

Constitution of The Residential College of Science and Engineering at Slivka Hall

Slivka Residential College

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Article I: Name, Affiliation, and Definitions

1.1 Name

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

1.2 Purpose

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

1.3 Affiliation

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

1.4 Definitions

1.4.1 The following language conventions are used throughout this Constitution, and their definitions extend to the Bylaws:

- i. "Quorum" is defined as 30 Voting Members.
- ii. "Half-Quorum" is defined as 15 Voting Members.
- iii. A "Points Quarter" will commence the day before classes are scheduled to begin, and conclude the day after classes end, as specified by the Office of the Registrar.
- iv. An "Academic Quarter" will commence the day before classes are scheduled to begin, and conclude the day after finals end, as specified by the Office of the Registrar.
- v. A "Points Year" will include Spring, Fall, and Winter Points Quarters, in this order.
- vi. An "Event" is defined as an activity which is organized or promoted by Members in which attendance is worth 1 Housing Point.
- vii. "Reasonable" requires that a hypothetical average Member of this Residential College would find the decision to be just, rational, and appropriate.

- viii. “Will” and “must” denote a responsibility for which the person or body is required to uphold.
- ix. “May” or “can” indicates that the person or body has discretion.
- x. “Should” means that the person or body has, but is discouraged to use, discretion.
- xi. “Gender Classification” refers to a suite or individual’s status of being Binary or All Gender.
 - (a) “Binary Gender” refers to the male or female gender classifications as recognized by the University.
 - i. “Binary Gender Suite” is a suite constrained by a single Binary Gender, as recognized by the University.
 - (b) “All Gender” is an all-encompassing classification which includes all sexes and all gender identities.
 - i. “All Gender Suite” is a suite that is not constrained by a single Binary Gender, as recognized by the University.
- xii. A position is “Vacant” if it is not occupied by any Member.
- xiii. A statement, document, or other artifact is “Written” if it is held on some form of semipermanent analog or digital media, including but not limited to digital, paper, and audio records.
- xiv. A vote of “No Confidence” is a vote against all candidates not ranked. When votes are tabulated, No Confidence votes are tabulated in the same manner as the votes for each other candidate.
- xv. An action “by the Executive Committee” or “at the discretion of the Executive Committee”, indicates an action that is created through a formal motion and vote as indicated in the bylaws and then carried out by the Executive Committee.

Article II: Members

2.1 Definition

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

2.2 Resident Members

2.2.1 Resident Members are undergraduate students of the University who live in this Residential College and pay Resident Dues.

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

2.3 Non-Resident Members

2.3.1 Non-Resident Members are undergraduate students of the University who do not live in this Residential College, but who complete the required Non-Resident Member admissions process as provided by the University. This process includes but is not limited to the submission of the Non-Resident Application, the payment of Non-Resident Dues, and obtaining the Executive Committee's acceptance of Non-Resident Membership.

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

2.4 Faculty Chair

2.4.1 The Faculty Chair is a faculty member of the University, chosen in the manner prescribed by the University.

2.4.2 The Faculty Chair performs the duties outlined by this Constitution, in addition to any responsibilities outlined by the University.

2.4.3 The Faculty Chair is a member of the College Staff.

2.5 Associate Chair

2.5.1 The Associate Chair is a faculty member of the University, chosen in the manner prescribed by the University.

2.5.2 The Associate Chair performs the duties outlined by this Constitution, in addition to any responsibilities outlined by the University.

2.5.3 The Associate Chair is a member of the College Staff.

2.6 Assistant Chair

2.6.1 The Assistant Chair is a graduate student of the University, chosen in the manner prescribed by the University.

2.6.2 The Assistant Chair performs the duties outlined by this Constitution, in addition to any responsibilities outlined by the University.

2.6.3 The Assistant Chair is a member of the College Staff.

2.7 Fellows

2.7.1 Fellows are current and emeritus faculty, current staff, and current graduate students of the University. Fellows are appointed annually by the Faculty Chair following a petition from a Fellows Chair.

2.7.2 Fellows will engage with the Members of this community on a regular basis and contribute to the college in a professional or personal capacity.

2.7.3 The Fellows Chair should encourage Fellows to attend one or more events in each Points Year in order to maintain regular engagement.

2.8 Professional Staff

2.8.1 The Professional Staff consists of any University-appointed official who is a part of this Residential College's day-to-day operations. This includes, but is not limited to, the Resident Assistants living in this Residential College and the Residential Director.

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

Article III: Executive Committee

3.1 Definition

3.1.1 The Executive Committee, under the direction of a President and in cooperation with the College Staff, is responsible for developing and executing programming for this Residential College.

3.1.2 The Executive Committee will handle all business and financial matters of this Residential College.

3.1.3 The Executive Committee will strive to foster community within the Residential College.

3.2 Members and Eligibility

3.2.1 The Members of the Executive Committee will be the President, Vice President, Treasurer, Fellows Chair, Facilities Chair, IT Chair, Philanthropy Chair, Publications Chair, Academic Chair, and Social Chair.

3.2.2 Resident Members and Non-Resident Members, with the exception of current Residential Assistants and formerly impeached Members of the community, will be eligible to be Members of the Executive Committee. Resident Members and Non-Resident Members will not be permitted to simultaneously hold two separate positions on the Executive Committee.

3.2.3 Each Member of the Executive Committee will be a Voting Member of the Executive Committee, except the President. These Voting Members will have one vote in the matters of the Executive Committee. The President will have one vote only if the Executive Committee is equally divided.

3.2.4 The College Staff and the Professional Staff will serve as advisors to the Executive Committee with the purpose of enforcing this Constitution and assisting the Executive Committee in the execution of its responsibilities. Advisors to the Executive Committee will have no votes in the matters of the Executive Committee.

3.3 Election and Term of Office

3.3.1 The Members of the Executive Committee will be elected at a General Election held between the beginning of the 15th day of the Winter Academic Quarter and no later than the end of 50th day of the Winter Academic Quarter during reasonable hours.

3.3.2 The positions of the Executive Committee will be filled according to the following order: President, Vice President, Treasurer, Fellows Chair, Facilities

Chair, IT Chair, Philanthropy Chair, Publications Chair, Academic Chair, and Social Chair.

3.3.3 The term of office of the Executive Committee will begin with the final day of Winter Academic Quarter after the General Election. The transfer of powers and responsibilities from the outgoing Members to the incoming Members of the Executive Committee will begin at least ten days prior to the end of Winter Academic Quarter, as determined by the outgoing President. The proceedings of this transition can be modified by the outgoing President with a majority vote by the outgoing Executive Committee.

3.4 Roles and Responsibilities

3.4.1 The President will serve as the Chairperson of the Executive Committee, will fulfill the role of President for the Student Organization Finance Office, call and preside over all of the meetings of the Executive Committee, represent this Residential College at all meetings required by the University, serve as a member of the Residential College Board, set goals for the Executive Committee and for this Residential College, and oversee the transition of the Executive Committee at the conclusion of their Executive Committee's term. The President will also carry out all duties and responsibilities outlined elsewhere within this Constitution.

3.4.2 The Vice President will oversee the Committees of this Residential College, serve as the chair of Constitution Committee, collect and maintain the records of Housing Points accumulated by Resident Members and Non-Resident Members, coordinate the Non-Resident Member system, manage the database, oversee the selection of housing, and communicate with the University about matters concerning Non-Resident Members and prospective students. The Vice President will also carry out all duties and responsibilities outlined elsewhere within this Constitution.

3.4.3 The Treasurer will fulfill the role of Treasurer for the Student Organization Finance Office, collect projected quarterly budgets from each Member of the Executive Committee, collate and present those budgets to the Executive Committee no later than the 15th day after the beginning of each quarter, continuously update the published budget at minimum every 15 days, obtain funds from the accounts of this Residential College as required by the Executive Committee, and follow all procedures for handling the accounts as outlined by the University.

3.4.4 The Fellows Chair will serve as the Chairperson of the Fellows Committee and coordinate and supervise the planning and execution of all Fellows and alumni-related Events in conjunction with that Committee. The Fellows Chair is responsible for supporting Fellows in their engagement with the community.

3.4.5 The Facilities Chair will serve as the Chairperson of the Facilities Committee, oversee the maintenance of the public areas and shared devices of this

Residential College, lend non-consumable supplies to Members, coordinate and supervise the planning and execution of all Events relating to the facilities of this Residential College, and oversee the set-up and clean-up of Events, Elections, and meetings as requested by members of the Executive Committee.

3.4.6 The IT Chair will serve as the Chairperson of the Information Technology Committee, coordinate and supervise the planning and execution of all quirky and game-based Events, maintain the LISTSERVs and other communication channels of this Residential College, and maintain the hardware and software not maintained by the Facilities Chair in the public areas of this Residential College.

3.4.7 The Philanthropy Chair will serve as the Chairperson of the Philanthropy Committee and coordinate and supervise the planning and execution of all altruistic Events in conjunction with that Committee.

3.4.8 The Publications Chair will serve as the Chairperson of the Publications Committee, record and publicize the minutes of House Meetings and Meetings of the Executive Committee, publicly post a weekly schedule of Events of this Residential College, write and disseminate a weekly newsletter, maintain the public social media accounts of this Residential College, and coordinate and supervise the planning and execution of supportive and restorative Events.

3.4.9 The Academic Chair will serve as the Chairperson of the Academic Committee and coordinate and supervise the planning and execution of all Events that emphasize academic and intellectual development in conjunction with that Committee.

3.4.10 The Social Chair will serve as the Chairperson of the Social Committee, coordinate and supervise the planning and execution of all broad community development and group bonding. Events in conjunction with that Committee, and coordinate the intramural sports program in the absence of an appropriately appointed Intramural Sports Representative.

3.4.11 Chairpeople of Standing Committees will collaborate between themselves in order to carve out their own niche within Events and responsibilities and are free to move away from the definition of Event style listed in this section unless the Executive Committee objects.

3.4.12 The Executive Committee will be held responsible for the moderation of communication channels over which it has control, and the creation and distribution of an incoming student newsletter, as specified by University protocol.

3.5 Powers

3.5.1 The Executive Committee will have general supervision of the affairs of this Residential College between House Meetings.

3.5.2 The Executive Committee may originate changes in the amount and allocation of Resident Dues and Non-Resident Dues by a two-thirds vote and

seek an affirmative vote at a House Meeting of two-thirds of the Voting Members present with Quorum to enact such a change as allowed by the University.

3.5.3 The Executive Committee will approve a Budget by a two-thirds vote and approve the spending of funds beyond those Budgeted by a two-thirds vote.

3.5.4 The Executive Committee will oversee and regulate the use of the facilities of this Residential College by individuals or groups who are not Members of this Residential College.

3.5.5 The Executive Committee will regulate the acceptance of Non-Resident Members.

3.5.6 If circumstances outside the Executive Committee's control make any part of this Constitution impossible to uphold, the Executive Committee may, with approval of the College Staff and a two-thirds majority, vote to temporarily override the Constitution. A replacement and duration must be specified at the time of the vote. In such circumstances, the Executive Committee should attempt to retain the spirit of the Constitution.

3.6 Meetings

3.6.1 The Executive Committee will meet at least once every 15 days during each Academic Quarter.

3.6.2 A Quorum of the Executive Committee will be six of its Voting Members, not including the President.

3.6.3 The Faculty Chair, the President, or three Voting Members of the Executive Committee will give written notice of no less than 24 hours to the Members of the Executive Committee to call a Special Meeting of the Executive Committee.

3.7 Impeachment and Removing Members

3.7.1 Reasons for removing a Member of the Executive Committee will include but not be limited to the following: consistent failure to perform the duties of the Member's elected position, failure to uphold this Constitution, abuse of power, serious violation of University policy, financial misconduct, and actions resulting in serious damage to the reputation of this Residential College.

3.7.2 To impeach a Member of the Executive Committee, a written petition for impeachment will be submitted to the Faculty Chair and presented by the Faculty Chair at a Meeting of the Executive Committee. Each petition will specify one and only one Member of the Executive Committee and be accompanied by the signatures of no fewer than 35 unique Voting Members of this Residential College. Once submitted, the Member of the Executive Committee is impeached, effective immediately.

3.7.3 The Faculty Chair, or a different member of the College Staff appointed by the Faculty Chair, not the Executive Committee, will oversee the removal process.

3.7.4 An impeached Member of the Executive Committee may not vote in matters of the Executive Committee until acquitted at a hearing for removal, but the impeached Member keeps all other powers and responsibilities of their position.

3.7.5 Within one day of the impeachment of a Member of the Executive Committee, an article of impeachment will be publicly posted and a hearing for removal will convene between three and ten days after the article of impeachment is posted. The Faculty Chair may extend this time period if it falls outside the academic calendar or within a final examination period. The person is impeached until the hearing is held.

3.7.6 The Faculty Chair, or a different member of the College Staff appointed by the Faculty Chair, will oversee a hearing for removal. The author of the petition for impeachment will be given ten minutes to present the case for the removal from office of the impeached Member of the Executive Committee. Following this period, the impeached Member will be given ten minutes for defense against the claims of the accusers. The floor will then be opened to the house for a ten minute period of questioning, moderated by the Faculty Chair. This period can be extended once by five minutes by a majority show of hands.

3.7.7 Once the hearing has concluded, a secret ballot vote will take place. An affirmative vote of two-thirds of Voting Members present, with Quorum, will be required for the removal from office of the impeached Member of the Executive Committee. Otherwise, the impeached Member will be acquitted, and their impeachment status removed.

3.7.8 Once a Member of the Executive Committee is removed from office, that position on the Executive Committee will become vacant, and the removed Member will be ineligible to run for any position on the Executive Committee in any subsequent election of this Residential College.

3.8 Resignation and Filling Vacancies

3.8.1 A Member of the Executive Committee may resign by submitting a written notice of resignation to the Executive Committee via the Faculty Chair, Associate Chair, Assistant Chair, or President. Once this notice is received, the resignation will take effect and the position of the resigning Member of the Executive Committee will become vacant.

3.8.2 If there is a vacancy in the Executive Committee, a Special Election will be called within two weeks of the Academic Calendar to fill the vacancy for the remainder of the term. The Executive Committee will determine a reasonable time and place for this Special Election.

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

3.9 Presidential Succession

3.9.1 The order of succession will be the same as the order of elections. The Faculty Chair will name an acting President following the order of succession in the following circumstances:

- i. Whenever the President is temporarily unable to carry out the powers and duties of the office of President, until the President makes a declaration to the contrary.
- ii. In the event of the resignation of the President, removal of the President from office, or permanent inability of the President to carry out the powers and duties of the President, until a new President is elected at a Special Election.

Article IV: Elections

4.1 Usage

All Elections, including Special Elections, will be conducted using the following procedure, unless specified otherwise by this Constitution.

4.2 Procedure

4.2.1 The time and place of an Election will be publicly announced at least seven days prior to when it will take place.

4.2.2 Once an Election has been announced, Voting Members may make nominations. The Assistant Chair will accept nominations of eligible Candidates until 48 hours prior to the start of the Election. Voting Members may self-nominate, but no person who is not a Voting Member of this Residential College may be nominated for a position. Candidates will inform the Assistant Chair of the acceptance of nominations at least 24 hours prior to the start of the Election.

4.2.3 All Candidates for a position will be sequestered immediately prior to when the Election for that position will take place. One by one, each Candidate will be summoned in reverse order of nomination acceptance to speak before the house for a period of no more than three minutes, and a five minute period of questioning will follow. The question period will be moderated by the Assistant Chair. Any questions submitted in writing to the Assistant Chair prior to the Election will be posed anonymously first and the remaining time may be used by Voting Members of the Residential College to pose questions to the Candidate. After speaking and answering questions, the Candidate will be sequestered again.

- i. Candidates running for a position on the Executive Committee who plan to be absent for one quarter of the upcoming Points Year must choose a Proxy to represent them and assume any position-relevant responsibilities. The election speech may be delivered by both the Candidate and Proxy, with the three minute time being split between speakers at the discretion of the Candidate and Proxy. Both the Candidate and the Proxy may answer questions during the following questioning period and will be sequestered together during discussion and speeches from other Candidates.
- ii. In the event that a Candidate is unable to be present at the Election physically or virtually, they may submit a written or recorded statement in place of a speech, or choose another Voting Member to represent them during the speech and/or questioning period. Otherwise, the Assistant Chair should announce that the Candidate is not able to be present at the Election, and then proceed to the following Candidate.

4.2.4 Once all of the Candidates for a position have spoken and answered questions, a five minute period to discuss the Candidates for the position This period of discussion will be moderated by the Assistant Chair and may be extended once by five minutes by a majority show of hands.

4.2.5 Once the discussion has ended, the Candidates will rejoin the house and voting will begin.

4.3 Voting

4.3.1 Votes may be cast by any Voting Member of this Residential College. For each position, Voting Members may vote for any Candidate of that position. Voting members must be given the option to vote No Confidence.

4.3.2 Votes will be cast by secret ballot.

4.3.3 A majority of all votes cast will be required to win any Election, as determined by Instant Runoff Voting (IRV) via ranked-choice voting. First Past The Post must not be used for Executive Committee Elections and the Assistant Chair will conduct the vote count process. If No Confidence wins the majority of votes cast for a position, the current Executive Committee must hold a Special Election within fourteen days to fill the position.

4.3.4 Votes for ineligible Candidates will count neither as a vote cast nor as a vote for any particular Candidate, nor as a vote for No Confidence.

4.3.5 Any Candidate who has been elected to a position on the Executive Committee must decline the election to that position to be an eligible Candidate in any other Election for a position on the Executive Committee.

4.3.6 In the event that an elected individual declines the election to a position during the Executive Committee Elections, another vote will be held to fill that position from among the remaining eligible Candidates during the same Elections. Otherwise, in the event that an elected individual declines the election to a position before taking office or will be unable to fill the position immediately upon taking office, a Special Election will be held to fill that position.

Article V: Committees and Appointed Positions

5.1 Standing Committees

5.1.1 Committees, under the direction of a Committee Chairperson, and in cooperation with the Executive Committee, are responsible for planning the affairs of this Residential College.

5.1.2 Alongside the Executive Committee, the Standing Committees of this Residential College will be the Fellows Committee, the Facilities Committee, the IT Committee, the Philanthropy Committee, the Publications Committee, the Academic Committee, and the Social Committee.

5.1.3 Executive Committee Members serve as the Chairpersons of the respective Standing Committees, with the exception of the President, Vice President, and Treasurer.

5.1.4 Executive Committee Members must not earn points for serving on a Standing Committee.

5.1.5 For Membership on a Committee, see Section 5 of this Article below.

5.2 Committee Membership and Application

5.2.1 All Voting Members of this Residential College will be eligible for Membership on a Committee.

5.2.2 The Vice President will disseminate Applications for Membership on a Committee and further specify a time and means by which these Applications will be completed and returned for consideration.

- i. Chairpeople may request additional Committee Members if a Voting Member expresses interest after the Applications for Membership have closed.
- ii. Non-Resident Members who join the community after the Applications for Membership have closed may request to join a Committee for the remainder of the Academic Quarter.

5.2.3 The Members of each Committee will be determined by the Committee Chairperson of that Committee and approved by the Executive Committee, based on applications received.

5.2.4 Standing Committee Membership will expire at the end of each Quarter.

5.2.5 Ad Hoc Committee Membership will expire when dissolved by the Executive Committee.

5.3 Appointed Positions

5.3.1 The President will originate the creation of Appointed Positions to better attend to the needs and goals of this Residential College.

- i. The President may appoint more than one individual to any Appointed Position.
- ii. Any Voting Member of this Residential College, except the President, will be eligible to serve in an Appointed Position.
- iii. An Appointed Position will be supervised by a member of the Executive Committee, as determined by the President and confirmed by the Executive Committee.

5.3.2 The creation and fulfillment of an Appointed Position is subject to the approval of the Executive Committee.

5.3.3 An Appointed Position will exist until such time as the duties entailed are fulfilled, as determined by the Executive Committee.

5.3.4 An individual holding an Appointed Position may resign the Position by submitting a written notice of resignation to the President.

- i. Once this notice is received, the resignation will take effect. If no other individual holds the Appointed Position, it will become vacant.
- ii. If the Appointed Position of a Chairperson of an Ad Hoc Committee is vacant, the President must appoint a new Chairperson, subject to the approval of the Executive Committee.

5.3.5 The position of Web Admin should be periodically created as an appointed position pursuant to the rest of Article 5.2 in order to update and maintain the Slivka website.

5.4 Ad Hoc Committees

5.4.1 The Executive Committee will originate the creation of Ad Hoc Committees to better attend to the needs and goals of this Residential College.

5.4.2 The creation, dissolution, and fulfillment of an Ad Hoc Committee is subject to the approval of the Executive Committee.

5.4.3 An Ad Hoc Committee should exist until such time as the duties entailed are fulfilled, as determined by the Executive Committee.

5.4.4 An Ad Hoc Committee will be chaired by an Appointed Position as detailed in Article 5 Section 2.

5.5 Constitution Committee

5.5.1 The Executive Committee will originate the creation of a Constitution Committee to review the Constitution for needed changes. A Constitution Committee will not convene within six months of the dissolution of a previous Constitution Committee and will convene no more than two years after the dissolution of a previous Constitution Committee. In the event that this Residential College is unable to create a Constitution Committee after two years, the Executive Committee will appoint four Voting Members to carry out the responsibilities of the Constitution Committee.

5.5.2 The Constitution Committee will consist of four elected or appointed Voting Members and is chaired by the Vice President, who is considered a Voting Member of the Constitution Committee.

- i. Candidates will be summoned in random order to speak before the house.
- ii. In electing the Constitution Committee, each Voting Member of this Residential College may cast at most four votes from among the pool of candidates. These votes are in the affirmative and do not rank Candidates. A Voting Member may not vote for the same Candidate more than once.
- iii. The top four vote-getters among all Candidates will be Members of the Constitution Committee.
- iv. If the Election produces a tie, the Executive Committee will resolve the Election's outcome of the Candidates who are tied within seven days at a Meeting of the Executive Committee.
- v. Except in regards to the above stipulations, Constitution Committee Elections will be held in the same manner as normal Elections, as described in Article 4.

5.5.3 The Assistant Chair will serve as an advisor to the Constitution Committee, but has no vote in its affairs.

5.5.4 A Quorum of the Constitution Committee will be four of its five Voting Members.

5.5.5 When the Constitution Committee unanimously decides that it has finished its business, it may dissolve itself. The Constitution Committee must present its progress to the Executive Committee within one quarter of first convening.

5.5.6 A Member of the Constitution Committee may resign at any time by submitting a Letter of Resignation to the Vice President. If a seat on the Constitution Committee becomes vacant, a Special Election of the Constitution Committee will be held.

5.5.7 If a seat on the Constitution Committee becomes vacant, the Executive Committee will appoint a new Voting Member to the Constitution Committee within seven days at a Meeting of the Executive Committee.

5.6 Resignation of a Chairperson of a Committee

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

Article VI: House Meetings

6.1 Definition

6.1.1 The Voting Members of this Residential College, College Staff and Professional Staff may actively participate in House Meetings.

6.1.2 The President will call and preside over a House Meeting at least five times per Points Quarter.

6.1.3 The President will announce the time and place of a House Meeting no less than six hours prior to when it will take place.

6.2 Purpose

6.2.1 At a House Meeting, the Executive Committee will provide an updated summary of its goals and progress and make recommendations to the Members of this Residential College.

6.2.2 House Meetings will serve as a forum to discuss the affairs of this Residential College and as a means for Members to directly manage the affairs of this Residential College.

Article VII: Housing Points

7.1 Dissemination of Housing Points Information

7.1.1 At most nine days after each Points Quarter ends, the Vice President will tally and publicly post the Housing Points earned by each Voting Member during that Points Quarter. Voting Members wishing to challenge the posted total must do so within seven days after the Housing Points were posted by submitting a request to the Vice President.

7.1.2 Housing Points accumulated since the beginning of the Points Quarter will be updated and made publicly available at a reasonable frequency.

- i. Points are not given to Non-Resident Members until the Executive Committee has approved their Non-Resident Application, and the Office of Residential Academic Engagement has approved their RAE Application.
- ii. Voting Members wishing to correct Housing Point discrepancies for an Event must do so within fourteen days after the Housing Points for that Event are posted by submitting a request to the Vice President and the Voting Member who submitted points for the Event.

7.1.3 Housing Points of all Voting Members will be set to zero at the beginning of each Points Year.

7.1.4 The Executive Committee will have final discretion concerning the allocation of Housing Points. In the case that a decision from the Executive Committee would threaten a Voting Member's ability to return to this Residential College in the coming year, this decision will be handled by the College Staff.

7.2 Executive Committee Members

A current Member, or Proxy of a Member, of the Executive Committee will earn between zero and forty Housing Points for each complete Points Quarter served as a Member of the Executive Committee, as determined by the College Staff.

7.3 Standing Committees

A Member of a Standing Committee will earn between zero and twenty Housing Points per Points Quarter as determined by the Chairperson of the Standing Committee, subject to the approval of the Vice President. Members on multiple Standing Committees will receive the arithmetic mean of the number of points they receive for each Standing Committee.

7.4 ASG and RCB Representatives

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

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

7.5 Appointed Positions

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

7.6 Ad Hoc Committee Members

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

7.7 Constitution Committee Members

7.7.1 A Voting Member serving on the Constitution Committee will earn between zero and twenty Housing Points for every Points Quarter the Member serves on the Constitution Committee, as determined by the Vice President, subject to the approval of the Executive Committee.

7.7.2 The Vice President is not eligible to receive Housing Points for serving as the Chairperson of the Constitution Committee.

7.8 Event Points

7.8.1 Any Voting Member who attends an Event, Intramural Sports game, or House Meeting will earn one Housing Point.

- i. No Event will be worth more than one Housing Point.
- ii. Any event that requires monetary investment in order to participate will be worth zero Housing Points.

7.9 Election Points

7.9.1 Any Voting Member who attends an Election will earn two Housing Points per hour, rounded to the nearest hour, of the Elections attended by that Member.

7.10 Helper Points

7.10.1 With the exception of those on the Executive Committee, any Resident or Non-Resident Member who renders a service to the community that is not required based on the responsibilities of a position that the Member holds, will be eligible for one Housing Point. The Executive Committee will determine if the Member's service is eligible for this Housing Point. A Resident or Non-Resident Member may earn up to ten Housing Points in this manner per Points Quarter.

7.11 Exceptions

7.11.1 A Resident Member or Non-Resident Member who is unable to participate in this Residential College for at least five weeks of an Academic quarter will be eligible to receive Housing Points for their absence during that Academic Quarter through the following process:

- i. The Resident or Non-Resident Member will email the President explaining why they are unable to participate before or during the Points Quarter in which they are unable to participate.
- ii. The President will present the case anonymously during a Meeting of the Executive Committee. The Executive Committee will then vote to determine if the absent Resident or Non-Resident Member will receive Housing Points.
- iii. If the Executive Committee votes in the affirmative, the absent Resident or Non-Resident Member will receive a number of Housing Points for that Points Quarter equal to the quarterly Points received by the Member of the same Gender Classification who has a Rank equal to the absent Member's Absence Rank.
 - (a) The Member's Absence Rank is equal to the average Rank in the other Points Quarters in which the Member participated in the same Points Year. If the absence occurs during the Spring Academic Quarter, then the previous Points Year will be used instead. If the absence lasts for one or more Academic Years, the most recent Points Year in which the Member was present at the Residential College should be used instead.

Article VIII: Selection of Housing

8.1 Calculation of Adjusted Housing Points Total

8.1.1 At the conclusion of each Points Year, the Housing Points earned by each Resident and Non-Resident Member during the previous Points Year will be summed to compute the Housing Points Total of that Member.

8.1.2 The number of Housing Points Quarters, Q , is the number of full Points Quarters of Resident or Non-Resident Membership.

8.1.3 All Non-Resident Members completing a first full year as a Non-Resident Member will have a Housing Points Multiplier equal to $(11 + Q)/10$.

8.1.4 All other Voting Members will have a Housing Points Multiplier equal to $(10 + Q)/10$.

8.1.5 The No-Show Policy is a policy for discouraging absence from Events with extensive setup, which can result in a decrease of a Voting Member's Housing Point Multiplier.

- i. For Events requiring a sign up the person managing the Event sign ups may choose to implement the No-Show Policy, provided that they make the policy clear prior to sign up.
- ii. The No-Show Policy is enacted when a Voting Member fails to attend the Event or give twenty-four hours' notice of cancellation. This will result in the subtraction of $1/2$ from the Q -value per occurrence, up to twice per quarter. A violation of the No-Show Policy may be excused by a vote of the Executive Committee.

8.1.6 A Voting Member's Adjusted Housing Points Total will be the product of that Member's Housing Points Total and Housing Points Multiplier.

8.2 Eligibility for Housing

8.2.1 In order to be eligible for housing selection, Resident and Non-Resident Members must have obtained a Housing Points Total greater than or equal to twice the number of House Meetings that occurred during the time of respective Memberships in the relevant Points Year.

8.2.2 For all Resident Members and Non-Resident Members who have met the minimum Points requirement and have fulfilled the University's Housing Requirements, a rank will be assigned based on each Member's Adjusted Housing Points Total compared with that of Members of the same Binary Gender. These rankings will determine the Ranked List. In the case of a tie in the Adjusted Housing Points Total, the order of Rank will be determined first by the ranking

of the unadjusted Housing Points Total and, if a tie remains, the order of Rank will be determined randomly.

8.2.3 The maximum number of returning Residents will be determined by the Office of Residential Life. This number of returning slots will be divided as equally as possible along the Binary Gender Classifications. A number of Resident Members and Non-Resident Members wishing to live in the Residential College during the subsequent Academic Year equal to the available returning slots will be taken from the top of the Ranked List and placed into the Accepted List for their Binary Gender.

- i. Resident Members remain in the same Suite Gender Classification, unless the Member notifies the Faculty Chair of otherwise.
- ii. This expression of intent is considered binding provided that the Member makes the points cutoff and barring any extenuating circumstances.

8.3 Room Selection Procedure

8.3.1 Members on the Accepted List will select Rooms for the subsequent Academic Year in order, starting with the highest-ranked Member. Members who select a Room in an unfilled Binary Gender suite may bring up to 3 other Members on the Accepted List who are interested in Binary Gender housing. Members who select a Room in an unfilled All Gender suite may bring any up to 3 other Members on the Accepted List who are interested in All Gender housing. Room selection then moves immediately to the Members of that suite, who choose Rooms in the suite according to Rank. Members may select only one Room.

8.3.2 Room selection is restricted by the following:

- i. All residents of a Gendered Suite must be of the same Binary Gender.
- ii. Members of a Double-Occupancy Room must agree to live together in that Room.
- iii. All residents of an All Gender Suite must opt-in to All Gender housing.

8.3.3 All available Rooms not filled by returning Members will be allocated to other students according to Residential Services' protocol.

8.3.4 The above process will be followed only in the case that no alternate process is implemented by the Office of Residential Life. If the Office of Residential Life does implement an alternate process, the above process should be adapted as best as possible to this new process.

Article IX: Amending This Constitution

9.1 Procedure

9.1.1 All Articles of this Constitution may be subject to amendment at any House Meeting.

9.1.2 Any proposed amendment will be submitted to the Executive Committee. The Executive Committee will then announce and publicly post the proposed amendment no more than seven days after its proposal to the Executive Committee. The proposed amendment may not be modified until it is voted upon.

9.1.3 A meeting to vote on the amendment will occur no more than 15 days after its proposal to the Executive Committee. The time and place of this meeting will be announced no less than five days before it is to take place.

9.1.4 The meeting to vote will be moderated by a member of the College Staff.

9.1.5 A reasonable amount of time will be devoted to discussion of the amendment. This period of discussion may be extended once by ten minutes by a majority show of hands.

9.1.6 If the amendment contains more than one separate and distinct point related to a single topic, any Voting Member may, during discussion, motion for division of a question. The Voting Member who motioned to divide the question must then specify the points within the Amendment to be considered separately.

- i. To be eligible for a vote, this motion must be followed by a second from another Voting Member.
- ii. A vote by show of hands will be taken, and a simple majority of votes cast must be needed to divide the question.
- iii. Upon passing, the separated points within the question will be considered and voted upon as separate amendments.

9.1.7 Once the discussion has concluded, a secret ballot vote will be taken. An affirmative vote of two thirds of Voting Members present, with Quorum will be required for adoption of the proposed amendment. In the case that the proposed amendment fails to be adopted, it may be modified and proposed to the Executive Committee again through the aforementioned procedure.

9.2 Incorporation

9.2.1 An amendment to the Constitution will immediately take effect unless otherwise specified by the amendment.

9.2.2 When an amendment changes the text of this Constitution, such a change will immediately be incorporated into the text of this Constitution along with a dated notice of when the change took effect in the Constitution.

9.2.3 The revised text of this Constitution will be made publicly available no more than 15 days after the revision took effect.

Article X: Bylaws

10.1 Definition

10.1.1 The Bylaws are a codified tradition of operating procedure to aid the Executive Committee and Members of this Residential College.

10.1.2 The Vice President will hold the Bylaws.

10.2 Interpretation of the Bylaws

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

10.3 Maintaining the Bylaws

10.3.1 By the end of each Spring Academic Quarter, the Executive Committee will thoroughly review the Bylaws and discuss potential amendments.

10.4 Amending the Bylaws

10.4.1 Any Voting Member of this Residential College may submit an amendment to the Bylaws.

10.4.2 Amendments to the Bylaws must be submitted in writing.

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

Article XI: Compliance Statements

11.1 Not-For-Profit Statement

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

11.2 Statement of Non-Discrimination

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

11.3 Statement of Non-Hazing

This Residential College will not engage in or permit hazing. The University forbids hazing and all other activities that interfere with the personal liberty of an individual. The University defines hazing as any action taken or situation created, whether on or off University premises and whether presented as optional or required, to produce mental or physical discomfort, servitude, embarrassment, harassment, or ridicule for the purpose of initiation into, affiliation with, or admission to, or as a condition for continued membership in, a group, team, club, or other organization. Hazing activities may also violate the Illinois Hazing Act 720 ILCS §5/12C-50.

11.4 Statement of Compliance With Campus Regulations

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