

International Studies Residential College Constitution

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Mission Statement

The International Studies Residential College at Northwestern University, hereafter referred to as ISRC, provides a focal point for the study of international affairs and foreign cultures. ISRC specifically encourages a broad array of student interest including but not limited to the comparative study of nation-states, the study of international relations, and shares with other colleges the common goal of enhancing the opportunities for interaction of its residents with University faculty, staff, and graduate students with expertise or interests in the College theme.

ISRC, through the Executive Board and the Membership, seeks to encourage critical and creative thinking, leadership, and the desire for learning in a multicultural living environment, as well as to lead the effort to promote international studies at Northwestern University.

Article I

The Membership of ISRC

1. The Student Membership of ISRC shall include:
 - 1.1. All residential members of ISRC, and
 - 1.2. Dues-paying non-resident members approved by the President
2. The college staff
 - 2.1. The Chair
 - 2.1.1. Who is appointed by the Provost in consultation with College Government,
 - 2.1.2. Whose duties and responsibilities include but are not limited to:
 - 2.1.2.1. representing ISRC to the University Administration, the Housing authority, and the University at large,

- 2.1.2.2. overseeing housing, student-faculty relations, and the use of funds provided by the Provost,
- 2.1.2.3. advising the College Government,
- 2.1.2.4. embodying the spirit of ISRC, and
- 2.1.2.5. actively fostering a sense of community within ISRC

2.2. The Associate Chair

- 2.2.1. Who is appointed by the Provost after a recommendation by the Chair, in consultation with College Government,
- 2.2.2. Who assumes duties assigned by the Chair in mutual consultation,
- 2.2.3. Who assists with the responsibilities of the Chair in relation to the Fellows Membership, the Student Membership, and the University at large, and
- 2.2.4. Who temporarily assumes the duties of the Chair as necessitated by circumstances

2.3. The Assistant Chair

- 2.3.1. Who is appointed by the Provost after a recommendation by the Chair in consultation with College Government,
- 2.3.2. Who assumes duties as assigned by the Chair in mutual consultation, and
- 2.3.3. Who acts as a liaison between the college staff and the residents

Article II

College Government

1. The Executive Board composed of resident and nonresident members must:

- 1.1. Attend weekly Executive Board meetings,
- 1.2. Complete all business in an efficient, timely, and ethical manner, with good faith towards the duties of their office and the residents they serve,
- 1.3. Disseminate all relevant information to the incoming Executive Board, and
- 1.4. Make Third List in the Point System every academic quarter served on the Executive Board
- 1.5. Determine, with a majority ($\frac{5}{8}$) executive board member votes (including the President), whether any given member is allowed to serve their term as a nonresident member of ISRC
- 1.6. Be resident OR dues paying non-resident members of ISRC
- 1.7. All who are running for the positions of President, VP of Finance, and VP of Internal Programming must live in ISRC the following academic year. Failure to live in ISRC during the entire term of these positions will result in an automatic recall. It is intended that all exec board members live in the building. Special exemptions can be granted with a majority executive board member vote.

2. The following officers shall serve as voting members on the Executive Board:

2.1. The President

2.1.1. Duties of the President include but are not limited to:

- 2.1.1.1. representing the mission of ISRC to its resident members and the University community at large,

- 2.1.1.2. supervising the Executive Board, which shall include
 - 2.1.1.2.1. chairing weekly meetings of the Executive Board,
 - 2.1.1.2.2. preparing agendas for Executive Board meetings,
 - 2.1.1.2.3. assuming or delegating the responsibilities of absent Executive Board members or currently vacant offices,
- 2.1.1.3. administering the budget with the Vice President of Finance,
- 2.1.1.4. serving as the liaison between ISRC and College Staff,
- 2.1.1.5. representing ISRC to the Residential College Board,
- 2.1.1.6. moderating the ISRC listserv,
- 2.1.1.7. administrating and publicizing the housing eligibility and point systems,
- 2.1.1.8. providing updated point lists to any ISRC resident upon request, and
- 2.1.1.9. organizing elections, including
 - 2.1.1.9.1. Winter Quarter Executive Board elections,
 - 2.1.1.9.2. Selection of the Associated Student Government representative,
 - 2.1.1.9.3. Recall elections,
 - 2.1.1.9.4. Elections for vacant Executive Board positions,
 - 2.1.1.9.5. Referenda on the point system, and
 - 2.1.1.9.6. Referenda on amending or dissolving this Constitution

2.2. The Vice President of Finance

2.2.1. Duties of the Vice President of Finance include but are not limited to:

- 2.4.1.1. creating and administering the budget of ISRC in conjunction with the President on a quarterly basis,
- 2.4.1.2. updating the Executive Board on the state of the budget as requested,
- 2.4.1.3. quarterly updating the dorm and the college staff on the state of the budget,
- 2.4.1.4. completing all financial transactions and reimbursements, including but not limited to
 - 2.4.1.4.1. acquiring tax exempt forms for purchases made in the name of ISRC
 - 2.4.1.4.2. collecting all purchase receipts and taking appropriate action within a week of the purchase being made
- 2.4.1.5. consulting with any exec member for non-budgeted purchases
- 2.4.1.6. maintaining a live spreadsheet or some other live documentation of the budget, and
- 2.4.1.7. sharing the duties of the President with the Vice President of Communications as needed
- 2.4.1.8. If the current Vice President of Finance is unable to fulfill their role, the previous treasurer will serve as an interim without a special election to fill in their role. If the previous treasurer is not available, the past president or previous treasurer can be called upon.

2.3. The Vice President of Communications

2.3.1. Duties of the Vice President of Communications include but are not limited to:

- 2.3.1.1. recording and electronically archiving the minutes of closed Executive Board meetings
- 2.3.1.2. electronically distributing minutes of closed Executive Board meetings to the Executive Board and college staff,
- 2.3.1.3. creating and posting advertisements for official ISRC activities upon request, with the help of the appropriate exec board members
- 2.3.1.4. maintaining and updating the dorm calendar at the current board's discretion,

- 2.3.1.5. gathering the announcements of other exec board members and detailing them via weekly e-mails on the ISRC listserv,
- 2.3.1.6. keeping active communication with and acting as a liaison to all members of the greater ISRC community, including
 - 2.3.1.6.1. Non-residents, via a weekly newsletter, concerning ISRC events and policies
- 2.3.1.7. taking photographs of ISRC activities or delegating the responsibility to other board members,
- 2.3.1.8. managing ISRC social media accounts, at the discretion of the current board,
- 2.3.1.9. updating the ISRC webpage, and
- 2.3.1.10. sharing the duties of the President with the Vice President of Finance as needed
- 2.3.1.11 has the power to create a social media committee consisting of non-executive and executive ISRC members that report to the VP of Communications and assist with social media-related activities
- 2.3.1.12 updating monthly attendance information and working with the assistant chair to create the monthly report
- 2.3.1.13 submit documents, newsletters, agendas, and photos to the Northwestern archives once per year

2.4. The Vice President of Internal Programming

- 2.4.1. Duties of the Vice President of Internal Programming include but are not limited to:
 - 2.4.1.1. administering the quarterly calendar of social events to include at least three events per quarter within the ISRC resident/non resident community
 - 2.4.1.2. organizing the suite decoration competition during fall quarter,
 - 2.4.1.3. organizing and executing at least 3 social events per quarter for the dorm,
 - 2.4.1.4. maintaining availability to provide support or guidance for all other social events presided over by other executive board members
 - 2.4.1.5. planning and executing International Dinner during winter quarter, with the power to delegate some of the associated responsibilities
 - 2.4.1.6. planning and executing Wildcat Welcome during fall quarter, with the power to delegate some of the associated responsibilities

2.5. The Vice President of External Programming

- 2.5.1. Duties of the Vice President of External Programming include but are not limited to:
 - 2.5.1.1. coordinating at least two faculty socials per quarter planned in consultation with the college staff,
 - 2.5.1.4. organizing at least two cross-RC events per quarter,
 - 2.5.1.5. organizing ISRC Homecoming logistics with the President, and
 - 2.5.1.6. coordinating the ticket sales and money collection for RCB formal, in coordination with the President
 - 2.5.1.7. planning and executing academic firesides at least twice per quarter
 - 2.5.1.8. coordinating fellows lunch at the beginning of each quarter

2.6. The Vice President of Residential Experience, Health and Wellness

2.6.1. Duties of the Vice President of Residential Experience, Health and Wellness include but are not limited to:

2.6.1.1. promoting ecological and environmental practices while living in ISRC, including:

2.6.1.1.1. informing residents of recycling policies and emphasizing sustainable practices,

2.6.1.1.2. informing residents of on-campus/off-campus recycling services, and

2.6.1.1.3. promoting Green Cup and other environmental events/holidays

2.6.2.1. maintaining all technical equipment, including but not limited to:

2.6.2.1.1. all computer equipment and the printer, and

2.6.2.1.2. the TV

2.6.3.1. maintaining a comfortable living environment for residents, which includes:

2.6.3.1.1. informing college students and staff about housing matters,

2.6.3.1.2. serving as the liaison between ISRC and the Residential Housing Authority,

2.6.3.1.3. scheduling resident and non-resident use of the main lounge, exec library, and basement as requested, and

2.6.3.1.4. providing the kitchens with supplies for a clean workspace

2.6.3.1.5. maintaining all other dorm equipment and submitting maintenance requests when necessary, and

2.6.3.1.6. researching all relevant dorm purchases in consultation with the Treasurer

2.7.1.1. promoting all aspects of resident and non-resident members' health, including but not limited to physical, mental, sexual, and spiritual health

2.7.1.2. organizing at least 2 health-related activities or firesides for resident and non-resident members each quarter

2.7.1.3. providing information regarding resources for all aspects of members' health, including but not limited to physical, mental, sexual, and spiritual health

2.7.1.4. undergoing training as recommended by Northwestern Counseling and Psychological Services, including but not limited to Suicide Prevention Training or similar programs

2.7.1.5. undergoing training to handle alcohol and drug-related situations

2.7.1.6. holding at least 2 hours of office hours or informal appointments where members may seek guidance with an issue of health or wellness

2.7.2.1. maintaining the privacy of personal information about members who seek their guidance unless that member or another person is in immediate physical danger, in which case they must contact Northwestern Counseling and Psychological Service or Northwestern University Police Department

2.7.2.2. be responsible for organizing Intramural Sports

2.7.2.3. be responsible for maintaining menstrual products in all the building's bathrooms

2.7.2.4. The Vice President of Wellness is not intended to be a representative of Counseling and Psychological Services nor an emergency resource

2.8. The Vice President of Social Action

2.8.1. Duties of the Vice President of Social Action include but are not limited to:

2.8.1.1. organizing and coordinating at least two ISRC philanthropy events per quarter,

2.8.1.2. coordinating ISRC's Project Pumpkin effort during fall quarter

2.8.1.3. coordinating ISRC's Dance Marathon effort for the fall and winter quarters,

2.8.1.4. coordinating ISRC's Relay for Life effort during spring quarter

2.8.1.5. informing members of opportunities to advocate for social justice and organizing relevant events as they see fit

3. The Committee System

3.1. All standing and ad hoc committees shall consist of interested members of ISRC and are responsible for accomplishing the mission of ISRC

3.2. Committee Policy

3.2.1. Standing committees shall be created or eliminated by a majority vote of the executive board

3.2.1.1. Ad Hoc committees

3.2.1.1.1. are created to fulfill an immediate problem or need,

3.2.1.1.2. are created or eliminated by a majority vote of the Executive Board upon the recommendation of the President, and

3.2.1.1.3. shall include at least one voting member of the Executive Board

3.2.1.1.4. Each committee shall be headed by a committee chair who manages the business of the committee, including:

3.2.1.1.4.1. running the committee meetings,

3.2.1.1.4.2. recording points and reporting them to the President as soon as possible, and

3.2.1.1.4.3. reports weekly the progress of the committee to the Executive Board

3.3. The Standing Committees

3.3.1. Existence of these committees will be determined by the current exec board at the beginning of each quarter

3.3.2. Any board member can request to create a committee to aid them in their duties, with the exception of the President and the VP of Finance

3.3.3. The committee head will be a board member, who must take full responsibility over the governance of their committee

Article III

Elections

1. Elections are coordinated by the President, who:

1.1. Checks the eligibility of candidates under housing rules and

1.2. Makes and distributes petitions and ballots unless the vote will be done electronically

2. Eligibility of Candidates

2.1. All candidates for voting Executive Board positions must be resident or nonresident members of ISRC, and

2.2. Be eligible to live in ISRC the following year under housing rules by the end of winter quarter

2.3. If such eligibility is under question, a candidate may request a special point appeal session to be held as outlined below

3. Election Rules

3.1. Only student members of ISRC shall be eligible to vote,

3.2. No write-in candidates shall be allowed,

- 3.3. More than half of the votes must be cast for the single candidate declared the winner,
- 3.4. In the case that no absolute majority is won on the first ballot, a runoff election between the two candidates garnering the most votes will be held according to the schedule below,
- 3.5. Written campaign publicity is allowed, but will be limited at the discretion of the President,
- 3.6. Only one person may be elected to any office,
- 3.7. One person may run for or be elected to only one office,
- 3.8. Votes must be cast by secret ballot,
- 3.9. The number of votes cast must be at least two-thirds of the number of students living in the dorm,
- 3.10. Executive Board members may decide to hold an online election in place of a traditional election, for which the same rules apply,
- 3.11. Electronic ballots must be available for no more or no less than 24 hours
- 3.12. Ballots shall be counted by the President, who may choose one other executive board member to assist them in the task if necessary

4. Elections for voting Executive Board members will be held according to the following schedule:

- 4.1. The Executive Board shall announce elections to the dorm approximately 4 weeks before International Dinner,
- 4.2. The Executive Board shall hold an informational session soon after the announcement, at which time petitions shall be handed out to those interested,
 - 4.2.1. Special point appeals, if requested, shall be held at a time decided by the President,
 - 4.2.2. All declared candidates must collect fifteen (15) signatures of student members in support of their candidacy
- 4.3. All petitions must be turned in to the President at a time designated by the President,
- 4.4. Elections shall be held on the Sunday after petitions are due
- 4.5. If necessary, runoff elections shall be held on the Sunday after the election
- 4.6. Results shall be announced no later than 24 hours after ballots are closed
- 4.7. If there exists open positions on the exec board and candidates who have not been elected, there will be a follow-up vote 3 days after the main election to determine who fills the position
 - 4.7.1. All remaining candidates, with their consent, will be placed, along with any other interested resident, on a special vacancy ballot to be held up to 24 hours on the 3rd day after the main election, and the same regulations apply to normal vacancy elections
- 4.8. The new Executive Board shall assume power at the beginning of Spring Quarter but will assist with International Dinner and be transitioned before the end of Winter Quarter

5. Selection of the Associated Student Government (ASG) Representative

- 5.1. The following guidelines for selection of the ASG Representative shall only be followed if the process is not in control of ASG itself
- 5.2. Elections according to the rules below shall be held no later than the Sunday preceding the second week of Fall Quarter classes
- 5.3. Candidates must be residents of ISRC
- 5.4. Results shall be announced immediately following the election
- 5.5. The election of the ASG Representative shall be subject to all election rules in part C above
- 5.6. The elected ASG Representative shall assume the position immediately upon election

6. Recall of Officers and Vacancy of an Office

6.1. Recall

6.1.1. By petition

6.1.2. Thirty-five (35) signatures of ISRC residents submitted to the Executive Board are necessary to initiate a recall election of any voting Executive Board member or the ASG Representative

6.1.3. the recall election must take place within one week of the submission of the recall petition,

6.1.4. an open hearing must be held before the recall election takes place,

6.1.5. recall requires a simple majority vote of all eligible student members, and

6.1.6. a recall petition may not be re-filed for three weeks of the last recall election

6.1.7. Failure of any Executive Board member to fulfill the duties enumerated in Article II of this Constitution shall be sufficient cause for a recall petition to be submitted

6.1.8. Automatic recall shall occur if any Executive Board member:

6.1.8.1. Fails to reside in ISRC without a vote by the executive board, or

6.1.8.2. Is absent from more than two Executive Board meetings in any quarter with permission for absence given by the President as the exception with the number of times allowed at the President's discretion,

6.1.8.3. Being absent for the beginning or end of an Executive Board meeting shall constitute a half-absence unless such absences are known beforehand and excused by the President

6.1.8.4. No vote is required for automatic recall

7. Vacancies

7.1. Elections for a vacant office

7.1.1. Some vacancies shall be announced at the meeting of the open Executive Board following the occurrence of the vacancy,

7.1.2. All candidates shall declare their candidacy to the President no more than one week after the announcement of the vacancy,

7.1.3. The Election shall be held one week following the announcement,

7.1.4. A simple majority of votes shall be required to win an election for a vacant seat,

7.2. The resignation of any Executive Board officer shall create an immediate vacancy

7.3. At the exec board's discretion, some vacancies will not filled by election, and may be filled in one of the following ways

7.3.1. Responsibilities of the vacant position may be temporarily transferred over to another exec member, or

7.3.2. The exec board may share all of the vacant position's duties as a board

Article V

Finances

1. The Vice President of Finance will coordinate budget allocations for each quarter during the previous quarter for the planned budget, and this will be done at appropriate times decided by the treasurer and the president

Article VI

The Point System

1. The Point System is used to quantitatively measure participation in the Residential College, and determine eligibility of residents and non-residents to return to ISRC.
 - 1.1. The Point System is broken down by lists in the following manner:
 - 1.1.1. First List: Four (4) Exec/Committee, five (5) academic, five (5) service, three (3) philanthropy, two (2) social.
 - 1.1.2. Second List: Three (3) Exec/Committee, three (3) academic, three (3) service, two (2) philanthropy, one (1) social.
 - 1.1.3. Third List: Two (2) Exec/Committee, one (1) academic, two (2) service, one (1) philanthropy, one (1) social.
 - 1.2. Points are tallied in the following manner:
 - 1.2.1. Exec/Committee
 - 1.2.1.1. Attending Open Exec or committee meetings, half (0.5) point per meeting
 - 1.2.2. Academic
 - 1.2.2.1. Attending, hosting, or organizing ISRC firesides,
 - 1.2.2.2. Attending outside events approved by the VP of External Programming
 - 1.2.3. Service
 - 1.2.3.1. Hosting, setting up, cleaning up, shopping for ISRC-sponsored social events
 - 1.2.3.2. Hosting, setting up, cleaning up, shopping for ISRC-sponsored philanthropy events
 - 1.2.3.3. Coordinating intramural sports
 - 1.2.3.4. Contributing to the ISRC community in a manner approved by the President
 - 1.2.4. Philanthropy
 - 1.2.4.1. Participating in ISRC-sponsored philanthropy events, one (1) point per hour
 - 1.2.4.2. Participating in Dance Marathon and Relay for Life events, points at the discretion of the VP of Social Action
 - 1.2.4.3. Participating in outside philanthropy events, up to ten (10) points
 - 1.2.5. Social
 - 1.2.5.1. Attending ISRC-sponsored social events
 - 1.2.5.2. Participating in IM sports
 - 1.2.5.3. Attending XRC/RCB events
 - 1.2.5.4. Attending CA-sponsored events
 - 1.3. Non-resident members receive twice as many points for any given event
 - 1.4. Final approval of all points rests with the President
 - 1.5. Members on the Executive Board receive two (2) exec/committee points, at maximum, and two (2) service points per quarter
2. Changes to the Point System
 - 2.1. Shall be determined and publicized by the incoming Executive Board within the first two weeks of the quarter, and
 - 2.2. Must be approved by a two-third majority of a secret ballot vote of at least one-half of eligible student members
 - 2.3. Should a system fail to gain the necessary approval, a new proposal can only be made by the Executive Board one week later
 - 2.4. All ballots will be counted by the President

Article VII

Housing

1. Room selection for returning residents is no longer under the jurisdiction of individual residential colleges
2. A maximum of 50 students may be eligible to return to the residential college the following year
3. To be eligible to become a resident member of ISRC
 - 3.1. Current residents must be on at least Third List in both fall and winter quarters
 - 3.2. Non residents must be on at least Third List in both fall and winter quarters
 - 3.3. Special exceptions to being on a list may occur, and such cases will be deliberated upon by the President
 - 3.4. Members of other Residential Colleges must be eligible to live in their own College, and be subject to review by the President
 - 3.5. Any student wishing to live in ISRC must be approved by the President
2. Room assignments will be determined in the following order:
 - 2.1. Top two point earners (#1 and #2)
 - 2.2. Next two point earners (#3 and #4)
 - 2.3. Next 10% of remaining students on the roster
 - 2.4. Next 10% of remaining students on the roster
 - 2.5. Next 20% of remaining students on the roster
 - 2.6. Next 20% of remaining students on the roster
 - 2.7. Next 20% of remaining students on the roster
 - 2.8. Final 20% of remaining students on the roster

Article VIII

Amendments to the Constitution

1. Twenty (20) signatures of resident members submitted to the Executive Board are required to initiate a vote on any amendment to this Constitution
2. A vote of resident members shall be held within ten days of the submission of the petition
3. An absolute majority of two-thirds of all eligible student members in a secret ballot vote is required to validate the results
4. The Executive Board must adequately publicize the vote
5. All ballots shall be counted by the President

Article IX

Ratification of the Constitution

1. Ratification of the ISRC Constitution shall require the approval of two-thirds of the voting resident membership
2. An absolute majority of two-thirds of all eligible student members in a secret ballot vote is required to validate the results
3. The ratification of this Constitution voids all previous constitutions

4. This Constitution shall become effective immediately upon ratification

Article X

Dissolution of the Constitution

1. Dissolution of this Constitution shall require the two-thirds approval of all student members
2. An absolute majority of two-thirds of all eligible student members in a secret ballot vote is required to validate the results
3. Should this Constitution be dissolved, the President shall immediately provide for the drafting of a new constitution