

# The Constitution of the Communications Residential College (CRC)

Last amended December 2009

## Preamble

We live in an age of information. Communication, the means by which information is exchanged, fundamentally influences the life of every human being. The Communications Residential College exists to foster an environment promoting the study and collective understanding of communication in all its myriad forms, be it words, images or sound.

To aid in the acquisition of this knowledge, to create a community promoting that end, and to advance the abilities of future creators and communicators of information, We, the Communications Residential College, hereby adopt through our General Assembly this Constitution for the government of our community.

## Article I: The College

### **SECTION I. College Name and Mission**

The name of the East Fairchild Residential College shall be the Communications Residential College (CRC). Its focus shall be the study of all aspects of communication in society, with an emphasis on creative expression through film, music, print and broadcast mass media, and information technology.

### **SECTION II. Membership of the College**

A. Membership shall include all students assigned living space in CRC by the Office of Undergraduate Residential Life, with the exception of the Community Assistants and the Residence Hall Coordinator.

B. Membership shall also include those students not living in CRC who have been accepted as non-resident members by a majority of the CRC Executive Board. Acceptance shall require a non-resident membership fee established by the Vice President in conjunction with the CRC Executive Board.

C. Membership shall also include CRC's Master, Associate Master and Assistant Master.

1. The Master, who shall: (a) be appointed by the provost after recommendation by the College government through a Master Search Committee; (b) fulfill but not be limited to the duties and responsibilities of:

1. Representing the College to the university administration, the housing authority and the university at large;
  2. Overseeing housing matters, faculty fellow relations, and the use of funds provided by the provost;
  3. Advising the College government;
  4. Actively fostering a feeling of community within the College.
2. The Associate Master, who shall: (a) be appointed by the provost after recommendation by the Master, who must first consult the College government; (b) assume the responsibilities of the Master as necessitated by given circumstances; (c) coordinate activities between the student membership and the faculty fellows.
  3. The Assistant Master, who shall: (a) be appointed by the provost after recommendation by the Master, who must first consult the College government; (b) assist in the administration of the provost's funds in the areas of academic programming and equipment rooms.

D. College residents, non-resident members and Master staff members shall be known as enfranchised (voting) members of the College. Residential Life staff members (CA's and RHC) and faculty fellows shall be granted disenfranchised membership to the College.

## Article II: Governing Chairs

### **SECTION I: The Executive Board**

#### A. Offices in the order of succession

1. The President, who shall: (a) be chief executive of the College; (b) preside over the Executive Board and All-College meetings; (c) serve as a liaison between the College and the Master's Office, the Community Assistants, and the Office of Residential Colleges; (d) represent the College on the Residential College Board; (e) represent the College in university functions; (f) oversee College activities and ensure that officers fulfill their responsibilities to the College; (g) organize all elections of the Executive Board officers and appointments of Special Committee Chairpersons; (h) perform any miscellaneous tasks that he or she deems necessary for the good of the College; (i) call All-College, Executive Board or Special Committee meetings at his or her own discretion.
2. The Vice President, who shall: (a) temporarily serve as President in the absence of the President; (b) maintain records of the College members' points for the

housing eligibility system and inform the members about the points system and housing procedures; (d) administer the College housing lottery and coordinate housing assignments, assisted by the assistant master and former vice president, in conjunction with the Office of Undergraduate Housing as covered in Article IV, Section II; (e) update points frequently and notify residents bimonthly via listserv; (f) record attendance at All-College meetings.

3. The Treasurer, who shall: (a) temporarily serve as President in the absence of both the President and the Vice President; (b) submit a quarterly budget to the Executive Board for approval within a week of collecting budget requisitions from committees that receive funds from SOFO; (c) maintain the accounts, receiving and disbursing of funds at the direction of the Executive Board, according to university procedures; (d) not hold a Special Chair which receives funding from SOFO.
4. The Secretary, who shall: (a) record the minutes of Executive Board meetings and All-College meetings and post them within 48 hours of these proceedings; (b) provide and update a monthly calendar of College events.
5. The Academic Chairperson, who shall (a) organize and publicize firesides and other academic activities with a Communications theme; (b) aid in the recruitment and dismissal of faculty associates in conjunction with the Master and the Executive Board; (c) be ultimately responsible for assigning a student faculty friend to each faculty associate, even if the student is the University Relations Chairperson him or herself; (d) be responsible for creating criterion by which student faculty friends may receive housing points so as to ensure frequent personal contact between faculty associates and their student faculty friends; (e) supplement the relationship between faculty associates and enfranchised members of the College through administration and coordination of the weekly faculty newsletter and the "Lunch with a Professor" program.
6. The Equipment Chairperson, who shall: (a) publish, with the approval of the Executive Board, its equipment policies and procedures each year, with quarterly updates; (b) post those policies in the rooms that feature applicable equipment, as well as in the monitor's office; (c) be in charge of general upkeep and supervision of the College's equipment and equipment rooms; (d) be responsible for training enfranchised members to use the equipment in the equipment rooms, and keep record of the members who have been trained. The Equipment Chair shall assume the responsibilities once held by the now-defunct Productions Chair, which include: (a) being in charge of scheduling and hosting Recogs; (b) organizing funding of any in-dorm productions such as movies or plays; and (c) coordinate the use of the College's video camera.

7. The Social Chairperson, who shall: (a) plan a social event for the College at least once every two weeks, with a minimum of four per quarter; (b) plan one major social event per quarter.
8. The Philanthropy Chairperson, who shall: (a) organize and/or publicize philanthropic activities and opportunities both on and off campus, as well as one major philanthropy event per quarter.

#### B. Office Limitations

1. Only undergraduate, enfranchised members may hold office on the Executive Board.
2. Non-Resident members may not hold the office of President, Vice President or Treasurer.
3. No person may hold more than one office simultaneously.
4. Two members may jointly hold any position on the Executive Board except the following: President, Vice President, and Treasurer. The position of social chair may be held by up to four people. If three or four hold the position jointly, one person must run and serve as the head social chair; the others are to be assistants. Regardless of the number of social chairs, all share one vote on the executive board.
5. If any Executive Board position is jointly held, the members share one vote on the Executive Board.
6. If any co-chair of a jointly-held position resigns, the remaining co-chair may only continue the duties with permission of the Executive Board.
7. If the Executive Board does not grant permission, the office is vacated pending a special election.

#### C. The Executive Board is empowered to:

1. Collect and establish itself as a Board, holding extra meetings to do so if necessary.
2. Recognize and structure new committees and oversee their productivity.
3. Appoint Special Committee chairpersons by a majority vote.
4. Propose changes in the Constitution and/or published policies to the College membership.

D. All Executive Board decisions shall be determined through a vote. A simple majority of enfranchised Executive Board members voting is necessary for a binding vote.

1. A simple majority is defined as 50 percent plus one of the votes cast by enfranchised members;
2. A quorum of the Executive Board is defined as a simple majority of its voting members. If quorum is not present at a given Executive Board meeting, voting cannot occur, and any vote taken will be considered non-binding, null and void.
3. Any board member who will miss an All-College or Executive Board meeting must notify the President three days prior to the meeting. The Executive Board can pardon an absence by majority vote.

## **SECTION II: Special Chairs**

A. The following are the standing Special Chairs:

1. The CRC Magazine Chair, who shall be in charge of producing a magazine including but not limited to the artistic and literary endeavors of members of the College.
2. The Intramurals Chair, who shall: (a) form teams of College members to participate in the Northwestern intramural leagues; and (b) coordinate practices for those teams.
3. The Radio/Audio Production Chair, who shall: (a) supervise the radio station and audio recording studio and work with the Equipment Chair to make sure both are in working order; (b) gather interest for WXRU; and (c) keep a schedule of the shows for each week.
4. The William G. Arnold Memorial Fund/Radiothon Chair, who shall: (a) be shared by up to four College members; (b) organize and run Radiothon; and (c) work with the Treasurer to donate money to the American Heart Association via the William G. Arnold Fund.
5. The Dance Marathon Chair, who shall: (a) serve as the liaison between CRC and Dance Marathon; (b) promote DM and encourage CRC residents to participate in the event; (c) coordinate the fundraising efforts of CRC dancers; and (d) keep the College apprised of DM events on campus.
6. The New Student Week Chair, which shall: (a) be shared by up to four College members; (b) work with the Executive Board to plan College events and activities for next academic year's New Student Week; (c) be appointed by the Executive Board with a majority vote by at least three weeks before the end of Spring Quarter; and (d) exist only until all of the specific duties of the Chair(s) are completed in the Fall quarter.
7. The Webmaster/Listserv Master Chair, who shall administer the College website, which must contain a copy of the CRC Constitution, the College listserv, and any other qualifications as specified by the Residential College Board Constitution.

B. Only undergraduate, enfranchised members may hold a Special Chair. The Executive Board shall choose Special Chairs by a majority vote. Each Chair shall be self-governing

and responsible to the Executive Board. Each Chairperson shall report his or her progress to the Executive Board, and shall hold his/her Chair from the Fall Quarter of the year they are chosen through the Spring Quarter of the following year.

C. The Associated Student Government Representative who shall: (a) be elected by the enfranchised members of the College by the end of the second week of Fall quarter classes by a simple majority vote; (b) represent the College on the Associated Student Government Senate; (c) report to the Executive Board and keep the College members informed on the actions of the Associated Student Government; (d) perform the duties of a Senator as outlined by the Associated Student Government constitution.

D. Other Representatives or Chairs shall be appointed by the President or the Executive Board as is deemed necessary.

## Article III: College Meetings and Legislation

### SECTION I. Meetings

A. Access of meetings is restricted on the grounds of the intended audience.

1. Any meeting of the entire college (All-College) is open to all enfranchised or unenfranchised members of the College and its community.

2. Meetings of the Executive Board are restricted to the members of the board and the Community Assistants.

a. Certain members of the college can attend Executive Board meetings at the request or permission of the Board.

b. Evaluation sessions for prospective non-resident members of the college will typically happen during Executive Board meetings

B. Call for All-College Meetings

1. All-College Meetings will happen no less than six times per quarter to appease the "attendance" points requirement stipulated in Article IV.

a. They may be called by a majority of the Executive Board, the Master, or a simple majority (one half plus one) of the enfranchised members of the college by petition

b. All regular All-College meetings should occur at a fixed time specified by the Executive Board

2. "Special" or "emergency" All-College meetings that cannot wait for the next scheduled meeting are exempt from time limitations.
3. Executive Board meetings may be called by the President, by a majority of the Executive Board, or by the Master.

C. If, in an All-College Meeting, there is a written or oral presentation of legislation, a vote will be taken in the following manner:

1. The meeting shall be chaired by the highest elected official who is not running for office in accordance with Article III, Section III.
2. The chairperson may limit debate.
3. Ballots shall be collected by the Community Assistants at a time announced during the meeting in which the legislation is presented. Residents shall also be notified over the dorm listserv.
4. The Community Assistants shall notify all members of the college of the outcome of the vote.

## **SECTION II. Legislation**

A. The College recognizes two forms of legislation: The Constitution and published policies.

1. The Constitution: (a) The Constitution or any revision of the complete document must be ratified by 70 enfranchised members; (b) Amendments may be proposed by the Executive Board or by petition of a simple majority of all members.
2. Published policies are adopted by the Equipment Chair in conjunction with the Assistant Master, and deal with the various facilities in the dorm.

B. Funding Responsibilities

1. Monies received from the social and maintenance funds are allocated through the budgeting process of the Executive Board; the policies of the Executive Board are executed by the Treasurer in accordance with University regulations.
2. Monies received through the Office of the Provost are allocated for the academic programming of the College by the Master who will be advised by the membership.
3. Monies received through the Non-Resident and other fees will be divided between the Social and Equipment Committee budgets.

4. Monies raised by the William G. Arnold Memorial Fund Committee shall be put into the CUFS account designated for such monies. Spending of this money shall be restricted to equipment purchases and/or repairs, and donations to organizations benefiting the American Heart Association. Money allocations must be approved by the Executive Board. Further, approval must be communicated in writing to the Coordinator for the Residential Colleges, signed by the President and Vice President of the Executive Board, and the student coordinator for the William G. Arnold Memorial Fund. An extended description of these rules may be provided by the Coordinator for the Residential Colleges, and any changes must be approved specifically by him or her.
5. Monies received through sales and other promotions will be administered either by the Executive Board (for social, maintenance or equipment needs) or by the Master (for academic needs) as determined prior to the sales or promotional event.

#### C. Additional Legislative Actions

1. Executive Board actions may be vetoed by a two-thirds decision of all enfranchised members as presented in the form of a petition or at an All-College meeting, duly called for, advertised, and conducted by one of the parties petitioning for the veto.
2. The Master is empowered to veto legislation when it requires appropriations from the Master's budget.

### **SECTION III. Rules for Elections and Referenda**

A. All-College elections for the Executive Board shall be held in accordance with the timetable stipulated in part C. One-year terms for all positions shall begin on the first day of Spring Quarter and end on the last day of Winter Quarter of the following academic year.

B. Enfranchised members may cast a vote for a write-in candidate on the first ballot. Candidates may not be written in during a run-off election. If a write-in candidate from the first election collects the necessary votes, they can be a part of the run-off.

#### C. Executive Board Election Timetable

1. Elections and referenda must be announced at least one week in advance.
2. Election sign-ups and Elections must take place during Winter quarter.
3. All sign-ups for Executive Board positions shall be opened during Week 7 of Winter Quarter following the All-College meeting.
4. Sign-up for President shall close thirty minutes before the All-College meeting of Week 8. The debate between Presidential candidates shall take place during the All-College meeting of Week 8.
5. Voting for President will take place during Week 8.

- a) Any Presidential candidates who are not elected may sign up to run for other positions on the Executive Board.
6. Sign-ups for all other positions on the Executive Board shall close thirty minutes before the Week 9 All-College meeting. Debates between candidates for those positions will take place during the Week 9 All-College meeting.
7. Voting for all other Executive Board positions shall take place during Week 9.

#### D. Voting and Voting Times

1. All enfranchised members may vote in All-College elections or on referenda brought to an All-College vote.
2. The Executive Board shall determine when an All-College vote will occur.
3. A simple majority of enfranchised members voting is necessary for a binding vote:
  - (a) A simple majority is defined as 50 percent plus one of the votes cast by enfranchised members;
  - (b) In elections for offices, the lack of a simple majority vote for any one candidate shall result in a run-off election between the top two contenders.
4. Voting for Executive Board positions shall take place within 72 hours of debates for respective positions. Run-off elections shall take place 48 hours after the first round of elections.
5. The election shall be held and judged by the Community Assistants. The CAs must publish a schedule of voting via listserv and announcement at the All-College Meeting at which the debates for the positions in question are held. Votes shall be submitted in person to the CAs during the announced polling period. If a dorm member cannot vote during the allotted polling time, he or she must notify the CAs before the close of the polls.
  - a) Absentee ballots may be used by enfranchised members of the dorm who are off campus the time of the election due to Teaching Media or Study Abroad. Those requesting absentee ballots must contact the CA. The CA will decide the medium in which the Absentee ballot will be cast, e.g. E-mail, telephone, or postal mail.
  - b) The CAs shall tabulate and inform the candidates of the results before posting them to the College.
6. The actual number of votes shall not be posted but candidates may request to see them.
7. If a dispute or problem arises concerning the election, it must be presented to the CAs. The CAs will then call an emergency meeting of the College. Based on arguments presented by members, the CAs will decide whether or not to nullify

- the election. Complaints must be submitted within 24 hours of the posting of election results.
8. Any election procedures that are not addressed by the Constitution or by University procedures shall be determined by the Executive Board.
  9. Campaigns shall be paid for by the candidate.

#### **SECTION IV. Recall of Officers and Vacancy of an Office**

A. Removal of an Executive Board or Special Committee Chairperson may be requested:

1. By a simple majority of the Executive Board;
2. By a petition calling for such action signed by at least one-third of the enfranchised members of the College.
3. By missing two meetings in a quarter
4. By the President's discretion.

B. Such a request shall be brought to the Executive Board through the President. If the charge is against the President, the petition shall be submitted to the highest elected official who is not named in the request for removal, and then presented to the Executive Board. The officer in question shall be notified of the request. An Executive Board meeting shall be called within the next three days or at the discretion of the Board.

C. Recall of the officer shall require the approval of two-thirds of all enfranchised members of the College.

D. When a vacancy of an office occurs on the Executive Board, the Executive Board may, if necessary, appoint an interim officer. The vacancy shall be filled by a general election within two weeks. If no member runs for this position, the interim officer shall hold the position for the remainder of its term.

E. When a Special Chairperson leaves office prematurely, the Executive Board must appoint a new chairperson with a majority vote within two weeks. If no member seeks appointment to the position, all activities of that position will stop until a new chairperson is appointed.

F. A current Executive Board member or Special Chairperson who would like to assume a vacant position may run for it; however, he or she does not have to give up his or her office until he or she is elected or appointed to another one. If he or she is elected to the new office, the Executive Board has two weeks to schedule an election for the position he or she vacates.

# Article IV: Rights and Responsibilities of Members

## **SECTION I. Rights of Members**

A. All College members shall have access to all College activities and facilities. However, all or part of this right may be suspended if enacted equipment policies are violated. Flagrant violations not specifically delineated in existing published policies will be subject to penalties determined by the Executive Board.

B. Enfranchised members have the right to vote in all elections and on all issues presented at All-College meetings.

C. All enfranchised members have the right to join in petitions for recall, veto and other referenda.

## **SECTION II. Housing/Living Requirements**

A. In conjunction with the official housing regulations of the University, all resident and non-resident members have the right to request housing in the College for the following year. The Vice President has the responsibility of furnishing the Office of Undergraduate Housing with a list of residents and their room assignments at the time designated by the Office of Undergraduate Housing.

B. The College shall group each first-year member for Fall and Winter quarters of that year, and each returning member for the previous year (Spring through Winter quarters) into one of two categories: preferred or acceptable.

1. The President, Vice President, Treasurer and Equipment Chairperson shall be guaranteed housing in the College, but not receive special priority during the housing process due to their position. For purposes of the in-College lottery, those members are classified as 'acceptable' according to the standards applied to all residents, unless they have, independent of their position, earned the necessary points to achieve preferred status.
2. Preferred members must accumulate 19 points each quarter in the following categories: six attendance points, ten community points, and three philanthropy points.
3. Requirements must be met each quarter. Points for preferred status will not be averaged over quarters.
4. All residents not meeting the requirements for preferred status will be classified as acceptable.

C. The College will rate non-resident members similarly, but with the following standards:

1. To remain a non-resident member, an individual must accumulate a total of six points each quarter in the following categories: two attendance points, three

- community points, and one philanthropy point. Requirements must be met each quarter. Points for non-resident eligibility will not be averaged over quarters.
2. Non-resident members must fulfill eligibility requirements each quarter. If eligibility requirements are not met, it is at the discretion of the Executive Board and Master to revoke non-resident status.
  3. In matters concerning the In-College housing lottery, a non-resident member is classified as preferred or acceptable according to the same standards applied to current resident members.

#### D. Definition of points

1. One attendance point may be earned by attending an All-College meeting.
2. One community point may be earned by attending an event sanctioned by the Executive Board as a whole, such as recogs (no more than 6), munchies, firesides, or intramural sports (no more than 6) participation. One point may also be earned by planning or organizing such an event. Only one point per event may be earned.
3. One academic point may be earned by attending an event sponsored, organized, or approved by the Academic Chairperson.
4. One philanthropy point may be earned by spending one hour participating in a philanthropic activity sponsored, organized, or approved by the Philanthropy Chairperson and Vice President.
5. Philanthropic activities taking places during Winter Break shall count toward Winter Quarter point totals; those during Spring Break shall count toward Spring Quarter point totals. Summer philanthropic events shall not count for points.
6. Points may not be earned through donations of money or possessions to a philanthropic enterprise.
7. The Vice President shall be responsible for ascertaining attendance at meetings and is the final authority on the awarding of points. The decision of the Vice President can only be overruled by a majority vote of the Executive Board. It is the responsibility of the host to submit attendance sheets to the Vice President.
8. Points are finalized for the quarter on the Friday of finals week. Any appeals for points must be brought to the Vice President prior to this date.

### **SECTION III. The In-College Lottery**

A. Resident and non-resident members who wish to be assigned housing in the College for the following academic year must participate in the College's housing lottery. The lottery shall be administered by the Vice President, with assistance from the assistant master and former Vice President, and consist of a drawing of residents' names to determine priority in the assignment of rooms. This drawing shall be announced and open to all enfranchised members of the College.

B. The order of room selection shall be on the based on the order drawn in the In-College lottery, years of membership to the College, and preferred status. The categories, in order of priority, are:

1. Third-year member with **2** preferred quarters
2. Second-year member with **2** preferred quarters
3. First-year member with **2** preferred quarters
4. Third-year member with **1** preferred quarters
5. Second-year member with **1** preferred quarters
6. First-year member with **1** preferred quarters
7. All acceptable members
8. Residents of other residential colleges

C. The Office of Undergraduate Housing is responsible for the assignment of housing to freshman and/or transfer students entering the College.

D. In the event that more residents wish to be granted housing in the College than there are spaces allotted by the Office of Undergraduate Housing, order in the lottery drawing shall determine who receives housing.

E. Residents of other residential colleges may be added to the end of the housing lottery if space allows. They need not be CRC non-residents, nor do they need to have obtained any points in CRC. They will be ranked randomly. They must submit a 100-word explanation of their intention to live in the Communications Residential College to the vice president early in spring quarter, if not before.

F. The housing lottery and “housing munchies” shall be administered by the Vice President with assistance from the former Vice President and current Assistant Master. These three people must attend all housing events, which are to be scheduled at a time convenient for all three. In the event that the former Vice President is unavailable or away from campus, the former President shall provide assistance to the Vice President.