

The Constitution of Chapin Humanities College

Note

The former Chapin Constitution that operated during the years of 2010-2024 underwent a comprehensive review by the 2023-2024 Chapin Executive Board and Faculty Staff, revealing a pressing need for revision, especially as the last amendment on the document took place a decade ago. The former constitution can be viewed at [this link](#). An amendment was added in order to allow for a thorough revision to occur without writing an excessive number of amendments; thus this new constitution was created. It is imperative that each year's Chapin Executive Board conducts a brief review to proactively prevent overdue revisions from recurring.

Article I: College Membership

The College Membership shall consist of:

1. The Faculty Chair, who shall be appointed by the Provost.
2. The Associate Chair, who shall be a member of the faculty.
3. The Assistant Chair, who shall be a graduate student.
4. Fellows, who shall be appointed by the Faculty Chair.
5. Resident Members, who shall be residents of Chapin Hall.
6. Non Resident Members, who have followed the non-resident application process and have been approved by the College.
7. Residential Assistants, who are Resident Members for all College purposes excluding eligibility for Executive Council positions.

Article II: Organization of the College

Section 1: Faculty Staff

1. The Faculty Staff shall consist of:
 - a. The Faculty Chair, who shall be responsible for:
 - i. Ensuring that all activities of the College are consonant with its basic purpose and its responsibilities to the University; he or she shall be accountable to the Provost of the University.
 - ii. Appointing Fellows from the faculty, either by suggestion of the Membership, or through personal discretion.
 - iii. Arranging Tutorials, classes to be taught within the College to undergraduate Members by Fellows.
 - iv. Selecting new freshmen residents from applicants.
 - v. Maintaining continuity and tradition within the College.
 - vi. Serving as a liaison between Fellows and undergraduate Members.
 - vii. Ensuring the College is administered according to the Constitution.
 - b. The Associate Chair, who shall be responsible for:
 - i. Aiding the Faculty Chair in carrying out his or her duties
 - c. The Assistant Chair, who shall be responsible for:
 - i. Communicating between the Faculty Staff and the Executive Council

- ii. Counting moot and election ballots
 - iii. Attending Executive Council meetings
 - iv. Working with the Executive Council to plan and promote College participation in Cross Residential College events
2. The Faculty Staff shall:
- a. Administer the Faculty Fund.
 - b. Attend the weekly Chapin Executive board meetings
 - c. Promote and support XRC events

Section 2: Fellows & Graduate Members

1. Fellows shall be faculty, staff, and community members appointed by the Faculty Chair to:
- a. Socialize with the Faculty Staff, Graduate Members, undergraduate Members, and other Fellows.
 - b. Present Firesides, or extracurricular lectures and discussions for the College.
 - c. Teach tutorials, seminar classes offered within the college to undergraduate Members
 - d. Enrich the College community in whatever way they see fit.
2. Graduate Members shall be graduate students appointed by the Faculty Chair or the Director of Residential Colleges to:
- a. Socialize with the Faculty Staff, Fellows, undergraduate Members, and other Graduate Members
 - b. Present Firesides, or extracurricular lectures and discussions for the College
 - c. Offer programming funded by the Faculty Staff
 - d. Enrich the College community as directed by the Faculty Staff

Section 3: Executive Board

3. The Executive Board shall consist of:
- a. Executive Officers, who shall be elected yearly, reside within the College, and possess and maintain Citizenship. The Executive Officers shall be:
 - i. The President, who shall be responsible for:
 - 1. Setting the agenda of the Executive Board
 - 2. Reporting to the Faculty Staff
 - 3. Representing the College before the Residential College Board
 - 4. Assisting the Treasurer in managing the financial affairs of the College.
 - 5. Assisting the Vice President in managing the point affairs of the College.
 - 6. Carrying out the will of the Membership as decided by Moot.
 - 7. Works with the Office of Residential Academic Initiatives to identify non resident members and process their applications
 - 8. Leading bigger projects such as the merch order, elections, Wildcat Welcome planning, and RCB Formal organization.
 - 9. Communicating important College information to Chapin Resident and Non-Resident members through GroupMe and/or email.
 - ii. The Vice President, who shall be responsible for:
 - 1. Validating Citizenship of the undergraduate Members through point requirements
 - 2. Managing point affairs of the College
 - 3. Maintaining the Chapin Website
 - 4. Assuming the duties of the President when the President is absent or unable to execute his duties.

5. Submitting a list of eligible Members returning to the College to University Housing at the beginning of Spring Quarter with the assistance of the previous Vice President.
6. Communicating with Alumni
- iii. The Treasurer, who shall be responsible for:
 1. Managing the Undergraduate Fund through the Student Organization Funding Office
 2. Preparing a year-long budget upon election, with quarterly revisions.
- b. Chairs:
 - i. Academic Chair, who shall be responsible for:
 1. Scheduling Firesides and events with Fellows.
 2. Communicating with Fellows and representing their views to the Executive Board.
 3. Recommending new Fellows to the Faculty Staff.
 4. Promoting and arranging weekly Fellows Lunch with the Associate Chair.
 - ii. Communications Chair, who shall be responsible for:
 1. Publishing a weekly update on College life, to be posted exclusively on bathroom walls within Chapin Hall (the Flux).
 2. Maintaining Chapin social media accounts
 3. Archiving important Chapin documents, both within College Archives, and with the University Archives.
 4. Providing content for the College's website like photos, etc.
 5. Promoting the College's history.
 - iii. External Social Chair, who shall be responsible for:
 1. Planning, advertising, and executing the Chapin Formal.
 2. Planning, advertising, and executing events outside of Chapin Hall for the cultural enrichment of the College
 - iv. Internal Social Chair, who shall be responsible for:
 1. Organizing weekly munchies for residents and non-residents.
 2. Promoting Social interaction through events within Chapin Hall.
 - v. Philanthropy Chair, who shall be responsible for:
 1. Coordinating the annual Ravina Fundraiser
 2. Coordinating college-wide participation in philanthropic and volunteering activities.
 3. Promoting philanthropic activity within the College.
 - vi. Wellness Chair, who shall be responsible for:
 1. Hosting wellness related events in and out of Chapin
 2. Sharing wellness related resources on/off campus
 3. Promoting and organizing RCB Field Day participation
- c. All Executive Board members must have knowledge of their responsibilities and procedures in the Constitution.
- d. The Executive Board will take collective responsibility in arranging at least 2 inter Residential College events per quarter, as required by RCB.

- e. No more Executive Board positions shall be added, unless an urgent need for a responsibility arises, in which the current executive board and faculty staff will discuss, vote, appoint positions.
- 4. The Executive Board shall meet weekly in order to plan and discuss College business.
 - a. These meetings should be scheduled during work day hours to accommodate the presence of the Faculty Staff.
 - b. Meeting attendance is expected of all executive officers unless prior conflicts are communicated and at the discretion of the President.

Article III: Citizenship

- 1. Citizenship shall designate a valued member of the College community.
- 2. All Citizens shall be eligible to vote in Moots and Elections, granted the following conditions are met:
 - a. They are a member of the Faculty Staff
 - b. They are a Fellow
 - c. They are an Undergraduate Resident or Non Resident Member
- 3. The following Members shall possess Citizenship for the duration of their affiliation with the College:
 - a. Faculty Staff
 - b. Fellows
 - c. Graduate Members
- 4. Undergraduate Members, both Resident and Non-Resident, shall fulfill the following requirements in full during the previous quarter to maintain or achieve Citizenship for the following quarter:
 - a. Paying appropriate dues via the University to the College.

Article IV: Moots

- 1. When the Executive Board's significant course of action is in Dispute, it shall be resolved with a Moot.
- 2. The Executive Board's significant course of action shall be considered in Dispute when one of the following conditions is met:
 - a. Any Member of the Faculty Staff supports a course of action contrary to that of the Executive Board.
 - b. Any two Executive Board members support a course of action contrary to that of the Executive Board
 - c. Any five Citizens support a course of action contrary to that of the Executive Board.
- 3. When a Moot is called, it shall be conducted as follows:
 - a. A ballot shall be prepared by the Assistant Chair
 - I. Any course of action with enough support to create a dispute with the Executive Board's previous course of action shall be included.
 - b. The ballot shall be sent out to all Citizens via their official University email account.
 - c. Citizens shall cast their vote in the Moot by responding to the ballot email.
 - d. Two types of Moot may be called:
 - I. Majority Moot, in which only two courses of action are in dispute.
 - A. Each ballot shall indicate which course of action is preferable

- B. The course of action that receives the most ballots shall be considered the most preferable course of action.
- II. Plurality Moot, in which three or more courses of action are in dispute.
 - A. Each ballot shall numerically rank the courses of action, from most preferred to least.
 - B. The first course of action entered on the ballot shall be the most preferred course of action, while the last course of action shall be the least preferred.
 - C. The numeric value of the ranking shall be calculated for all courses of action. Thus the first-listed and most preferred course of action on the ballot shall receive one point, the second shall receive two, and so forth.
 - D. Ballots which do not rank each course of action shall be thrown out.
 - E. Ballots cannot rank courses of action equally.
 - F. The course of action with the fewest number of points shall be the most preferred course of action as decided by Moot.
 - G. In the event of a tie, the Faculty Chair shall cast the deciding ballot as soon as possible.
- e. All Moots must be open for at least 12 hours.
 - I. The exact time frame for ballots to be cast shall be determined by the Assistant Chair, within the constraints set by the Constitution.
- f. The Assistant Chair shall report the most-preferred course of action.
- g. The decision of the Moot shall stand, and cannot be contested by another Moot within the same quarter, except at the discretion of the Assistant Chair when another valid Dispute has been raised.
- 4. Temporary orders may be established when a non-permanent procedural change is needed.
 - a. The voting procedure will be a Majority Vote within the Executive Board. In the case of a tie, the Faculty Chair will cast the final vote.
 - b. Temporary orders will remain effective until the end of the quarter they are voted on.
 - c. For a temporary order to last more than one quarter, it must be voted on again in each quarter it is to remain effective.
 - d. Temporary orders cannot be carried over more than three quarters and must be voted on as an amendment to the Constitution in a Moot.

Article V: Points

1. Undergraduate Members seeking to maintain or achieve Citizenship and eligibility for Housing must submit their points to the Vice President for each quarter by the end of each respective quarter. Points submitted for a previous quarter will not be accepted. The last day of Reading Week during Winter Quarter is the final day to earn points towards room selection status.
 - a. The number of students allowed to return will be designated by Northwestern Residential Services. There is no minimum point requirement to return to Chapin, rather the priority of room selection will be comprised of the Executive Board and top point earners.
 - b. Points, which shall be awarded for participating in Chapin Residential College events, XRC events, inter-RC events, and contributing to the community.
 - I. The Executive Board shall hear a proposed scale of point awards from the Vice-President at the beginning of their term, which shall be adopted after necessary discussion or modification has been completed for the duration of the year.

- II. The Vice President shall approve all point awards, and may modify or nullify these awards as they see fit for the fairness of the points system.
- III. Members may request points for participation or contribution directly from the Vice President.
 - A. Chairs may nullify points granted under their domain by the Vice President.
2. Point totals shall be available by request at all times from the Vice President.
3. The Vice President shall decide any point disputes; if the Vice President's decision is contested, the Faculty Staff shall have the final word.

Article VI: Housing

1. The following Undergraduate Members shall be eligible to live in Chapin Hall:
 - a. Returning Resident Members who have maintained Citizenship for each quarter in residence, and have achieved the point requirement.
 - b. Non Resident Members who have maintained or achieved Citizenship in Fall and/or Winter Quarter, and have achieved the point requirement.
 - c. Residents who did not meet the Points Requirement, but contact the Executive Board of their interest to return.
 - d. Any remaining Undergraduate student who is approved by the Executive Council.
 - e. This means that if you are a current Resident of Chapin, and have a roommate in mind for next year who does NOT currently reside in Chapin, they must submit a Non Resident Application.
2. All eligible members who are interested in returning to live in Chapin Hall for the following year must submit their intention to return to the Vice President prior to Northwestern's housing selection process (approximately the end of Winter Quarter). This roster will be submitted to the Faculty Chair by Residential Services.
3. Members interested in living in Chapin for next year shall be assigned slots on the Chapin Hall Housing Eligibility List provided by the University, ranked by highest Executive Board rank and then Participation Point total, cumulative from the last three quarters, until there are no more eligible Members or the available slots are exhausted.
 - a. For roommate pairs, their housing group will be determined by the roommate with higher priority.
4. If there are not enough eligible Members to fill all available slots, those extra slots shall be forfeited and filled by the University with incoming freshmen and transfer students.
5. Students eligible to return to your residential college will select their rooms within the building online. Those students who do not select a room in the college will receive a lottery number from Residential Services and participate in the general room selection process the following week.
6. Single occupancy doubles shall not be allowed, as per University policy. Any resident not living in a single must have a roommate who meets eligibility requirements, or they shall not be eligible for housing in Chapin Hall.
7. For reference, in the 2023 housing selection process for 2023-2024 housing, Residential Services used a 55%-45% split between new and returning students; thus the quota for Chapin was 28 returning residents allowed.

Article VII: Elections & Impeachments.

1. Elections shall be decided by a Moot vote.

2. Executive Officer elections shall be completed by Week 6 or 7 of Winter Quarter.
3. The process for the Election shall be as follows:
 - a. The Nomination period shall last at least seventy-two hours, as announced by the Assistant Chair and/or President.
 - b. Any Citizen may nominate any Citizen, including themselves, for any position up for election by writing a Letter of Nomination, which shall:
 - I. List the name of the Nominee and the nominated position.
 - II. Be no more than one page in length.
 - III. Be submitted through official electronic communication.
 - c. Nominees may accept their Letter of Nomination by replying to the original electronic communication.
 - d. Any Nominees may accept nominations for as many Executive Officer positions as interested.
 - e. The Moot Election for Executive Officers shall be tallied first; in the event that a Nominee is eligible for a Chair election, but has secured an Executive Officer position, they will be removed from the Chair election.
4. Following the election, outgoing officers shall set up individual meetings with incoming officers in order to transition them into their positions, and incoming officers will be invited to attend Executive Board meetings for the remainder of the quarter.
5. Impeachments shall be decided by an Executive Board vote.
 - a. Any Member of the Executive Board may be impeached for failing to complete his or her duties.
 - b. Any movement of impeachment must be discussed with the Faculty Staff before being brought up for an Impeachment Moot.
 - c. A Member of the Executive Board may be brought up for an Impeachment Moot if two of the following conditions are met:
 - i. Any three Executive Board members support Impeachment.
 - ii. Any six Citizens support Impeachment.
 - d. The Faculty Chair may call an Impeachment Moot for a Member of Executive Board at any time.
6. The Member in question shall be removed from office if the Impeachment Moot passes by a two-thirds majority or greater.
 - a. The Faculty Chair shall appoint an interim Member of the Executive Board to fill the vacated position.
 - b. An Election Moot shall be held as soon as possible to replace the Impeached Member.

Article VIII: Affiliated Organizations.

1. The College may affiliate itself with organizations that share similar goals or have historical roots within the College.
2. The Executive Board shall recognize an organization as Affiliated by:
 - a. Receiving the written consent of the Faculty Chair and unanimous agreement within the Executive Board.
3. The following organizations have been recognized as Affiliated with the College in the past:
 - a. Helicon Literary Magazine.
4. The College may fund, assist, and provide its facilities to Affiliated Organizations at the discretion of the Faculty Staff, the Executive Board, and the Committees.

5. Other organizations may only receive funding, assistance, or use of facilities from the College with the permission of the Executive Board.

Article IX: Ratification & Amendments.

1. At the end of the winter term, the Executive Board will review and discuss the Constitution to see if any revisions should be made to reflect current practice.
2. Proposed amendments shall be approved by the Faculty Staff and Executive Board by a three-fourths majority vote.
3. This Constitution has been ratified through unanimous vote by the 2023-24 Faculty Staff and Executive Board.

Article X: Amendments