

# CONSTITUTION OF SLIVKA RESIDENTIAL COLLEGE OF SCIENCE AND ENGINEERING

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## ARTICLE I: NAME AND AFFILIATION

### SECTION 1: NAME

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

### SECTION 2: PURPOSE

The purpose of this Residential College will be to promote science and engineering, to foster the exchange of ideas between students and faculty, to extend students' opportunities for enrichment outside of the classroom, and to foster diversity on all levels.

### SECTION 3: AFFILIATION

1. 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.
2. This Residential College will also be under the supervision of an Area Council. The three Area Councils are the governing bodies of the Residential Colleges and Halls, and have jurisdiction in matters of residential policies and amenities, improvements to facilities, and advocacy on behalf of residents. The Area Council collects no fees from Residential Colleges and has no budget.

## ARTICLE II: MEMBERS

### SECTION 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, Graduate Associates, and Professional Staff.

### SECTION 2: RESIDENT MEMBERS

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

### SECTION 3: NON-RESIDENT MEMBERS

1. Non-Resident Members are undergraduate students of the University who do not live in this Residential College, or who live in this Residential College as Residential Assistants, 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 a Non-Resident Application, the payment of Non-Resident Dues, and obtaining the Executive Committee's acceptance of Non-Resident Membership.
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.

**SECTION 4: FACULTY CHAIR**

The Faculty Chair is a faculty member of the University chosen in the manner prescribed by the University who performs the duties outlined by this Constitution in addition to any responsibilities outlined by the University. The Faculty Chair will be considered a member of the College Staff.

**SECTION 5: ASSOCIATE CHAIR**

The Associate Chair is a faculty member of the University chosen in the manner prescribed by the University who performs the duties outlined by this Constitution in addition to any responsibilities outlined by the University. The Associate Chair will be considered a member of the College Staff.

**SECTION 6: ASSISTANT CHAIR**

The Assistant Chair is a graduate student of the University chosen in the manner prescribed by the University who performs the duties outlined by this Constitution in addition to any responsibilities outlined by the University. The Assistant Chair will be considered a member of the College Staff.

**SECTION 7: FELLOWS**

Fellows are past and present faculty and staff of the University who may attend the Events of this Residential College.

**SECTION 8: GRADUATE ASSOCIATES**

Graduate Associates are graduate students of the University who may attend the Events of this Residential College.

**SECTION 9: PROFESSIONAL STAFF**

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 Area Coordinator. The Professional Staff may attend the Meetings of the Executive Committee.

**ARTICLE III: EXECUTIVE COMMITTEE****SECTION 1: DEFINITION**

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

**SECTION 2: MEMBERS AND ELIGIBILITY**

1. The Members of the Executive Committee will be the President, the Vice President of Internal Affairs, the Vice President of Financial Affairs, the Secretary of Academic Affairs, the Secretary of Faculty Affairs, the Secretary of Social Affairs, the Secretary of Philanthropic Affairs, the Director of Facilities, the Director of Information Technology, and the Director of Publications.

2. Resident Members and Non-Resident Members will be eligible to be Members of the Executive Committee. No Resident Member or Non-Resident Member will be permitted to simultaneously hold two separate Positions on the Executive Committee.
3. Each Member of the Executive Committee will be a Voting Member of the Executive Committee, and will have one vote in the matters of the Executive Committee, except the President, who will have one vote only if the Executive Committee is equally divided.
4. The College Staff and the Professional Staff will serve as Advisors to the Executive Committee with the purpose of enforcing the 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.

### SECTION 3: ELECTION AND TERM OF OFFICE

1. The Members of the Executive Committee will be elected at a General Election held no earlier than thirty days prior to the end of Winter Quarter and no later than ten days prior to the end of Winter Quarter. The Positions of the Executive Committee will be filled according to the following order: President, Vice President of Internal Affairs, Vice President of Financial Affairs, Secretary of Academic Affairs, Secretary of Faculty Affairs, Secretary of Social Affairs, Secretary of Philanthropic Affairs, Director of Facilities, Director of Information Technology, and Director of Publications.
2. 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 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.

### SECTION 4: ROLES AND RESPONSIBILITIES

1. The President will serve as Chairperson of the Executive Committee, 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 and representative of the Area Council, originate the creation of Ad Hoc Committees, set goals for the Executive Committee and for this Residential College, and at the conclusion of the Executive Committee's term oversee the transition of the Executive Committee.
2. The Vice President of Internal Affairs will oversee the Committees of this Residential College, collect and maintain the Records of Housing Points accumulated by Resident Members and Non-Resident Members, coordinate the Non-Resident Member system, oversee the Selection of Housing, and communicate with the University about matters concerning Non-Resident Members and Prospective Students.
3. The Vice President of Financial Affairs will collect projected Quarterly Budgets from each Member of the Executive Committee, collate and present those Budgets to the Executive Committee no later than the fifteenth day after the beginning of each Quarter, oversee the publication of approved Quarterly Budgets, 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.

4. The Secretary of Academic Affairs will serve as the Chairperson of the Academic Affairs Committee and coordinate and supervise the planning and execution of all academic Events in conjunction with that Committee.
5. The Secretary of Faculty Affairs will serve as the Chairperson of the Faculty Affairs Committee and coordinate and supervise the planning and execution of all faculty-related Events in conjunction with that Committee.
6. The Secretary of Social Affairs will serve as the Chairperson of the Social Affairs Committee, coordinate and supervise the planning and execution of all social Events in conjunction with that Committee, and coordinate the Intramural Sports program.
7. The Secretary of Philanthropic Affairs will serve as the Chairperson of the Philanthropic Affairs Committee and coordinate and supervise the planning and execution of all philanthropic Events in conjunction with that Committee.
8. The Director of Facilities will serve as the Chairperson of the Facilities Committee, oversee the maintenance of the public areas of this Residential College, and oversee the set-up and clean-up of Events, Elections, and Meetings as directed by the Executive Committee.
9. The Director of Information Technology will serve as the Chairperson of the Information Technology Committee, coordinate and supervise the planning and execution of all technology-related Events, maintain the Website of this Residential College, and maintain the hardware and software in the public areas of this Residential College.
10. The Director of Publications will record and publicize the Minutes of House Meetings and Executive Committee Meetings, publicly post a weekly schedule of events of this Residential College, write and disseminate a weekly newsletter, maintain a written and photographic archive of the Affairs of this Residential College, and prepare and distribute a Handbook for Incoming Residents in conjunction with the University.

## SECTION 5: POWERS

1. The Executive Committee will have general supervision of the affairs of this Residential College between House Meetings.
2. The Executive Committee will 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 or of forty Voting Members, whichever is greater, to enact such a change.
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.
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.
5. The Executive Committee will regulate the acceptance of Non-Resident Members.

## SECTION 6: MEETINGS

1. The Executive Committee will meet at least once every fifteen days during the Academic Year.
2. A Quorum of the Executive Committee will be six of its Voting Members, not including the President.

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

#### SECTION 7: IMPEACHMENT AND REMOVING MEMBERS

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.
2. To Impeach a Member of the Executive Committee, a written Petition for Impeachment must be submitted to the Faculty Chair and presented at a Meeting of the Executive Committee. This Petition must specify one and only one Member of the Executive Committee and be accompanied by the signatures of no fewer than thirty unique Voting Members of this Residential College. Once submitted, the Member is Impeached, effective immediately.
3. The Faculty Chair, not the Executive Committee, will oversee the Impeachment Process.
4. An Impeached Member of the Executive Committee may not vote in matters of the Executive Committee until acquitted at a Hearing for Removal.
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, as determined by the Faculty Chair, to decide the matter of removal of the impeached Member of the Executive Committee from office.
6. 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 rough majority show of hands.
7. Once the Hearing has concluded, a secret ballot vote will take place. An affirmative vote of two-thirds of the Voting Members present or forty of such Members, whichever is greater, will be required for the removal from office of the impeached Member of the Executive Committee. Otherwise, the Member will be acquitted.
8. Once a Member of the Executive Committee is removed from an 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.



## SECTION 8: RESIGNATION AND FILLING VACANCIES

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.
2. Should there be 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 the Time and Place of this Election.
  - i. Should the position of President become 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 of Internal Affairs will become the new President, vacating the office of Vice President of Internal Affairs in doing so.
  - ii. Should the position of Vice President of Internal Affairs become vacant, the President will take on the responsibilities of the Vice President of Internal Affairs until the Special Election designates a new Vice President of Internal Affairs.
  - iii. Should the position of Vice President of Financial Affairs become vacant, the previous Vice President of Financial Affairs will be asked to act as the interim Vice President of Financial Affairs until the new Vice President of Financial Affairs filling the Vacancy becomes authorized with the Student Organization Finance Office. In the event the previous Vice President of Financial Affairs declines or is unavailable, the next most recent Vice President of Financial Affairs or President will be asked. In the event that no past Vice President of Financial Affairs or President is available, the Vice President of Internal Affairs 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. Should any other position become vacant, the Vice President of Internal Affairs 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.

## SECTION 9: PRESIDENTIAL SUCCESSION

1. The order of succession will be the same as the order of elections. The Faculty Chair will name an Acting President in 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 President, until a new President is elected at a Special Election.

## ARTICLE IV: ELECTIONS

**SECTION 1: DEFINITION**

1. All General Elections and Special Elections that are demanded by this Constitution will be conducted using the following procedure.
2. Where an Election is not specifically called for in this Constitution, it will be conducted using the following procedure unless the Executive Committee determines an alternate procedure and means for holding that Election.

**SECTION 2: PROCEDURE**

1. The Time and Place of an Election will be announced at least five days prior to when it will take place.
2. Once an Election has been announced, Voting Members may make Nominations. The Assistant Chair will accept Nominations of eligible Candidates until forty-eight 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 must inform the Assistant Chair of the Acceptance of Nominations at least twenty-four hours prior to the start of the Election.
3. A Quorum of the House will be forty Voting Members. If a Quorum is not met, the Election must be delayed following Article IV Section 2 Subsections 1 and 2.
4. 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 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.
5. Once all of the Candidates for a Position have spoken and answered questions, a five minute period of Discussion of the Candidates for the Position will follow. 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.
6. Once Discussion has ended, the Candidates will rejoin the House and voting will begin.

**SECTION 3: VOTING**

1. Votes may be cast by any Voting Member of this Residential College.
2. Votes will be cast by secret ballot.
3. A majority of all votes cast will be required to win any Election, as determined by an instant runoff vote. Should the Election fail to produce a winner of the majority of votes cast, the current Executive Committee will resolve the Election's outcome within seven days at a Special Meeting.
4. Votes for ineligible Candidates will count neither as a vote cast nor as a vote for any particular Candidate.

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.
6. 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, another Special Election involving the remaining Candidates will be held to fill that Position.

## ARTICLE V: COMMITTEES AND APPOINTED POSITIONS

### SECTION 1: STANDING COMMITTEES

1. Committees, under the direction of a Committee Chairperson, and in cooperation with the Executive Committee, are responsible for coordinating and planning the affairs of this Residential College.
2. Alongside the Executive Committee, the Standing Committees of this Residential College will be the Academic Affairs Committee, the Faculty Affairs Committee, the Social Affairs Committee, the Philanthropic Affairs Committee, the Facilities Committee, the Information Technology Committee, and the Publications Committee.
3. Executive Committee Members each serve as the Chairperson of the respective Standing Committees, with the exception of the President, Vice President of Internal Affairs, and Vice President of Financial Affairs.
4. Executive Committee Members may not serve on a Standing Committee.

### SECTION 2: APPOINTED POSITIONS

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 will not 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.
2. The creation and fulfillment of an Appointed Position is subject to the approval of the Executive Committee.
3. An Appointed Position will exist until such time as the duties entailed are fulfilled, as determined by the President.
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 and the Position will become vacant.
  - ii. Should there be a Vacancy in the position of Chairperson of an Ad Hoc Committee, the President will appoint a new Chairperson, subject to the approval of the Executive Committee.

### SECTION 3: AD HOC COMMITTEES

1. The President will originate the creation of Ad Hoc Committees to better attend to the needs and goals of this Residential College.
2. The creation, dissolution, and fulfillment of an Ad Hoc Committee is subject to the approval of the Executive Committee.
3. An Ad Hoc Committee will be chaired by a single Appointed Position as detailed in Article V Section 2.
4. An Ad Hoc Committee will exist until such time as the duties entailed are fulfilled, as determined by the President.

### SECTION 4: CONSTITUTION COMMITTEE

1. The President will originate the creation of a Constitution Committee to review the Constitution for needed changes. A Constitution Committee may not convene within six months of a previous Constitution Committee and must convene no more than two years after a previous Constitution Committee.
2. The Constitution Committee will consist of four elected Voting Members of this Residential College and is chaired by the Vice President of Internal Affairs.
  - i. The President will not be eligible for election to the Constitution Committee.
  - ii. In electing the Constitution Committee, each Voting Member of this Residential College may cast at most four unique votes.
  - iii. The top four vote-getters among all votes cast will be Members of the Constitution Committee.
  - iv. If there is a tie, there will immediately be a similarly structured Run-Off Election exclusively concerning those Candidates who are tied.
  - v. Should a Run-Off Election fail to produce a winner of the plurality of the votes cast, the current Executive Committee will resolve the Election's outcome within seven days at a Special Meeting.
3. The Assistant Chair will serve as an adviser to the Constitution Committee, but has no vote in its affairs.
4. A quorum of the Constitutional Committee will be four of its five Voting Members.
5. When the Constitutional Committee unanimously decides that it has finished its business, it may dissolve itself.
6. A Member of the Constitution Committee may resign at any time by tendering a Letter of Resignation to the Vice President of Internal Affairs.
7. If a seat on the Constitution Committee becomes vacant, a Special Election of the Constitution Committee will be held.
  - i. The Time and Place of the Special Election will be announced within three days of a seat becoming vacant.
  - ii. The Special Election will be held no sooner than two days and no later than seven days of the announcement of the Special Election.
  - iii. Voting will follow the procedure outlined in Article IV Section 2 Subsection 2 through Article IV Section 3 Subsection 3.

### SECTION 5: MEMBERSHIP AND APPLICATION

1. Only Resident Members, Non-Resident Members, and Resident Assistants of this Residential College will be eligible for Membership on a Committee, except current Members of the Executive Committee, who will not be eligible to join a Standing Committee.
2. The Vice President of Internal Affairs will disseminate Applications for Membership on a Committee and further specify a Time and Means by which these Applications must be completed and returned for consideration.
3. The number of Members per Committee will be determined by the Committee Chairperson of that Committee and approved by the Executive Committee.
4. The Committee Chairperson will review submitted Applications and select the Membership of that Committee. Membership on a Committee will be subject to the approval of the Executive Committee.
5. Standing Committee Membership will expire at the end of each Quarter.
6. Ad Hoc Committee Membership will expire when dissolved by the Executive Committee.

#### SECTION 6: RESIGNATION OF A CHAIRPERSON OF A COMMITTEE

Should the position of Chairperson be vacant on any Committee, the Vice President of Internal Affairs 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

#### SECTION 1: DEFINITION

1. The Voting Members of this Residential College along with the Faculty Chair, the Associate Chair, the Assistant Chair, and the Professional Staff will compose the House of this Residential College and be entitled to actively participate in House Meetings.
2. The President will call and preside over a House Meeting at least five times per Points Quarter.
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.

#### SECTION 2: PURPOSE

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.
2. House Meetings will serve as a forum to discuss the affairs of this Residential College and as a means for the House to directly manage the affairs of this Residential College.
3. The Executive Committee will be subject to actions taken by two-thirds of Voting Members of the Residential College present at House Meetings and none of the actions of the Executive Committee will conflict with actions taken by the Voting Members of this Residential College at House Meetings.

## ARTICLE VII: HOUSING POINTS

### SECTION 1: DEFINITIONS

1. The 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.
  2. A Points Year will include Spring, Fall, and Winter Quarters, in this order.

### SECTION 2: DISSEMINATION OF HOUSING POINTS INFORMATION

1. At most three days after each Points Quarter ends, the Vice President of Internal Affairs will tally and publicly post the Housing Points earned by each Voting Member during that Points Quarter.
  - i. 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 of Internal Affairs.
  - ii. Housing Points for previous Points Quarters cannot be challenged.
2. At least once every eight days during each Points Quarter the Vice President of Internal Affairs will publicly make available the Housing Points accumulated since the beginning of the Points Quarter.
  - i. Voting Members wishing to correct 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 of Internal Affairs.
3. Housing Points of all Voting Members will be set to zero at the beginning of each Points Year.
4. The Executive Committee will have final discretion concerning the allocation of Housing Points.

### SECTION 3: EXECUTIVE COMMITTEE MEMBERS

1. 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.
2. In the event that a Member of the Executive Committee does not serve on the Executive Committee for a complete Points Quarter, the Executive Committee will determine how many Housing Points, between zero and forty, that Member will receive for service on the Executive Committee, subject to the approval of the College Staff.

### SECTION 4: 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 Executive Committee.

### SECTION 5: ASG AND RCB

1. An elected Associated Student Government Senator who is 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.
  - i. Elected Associated Student Government Senators who do not reside in the building will be offered Non-Resident Member status free of charge.
2. An elected Member of the Residential College Executive 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.

#### SECTION 6: APPOINTED POSITIONS

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

#### SECTION 7: AD HOC COMMITTEES

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

#### SECTION 8: CONSTITUTION COMMITTEE

1. A Voting Member serving on the Constitution Committee will earn between zero and twenty Housing Points per Points Quarter the Member serves on the Constitution Committee, as determined by the Vice President of Internal Affairs, subject to the approval of the Executive Committee.
2. The Vice President of Internal Affairs is not eligible to receive Housing Points for serving as the Chairperson of the Constitution Committee.

#### SECTION 9: EVENT POINTS

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 with the sole purpose of providing food will be worth zero Housing Points.
  - iii. Any event that requires monetary investment in order to participate will be worth zero Housing Points.
2. Any Voting Member who attends Elections will earn one Housing Point per hour, rounded to the nearest hour, of the Elections attended by that Member.

#### SECTION 10: HELPER POINTS

Any Voting Member, except a Member of the Executive Committee, who renders a service to the community that is not required of that Member based on the responsibilities of a Position that the Member holds, will be eligible for one Housing Point, as determined by the Executive Committee. A Voting Member may earn up to ten Housing Points in this manner per Points Quarter.

## SECTION 11: EXCEPTIONS

1. A Resident Member or Non-Resident Member who is unable to participate in this Residential College due to participation in the Cooperative Education program or in the Study Abroad program may earn Housing Points for each Points Quarter of absence.
  - i. Prior to each Points Quarter of absence, the Member must hold a question-and-answer session concerning the program that will cause an absence for the upcoming Quarter.
  - ii. After returning, the Member must hold a fireside discussing experiences from the program that caused the absence.
  - iii. The absent Member will have an Absence Rank equal to the average Rank in the other Points Quarters in which the Member participated of the same Points Year. For the Points Quarter of absence, the absent Member will receive a number of Housing Points equal to those received by the Member of the same gender who had a Rank equal to the absent Member's Absence Rank.
2. A Resident Member or Non-Resident Member who has been excused by the University for medical reasons and is unable to participate in this Residential College due to a medical condition will have an Absence Rank equal to the average Rank in the other Points Quarters in which the Member participated of the same Points Year. For the Points Quarter in which the Member is absent, the absent Member will receive a number of Housing Points equal to those received by the Member of the same gender who had a Rank equal to the absent Member's Absence Rank.
3. A Resident Member or Non-Resident Member of another Residential College may earn Transfer Points for participation in the program of another Residential College, provided that the Member notifies the Executive Committee of a wish to earn Transfer Points prior to the end of the Points Year. Transfer Points will be awarded at a rate of one Transfer Point per Rank Percentile, where a Rank Percentile refers to the percentile of that individual's Rank in the other Residential College, up to a maximum of 100. An individual that requests Transfer Points must furnish the Vice President of Internal Affairs with the documentation necessary to accurately calculate Transfer Points.

## ARTICLE VIII: SELECTION OF HOUSING

### SECTION 1: CALCULATION OF ADJUSTED HOUSING POINTS TOTAL

1. At the conclusion of each Points Year, the Housing Points earned by each Voting Member during the previous Points Year will be summed to compute the Housing Points Total of that Member.
2. The number of Housing Points Quarters, Q, is the number of full Points Quarters of Resident or Non-Resident Membership.
  - i. For events of this Residential College which require a signup, failure of a Voting Member to attend the event or give twenty-four hours' notice of cancellation will result in the subtraction of  $\frac{1}{2}$  from the Q-value, per occurrence, up to twice per quarter. An absence may be excused by a vote of the Executive Committee.



3. All Non-Resident Members completing a first full year at Northwestern University will have a Housing Points Multiplier equal to  $1.1+Q/10$ .
4. All other Voting Members will have a Housing Points Multiplier equal to  $1+Q/10$ .
5. A Voting Member's Adjusted Housing Points Total will be the product of that Member's Housing Points Total and Housing Points Multiplier.
  - i. For events requiring a sign-up (volunteering with outside organizations, seeing a performance, off-campus dinners, etc.) the person managing the event signups ("the coordinator") may choose to implement the no-show policy, provided that they make the policy clear prior to signup.
  - ii. If a Member is on the waitlist but is unable to accept at the time at which a position becomes available, that Member will be free to decline without penalty. Upon acceptance of the spot, the Member will be responsible for their own attendance as above.
  - iii. If a Voting Member who was originally signed up cancels after the 24 hour deadline but finds another Voting Member willing to take their ticket, the original Member must email the coordinator informing them of the change. After the email is sent, the new Member will be notified and will then be responsible for attending. If there is a waitlist for the event, the coordinator will determine who is eligible to attend.

## SECTION 2: ELIGIBILITY FOR HOUSING

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 the number of House Meetings that occurred during the time of respective Memberships in the relevant Points Year.
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 gender. 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. For all Resident Members and Non-Resident Members of other Residential Colleges who have Transfer Points and have fulfilled the University's Housing requirements, a Transfer Rank will be assigned based on each Member's Transfer Points total compared with that of Members of the same gender. In the case of a tie in the Transfer Points Total, the order of Transfer Rank will be determined randomly.
3. The maximum number of returning male and female residents will be determined by the Office of Residential Life. A number of male and female Resident Members and Non-Resident Members wishing to live in the Residential College during the subsequent Academic Year equal to the two maxima will be taken from the top of the Ranked list and placed into the Accepted List.

## SECTION 3: ROOM SELECTION PROCEDURE

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 suite may bring any number of Members on the Accepted List into that suite up to its remaining capacity, as long as those Members also wish to live in that suite. 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.
2. Once all Members on the Accepted List have had an opportunity to select a room, room selection will move to Members who were not on the Accepted List, starting with the highest-ranked Member, who will select rooms in the aforementioned fashion, but may not bring others into the same suite as Members on the Accepted List are entitled to do.
3. Once all Members of this Residential College have had an opportunity to select a room, room selection will move to Members of other Residential Colleges who have Transfer Points, starting with the highest-ranked Member, who will select rooms in the aforementioned fashion, but may not bring others into the same suite as Members on the Accepted List are entitled to do.
4. Room selection is restricted by the following:
  - i. All members of a suite must be of the same gender.
  - ii. The gender of residents is provided to Slivka by the university.
  - iii. Members of a double-occupancy room must agree to live together in that room.

## ARTICLE IX: AMENDING THIS CONSTITUTION

### SECTION 1: PROCEDURE

1. All Articles of this Constitution may be subject to Amendment at any House Meeting.
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 three days after its proposal to the Executive Committee. The proposed Amendment may not be modified until it is voted upon.
3. A Meeting to vote on the Amendment will occur no more than fifteen days after its proposal to the Executive Committee. The Time and Place of this Meeting will be announced no less than three days before it is to take place.
4. The Meeting to vote will be moderated by a member of the College Staff.
5. At the Meeting to vote on the proposed Amendment, twenty minutes 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.
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.
7. Once the discussion has concluded, a secret ballot vote will be taken. An affirmative vote of two-thirds of the Voting Members present or of forty Voting Members, whichever is greater, 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.

## SECTION 2: INCORPORATION

1. An Amendment to the Constitution will immediately take effect unless otherwise specified by the Amendment.
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.
3. The revised text of this Constitution will be made publicly available no more than fifteen days after the revision took effect.

# ARTICLE X: BYLAWS

## SECTION 1: DEFINITION

1. The Bylaws are a codified tradition of operating procedure to aid the Executive Committee in the execution of its duties.
  2. The Vice President of Internal Affairs will hold the Bylaws.

## SECTION 2: INTERPRETATION OF THE BYLAWS

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.

## SECTION 3: MAINTAINING THE BYLAWS

At the end of each quarter, the Executive Committee will review the Bylaws and discuss potential Amendments.

## SECTION 4: AMENDING THE BYLAWS

1. Any voting member of this Residential College may submit an Amendment to the Bylaws.
  2. Amendments to the Bylaws must be submitted in writing.
  3. A two-thirds vote of the Executive Committee in favor of the Amendment will suffice to pass the change.

## SECTION 5: ADDITION TO THE BYLAWS

1. In the event of the Executive Committee voting on a new operating procedure, the Vice President of Internal Affairs will write the operating procedure as an Amendment to the Bylaws.
2. The Amendment will then be voted upon at the following Executive Committee Meeting.