

Constitution of Willard Residential College

Preamble: We, the members of Willard Residential College, intend to live together in harmony, mutual respect, and love. We also wish to enlarge our intellectual and emotional perspectives by many different aspects of learning, both through the classroom and through outside experience. We also intend, through our carefully planned government system, to have a lot of fun together.

Article I: Definition of the Constitution

This is an official Constitution, containing the basic rules of the College and general definition of terms. These rules and procedures are the heart of the College and rarely need amending. A two-thirds (2/3) majority vote of the Executive Board is needed to amend to the Constitution.

If the Executive Board decides that the constitution is out of date or otherwise in need of significant revision, a new Constitution can be ratified if the Master, Associate Master, and Assistant Master agree unanimously and either the Executive Board agrees unanimously or two-thirds of the Executive Board and a simple majority of the Central Board agree by vote.

Article II: University Regulations

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

Article III: College Membership

A. Members of the College will be divided into four groups: residents, nonresidents, faculty fellows and graduate associates, and Willard alumni.

B. Membership in the College requires payment of dues collected as maintenance fees and as social dues. (Faculty members, Master, Associate Master, Assistant Master, and other persons named by a majority vote in the Executive Board shall be exempted.)

C. Membership in the College requires a commitment of active participation in College affairs within the guidelines determined by a simple majority from the Executive Board and within the guidelines contained in the Constitution.

D. Community Assistants and the Area Coordinator merit the rights and responsibilities of nonresident members.

E. The Master, Associate Master, Assistant Master, and Area Coordinator may offer input on voting, but are not voting members.

F. Priority of membership

1. Nonresident members will be given first priority in becoming resident members.
2. Resident members moving out of the College will have first priority in becoming nonresident members.

Article IV: Executive Board

A. Routine business of the College is delegated to the Executive Board.

B. The Executive Board shall be composed of a President, a Vice President, a Secretary, Treasurer, a Philanthropy Chair, two Academic Chairs, two Social Chairs, and two Fireside Chairs.

C. The attendance at Executive Board meetings shall be composed of the Master, Associate Master, Assistant Master, a President, a Vice President, a Secretary, a Treasurer, a Philanthropy Chair, two Academic Chairs, two Social Chairs, and two Fireside Chairs, unless another individual is invited by a member of the Executive Board.

D. The Executive Board will be elected at a well-publicized all-College meeting. It is recommended that elections be held the Sunday night the week before Reading Week of Winter Quarter (such that two Executive Board meetings remain in the quarter), leaving the two weeks preceding the election to be the following: one (1) week to collect signatures and register for the election and then one (1) week to campaign. The President and Secretary may elect to change this timetable with the permission of the Master, as long as there will be at least one Executive Board meeting left in the quarter after elections.

1. Elections shall take place in by secret-ballot and will be counted by the existing Executive Board, barring any incumbents running for re-election. In this case, these currently-serving Executive Board members will be barred from counting ballots.
2. The offices shall be elected in the following order: President, Vice President, Secretary, Treasurer, Social Chairs (2), Academic Chairs (2), Fireside Chairs (2), and Philanthropy Chair.
3. All candidates must have been residents of the College for nine (9) academic weeks. At the time of petitioning, they must be eligible for consideration for housing in the College the following year and have a minimum of forty (40) points. Candidates must live in the College for the tenure of their office or they shall forfeit their office.
4. The candidates can run for up to three (3) offices, accepting only one office. All candidates must obtain twenty-five (25) members' signatures on a petition to run for each office for which they are running. The first signature on the petition must be the signature of the officer(s) currently holding the office in consideration (this does not

- count towards the 25 needed). That officer(s) should thoroughly explain the responsibilities of their office. In addition to those signatures, they must obtain the signature of the current Secretary. The Secretary shall provide the candidate with a copy of the Constitution. The candidate will submit the petition to the current Secretary no later than midnight, one week prior to election night.
5. The Secretary must then submit to the Vice President a list of the candidates who turned in their petitions. The Vice President must check whether, according to his/her records, the candidate has complied with the requirements of point three (3).
 6. The candidate, upon completion of the above requirements, is then eligible to run for the office(s) for which (s)he petitioned.
 7. Election meeting attendance is mandatory for all members who wish to vote, except for members who comply with point (8).
 8. A Willard resident may vote by absentee ballot if and only if a request is made to and approved by the Secretary. The request must be submitted no later than seven (7) days before the night of elections and it must be in writing. To maintain fairness for all candidates and encourage high attendance at elections night, the Secretary will use his/her discretion to approve only those requests that describe the most extreme circumstances.
 9. Should there be a deficient number of eligible candidates running for any particular position at the time the petitions have been reviewed, the President and Secretary may elect to extend the timeframe for submitting petitions. If this is the case, those candidates will be allowed to be included on the same ballot as other candidates for their position. The night of elections need not be changed from that which was originally planned.
 10. Voting will be executed in the form of instant runoff, in which voters rank their candidates by preference. (First choice is ranked number one, second choice ranked number two, and so on.) The top-ranked votes are then counted as if in a simple majority election, and if a candidate receives more than 50% of the votes, he or she is declared the winner.
 11. If there is no majority winner based on No. 1 votes, then the candidate with the fewest No. 1 votes is eliminated, and his or her votes are distributed to the other candidates by next choice.
 12. Step 9 is repeated until a candidate receives a clear majority. In the case of two-person chairs, repeat step 9 as though it is a one-person chair. Once one of the two chairs is selected by a clear majority, cross that candidate's name off of the collected ballots. Renumber the remaining candidates on each ballot, keeping them in the same order, but omitting the already chosen candidate. Again, repeat step 9 until another clear majority winner remains. Only one set of ballots is needed for this process--do

not collect two sets of ballots. Do not announce the winners of the election until both officers are determined and do not disclose the order in which the officers are selected.

13. In the case of a tie of any sort that must be broken, the candidate with the most No. 1 votes will win the tie. If there is still a tie, then the candidate with the most No. 2 votes will win, and so on. In the case of an exact tie, in which two candidates have exactly the same number of votes in each ranked location, then a secret ballot vote of the eleven current elected executive board members must be taken to break the tie. This vote must not eliminate more than one candidate from the election; therefore this vote cannot determine the absolute winner of an election unless the tie occurs in an election between just two candidates. Allowing more candidates than specified above into a second election to avoid breaking a tie is allowed.
14. Members of the College are permitted to vote no-confidence for all or some of the candidates for each position. Therefore, a candidate must still win an outright majority *including* no confidence votes (once instant-runoff scenarios are tabulated, if necessary). If no candidate ultimately wins a majority over no-confidence, the Executive Board may choose to open the position to anyone present at the elections, and another vote may be held immediately. (The candidate or candidates who lost no-confidence may run a second time if they wish.)
15. Upon being elected, each newly appointed officer must schedule a time to meet with their current position holder to discuss the duties of office. In addition, each newly appointed executive member must meet with the Assistant Master to ensure each member has a clear idea of his or her duties, goals, and responsibilities.
16. The new executive board will shadow the current executive board at least one meeting before the final meeting in Winter Quarter at which point the exiting executive board will turn over power to the incoming executive board.

E. Removal of an elected officer might be requested by any two of the following:

1. By a simple majority of Central Committee, or
2. By a one-third (1/3) secret vote of the Executive Board, or
3. By the Master and by the Assistant Master, or
4. By at least three (3) Community Assistants, or
5. By petition, calling for such an action, signed by at least one hundred (100) members of the College, excepting members of the Executive Board, the Central Committee, the Master Staff, or the Community Assistants.

Such a request must be made to the President, and has to be fully substantiated. The President

will notify the officer in question of the request. The officer will have at least three (3) days to decide whether to spontaneously resign or not; the matter will then be referred to Central Committee. Central Committee will vote on the motion to resign, and the officer is deposed if the motion is approved by a two-thirds (2/3) vote.

If the request for removal is aimed at the President, such a request will be made to the Master and the Assistant Master, who will proceed to notify the President of the request. The President will have at least three (3) days to decide whether to spontaneously resign or not; the matter will then be referred to Central Committee. Central Committee will vote on the motion to resign, and the President is deposed if the motion is approved by a two-thirds (2/3) vote.

F. It is the responsibility of the Executive Board to request the removal of an officer for failure of the officer to perform his/her duties.

G. Should any officer resign from or lose his/her office for any reason, all election procedures and requirements contained in point three (3) go into effect at that time to elect a replacement. Current officers who would like to assume the position must run for it; however, they need not give up their office until they are elected to another one. Should a current officer be elected to another office, the requirement of obtaining a petition will be waived and a replacement for the vacant office shall be elected during the same meeting.

H. The newly elected Executive Board takes office the first day of Spring Quarter and keeps office until the last day of Winter Quarter (exam week) of the following year.

Article V: Appointed Chairpeople

A. Appointed chairpeople form the Central Committee, which consists of one (1) Publicity Chair, one (1) Green Chair, one (1) Technology Chair, two (2) Intramural Sports Chairs, two (2) Dance Marathon Chairs, one (1) Historian, one (1) Lead Coffee Chair, and (1) House Cup Chair.

B. At the beginning of Spring Quarter the Executive Board shall receive applications from members interested in being considered for positions on the Central Committee. Applicants must obtain the signature of the officer(s) currently holding the office in consideration. That officer(s) should thoroughly explain the responsibilities of their office. The Executive Board will then interview each interested member and vote on the appointments. Appointments shall be made by approval of a simple majority of the Executive Board.

C. Appointed chairpeople are required to attend Central Committee meetings and may attend Executive Board meetings at the discretion of Executive Board members. Attendance at Central Committee meetings is mandatory for the appointed chairpeople. Failure to attend without valid excuse approved by the President will result in the termination of the chairperson's position. No points will be awarded to that chairperson.

D. Appointed chairpeople will hold voting power in Central Committee.

E. All appointed chairpeople shall be responsible for advising Central Committee and the Executive Board on decisions pertaining to their field of expertise.

F. The term of all appointed chairpeople shall coincide roughly with the term of Executive Board, except for the House Cup Chair, who will hold his or her position from September through June. He or she will be appointed with other members of Central Committee, but will spend Spring Quarter shadowing the outgoing chairperson for the sake of smoother transitions. In Spring Quarter, the Central Committee will be composed of eleven members, but the incoming House Cup Chair will not have voting power until September of their term.

G. The duties and responsibilities of the Central Committee are as follows:

1. To serve the members of the College, and
2. To assist in the planning of College events, and
3. To be responsible for handling any procedural matters required by the College as a living unit, and
4. To report to the group they represent what is happening in the Central Committee.

H. Central Committee meetings shall be held weekly at a regular time decided upon by the President at the beginning of each quarter.

I. Central Committee members must live in Willard for the tenure of their office or they forfeit their position. Non-resident members may be considered if they live in Willard for fall and winter quarters of their term of office.

Article VI: Associated Student Government (ASG) / Residential College Board (RCB) Representation

A. One ASG representative shall be elected at large at a well-publicized meeting of the resident members. He or she must be a resident member. The senator shall report monthly to his or her constituency through the Executive Board, and will be required to hold one (1) fireside per quarter dealing with issues relating to ASG. A senator failing to meet the attendance requirements of ASG will be removed and an all-college meeting will be called to replace them. The ASG senator will not be a voting member of the Executive Board. The ASG senator must send a mailing to all college members detailing the actions of ASG following each meeting.

B. Any member of the Executive Board can represent the college at RCB meetings.

Article VII: College Meetings

A. A well-publicized all-college meeting (as opposed to any other meeting) shall be a meeting held following sufficient notification to the College at large instituted at least four (4) days prior

to such a meeting.

B. In cases of dispute, sufficient notification shall be determined by a plurality of the Central Committee.

C. A well-publicized all-College meeting may be called

1. By a simple majority of the Central Committee, or
2. By a simple majority of the Executive Board, or
3. By the Area Coordinator, College Master, or at least three Community Assistants, or
4. If specified as necessary by this Constitution, or
5. By a petition calling for such a meeting when submitted to the Central Committee with at least one hundred (100) signatures of College members, excluding members of Central Committee.

Article VIII: Faculty Fellows, Faculty Fellow Liaisons, and Coffee Chairs

A. Faculty fellows are crucial to the nature of the residential college, and therefore, faculty fellows should be encouraged to dine with students, attend Willard's weekly coffee hour, attend firesides, hold firesides themselves, and attend major social events.

B. The Academic Chairs shall appoint up to two students from within the college's membership to serve as guides and assistants for each Faculty Fellow. An effort shall be made to appoint one freshman and one upperclassman to each Faculty Fellow, but this is not a requirement.

C. The Lead Coffee Chair shall appoint a board of students (depending on the number of qualified candidates) to serve as the organizers of a weekly coffee hour in which faculty fellows and students can enjoy coffee and interact with one another on a more personal level. The coffee chairs are responsible for making the coffee and getting snacks for coffee hour, encouraging student and faculty participation (the latter being ideally achieved through coordination with the Academic Chairs and use of the faculty fellows), and then cleaning up all materials related to coffee hour and safely securing them until the following week.

Article IX: The Willard Contribution—College Point System

A. Justification

1. The contribution requirement is designed to gain input, planning and activity from each member of the College. A Residential College is a community that must demand participation from each of its members: the community as a whole has a right to expect

participation of each individual member.

2. The requirement institutes a policy of self-determination for each member. If one wishes to remain a part of the College, (s)he will fulfill the requirement.
3. The requirement also adds some rationality to housing policy: it strengthens our policy of self-determination in housing.

B. Each member of the college must obtain twenty (20) points per quarter to remain a member, and therefore be allowed continued housing. This requirement will be administered by awarding points according to the point system in Point F of this Article. The requirement is the same for both resident and nonresident members. There is no procedure through which one who has not fulfilled this requirement can reenter the College for the next school year.

C. In the case of a person who takes a leave of absence from Northwestern University for a year or more, (s)he maintains the eligibility status of the last year at Northwestern. In the case of a person who takes a leave of absence from the University for one or more quarters, but for less than a year, (s)he is waived from the minimum requirement for consideration for housing in the College. The Vice President will work with the housing office and upperclassmen who study abroad or complete a practicum or internship during the school year to allow them to live in the residential college, while operating inside the bounds of the housing office. Students studying abroad or otherwise absent for a quarter or two must notify the Vice President prior to the year containing their departure to allow proper notice to plan housing.

D. People interested in becoming nonresident members must fulfill three requirements in order to be considered for admittance into the College for the following school year.

1. The person must apply for non-residency to the Vice President by giving the Vice President their name, address, and phone number.
2. The person must pay the Vice President the social dues for the number of quarters that (s)he is a nonresident member.
3. The person must fulfill the minimum point requirement for the quarter that the person is a nonresident member.

E. Procedure: The activity or event designed to meet the requirement is to be approved by the appropriate member of the Executive Board or by the Master or Assistant Master. The person in charge of the event will be the supervisor and (s)he should present the sign-up sheets at the event. The signup should include the person's name, his or her room number, the event worked, and the signature of the Executive Board member in charge of the event. The completed slip should be given to the Vice President or put in the Vice President's mail box within two (2) weeks of the event, or by the end of the reading week, whichever is first. The Vice President will keep a master list of points earned which will be updated regularly and displayed on the Willard website.

F. Administration: The minimum requirement of points to maintain resident status in Willard per quarter is twenty (20) points. The points system for Willard Residential College is as follows:

1. One (1) point shall be given to participants in services to the college such as setting up chairs for events, running the halls to garner participation in events, and cheering per event at Woo-Shep Olympics.
2. Two (2) points shall be given to participants who publish articles in SNG (at the discretion of the Secretary), post SNG, attend the weekly coffee hour, attend high table, attend a fireside, attend Willard Follies, and, additionally, residents may receive two (2) points per floor for helping with recycling and two (2) points per event participated in at Woo-Shep Olympics.
3. Two (2) points shall be given to residents who participate in Willard-wide and Willard-only events hosted by the CAs.
4. Four (4) points may be earned per game for participating in Intramural Sports for boys. Because of the difficulty in recruiting girls for IM sports, girls participating in Intramural Sports shall receive six (6) points per game.
5. Five (5) points may be earned for participating in a Willard trip at which faculty are also in attendance or for a Cross RC trip, attending a faculty fireside, performing in Willard Follies, participating on the Willard Quizbowl Team, participating in Photo Safari, and for philanthropy events such as Project Pumpkin when participation is through Willard.
6. Appointed coffee chairs will receive five (5) points per coffee at which they provide service to the college. They will receive no additional points for their role as coffee chairs.
7. Ten (10) to twenty (20) points will be given for a planned event such as hosting a fireside, organizing a munchies, or hosting/organizing a discussion group at coffee, etc. Total number of points will be determined by attendance at the discretion of the chair under whose purview the event falls. The Vice President must be informed by the chair of the number of points received for each event that falls under this item.
8. Ten (10) to twenty (20) points will be given for holding a regular service position such as faculty liaison (at the discretion of the Academic Chairs) or a created chair position such as birthday chair (at the discretion of the Executive Board).
9. Twenty (20) to thirty (30) points will be given for creating a chair position in service to the college approved by the Executive Board and maintaining it throughout a quarter.
10. Twenty (20) to thirty (30) points will be given for planning a Willard trip in

cooperation with the Master Staff or the Executive Board, excepting the House Cup prize, Willard Formal, or Polka Party.

11. Residents participating in Dance Marathon will receive twenty (20) points if they meet the minimum fundraising requirement to join the Willard team (as determined by the Dance Marathon Chairs) and actually dance in Dance Marathon for the length of the event. Such individuals can receive two (2) additional points for each \$100 raised past the minimum requirement for a maximum of ten (10) additional points. Individuals who raise money for Willard's Dance Marathon team but do not dance or members of Dance Marathon committees who choose to count their money towards Willard receive two (2) points for each \$100 raised for a maximum of ten (10) additional points. Other points related to Dance Marathon will be determined at the discretion of the Master.
12. Central Committee Members and Executive Board Members receive thirty (30) and forty (40) points per year, respectively. These points are only for Housing and cannot be used for the House Cup competition. Members of both bodies may receive points like any other member of the Willard Community for both Housing and House Cup.
13. The House with the best attendance at a coffee or fireside shall receive five (5) points solely for the House Cup competition.
14. Other questions related to points not covered above may be determined at the discretion of the Master.

Article X: Listserv Policy

A. Personal harassment direct attacks on a single person, their ethnicity, race, religion, creed, sexual orientation, class, or political beliefs will not be tolerated. This is determined when a Willard member feels singled out, attacked, or perceives any post as personal harassment.

B. Ethical conduct: Healthy discussion is encouraged, but if a post becomes offensive or considered a personal attack it will be perceived as a transgression of ethical conduct and dealt with accordingly.

C. Spamming

1. Repeatedly sending out emails with the same purpose is considered spamming. A maximum of two (2) advertisements on the same topic may be submitted by any Willard member. Firesides may be advertised up to three (3) times.
2. Beyond points (A) and (B), above, the Technology Chair will determine, with the consent of the Executive Board, what types of posts are allowed or forbidden on the listserv. These rules will be posted on the Willard website.

3. Violations of spamming rules will generally result in a warning before suspension from the listserv, at the discretion of the Technology Chair.

D. Disciplinary process in sequence:

1. An offender will be taken off the listserv immediately for violating points (A) or (B), above.
2. While the thread or post cannot be taken off the listserv, it is recommended to all members of the listserv to cease posting on the thread in question. (The Technology Chair may enforce this if necessary.)
3. To be reconstituted, an offender must speak with the Area Coordinator and receive his or her permission, which will be sent to the Technology Chair.

Article XI: Amendments to the Constitution

A. See Article I for Amendment Policies.

Article XII: Ratification

This Constitution is hereby ratified this Thursday, the 13th of October, 2011.

Prof. Saul Morson, Master

Prof. Nicola Beisel, Associate Master

Katherine Bowers, Assistant Master

Gabriel Bergado, President

Kathryn Chilton, Vice President

John Taseff, Treasurer

Richard Goldring, Omar Hassan, Academic Chairs

Stephen Rees, Secretary

Nina Rogers, Beata Luczywek, Fireside Chairs

Emily Rivest, Philanthropy Chair

Jazmyne Denman, Caroline Dean, Social Chairs

Article XIII: Amendment I

This Constitution is hereby amended this Thursday, the 21st of March, 2013.

Prof. Saul Morson, Master

Prof. Nicola Beisel, Associate Master

Candace Kohli, Assistant Master

Justin Connolly, President

Kyle King, Vice President

Chris Lee, Treasurer

David Ryan, Kelby Schuetz, Academic Chairs

Alex Marichal, Secretary

Aarohi Shah, Laura Stoughton, Social Chairs

Tova Yampolsky, Philanthropy Chair

P.J. Santos, Gabriel Wernick, Fireside Chairs