the Executive Committee would threaten a Voting Member's ability to return to this Residential College in the coming year, this decision will be handled by the College Staff.

## SECTION 3: EXECUTIVE COMMITTEE MEMBERS

1. A Member of the Executive Committee will earn between zero and forty Housing Points for each complete Points Quarter served as a Member of the Executive Committee, as determined by the College Staff.
2. In the event that a Member of the Executive Committee does not serve on the Executive Committee for a complete Points Quarter, the Executive Committee will determine how many Housing Points, between zero and forty, that Member will receive for service on the Executive Committee, subject to the approval of the College Staff.

## SECTION 4: STANDING COMMITTEES

A Member of a Standing Committee will earn between zero and twenty Housing Points per Points Quarter as determined by the Chairperson of the Standing Committee, subject to the approval of the Vice President.

## SECTION 5: ASG AND RCB

1. An elected Associated Student Government Senator who is representing this Residential College in the Associated Student Government will earn between zero and twenty Housing Points per Points Quarter as determined by the President, subject to the approval of the Executive Committee.

i. Elected Associated Student Government Senators who represent this Residential College, who do not reside in the building may apply for Non-Resident Member status and if accepted, be offered Non-Resident Member status free of charge.

2. An elected Member of the Residential College Executive Board who is a Member of this Residential College will earn between zero and twenty Housing Points per Points Quarter as determined by the President, subject to the approval of the Executive Committee.

## SECTION 6: APPOINTED POSITIONS

A Voting Member holding an Appointed Position will earn between zero and twenty Housing Points per Points Quarter the Member holds that Appointed Position, as determined by the President, subject to the approval of the Executive Committee.

## SECTION 7: AD HOC COMMITTEES

A Voting Member serving on an Ad Hoc Committee will earn between zero and ten Housing Points per Points Quarter the Member serves on the Ad Hoc Committee, as determined by the President, subject to the approval of the Executive Committee.

## SECTION 8: CONSTITUTION COMMITTEE

1. A Voting Member serving on the Constitution Committee will earn between zero and twenty Housing Points per Points Quarter the Member serves on the Constitution Committee, as determined by the Vice President, subject to the approval of the Executive Committee.
2. The Vice President is not eligible to receive Housing Points for serving as the Chairperson of the Constitution Committee.

## SECTION 9: EVENT POINTS

1. Any Voting Member who attends an Event, Intramural Sports Game, or House Meeting will earn one Housing Point.
  - i. No Event will be worth more than one Housing Point.
  - ii. Any event that requires monetary investment in order to participate will be worth zero Housing Points.
2. Any Voting Member who attends Elections will earn one Housing Point per hour, rounded to the nearest hour, of the Elections attended by that Member.

## SECTION 10: HELPER POINTS

Any Voting Member, except a Member of the Executive Committee, who renders a service to the community that is not required of that Member based on the responsibilities of a Position that the Member holds, will be eligible for one Housing Point, as determined by the Executive Committee. A Voting Member may earn up to ten Housing Points in this manner per Points Quarter.

## SECTION 11: EXCEPTIONS

1. A Resident Member or Non-Resident Member who is unable to participate in this Residential College due to participation in the Cooperative Education program or in the Study Abroad program may earn Housing Points for each Points Quarter of absence.
  - i. Prior to each Points Quarter of absence, the Member must hold a question-and-answer session concerning the program that will cause an absence for the upcoming Quarter.
  - ii. After returning, the Member must hold a fireside discussing experiences from the program that caused the absence.
  - iii. The absent Member will have an Absence Rank equal to the average Rank in the other Points Quarters in which the Member participated of the same Points Year. For the Points Quarter of absence, the absent Member will receive a number of Housing Points equal to those received by the Member of the same gender who had a Rank equal to the absent Member's Absence Rank.
2. A Resident Member or Non-Resident Member who has been excused by the University for medical reasons and is unable to participate in this Residential College due to a medical condition will have an Absence Rank equal to the average Rank in the other Points Quarters in which the Member participated of the same Points Year. For the Points

Quarter in which the Member is absent, the absent Member will receive a number of Housing Points equal to those received by the Member of the same gender who had a Rank equal to the absent Member's Absence Rank.

## ARTICLE VIII: SELECTION OF HOUSING

### SECTION 1: CALCULATION OF ADJUSTED HOUSING POINTS TOTAL

1. At the conclusion of each Points Year, the Housing Points earned by each Voting Member during the previous Points Year will be summed to compute the Housing Points Total of that Member.
2. The number of Housing Points Quarters,  $Q$ , is the number of full Points Quarters of Resident or Non-Resident Membership.
  - a. For events of this Residential College which require a signup, failure of a Voting Member to attend the event or give twenty-four hours' notice of cancellation will result in the subtraction of  $0.5n$  from the  $Q$ -value, where  $n$  is the number of Points Years enrolled, per occurrence, up to twice per quarter. An absence may be excused by a vote of the Executive Committee. This is known as the no-show policy.
3. All Non-Resident Members completing a first full year at Northwestern University will have a Housing Points Multiplier equal to  $1.1 + \frac{Q}{10}$ .
4. All other Voting Members will have a Housing Points Multiplier equal to  $1 + \frac{Q}{10}$ .
5. A Voting Member's Adjusted Housing Points Total will be the product of that Member's Housing Points Total and Housing Points Multiplier.
  - i. For events requiring a sign-up (volunteering with outside organizations, seeing a performance, off-campus dinners, etc.) the person managing the event signups ("the coordinator") may choose to implement the no-show policy, provided that they make the policy clear prior to signup.
  - ii. If a Member is on the waitlist but is unable to accept at the time at which a position becomes available, that Member will be free to decline without penalty. Upon acceptance of the spot, the Member will be responsible for their own attendance as above.
  - iii. If a Voting Member who was originally signed up cancels after the 24 hour deadline but finds another Voting Member willing to take their ticket, the original Member must email the coordinator informing them of the change. After the

email is sent, the new Member will be notified and will then be responsible for attending. If there is a waitlist for the event, the coordinator will determine who is eligible to attend.

## SECTION 2: ELIGIBILITY FOR HOUSING

1. In order to be eligible for housing selection, Resident and Non-Resident Members must have obtained a Housing Points Total greater than or equal to the number of House Meetings that occurred during the time of respective Memberships in the relevant Points Year.
2. For all Resident Members and Non-Resident Members who have met the minimum Points requirement and have fulfilled the University's Housing Requirements, a Rank will be assigned based on each Member's Adjusted Housing Points Total compared with that of Members of the same gender. In the case of a tie in the Adjusted Housing Points Total, the order of Rank will be determined first by the ranking of the unadjusted Housing Points Total and, if a tie remains, the order of Rank will be determined randomly.
  - a. If a Resident Member or Non-Resident Member is living in a designated Gender-Open Suite, they will be ranked among other residents interested in a Gender-Open Suite.
3. The maximum number of returning residents will be determined by the Office of Residential Life. This number of returning slots will be divided as equally as possible along the gender binary. A number of male and female Resident Members and Non-Resident Members wishing to live in the Residential College during the subsequent Academic Year equal to the available returning slots will be taken from the top of the Ranked List and placed into the Accepted List.
  - a. If a Resident Member or Non-Resident Member is interested in living in a Gender-Open Suite, their returning slot will be placed in a separate ranking category. In order for a Member from this separate ranking category to return, their points total must be equal to or greater than the points total of the lowest point-earning Member of the same binary gender as recognized by the University who is returning the subsequent Academic Year. In order to join this category, a Resident Member or Non-Resident Member should communicate their intent to do so to the Faculty Chair during a two-week period within the seventh and thirtieth days of the Winter Academic Quarter. The Faculty Chair, at their discretion, will add these Members to an Interest List, and will notify these Members of their status. Current Residents of Gender-Open Suites must also follow this protocol of notifying the Faculty Chair if they intend to live in a Gender-Open Suite during the subsequent Academic Year. If a current

Gender-Open Resident does not re-express their intent to the Faculty Chair, they will move back into their binary gender category as recognized by the University. This expression of intent is considered binding provided that the Member makes the points cutoff and barring any extenuating circumstances. Once this two-week period has ended, the number of Gender-Open Rooms for the subsequent Academic Year will be determined by the Faculty Chair and the Vice President.

- i. When a Member communicates their intent to live in a Gender-Open Suite to the Faculty Chair, they must also include their interest in a Single or Double Room, as well as any roommate preference(s) they may have.
- b. If the number of available Gender-Open Rooms is fewer than the number of Members who have communicated their intent on the Interest List, the Members who will live in the Gender-Open Rooms will be selected based on Points Rankings. These Members will then be placed onto an Accepted List. If, because of this, a Member on the Interest List is not able to live in a Gender-Open Suite, they will return to their original category within the gender binary, and they will be notified of such by the Faculty Chair.

### SECTION 3: ROOM SELECTION PROCEDURE

1. Members on the Accepted List will select rooms for the subsequent Academic Year in order, starting with the highest-ranked Member. Members who select a room in an unfilled suite may bring any number of Members on the Accepted List in the same binary gender category into that suite as permitted by Residential Services, as long as those Members also wish to live in that suite. Room selection then moves immediately to the Members of that suite, who choose rooms in the suite according to Rank. Members may select only one room.
  - i. This does not apply to any Gender-Open Suites. Each room in a Gender-Open Suite will be treated as its own Suite within the established Suite-Pulling Protocol. In order to pull in a roommate into a Gender-Open Double, that roommate must also be on the Accepted List, as defined in Article VIII, Section 2, Subsection 3c.
2. Once all Members on the Accepted List have had an opportunity to select a room, room selection will move to Members who were not on the Accepted List, starting with the highest-ranked Member, who will select rooms in the aforementioned fashion, but may not bring others into the same suite as Members on the Accepted List are entitled to do.
3. Room selection is restricted by the following:
  - i. All members of a Gendered Suite must be of the same binary gender, as defined by the University.
  - ii. Members of a double-occupancy room must agree to live together in that room.

4. All available Rooms not filled by returning Members will be allocated to other students according to Residential Services' protocol.
5. The above process will be followed only in the case that no alternate process is implemented by the Office of Residential Life. If the Office of Residential Life does implement an alternate process, the above process should be adapted as best as possible to this new process.

## ARTICLE IX: AMENDING THIS CONSTITUTION

### SECTION 1: PROCEDURE

1. All Articles of this Constitution may be subject to Amendment at any House Meeting.
2. Any proposed Amendment will be submitted to the Executive Committee. The Executive Committee will then announce and publicly post, digitally and physically, the proposed Amendment no more than three days after its proposal to the Executive Committee. The proposed Amendment may not be modified until it is voted upon.
3. A Meeting to vote on the Amendment will occur no more than fifteen days after its proposal to the Executive Committee. The time and place of this meeting will be announced no less than three days before it is to take place.
4. The Meeting to vote will be moderated by a member of the College Staff.
5. At the Meeting to vote on the proposed Amendment, twenty minutes will be devoted to discussion of the Amendment. This period of discussion may be extended once by ten minutes by a majority show of hands.
6. If the Amendment contains more than one separate and distinct point related to a single topic, any Voting Member may, during discussion, motion for Division of a Question. The Voting Member who motioned to Divide the Question must then specify the points within the Amendment to be considered separately.
  - i. To be eligible for a vote, this motion must be followed by a Second from another Voting Member.
  - ii. A vote by Show of Hands will be taken, and a simple majority of votes cast must be needed to Divide the Question.
  - iii. Upon passing, the separated points within the Question will be considered and voted upon as separate Amendments.
7. Once the discussion has concluded, a secret ballot vote will be taken. An affirmative vote of two-thirds of the Voting Members present or of forty Voting Members, whichever is greater, will be required for adoption of the proposed Amendment. In the case that the

proposed Amendment fails to be adopted, it may be modified and proposed to the Executive Committee again through the aforementioned procedure.

## SECTION 2: INCORPORATION

1. An Amendment to the Constitution will immediately take effect unless otherwise specified by the Amendment.
2. When an Amendment changes the text of this Constitution, such a change will immediately be incorporated into the text of this Constitution along with a dated notice of when the change took effect in the Constitution.
3. The revised text of this Constitution will be made publicly available no more than fifteen days after the revision took effect.

## ARTICLE X: BYLAWS

### SECTION 1: DEFINITION

1. The Bylaws are a codified tradition of operating procedure to aid the Executive Committee in the execution of its duties.
2. The Vice President will hold the Bylaws.

### SECTION 2: INTERPRETATION OF THE BYLAWS

In the event that the letter of the Bylaws and the spirit of the Bylaws disagree from an individual's interpretation, the spirit of the Bylaws takes precedence.

### SECTION 3: MAINTAINING THE BYLAWS

At the end of each quarter, the Executive Committee will review the Bylaws and discuss potential Amendments.

### SECTION 4: AMENDING THE BYLAWS

1. Any voting member of this Residential College may submit an Amendment to the Bylaws.
2. Amendments to the Bylaws must be submitted in writing.

3. A two-thirds vote of the Executive Committee in favor of the Amendment will suffice to pass the change.

## SECTION 5: ADDITION TO THE BYLAWS

1. In the event of the Executive Committee voting on a new operating procedure, the Vice President will write the operating procedure as an Amendment to the Bylaws.
2. The Amendment will then be voted upon at the following Executive Committee Meeting.

## Article XI. Not-For-Profit Statement

1. This Residential College is a not-for-profit organization. Any funds obtained through fundraising or other means must go back to the organization.

## Article XII. Statement of Non-Discrimination

1. As a student group seeking affiliation to Northwestern University, we hereby state that this student organization does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship or veteran status in matters of admissions, employment, housing or services or in the educational programs or activities it operates. Harassment, whether verbal, physical or visual, that is based on any of these characteristics, is a form of discrimination. This includes harassing conduct affecting tangible job benefits, interfering unreasonably with an individual's academic or work performance, or creating what a reasonable person would sense is an intimidating, hostile or offensive environment. While Northwestern University is committed to the principles of free inquiry and free expression, discrimination and harassment identified in this policy are neither legally protected expression nor the proper exercise of academic freedom.

## Article XIII. Statement of Non-Hazing

1. This Residential College will not engage in or permit hazing. The University forbids hazing and all other activities that interfere with the personal liberty of an individual. The University defines hazing as any action taken or situation created, whether on or off University premises and whether presented as optional or required, to produce mental or

physical discomfort, servitude, embarrassment, harassment, or ridicule for the purpose of initiation into, affiliation with, or admission to, or as a condition for continued membership in, a group, team, club, or other organization. Hazing activities may also violate the Illinois Hazing Act 720 ILCS §5/12C-50.

## Article XIV. Statement of Compliance With Campus Regulations

1. This Residential College shall comply with all Northwestern University policies and procedures, including but not limited to those policies set forth in the Student Organization Handbook, Student Handbook, as well as local, state, and federal laws.