

Last Amended: October 6, 2022

ARTICLE I: MISSION STATEMENT

The Women's Residential College, WRC, is committed to fulfilling its obligations to the Northwestern Residential College system and implementing several goals. WRC aims to provide a comfortable place for women and nonbinary students to live and to offer a variety of programming that reflects the diversity of the residents and the Northwestern community. In addition, the College attempts to introduce a wide spectrum of women's issues and to give residents an opportunity to explore their individual interests. Philanthropic, social, academic, and faculty associate programming reflects these goals. All residents are expected to actively participate in furthering the goals set by WRC.

ARTICLE II: MEMBERSHIP

Section A: Student Membership

1. Resident Members

Resident members are female and non-binary students who live in WRC at 630 Emerson. Resident members are expected to attend College meetings and regularly participate in College activities. Resident members are eligible to run for any office and have voting privileges as defined in Article V.

2. Non-resident Members

Non-resident members are female and non-binary students who have paid membership dues set forth by the College. Non-resident members may participate in all College activities. Non-resident members have voting privileges. They may run for an office as set forth in Article V, provided that they have actively participated in WRC.

Section B: Faculty and Staff Membership

1. Faculty Chair:

The faculty chair performs all duties prescribed by the University, advises WRC's members and serves as an ex-officio (non-voting member) of the Executive Board. The faculty chair may participate in all College activities and will serve in an advisory capacity in all aspects of the College.

Associate Chair:

The associate chair performs all duties as prescribed by the University and assists the faculty chair in the performance of duties.

Assistant Chair:

The assistant chair must be a graduate student in the University. They perform all duties as prescribed by the University and assists the faculty chair in the performance of duties.

2. Faculty and Graduate Associates

Faculty Associates:

Faculty associates are chosen from Northwestern faculty and staff by the Faculty Staff and members of the College. Faculty associates may participate in all College activities.

Graduate Associates:

Graduate associates are Northwestern graduate students chosen by the Faculty Staff and the members of the College. Graduate associates may participate in all College activities.

3. Honorary Members

Honorary members include Northwestern alumni, faculty, staff and graduate students. Honorary members are chosen by the Faculty Staff and members of the College and may be invited to participate in College activities.

ARTICLE III: STUDENT GOVERNMENT

Section A: Roles and Responsibilities

1. Executive Board

The Executive Board strives to further the goals of WRC and acts as a liaison between residents and the Faculty Staff. The board consists of members who are elected according to the procedures in Article V. They must attend all Executive Board meetings and regularly participate in dorm activities. If a board member cannot fulfill their responsibilities, the member must find an alternative. The Executive Board includes the following positions and responsibilities:

a) President:

The president presides over the Executive Board and is WRC's official student representative. The president delegates tasks to the appropriate board members and ensures that the chairs are aware of their respective responsibilities. The president must attend meetings of the Residential College Board and organize dorm meetings and elections.

b) Vice President:

The vice president assists the President and presides over Executive Board meetings when the President is unable to attend. The VP is in charge of Housing, and keeps track of all the members wishing to reside in WRC. The VP allocates housing assignments as described in Article VI Section A and conveys this information to the Housing Office in a timely manner. Throughout the year, it is the Vice President's duty to keep track of the points each member of WRC has earned and organize the information in a spreadsheet/other easy-to-distribute document. The VP must inform residents of their point status at least once a month, and is in charge of resolving any

disputes involving points. The Vice President also compiles the cumulative report to share monthly. The Vice President also oversees Wildcat Welcome and is in charge of planning events and creating the official schedule. The Vice President also attends RHA Area Council meetings when they occur.

c) Secretary:

The secretary takes attendance and comprehensive minutes at all meetings and sends them to Executive Board members within 24 hours. If the secretary is unable to attend a meeting, it is their responsibility to find an alternative person to take the minutes. The secretary is responsible for publishing the weekly Toilet Paper consistently on the same day each week. The secretary notes upcoming events, both for WRC and RCB, and keeps residents informed of what is happening each week. The secretary is also responsible for creating the annual WRC scrapbook at the end of winter quarter.

d) Treasurer:

The treasurer is responsible for the management, disbursement, and bookkeeping of the College's social dues and maintenance fund. The treasurer maintains the budget with the Student Organizations Finance Office (SOFO) and Undergraduate Residential Life. The treasurer must also monitor the spending habits of the Executive Board. The treasurer is required to propose a budget for all chairs in the beginning of the quarter and discuss all discrepancies, when they arise, with the Executive Board.

e) Fireside Chair(s):

The fireside chair is responsible for coordinating educational activities for the College. The fireside chair must research possible speakers and interesting subjects, incorporating Faculty Associates when possible. Co-sponsoring events with other organizations is greatly encouraged, so the fireside chair must work with organizations outside of WRC. The fireside chair is responsible for ensuring that all of their events are properly publicized throughout the College and Northwestern community, if applicable. There must be a minimum of 2 academic firesides per quarter. Due to a considerable amount of overlap between the fireside chair and the outreach chair, if the outreach chair position is not occupied, the fireside chair absorbs the responsibilities of the outreach chair.

f) Outreach Chair(s):

The outreach chair coordinates all activities with faculty associates. Their primary task is to oversee an important function of the Residential College system: to promote relationships between faculty and members of the College. The outreach chair must recruit faculty associates and facilitate interaction between residents and faculty associates. The Chair is responsible for inviting faculty associates to WRC activities and publicizing their activities throughout the College and Northwestern community. The outreach chair is also in charge of inviting past Hobart residents to events and planning events specifically for alumni. The outreach chair must also manage the faculty associate listserv and alumni listserv. There must be a minimum of 2 events per quarter. Due to a considerable amount of overlap between the fireside chair and the

outreach chair, if the fireside chair position is not occupied, the outreach chair absorbs the responsibilities of the fireside chair.

g) Philanthropy Chair(s):

The philanthropy chair coordinates all philanthropic activities. The philanthropy chair maintains and develops ways for residents to volunteer within WRC, Northwestern, or the Evanston and Chicago communities. The philanthropy chair must work closely with other philanthropic organizations to implement projects that are of interest to residents. There must be a minimum of 2 events per quarter.

h) Social Chair(s):

The social chair coordinates all WRC social events. The social chair develops new and creative activities that bring members of the College together. The social chair is also encouraged to coordinate events with other residential colleges and halls. The Chair is responsible for the coordination of weekly and finals munchies as well as publicizing all social events. In addition, the social chair is responsible for publicizing events when there is no publicity chair. There must be a minimum of 2 events per month. There must be a minimum of two social chairs and no more than three social chairs.

i) Beautification/Maintenance:

The beautification chair is in charge of decorating Hobart for the holidays, as well as keeping Hobart beautiful in general (through the addition of fake flowers, pictures, etc.). The beautification chair is also responsible for making equipment purchases for WRC (i.e. cooking utensils, cleaning supplies, etc.). The beautification chair must monitor the upkeep of all WRC equipment and facilities and get repair work when needed by informing the RA of all maintenance issues. The beautification chair oversees the use of the dorm computers and must make sure that residents use them properly.

2. Optional Executive Board Positions

If there is a lack of candidates running for office, the Executive Board positions must be filled prior to the optional positions, and the same applies to the case of possible vacancies. If these positions are deemed necessary or desirable at any point during the year, they can be presented to the House for election once more. If the positions remain unfilled, any interested member of the Executive Board can take them on in addition to their regular duties.

a) Publicity Chair:

The publicity chair is in charge of publicizing all events sponsored by WRC and updating the Hobart calendar/dry erase board. The publicity chair must work with the organizers of the event in order to publicize effectively all activities inside and outside of WRC. The organizer will give them the information for their event, and the chair will publicize it appropriately. The other chairs depend on the publicity chair to publicize their events and increase House participation.

The publicity chair is a leading presence in Hobart's social media, calendar, and website maintenance.

b) Women's Center Liaison:

The Women's Center Liaison is responsible for maintaining a good relationship with the Women's Center. The Women's Center serves the University community by designing programs that advocate for women's concerns. The Liaison must inform residents of the programs available at the center and inform them of activities hosted by the College. The Liaison is responsible for researching volunteer opportunities at both the center and club, and informing the philanthropy chair when good opportunities arise. Together with the Executive Board, the Liaison helps coordinate events that promote discussion of women's issues and concerns. This position is much less demanding than the other positions and is well-suited for those who would like to strengthen our affiliation with the Women's Center and is not able to commit to the responsibilities of the other executive board positions.

c) Eco Representative:

The eco representative is responsible for making Hobart House as "green" as possible. Their primary event is Green Cup, held during winter quarter, where the rep will lead Hobart in a competition to reduce the most electricity and water use. Throughout the year, the eco rep will raise awareness about being green and hold two environmentally-friendly events to promote environmental consciousness. The eco rep will also speak to residents about ways they can become more environmentally friendly and reduce their impact on the environment.

Inter-RC's: WRC must organize or participate in two inter-RC events (events involving other residential colleges) per quarter. This can be organized by any WRC executive board position in charge of planning events, but tends to be managed by the social chairs and fireside chair(s).

Section B: Meetings and Policies

1. Meetings

The Executive Board shall meet once per week, decided each quarter by a poll sent out by the president. As scheduling conflicts arise frequently, these board members are the highest priority to be able to attend: president or vice president, faculty chair, assistant chair, secretary, and treasurer. After that, maximizing potential board member attendance is the highest priority. In the case of long-term scheduling difficulties, a member may be excused in the case of clear and timely communication to the president and/or faculty chairs. Board members are expected to prioritize executive board meetings in their schedule - conflicts with classes, work schedules established before meeting dates were set, and personal needs in significant scenarios are examples of acceptable reasons to miss a meeting, but routinely missing executive board meetings due to personal disinterest or social events will result in a meeting with the faculty chairs and president.

2. Attendance Policies

Clear communication is the most important part of being on WRC exec. If a member needs to miss a meeting for any reason, they must inform the president as soon as possible. They must also send in their updates so that the president may say them in their place. If someone does not communicate their absence or show up within 5 minutes of the meeting start time, the president or a faculty chair will call the board member. Responding to the president's message and addressing the cause, as well as strategies going forward, as soon as it is received is incredibly important. Active communication and willingness to work with the president and faculty chairs to address any issues limiting the member's capacity to attend will resolve the situation without further issue. However, failing to acknowledge phone calls from a president or faculty chair will have consequences: one unacknowledged call will warrant a check-in and a warning about further missed communications. Failing to acknowledge a call in two nonconsecutive weeks will lead to another check in about communication and more serious warning. After failing to acknowledge calls in two consecutive weeks OR three nonconsecutive weeks, the executive board member will be given a final warning. Missing three consecutive meetings or four nonconsecutive meetings without any semblance of communication to an authority on Hobart exec (president, vice president, faculty chair, associate chair, or assistant chair) will be grounds for automatic impeachment. If a board member is impeached due to lack of communication and attendance, the remaining board members will consider the best path to fill the role. Essential roles must be filled as soon as possible, particularly president or treasurer. Additional executive roles can be filled either by appointment or by election at the start of the next quarter. In roles where one co-chair leaves the board, the remaining co-chair(s) will have the decisive voice in whether the position will be filled by appointment or election. Responsibilities will be divided among existing members until a new member is elected. The president, vice president, secretary, relevant co-chairs, and positions with overlap (i.e. outreach and fireside chair) will be responsible for ensuring all tasks are completed in the absence of a new member.

3. Archiving

All Executive Board members must share responsibility in keeping the Hobart archives updated. When a member hosts an event, it is their responsibility to take a picture of the event and add it to the archiving folder. After an event, any exec members who took pictures while in attendance must upload those images to the drive as well.

4. Resignation and Vacancy

If an Executive Board chair is unable to fulfill their responsibilities, they may resign. If duties are neglected, they are allowed one verbal warning and one written warning by the president. If after one written and one verbal warning the office remains in neglect, the chair may be brought up for review at an Executive Board meeting. At such time, the chair may defend themselves. The board may impeach the chair by a two thirds majority vote. If an office is vacated within the last nine weeks of the term of office, the Executive Board will appoint an interim officer to execute responsibilities until the next election. If the vacancy occurs before the last nine weeks of their term, an all-dorm election must be held to fill the vacancy. The election will follow the normal rules of election. If vacancies occur during the first week of fall quarter, an alternate election

process may occur to provide greater fairness for interested first-years. In this scenario, interested WRC members may nominate themselves for any vacancies. Names will then be randomly drawn for selection order to fill positions.

ARTICLE IV: FINANCES

Section A: Monetary Resources

Sources

The two monetary resources of the College are social dues and the faculty staff's fund.

1. Social Dues

Social dues are paid by the resident members into a fund controlled by the treasurer and the president and administered by the Student Organization Finance Office (SOFO). The fund's primary purpose is to finance the student activities of the College.

2. Faculty Staff's Fund

The faculty staff's fund, authorized by the Provost's Office, is controlled and administered by the Faculty Staff. Its primary purpose is to help further the goals of the College, particularly in regard to encouraging faculty-student interactions as well as cultural and intellectual activities.

Section B: Management of Social Dues

1. Quarterly Budgeting

During the first meeting of the quarter, chairs requiring funds will propose the events, along with a budget, to the treasurer. Based on the proposed plans of the chairs and the financial status of WRC, the treasurer will then prepare a budget for all of WRC. The treasurer's proposed quarterly budget must be approved by the Executive Board members. If any chair finds that they need more money than has been allocated, they may request the needed finances from the treasurer by providing a description of what the money will be used for, as well as the amount needed. The Treasurer must also make appropriate changes to the budget if circumstances change throughout the quarter.

2. Management of Quarterly Expenditures

The president and the treasurer must sign vouchers authorizing withdrawal of funds from the social dues before being presented for processing at SOFO. The treasurer should make a written explanation of financial procedures involving social dues available to the Executive Board and any interested resident. Accounts should be kept up to date at all times.

3. Receipts

Members who spend social dues must provide an itemized receipt signed by the assistant chair. If a receipt is not available, a policy exemption request is required.

4. Tax Exempt Forms

Members are required to obtain a tax exempt form from the treasurer before they make a purchase on behalf of the dorm if full reimbursement is desired. SOFO will not reimburse the tax charged for an item; therefore, by presenting a tax exempt form to the merchant before making a purchase (within the state of Illinois), residents will be exempted from tax. Residents must notify the treasurer at least a week ahead of time if they require a tax exempt form, and they must know the date and venue of the expected purchase. Additionally, authorized executive board members must have a tax exempt form in order to use the debit card.

5. Debit Card

The cashier's office allows Hobart to use a university-issued debit card to conduct financial transactions without involving officers' personal funds. Executive board members must be trained in using the debit card in order to use it. Other board members can make purchases using it, but an authorized debit card user must be with the member at all times when the debit card is there. When the debit card is not in use, it should be returned to the treasurer or assistant chair.

6. Unused Funds

All money withdrawn from the social dues fund but not spent for legitimate College activities must be returned to its source. All money not appropriated in the quarterly budget shall be regarded as contingency fund to be used only for unforeseen events and activities or for planned expenditures which cost more than anticipated. Any expenditure from this contingency fund must be authorized by a vote of the Executive Board members (see Article V).

ARTICLE V: VOTING

Section A: All-Dorm Votes

1. Eligibility

All resident members and non-resident members of WRC have full voting privileges, which entitles them to one vote on all matters that are brought before the membership at all-dorm meetings. Faculty Staff members do not hold voting privileges.

2. Absentee Voting

If a member is unable to attend an all-dorm meeting the member may vote in absentia by contacting the president or vice president 24 hours before the meeting. The member will then be permitted to submit their vote outside of the all-dorm meeting.

3. Quorum

A quorum for accepting an all-dorm vote is sixty percent of the resident members. A simple majority, more than fifty percent, of votes shall be required to pass any matters brought to a vote. In cases where three or more choices are offered and none receive more than fifty percent of the

vote, the two choices receiving the most votes will be presented for a revote. A simple majority will then determine the final result of the revote.

4. Voting Online

Instead of using paper ballots, voting can occur online for convenience. However, the measure or issue in question must be introduced at a full-dorm meeting and then sent out in an e-mail asking the residents to vote by replying to the e-mail. Other methods of voting, such as Survey Monkey or Google Forms, may also be used, but the issue must always be introduced in person to the residents, with the exception of full board elections. Candidates running for WRC exec board can be elected using solely an anonymous online voting system, as long as any competing candidates have submitted a statement that is included in the voting system. Online voting will remain open for a specified time.

Section B: Election of Dorm Government

1. Election and Tenure

Candidates for Executive Board will be chosen through a petition process. The outgoing board will host a fireside in the first half of winter quarter to introduce all WRC members to the roles and responsibilities of being on the board. By week 5, the president will send out an electronic form allowing members to nominate themselves or someone else to a role. Self-submitted nominations will be automatically added to the election list, but nominations sent in by someone else will require the explicit consent of the nominee to be added. After the nomination form has been open for two weeks and publicized frequently, the president will provide a public list of which residents are running for which positions via the election form. Electronic ballots will be sent out over email and voting will occur over the course of one week. By the end of winter quarter, the new executive board will be elected. Incoming executive board members are welcome to shadow exec meetings in winter quarter once their position has been confirmed. On the first day of spring quarter, the new executive board will assume their duties. Another election will be held at the beginning of fall quarter as the executive board sees fit to fill vacancies in the board. Executive Board members hold their positions until the next regularly scheduled election for their respective office.

In the case that a resident is voted most for more than one position, they will be given the exec position that they had initially ranked higher, and the candidate with the second most votes is given the position that is left unfilled. If a required position is unfilled at the end of an election, either the winner of one of the optional positions will be asked to fill that role, or a revote will be done to find another resident to fill the role. If any candidates are not voted into their desired positions and there are still open positions on the board, the board can ask these candidates if they have interest in the remaining positions.

2. Eligibility

a) Residents

All residents of Hobart House in good standing are eligible to run for any position. All who are running for the positions of president and treasurer must intend to live in WRC for the following academic year.

b) Non-Residents

Non-resident Members in good standing are eligible to run for certain office positions if they have lived in Hobart House for at least 2 quarters upon running for office and have actively participated in WRC, meaning they have obtained enough points in the quarter before the election. The officer positions available for Non-resident Members to run for are: Vice President, Secretary, Fireside Co-Chair, Outreach Co-Chair, Philanthropy Co-Chair, or ad hoc positions such as Beautification, Publicity Chair, etc. Positions involving two Co-Chairs (Fireside, Outreach, and Philanthropy) must have one of the Co-Chairs living in Hobart in order to be eligible to run. Non-resident Exec members must be approved by the Faculty Staff.

Section C: Executive Board Voting

1. Eligibility

All Executive Board members have full voting privileges entitling them to one vote on all matters that are brought before the board at meetings.

2. Quorum

A quorum for accepting an Executive Board vote is a simple majority of the chairs. A simple majority of votes shall be required to pass any matters brought to a vote. In cases where three or more choices are offered, the two choices receiving the most votes will be presented for a revote. A simple majority will then determine the final result of the revote.

ARTICLE VI: POINTS

Section A: Points System

Points are distributed by the Executive Board members for attendance, participation, and assistance in dorm events. In addition, a resident may ask the Executive Board in advance to allocate points in a category (see 1., below) if they feel they are participating in an activity of merit in Hobart outside of scheduled events. The vice president is in charge of organizing points for all residents, but it is the duty of the chair responsible for an event to keep track of all attending members and give the list to the vice president within 24 hours of an event. Currently, this tracking system is done via digital form for ease of sharing and accuracy. The results will be distributed to residents at least once per month. In general, the points system shall follow the guidelines below:

Participating in events = 1 point

Attending Fellows Lunches = 1 point per lunch (maximum 5 points per quarter)

Giving a Fireside = 2 points
Hosting Munchies = 2 points
Exec members = 5 points per quarter of active duty
IM points = 1 point per game
Attending an RCB sponsored event (excludes RCB Formal) = 1 point
Attending a Hobartian's external event (must be publicized in Hobart channels in advance) = 1 point per event (maximum 5 points per quarter)
Supporting Hobartians = 1 point (awarded in special circumstances and agreed upon by the executive board)

Section B: Receiving Points

1. Residents and Non-Residents

All residents and non-residents are eligible to earn points for attending events sponsored by WRC or RCB.

2. Executive Board

Executive Board members can earn points by attending events, and these will then be used to determine the order in which the previous year's Executive Board members choose rooms (see Article VII, section B). Additionally, Executive Board members earn five points for fulfilling their duties each quarter. If an executive board member has not been fulfilling their obligations and has failed to communicate with the president, the president and vice president can meet with the faculty chairs to discuss what will be done with the executive board member's points.

ARTICLE VII: HOUSING

Section A: Eligibility

1. Residents and Non-Residents

In order to live in WRC the following year, residents must earn a minimum of five points per quarter. Of these five, at least one must be from something other than a fellows/Faculty Staff events, and points from being on the executive board do not count.

If 10 points are not earned, the resident is ineligible for housing in WRC the following academic year. However, if the resident believes that they have an adequate reason for not getting the required points, they may petition the Executive Board to have their housing eligibility reconsidered. The petition must be turned in before the end of winter quarter. The resident will be informed of the committee's decision during the first two weeks of classes in the spring quarter.

In order for a non-resident to live in Hobart the next year, the following conditions must be met:

1. The applicant must be a dues-paying, non-resident member of Hobart by the end of winter quarter. Starting non-residential membership in the spring does not qualify a student to live in Hobart during the next academic year.
2. The applicant must have earned the 10 points necessary to live in Hobart next year, regardless of the duration of their non-resident membership.

Section B: Procedures

During Spring quarter, the vice president shall call an all-dorm meeting to determine room assignments for the following academic year. Residents will choose the rooms they want in the order of the most points (they may choose for themselves and for their roommate as long as their roommate has the minimum required points). This meeting is meant to let each other know what we will select, but these choices are not official until residents go onto the housing portal and choose.

1. Executive Board

The previous year's Executive Board members, defined as those who served on the Executive Board for three consecutive quarters (not including summer), choose rooms first according to the number of points each of them has earned. In the case of a tie, a lottery is drawn at the last meeting of Winter quarter in the presence of the faculty staff. The recently elected Executive Board picks rooms with the rest of the residents according to points.

2. Residents and Non-Residents

Eligible members pick rooms according to the number of points they have accumulated. The resident with the most points is the first to pick a room after the previous Executive Board. In the case of a tie, a lottery is drawn at an executive board meeting soon after the final points tally is posted early in Spring quarter. Roommates pick a room according to the ranking of the one with the greater points. Anyone unable to attend the meeting must tell the vice president their room choices beforehand so that they can pick in their place. If a resident does not attend the meeting and fails to inform the vice president, they forfeit their points ranking and risks losing their preferred choices of rooms to other residents. Following the meeting, the vice president will post the room assignments and turn them in to University Housing.

ARTICLE VIII: RATIFICATION AND AMENDMENT

Section A: Ratification

This constitution must be ratified by a two thirds vote of the numbers of residents voting. At least half of the residents must vote.

Section B: Amendment

This constitution may be amended by a two-thirds vote of the number of residents voting. At least two-thirds of the dorm must vote.

ARTICLE IX: AMENDMENTS

Amendment One

The Constitution will be examined and revised as deemed appropriate by the Hobart Executive Board prior to Fall Quarter of every even-numbered year (2022, 2024, and so forth). Changes made to the Constitution should work to meet the current needs of the Women's Residential College, and the updated Constitution should be presented to the House for a vote at the beginning of Fall Quarter. The Constitution may be reviewed and revised if necessary at any time, even if it is not due for an update that particular term or year.

Amendment Two

Supporting Hobartians Points refer to extra points that are awarded to residents and non-residents of Hobart for going out of their way to maintain Hobart's environment, especially if the task is beyond the expectations for a regular member. Such tasks can include cleaning the kitchen sink, or tidying up the Library or the Lounge. The member should directly contact the Vice President or any other member on the executive board and present some sort of visual evidence (before/after photos, for example), after which the point will be rewarded. Wildcat Points can be allocated to any of the point categories to fulfill point requirements, and are meant to be compensation for the time/effort individual members invested to take care of tasks which others have neglected. The Executive Board withhold the right to decide whether to award Wildcat Points or not.

Amendment Three

A Hobartian can receive up to 5 points per quarter for going to another Hobartian's event (show, concert, play, sports game, etc). Proof with a photo and brief sentence describing the event and who was participating from Hobart must be sent to the Vice President. If there are discrepancies, the Vice President will contact the person in the event for the final say. One point will be awarded per event for up to five events. Members who would like to open up their events to the Hobart community must: 1) post in the Hobart Facebook page and 2) email social/publicity chair so they can publicize the events.