

RESIDENTIAL COLLEGE BOARD CONSTITUTION

May 31, 2009 Revision

TABLE OF CONTENTS

Section I:	Statement of Purpose	1
Section II:	Membership and Dues	2
Section III:	Duties of the Executive Board	2
Section IV:	Voting Standards	3
Section V:	Election of the Executive Board.....	4
Article 1	Election Procedures.....	4
Article 2	Expulsion of Executive Board Officers and Vacancies	5
Section VI:	Amendment Procedures	5
Section VII:	Absences and Fines	5
Section VIII:	ASG Senators.....	6
Article 1	Senator Selection	6
Article 2	Senator – Board Interaction.....	7
Appendix A:	Web Standards	8
Appendix B:	Housing Points Transfer Procedures	9
Appendix C:	Listserv Definition and Usage	10

SECTION I: STATEMENT OF PURPOSE

(Revised 3/8/06 and 1/27/09)

The Residential College Board (hereafter "RCB" or "the Board") shall exist to serve all members of the Residential College community by upholding the tenets on which the Residential Colleges are founded:

1. That the Colleges provide a stimulating atmosphere for interaction between students and faculty.
2. That the Colleges develop programs that stress educational opportunities outside the classroom.
3. That the Colleges increase and add to the quality of undergraduate life.
4. That the Colleges foster a sense of community among their members as well as on campus.

Accordingly, RCB will advance the academic, philanthropic, and social goals of the entire Residential College system. It will be a source of support, information, and advice for the colleges, and will serve as a formal means of communication between the colleges for collaboration and exchange of ideas. RCB will aid individual colleges in reaching their common goals, and work to promote unity and community among all members of the system.

A Residential College shall be defined as any living unit detailed in the Residential

College Brochure, revised and published annually by Northwestern University. A Residential College member shall be defined as any resident or non-resident member of a Residential College.

A resident member of a Residential College is any individual living in a Residential College that pays the appropriate Residential College dues.

A non-resident member of a Residential College is any individual who has filled out the application to become a non-resident member, been approved by the Executive Council or corresponding governing body of the Residential College, and has paid the appropriate dues.

SECTION II: MEMBERSHIP AND DUES

(Revised 2/25/07 and 1/27/09)

Members of the Residential College Board shall consist of the Executive Board – President, Vice President of Academic Affairs, Vice President of Social Affairs, Vice President of Philanthropic Affairs, Vice President of Public Relations, Vice President of Financial Affairs, and Vice President for Inter-College Relations – and the Presidents of each of the Residential Colleges. An individual cannot hold two positions simultaneously on the Residential College Board.

Voting members of the Board shall consist of all of its members except for the President, who only votes in the case of a tie.

Member Residential Colleges shall submit a quarterly membership fee of five dollars per resident. A “quarter” is defined as an academic period at Northwestern University as determined by the Office of the Registrar; for RCB purposes, the "quarters" are: Fall, Winter, Spring.

The number of Residential College members in each Residential College shall be determined by the Coordinator of the Residential College Program at the beginning of each quarter.

All Executive Board members shall pay Residential College member dues, either as residents paying social and maintenance fees, or as non-residents paying non-resident fees. Non-resident fees shall be paid within the first two academic weeks of no longer paying resident fees, or of election to the board.

The Residential Colleges shall not account for Community Assistants, Residential Housing Coordinators, or vacant spaces when transferring funds to RCB.

The Residential College Board shall determine, at the beginning of each new administration, the criteria for RCB's sponsorship (monetarily or otherwise) of a Residential College or outside group/event for that year.

SECTION III: DUTIES OF THE EXECUTIVE BOARD

(Revised 3/8/06 and 1/27/09)

The President shall be the chief executive officer of the Board. The President shall be responsible for the following: supervising all Board activities; overseeing all other officers; coordinating long-term planning for the Board; acting as the official representative of RCB to the University; responsible, with the Treasurer, for all RCB funds; in charge

of the routine affairs of the Board; preparing an agenda for all Board meetings and presiding over them under Robert's Rules of Order or another code of conduct that the Board passes in a two-thirds vote.

The Vice President of Academic Affairs shall coordinate all Board-sponsored academic events to foster intellectual development in the Residential Colleges. In the absence of the President, the Vice President for Academic Affairs shall assume the President's duties. In addition, the Vice President for Academic Affairs shall coordinate a meeting at least once per quarter of all Residential College positions which arrange academic events.

The Vice President of Social Affairs shall coordinate all Board-sponsored social functions in order to foster inter-college unity. In addition, the Vice President for Social Affairs shall coordinate a meeting at least once per quarter of all Residential College positions which arrange social events.

The Vice President of Philanthropic Affairs shall coordinate the philanthropic efforts of the colleges and create all-residential college philanthropy events. In addition, the Vice President for Philanthropic Affairs shall coordinate a meeting at least once per quarter of all Residential College positions which arrange philanthropic events.

The Vice President of Public Relations shall be responsible for external communications, including but not limited to, publicity of Board sponsored events and public relations, and internal communication in the form of minutes.

The Vice President of Financial Affairs shall coordinate the financial matters of the Board. Such matters shall include (but are not limited to):

1. Developing and maintaining a quarterly budget
2. Transactions involving members and the Board, including cash advances, refund and quarterly dues payments

The Vice President for Financial Affairs, with the President, shall be responsible for all RCB funds.

The Vice President of Inter-College Relations shall be responsible for developing inter-college interaction through events and programs, in particular through aiding in registration of Residential College teams in the IM co-recreational league or other forms of friendly competition. In addition, the Vice President for Inter-College Relations shall help other Board members as appropriate to foster community.

SECTION IV: VOTING STANDARDS

(Revised 3/8/06 and 1/27/09)

The voting standards below shall apply if it is decided that Robert's Rules shall be followed in Section III of this document. If Robert's Rules is not followed, a different set of voting Standards must be agreed upon by the Board.

1. Unless otherwise instructed by this document, the Board shall act only when the majority of votes cast are in favor of a main motion put to question.
2. Every voting member may move or call for the question only when a quorum is present.
3. A quorum for all questions shall consist of three-fourths of the voting members of the Board.
4. Every voting member shall cast one vote of equal weight or abstain. Abstentions shall not affect the outcome of a vote.
5. Absent Residential College Presidents may vote by proxy providing the identity of their proxy is revealed to the presiding officer before the relevant meeting. Individuals that already have a vote on the Board

cannot serve as proxies for absent members. The proxy must be an elected or appointed official of the respective President's Residential College.

6. In the case of a tie, the President of the Board shall cast a vote to break the deadlock.
7. In the case that any executive office is held by more than one person, those persons are considered as one voting member. No RCB Executive Board member may have more than one vote on the Board.
8. The President of the Board may veto any motion passed. This veto can be overridden by a subsequent two-thirds vote by the Board.
9. Every voting member may move to override a veto only when a quorum is present, before a new action has been approved, and before the relevant meeting has adjourned. The President shall rule such a motion in order at least once for every action. When a voting member has moved to veto an action, and the motion has been ruled in order, voting members shall immediately vote whether or not to override a veto or abstain. Abstentions shall not affect the outcome of a vote.

SECTION V: ELECTION OF THE EXECUTIVE BOARD

(Revised 2/25/07 and 1/27/09)

Article 1 – Election Procedures

Election for the office of President shall occur at or before the second-to-last scheduled Board meeting of Winter Quarter. Elections for the other offices shall occur at or before the final scheduled Board meeting of Winter Quarter. Nominations for all offices shall close one week prior to the respective election date. At least two weeks notice must be provided prior to the election for any position.

Nominees for the office of President shall be drawn from the voting members of the Board. In the event that no former or present Board member has declared candidacy for the office of President by the close of nominations, nominations shall be open to all present members of the executive councils of the Residential Colleges and former such executive council members who are present members of a Residential College.

Nomination of candidates for the offices of the Vice Presidents can be made by voting members of the Residential College Board. Nominations shall be drawn from all present elected or appointed officials of the Residential Colleges and former such members who are present members of a Residential College. In the event that any of the positions of Vice President lack candidates by the close of nominations, nominations shall be open to all present members of the Residential Colleges.

If no one is nominated for a given office by the deadline, nominations for that office shall remain open until twenty four hours after a nomination is made. Elections shall be cast by secret ballot with the winner securing a majority of voting members.

Elections shall consist of four stages. The first stage is the application process, wherein the candidate must fill out and submit the application to the proper individual by the date and time specified. The second stage involves a speech by the candidate. The third stage is a question and answer session for the candidate. The fourth stage is discussion and voting by the Board. The second, third, and fourth stages shall all occur in one day.

For each position being elected, the second stage of the election process shall be the same in length for each candidate running for the position. The same is true for the third stage. The fourth stage shall take as long as necessary until an individual is elected or a vote of "no confidence" has been made.

A vote of "no confidence" can be made if passed by more than 50% of the voters. "No confidence" means that the voter does not believe that the individual or individuals running for a position can perform the duties for this position adequately. Determining how the position shall be filled or who potential candidates to fill this position are may not be discussed until after a decision of "no confidence" has been made, so as not to affect the vote.

Article 2 – Expulsion of Executive Board Officers and Vacancies

Criteria for such a recall may include, but are not limited to:

1. Failure to complete responsibilities.
2. Poor meeting attendance.
3. Acting in a manner that is detrimental or harmful to the Board or its interests.
4. Failure to pay membership dues as per Section II.

Inability to comply with these criteria shall be determined at the discretion of the Board.

A motion to recall an officer may be submitted to the President by email. The motion shall be kept in confidence and will be presented by the President at the meeting immediately following the submission of the motion.

A member of the executive board may be expelled from their position by a three-fourths majority vote of the executive board, followed by a two-thirds majority of the Residential College Board.

When a vacancy of an office occurs, via a resignation or expulsion of an officer, it shall be filled by an emergency election within two meetings of the announced vacancy. Residential College Presidents may not be expelled by the Board.

SECTION VI: AMENDMENT PROCEDURES

(Revised 3/8/06 and 1/27/09)

Ratification of the entire Constitution shall be contingent on a unanimous vote of all Residential College Presidents.

Proposed amendments to this Constitution shall be brought to the Board by its voting members. Proposed amendments by Residential College members who are not voting members of the Board shall be considered by RCB only after petitioners have obtained signatures from ten percent of Residential College members.

Amendments shall be considered ratified with a three-fourths vote of the Board members.

SECTION VII: ABSENCES AND FINES

(Revised 3/8/06 and 1/27/09)

The attendance shall be documented in the minutes from each meeting.

The first absence of each quarter shall not be fined. Any Residential College not represented at a Residential College Board general assembly meeting for a second time in a quarter shall be fined 10 percent of the respective residential college's members in dollars.

The fine shall increase by 5 percentage points for each subsequent absence per quarter. With each new quarter these fines will reset to the 10 percent figure for the second absence, and will continue to increase again as stated above. All of the money collected from this fee shall be put into the Residential College Board's general fund.

The fee may be waived on an individual basis at the discretion of the Executive Board.

SECTION VIII: ASG SENATORS

(Adopted 9/20/06; Revised 1/27/09)

Article 1 – Senator Selection

The Residential College Board shall select five members to represent RCB and the interests of all Residential College members in the Associated Student Government (ASG) as senators. Senator applicants must fill out and submit the RCB Senator Application and interview with RCB.

RCB shall select senators every fall before ASG convenes for its first senate meeting.

RCB must select a group of senators that satisfies the following area criteria:

1. Two (2) senators must be selected from applicants from PARC, Shepard, and Willard.
2. One (1) senator must be selected from applicants from ACCI and Slivka.
3. One (1) senator must be selected from applicants from CRC, ISRC, and Jones.
4. One (1) senator must be selected from applicants from CCS, Chapin, and Hobart.

As specified by ASG mandate, no Residential College may have more than one (1) senator.

RCB shall select senators through several rounds of voting. For each area (1-4 above) voting members shall cast one (1) ballot for their choice candidate, or “no confidence”.

After this round, the two candidates receiving the greatest number of votes shall be disclosed and the board shall vote again between these two candidates. The candidate receiving greater than 50% of the vote secures the senate seat.

The second round of voting is not necessary if any one candidate achieves greater than 50% of the votes cast. The President shall break any ties. For area 1 this process shall be done twice; once for each seat.

The voting body may vote "no confidence," as defined by Section V, on candidates from any of the aforementioned areas. In the event that more than 50% of Board members vote "no confidence" on the candidates in an area, the Board shall then vote and decide on one of the following courses of action:

1. The senator opening for that area becomes a "wildcard," an opening that may be selected from any of the remaining applications from any of the areas. The aforementioned method of voting on the candidates shall be applied again.
2. The senator opening for that area is left vacant.
3. Solicit additional senator applications for that area.

Each Residential College shall submit no more than one senator application for RCB review.

Each Residential College shall hold a direct election open to all of its members, including its respective President, to select its candidate(s). This direct election must be consistent with the procedures outlined by the ASG Senator Guidelines.

Article 2 – Senator – Board Interaction

Senators elected to represent RCB in ASG under the guidelines specified in Section VIII, Article 1 are expected to adhere to the following guidelines set forth by the Board under the authority granted to them by the Associated Student Government.

1. Senators may decide how they shall vote in Senate based on their own judgment, the opinions of their constituency, and the Board. However, the Board reserves the right to pass a mandate (by the voting standards specified in Section V) requiring the senators to appear before the board prior to their vote to explain their reasoning.
2. Rotating responsibility on a weekly basis, one senator per week must update the Vice President for Public Relations via e-mail, the content of which must include but is not limited to:
 - a. A forwarded copy of the minutes for the week's ASG meeting.
 - b. Summaries of important items discussed and to be discussed in the future.
 - c. A vote count for considered legislation when applicable.
 - d. Bills to be considered in the upcoming week.
 - e. Their perspectives on how legislation might affect RCB or Residential College members.
 - f. This shall be done prior to the general Board meeting so the Vice President for Public Relations can update the board on ASG happenings, and so the Board can invite senators to speak in Board meetings if necessary. The Vice President for Public Relations shall forward this update to the RCB listserv.
3. Senators must inform the Vice President for Public Relations of their plans to keep in touch with the area the Board has assigned them to represent. At a minimum, each senator must send monthly updates to their Residential Colleges regarding ASG news, and they must meet with Residential College Presidents during both Fall and Spring Quarter to establish expectations for the year. These expectations must be reported to the Vice President for Public Relations.
4. Senators shall only attend RCB meetings at the request of the President or Vice President for Public Relations. Senators may request time at meetings by communicating with either of the aforementioned executive board members.
5. Senators may appoint their own alternates if necessary for both ASG and committee meetings. The replacement must be a member of a Residential College. The Vice President for Public Relations must be notified of the chosen alternate and whether or not they have the ability to vote in the senator's place by noon of the day of the meeting for which the replacement is needed. The Vice President for Public Relations shall then forward the information to the ASG Rules Chair.
6. If necessary, the Board may vote to remove a Senator at any point during the year. This process shall be conducted in the same manner as Executive Board member removal as described in Section V, Article 2. Reasons for removal include, but are not limited to:
 - a. Inadequate communication with assigned region and/or RCB
 - b. Inadequate attendance at ASG Senate meetings or committee meetings
 - c. Consistently voting against the Board's interests

7. Should an RCB ASG senate seat be left vacant after an election or become vacant, the following actions shall occur.
 - a. Individuals interested in the RCB ASG senator seat from the area that is lacking a senator shall be sought for two weeks. If candidates have been found, then an election shall take place.
 - b. If there is no one interested in running for the ASG RCB senator position within the area or there is a vote of no-confidence on those candidates that ran, a the search for interested individuals shall be expanded to all of RCB and an additional election shall take place.
 - c. If still no individual is selected to fill the seat, then the seat shall remain vacant.

Concerns regarding these issues may be brought to the Board by Board members, Residential College members, or other ASG Senators. Only the President or Vice President for Public Relations may officially call for a removal vote for a senator. The Vice President for Public Relations must inform any Senator the Board considers removing. Senators may be invited to speak with the Board regarding their potential removal however, the Board may vote without hearing testimony from the senator.

The following appendix should not be considered part of the Constitution:

APPENDIX A: WEB STANDARDS

(Adopted 4/19/05; Revised 1/27/09)

To further the goal of more effectively promoting the Residential College system to prospective members and facilitate communication to current members, the following guidelines are enacted to govern the websites of the eleven Residential Colleges:

1. Required Components: Each college website must maintain the following up-to-date information:
 - a. List of college faculty fellows
 - b. Current version of the college constitution
 - c. Description of the college points system, including if possible a list of activities that merit points and the number of corresponding points
 - d. Descriptions of each position on the college executive board (“job descriptions”) and a current list of the students holding those positions
 - e. Description of the college master staff, including the Master and if appropriate the Assistant Master or Associate Master
 - f. The date of the most recent update to the website (“Last updated...”)
2. Recommended Components: The following are recommended but are not required components of the college websites:
 - a. Description of college facilities
 - b. Photos from recently held events
 - c. Description of main college events (for example, CCI might list the Business Symposium)
 - d. A “virtual tour” or similar presentation of the college for prospective students
 - e. A list of “recent college happenings” or updates on college events
3. Links: Links to the following sites should be included in some way on each college website:
 - a. The Office of Residential Colleges (<http://www.northwestern.edu/residentialcolleges>)
 - b. The Residential College Board (<http://groups.northwestern.edu/rcb>)

APPENDIX B: HOUSING POINTS TRANSFER PROCEDURES

(Adopted 3/8/06; Revised 1/27/09)

Each Residential College should allow members meeting the eligibility requirements of their respective Residential College to transfer their eligibility to another Residential College for the following year if space is available.

Each Residential College shall adapt a way to rank Residential College members who transfer from different colleges for housing selection purposes.

Each Residential College shall allow Residential College members who are away from the university (on study abroad, TM, co-op, etc.) for one full academic year to defer their points and/or eligibility to the following year when they return to campus.

Presidents of the colleges involved a transfer situation shall be responsible for communicating their particular standards of procedure with each other. The Housing Points Exchange Timeline outlines what actions Residential College Presidents must take in the Winter Quarter and the procedures for individuals involved in a housing transfer.

The Housing Points Exchange Timeline is as follows:

1. At the beginning of Winter Quarter, Residential College Presidents shall remind college members that Winter Quarter is the last quarter to earn points for the housing selection that shall occur in the subsequent Spring Quarter.
 - a. At this time, the President should point out that, if any college members would like to live in a different Residential College, they ought to become a non-resident member of that college and begin to earn points by participating in that college's events.
2. At least 3 weeks before the end of the quarter, Residential College Presidents shall remind college members that Winter Quarter is the last quarter to earn points for the housing selection that shall occur in the subsequent Spring Quarter.
 - a. If, at this time, any college members express interest in attempting to live in another Residential College next year, the President shall inform the individuals of the steps that must be taken to make this an option for the individual, which are found here.
3. Members who wish to transfer their eligibility to another Residential College must inform both the President for the Residential College in which they currently are a member and the President of the Residential College to which they wish to move by midnight on the Friday of Reading Week, Winter Quarter.
4. The President of the Residential College in which the member is currently a member of is responsible for getting all of the transferee's points information to the President of the Residential College that the individual is attempting to transfer into for the following year, in addition to any other documentation requested by this President. This must be completed before the end of the Winter Quarter.
5. The President of the Residential College that the individual is attempting to transfer into for the following year must remain in contact with the transferee throughout the remainder of housing selection. This includes notifying the transferee of the following:
 - a. When the President receives all of the documentation from the Residential College President of the Residential College that the individual is currently a member of.
 - b. The date, time, and location of the Housing selection meeting for that Residential College at least 5 days prior to the meeting.
 - c. The individual's position in the housing selection process related to:

- i. The current members of the Residential College.
- ii. Any other individuals attempting to transfer into this Residential College.

APPENDIX C: LISTSERV DEFINITION AND USAGE

(Adopted 5/31/09)

To better communication between the Residential Colleges Board members, the Hall Government and members of the Residential Colleges, the listservs affiliated with the Residential College Board shall be maintained and moderated. Listed are managed listservs and guidelines enacted to ensure proper usage for each listserv:

1. The RCB listserv shall consist of the director and executive board members of the Residential College Board and the Residential College Presidents. This listserv shall be a private listserv and shall be managed by the President and the Vice President of Public Relations. All emails sent will be related to Residential College matters.
2. The RCB_EXEC listserv shall consist of the director and executive board members of the Residential College Board. This listserv shall be a private listserv and shall be managed by the President and the Vice President of Public Relations.
3. The RES_COLLEGES listserv shall consist of all residents and non-residents of the eleven Residential Colleges. This listserv shall be managed by the President and the Vice President of Public Relations. Only the owners of this listserv may send emails through this listserv. All messages must be approved by a majority vote of the Residential College Board prior to sending. Messages will consist only of information about the Residential College system or large-scale programming planned by the Board. No more than two emails may be sent regarding each planned event (i.e. Field Day, Six Flags trip, Quiz Bowl, RCB Formal). If a majority vote cannot be reached by the Board or the vote cannot be conducted, the email will instead be sent to the Residential College Presidents and they may forward the email notification to their members.
4. The RCB_ACAD listserv shall include the Vice President of Academic Affairs and associated representatives sitting upon the College executive boards. The Presidents of the Residential Colleges may request the addition of other positions onto the listserv. This listserv shall be a private listserv and shall be managed by the Vice President of Academic Affairs and the Vice President of Public Relations.
5. The RCB_FINANCE listserv shall include the Vice President of Financial Affairs and the treasurers sitting upon the College executive boards. The Presidents of the Residential Colleges may request the addition of other positions onto the listserv. This listserv shall be a private listserv and shall be managed by the Vice President of Financial Affairs and the Vice President of Public Relations.
6. The RCB_SOC listserv shall include the Vice President of Social Affairs and associated representatives sitting upon the College executive boards. The Presidents of the Residential Colleges may request the addition of other positions onto the listserv. This listserv shall be a private listserv and shall be managed by the Vice President of Social Affairs and the Vice President of Public Relations.
7. The RCB_PHIL listserv shall include the Vice President of Philanthropic Affairs and associated representatives sitting upon the College executive boards. The Presidents of the Residential Colleges may request the addition of other positions onto the listserv. This listserv shall be a private listserv and shall be managed by the Vice President of Philanthropic Affairs and the Vice President of Public Relations.
8. The RCB_ASG listserv shall include the Vice President of Public Relations and the ASG senators representing the residential colleges. This listserv shall be a private listserv and shall be managed by the Vice President of Public Relations.
9. The RCB_ICR listserv shall include the Vice President of Inter-College Relations and associated representatives sitting upon the College executive boards. The Presidents of the Residential Colleges may

- request the addition of other positions onto the listserv. This listserv shall be a private listserv and shall be managed by the Vice President of Inter-College Relations and the Vice President of Public Relations.
10. The RCB_PR listserv shall include the Vice President of Public Relations and associated representatives sitting upon the College executive boards. The Presidents of the Residential Colleges may request the addition of other positions onto the listserv. This listserv shall be a private listserv and shall be managed by the Vice President of Public Relations.