

CCS Constitution

*As compiled for use during the 2006-2007 term
or until further changes are found necessary to be ratified*

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CCS Constitution

Revised 9/22/2001

ARTICLE I

NAME

The name of this residential college of Northwestern University shall be Cultural and Community Studies, hereafter referred to as CCS.

ARTICLE II

PURPOSE

It shall be the primary role of CCS to provide members with opportunities for study of and interaction with local and global cultures as well as urban communities. Secondary roles of CCS shall include, but are not limited to, philanthropic activities and social events.

ARTICLE III

LEGISLATIVE BRANCH

Section 1:

All legislative power of CCS shall be vested in its members as defined herein.

Section 2: Membership

A. The membership of CCS shall consist of the following:

1. Resident students
2. Associate non-resident students
3. Faculty associates
4. An assistant master
5. An associate master
6. A master

B. Membership status shall require a commitment of active participation in CCS affairs according to the guidelines determined by the Bylaws of Cultural and Community Studies.

C. The Master, Associate Master, and Assistant Master shall be elected in accordance with the guidelines determined by the Office of the Provost of Northwestern University.

D. The status of "Friend of the College" shall be recognized by CCS. Individuals with such status shall not be granted voting privileges; however, Friends of the College shall be regularly kept informed of the state of CCS. The following individuals shall be eligible for such recognition:

1. Northwestern University alumnae of CCS
2. Northwestern University faculty and staff unable to undertake the responsibility of faculty associate status
3. Graduate students
4. Persons outside Northwestern University

Section 3: Legislative Procedure

All legislative procedure shall be outlined in the CCS Bylaws.

Section 4: Powers of the Legislative Branch

- A. Quorum for a meeting of the Legislative Branch shall consist no less than 1/3 of total resident membership.
- B. The Legislative Branch shall hold final veto power over all decisions of the CCS Executive Branch and its members and all Committee Chairs and their committees. This veto may be enacted only with the two-thirds vote of those present at a meeting of the Legislative Branch.
- C. The Master of CCS shall have the power to veto any legislation. He may suggest new legislation but only as another member of the Legislative Branch. The veto of the Master may be overridden by a vote of 2/3 of those present at a meeting of the Legislative Branch.
- D. The Legislative Branch may not suspend the CCS Constitution.

Section 5: Legislation Procedure for the passage of legislation shall be outlined in the CCS Bylaws.

ARTICLE IV

COMMITTEES

Section 1: Powers

Committees, both standing and special, shall have the power to review all legislation and activities within their purview and/or propose such legislation and activities. All actions of the committees may be subject to approval by the Legislative Branch.

Section 2: Standing Committees

- A. The Standing Committees of CCS shall include the following:
 1. Philanthropic committee

2. Social committee
3. Publicity (including outside of CCS) committee
4. Computer/Webpage committee
5. Co-op dinner committee
6. Recycling committee

B. The committees shall be chaired by members appointed by the CCS president with the approval of the executive board. These chairs may appoint additional members to the committee.

Section 3: Ad-hoc Committees

A. The CCS President may, as need arises, establish ad-hoc committees whose functions differ from those of permanent committees with the majority approval of the Legislative Branch.

B. The committees shall be chaired by members appointed by the CCS president with approval of the executive board. These chairs may appoint additional members to the committee.

Section 4: Creation of Committees

Committees, both standing and ad-hoc, may be created by the Legislative Branch by a 2/3rd vote of all members present.

Section 5: Vacancies

Should a chair tender his resignation to the CCS President or be impeached, the President shall appoint a new chair to the position, with approval of the executive board.

ARTICLE V

EXECUTIVE BRANCH

Section 1: Executive Officers

A. Duties

1. President
 - a. Service as Chief Executive Officer of CCS
 - b. Final responsibility for all legislation and activities of CCS
 - c. Chair of weekly meeting of the CCS Executive Board
 - d. Chair of weekly Forum meetings as specified in the CCS Bylaws
 - e. Settling of disputes as specified in Article III

- f. Appointment of committee chairs as specified in Article IV
- g. Maintaining relations with the Master, Associate Master, and Assistant Master of CCS
- h. Maintaining relations between CCS and the Residential College Board of Northwestern University

2. Vice President of Relations

- a. Promotion of interaction between resident and associate non-resident student members, faculty associates, and friends of the college. The interaction between the VP of relations and non-resident students includes but is not limited to encouraging new membership and maintaining relations.
- b. Organization of activities related to the promotion of such interaction (i.e. tea parties, Lunch with a Prof., etc.) As a guideline these events should occur at least one per quarter.
- c. Assume the duties of the President in his/her absence

3. Vice President of Programming

- a. Service as Chief Academic Officer of CCS (i.e. promoting campus wide academic events and resources)
- b. Coordination of educational programming (i.e. sherry hours, firesides). As a guideline, these events should occur at least 3 per month, spaced as evenly as possible.
- c. Be vigilant about activities in the Chicago area that would promote cultural awareness and community interaction.

4. Treasurer

- a. Administration of the CCS budget
- b. Signing the voucher for the Social and Maintenance Budgets
- c. Maintaining the record of such budgets
- d. Reporting to the Legislative Branch at least once per academic quarter
- e. Holding a supply of change and stamps for official CCS use
- f. Transfer funds to RCB in timely fashion (two weeks)

5. Secretary

- a. Recording of minutes of all meetings of the Legislative and Executive Branches
- b. Maintenance of the Point System described in the CCS Bylaws
- c. Resolution of all disputes regarding procedure
- d. Compilation and maintenance of the CCS archives, which shall include legislation, news articles, minutes, and other relevant materials
- e. Keeping of forms for absentee voting on legislation
- f. Notification of the Residential College Office of Northwestern University of all constitutional amendments and significant legislation
- g. Appointment of temporary Secretary in case of absence

B. All firesides must be approved by the Executive Board.

C. Procedure for election of these officers shall be Outlined in the CCS Bylaws.

D. The term of office for any Executive Officer shall be one calendar year. Officers must be members of CCS during their entire term. (Note: A member of CCS is a resident or nonresident.) Officers must be members of CCS during their entire term and residents during fall and winter quarters.

E. Any dispute regarding an interpretation of the Constitution of CCS shall be settled by a majority vote of the President, the Vice President of Relations, and the Secretary.

Section 2: CCS Master

A. The duties of the Master shall include the following:

- 1. Advising the Executive and Legislative Branches of CCS
- 2. Providing continuity and counsels
- 3. Providing resource information
- 4. Acting as an administrative liaison when the need arises

B. The Master shall be a non-voting member of the Executive Board.

Section 3: CCS Associate Master

The Associate Master shall assume the role of the Master in case of absence or vacancy in the position.

Section 4: CCS Assistant Master

The Assistant Master shall be responsible for maintaining records of funds for CCS, allotment of monies, and signing vouchers. The Assistant Master shall assume the role of the Master in case of absence or vacancy in position of both Master and Associate Master.

Section 5: CCS Executive Board

A. The Executive Board shall be composed of eight Executive Officers: the President, the Vice President of Relations, the Vice President of Programming, the Treasurer, the Secretary, the Assistant Master, the Associate Master, and the Master. The Master Staff shall be non-voting members. The Residential Assistant shall have the option of being a non-voting, advisory member of the Executive Board.

B. Excepting the Master Staff, the Executive Board shall consist of only Northwestern University undergraduate students.

Section 6: Vacancies

Vacancies shall be created by the impeachment or resignation of any CCS Executive Board member. In the event of a vacancy, a special election supervised by the Master shall fill the position with another member of CCS for the remainder of the term.

Section 7: Impeachment

A. All members of the Executive Board shall be subject to impeachment.

B. An individual may be impeached for failure to perform duties as prescribed by this Constitution or as described in CCS legislation.

C. The procedure for impeachment shall be established by the CCS Bylaws.

ARTICLE VI

AMENDMENTS

Section 1: Procedure

A. All proposed amendments to the Constitution shall be advertised to the membership of CCS at least seven days prior to the consideration of the question.

B. Ratification of an amendment shall require a two-thirds vote of all members present.

C. Quorum shall be no less than 1/3 of total resident membership.

Section 2: Constitutional Review

A. The standing CCS Constitution shall remain in effect until a new Constitution is adopted.

B. Ratification of a new Constitution shall require approval of at least two-thirds of the membership present at the time of voting. Membership present at voting must be at least one-third of total resident membership.

Bylaw

Revised 9/22/01; Article V Revised 3/11/06

ARTICLE I

PURPOSE AND POWERS

This document shall be used to describe all matters of procedure concerning the Residential College of Cultural and Community Studies, hereafter CCS. All matters not covered under the CCS Bylaws shall be governed loosely by Robert's Rules of Order, Revised. Any disputes with interpretations of this document shall be decided by a majority vote of the President, Vice President of Relations, and Secretary.

ARTICLE II

LEGISLATIVE PROCEDURE

Section 1: Forum

- A. A regular meeting of the membership shall be known as Forum.
 - 1. Forum shall occur each Sunday of the academic year at 9:00 P.M. with the following exception:
 - a. Sunday before Finals week
 - b. Sundays directly preceding the first day of the winter and spring quarters.
 - 2. It is suggested that forum be limited to one hour in length, unless extended by a majority of the membership present.
- B. All current members of CCS shall be considered full voting members at Forum.
- C. An emergency Forum may be called by the following means:
 - 1. The CCS Master may call a Forum.
 - 2. The CCS President may call a Forum.
 - 3. A petition submitted to either the President or the Master with the signatures of at least one-third of the membership may call a Forum.
- D. The membership of CCS shall be given no less than three days notice of the calling of an emergency Forum. This notice may only be given in the form of posters, mailings, and/or e-mail.
- E. Quorum for Forum shall consist of no less than one-third of the total resident membership.

Section 2: Legislation

A. Procedure for proposing legislation

1. Bills shall be written to include a title, background, principle, and action. A bill may be proposed by any member of CCS.
2. A week prior to the debate the President shall report on all new bills received at Forum and shall summarize them in brief.
3. The author of the legislation may give an authorship speech of no more than two minutes.
4. A question period of up to five minutes—unless extended by the members present—shall follow.
5. A debate period of up to five minutes—unless extended by the members present—shall be allowed. Speeches shall alternate between pro and con sides of the issue.
 - a. Speakers may only speak three times on an issue, and for the third time only if no other speaker wishes to voice an opinion.
 - b. The authorship shall be considered a pro speech.
 - c. All legislation shall be guaranteed an equal number of pro and con speeches if they can be found.
 - d. Friendly amendments to legislation may only be made during the debate period. The author of the bill may accept or reject a friendly amendment. The decision of the author is not debatable and not subject to a vote. Friendly amendments are immediately added to the legislation upon acceptance and are subject to reconsideration.
6. Once debate has ended, the bill in question shall come to a vote. The method of voting shall be decided by the President, unless a motion is made otherwise.

B. Legislation, except for Constitutional amendments, considered at Forum shall be passed only with a majority vote of the members present. Constitutional amendments shall be passed according to Article VI, Section 1, Part B of the Constitution.

C. In their absence members may vote by completing an absentee ballot to be available with the Secretary.

ARTICLE III

ELECTION PROCEDURE

Section 1: The Executive Officers of CCS,

As defined in Article V, Section 1 of the CCS Constitution, shall be elected at a Forum to be held at the end of each Winter Quarter before the beginning of Reading Week.

Section 2: Procedure

A. The election will consist of three parts, each a week apart; a criteria generation session, a speech session, and voting session.

B. Candidates can be nominated by the membership.

C. Only those associate non-resident and resident students with the points needed to meet the candidacy eligibility standard shall be eligible to run for an Executive Office.

1. Candidacy standard shall be equal to half of the points for all forum and firesides through the fall quarter and up to the 1st week of the election process.

D. An eligible member of CCS may announce his candidacy at any time before the candidacy speeches; however, candidates are encouraged to do so by the Wednesday before the candidacy speeches.

1. A candidate can self-nominate or be nominated by another member. If a candidate is nominated by another member, he/she has until the night of the speeches to accept or decline the nomination.

2. Candidates nominated after the speech session shall be given until the Friday preceding the voting day to answer election questions.

E. One week prior to the speeches, a criteria generation session shall be held. At this session, members shall compile a list of standards by which they will evaluate the candidates.

F. During the speech session, once nominations are concluded, candidates shall give speeches of up to 5 minutes.

1. The speeches shall be separated by position.

2. Candidates running for multiple positions will have the options to present one or multiple speeches.

G. Questions compiled during the speech session and any additional questions will be sent to all the candidates at one time. Candidates shall be given five days to respond to these questions and the answers will be released all at once.

H. A week after this speech session, resident student and non-resident associate student members shall vote by ballot. Votes by proxy shall not be allowed. Absentee ballot shall be allowed. Ballots shall be counted by the Secretary and the Vice President of Relations. The winner shall require a majority of the vote. In the event of a tie for the most votes, a run-off election will be held between the tied candidates.

1. Candidates nominated at the time of voting will not be allowed to give a formal speech.
2. Quorum for the voting session must consist at least of 1/3 of the number of residents.
3. If two candidates are running for a position, the winner shall require a majority of the vote. If there are three or more candidates running the top two candidates with plurality will have a run off. The winner of the run off will be based on majority of the vote.

H. Between the speech and the voting session, members are encouraged to ask questions of the candidates.

I. Results shall be announced by a member of the Master staff, or the President in his/her absence.

ARTICLE IV

IMPEACHMENT

In these Bylaws and in the Constitution, impeachment and removal from office shall be synonymous.

Section 1: Guidelines

A. A petition requesting impeachment shall be submitted to the Master with at least one-quarter of signatures of all members. The petition should include the specific section of the Constitution or Bylaws that has been violated.

B. A vote on the impeachment shall be taken at the second meeting after the submission of the petition.

Section 2: Procedure

A. A neutral party shall preside over the impeachment proceedings.

B. The originator of the petition shall make a speech of at most five minutes explaining the cause for the impeachment proceedings.

C. The accused shall make a speech of at most five minutes explaining the actions in question.

D. A question and debate period of at most ten minutes shall follow the speeches unless extended by majority of those present.

E. Vote shall be made by ballot. A 2/3rds majority vote of members present will be required for impeachment.

F. Results shall be announced by a neutral party. If the vote is for removal, then removal shall be immediate.

G. Quorum will be 2/3rd of residents.

ARTICLE V

THE POINT SYSTEM

Section 1: Philosophy of the Points System

House points will be awarded based on participation in house activities. Returning residents are required to earn a minimum number of points (equal to half of the points for all forums and firesides) in a period of three consecutive quarters consisting of Spring, Fall, and Winter Quarters to have the privilege of staying at CCS.

For members who were not students at Northwestern during the spring quarter, they will receive as their spring total the average number of points received by all residents the previous spring. If there is an issue regarding an influx of same-gender residents and lack of available housing, the averages will be further distinguished and ranked by gender.

The eligibility cut-off for non-residents shall be half of that for residents. Their ranking for housing, however, shall be based on their total number of points.

Section 2: Rules of the Points System

- A. The points chart will be posted within the last two weeks before the end of the quarter by the secretary. Points will be listed by Student ID Number.
- B. All appeals made concerning the points must be made before the end of the quarter.
- C. In order for the resident to earn points for an event, the resident must attend some portion of the event. Points awarded will be at the discretion of the secretary, subject to review by the executive board and general forum.
- D. Anyone who is awarded points for programming will only receive points after the event has taken place.
- E. A resident has the right to ask the Secretary for a record of his/her points and rank at any time.
- F. Other regulations regarding the manner in which points shall be awarded in the point system and housing guidelines related to the point system are enumerated in Appendices 1 and 2 of this document.

ARTICLE VI

AMENDMENTS

Section 1: Procedure

- A. All proposed amendments to the Bylaws shall be advertised to the membership of CCS at least seven days prior to the consideration of the question.
- B. Ratification of an amendment shall require the vote of two-thirds of all members present at the meeting of the legislative board.

Section 2: Constitutional Review

- A. The standing CCS Bylaws shall remain in effect until new Bylaws are adopted.
- B. Ratification of new Bylaws shall require approval of at least two-thirds of the membership present at the time of voting. Membership present at voting must be at least one-third of total membership.

Appendix

Event	Points Each
Attending a Fellows Lunch	3
Attending a Fireside or Sherry Hour	5
Attending Forum	4
Hosting a Fireside, Sherry Hour, etc	15
Hosting prospies (per visit) ⁵	15
IM Captain	0-30
Munchies Host ³	10
Playing an IM sport (per game) ¹¹	6pts/game plus a 10pt bonus if all games attended.
RC Quiz Bowl	4

Philanthropy	Points Possible
Co-op: shopping, cooking, clean-up	10 + 1pt per hour
Dance Marathon Committee work ⁶	TBD by Secretary and Exec <i>if</i> organizing for CCS Dancers
Dance Marathon: Dancing for CCS	40 total
Haunted House Chairperson (Fall Quarter)	0-40
Haunted House Participant (Fall Quarter)	2 pts per hour
Other CCS Philanthropy ⁷	TBD by Secretary and Exec

Executive Board	Points Possible/Qtr
President	85
Vice Presidents	70
Secretary	70
Treasurer	70

Chair Positions	Points Possible/Qtr
Comics/Poetry	0-20
Computer/Webpage	0-40
Kitchen	0-30
Multicultural	0-30
Philanthropy	0-30
Recycling	0-30
Senator (if applicable)	0-40
Social	0-30
Special events and others ⁸	TBD by Secretary and Exec
Voice	0-30
MB Chairperson	0-30
MB Committee Person (inc. MCs)	0-20
MB Participant	0-15
MB Arbitrary Helper	2 pts per hour

- 1) Listed points are not guaranteed. If an individual is not performing his/her duties or does not meet reasonable expectations, the Secretary, with the approval of the Executive Board, reserves the right not to award the complete points.
- 2) For any CCS event, you must be present for at least half the event to get full points (all or nothing).
- 3) No person may sign up for more than one munchies spot until all residents have been given the chance to sign up as well (one week after posting of sheet). Afterwards, all extra spots will be given on a first-come-first-serve basis, with a maximum of TWO munchies per person per quarter. Whoever sets up a munchies is expected to clean up any trash afterwards (food may be left out for residents). However, if the lounge has not been cleaned after one day, the host will receive deductions to his/her points TBD at the discretion of the Secretary and Exec Board.
- 4) In addition to organizing meetings, committee heads are expected to keep track of committee member attendance and report times to the Secretary.
- 5) Prospective hosts are expected to spend at least one hour with their prospective in order to receive points. It is preferred if hosts are willing to house prospectives in their own rooms, however this will not count towards points. In order to receive 15 points for hosting a prospie, the host must actively spend time with the prospective, for instance talking and answering questions about college life, taking them on a personal tour of campus, or taking them out for a meal. It does NOT include walking them somewhere or taking them to University events and leaving them. The Executive Board reserves the right to ask prospective students to evaluate their hosts.
- 6) The Dance Marathon Committee (if applicable) consists of a DM Chair (ad-hoc), the dancers and anyone else who wishes to fundraise for CCS dancers.
- 7) Philanthropy points will be awarded on a case by case basis. CCS members are encouraged to announce their activity to Exec, and points will be awarded after the event based on the number of hours served.
- 8) Point values for new Chairs, special or non-listed events are up to the discretion of the Secretary and the Executive Board.
- 9) In order to earn points for unlisted CCS activities, at least 2 CCS members must organize and/or attend the event. Points will be awarded based on the number of hours served and according to the discretion of the Secretary and the Exec Board.
- 10) If a CCS member must pay for an event (i.e. Formal or other RC events), the event is a privilege and thus points will not be awarded. However, should the member represent CCS in some way (i.e. RC Quiz Bowl), then points shall be awarded at the discretion of the Secretary and the Exec Board after the event.
- 11) Depending on the number of sports played for the quarter, divide the number of points per game by the number of sports to determine the number of points to award per game attended.

Amendments

Revised, et al. – 4/23/2003

Amendment I

Every quarter, each prospective chairperson must submit a statement of purpose for the executive board to review for chair selection.

Amendment II

There will be a historian/webpage coordinator chair holding a yearlong position but not at the executive level. This coordinator will maintain the webpage, take pictures, and create a CCS scrapbook. The term shall be from spring quarter to spring quarter throughout the summer. This coordinator should appoint people to work on his or her committee. The coordinator will receive points equivalent to yearlong chairperson points.

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Revised by Jessica Hoffman, et al. – 2/23/2006

Amendment III

The Cultural and Community Studies Residential College will allow residents meeting eligibility requirements in their current Residential College to transfer their eligibility to the Residential College of Cultural and Community Studies for the following year if space is available. Additionally, the following requirements must be met:

- a. Residents who wish to transfer their eligibility to CCS must inform the Presidents of both the College they currently reside in and CCS by midnight on the Friday of Reading Week in Winter Quarter.
- b. Residents transferring their eligibility will be allotted housing priority *after* current residents and non-residents of CCS. Ranking between residents transferring their eligibility will be determined by their percentile rank in their previous Residential College.