

# **Bylaws**

## **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 Faculty Relations, and Secretary.

## **ARTICLE II**

### ***LEGISLATIVE PROCEDURE***

#### **Section 1: Forum**

- A. A regular meeting of the membership shall be known as Forum.
  - a. Forum shall occur each Sunday of the academic year at 9:00 P.M. with the following exceptions:
    - i. Sunday before Finals week.
    - ii. Sundays directly preceding the first day of the winter and spring quarters, at the discretion of the executive board.
    - iii. Sundays during programming-intensive University periods including, but not limited to, Wildcat Welcome. During such periods, the executive board may agree to move forum to a more convenient day and/or time.
  - b. 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:
  - a. The CCS Faculty Chair may call a Forum.
  - b. The CCS President may call a Forum.
  - c. A petition submitted to either the President or the Faculty chair 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

- a. Bills shall be written to include a title, background, principle, and action. A bill may be proposed by any member of CCS.
  - b. A week prior to the debate the President shall report on all new bills received at Forum and shall summarize them in brief.
  - c. The author of the proposed legislation may give an authorship speech of no more than two minutes.
  - d. A question period of up to five minutes—unless extended by majority vote of the members present—shall follow.
  - e. A debate period of up to five minutes—unless extended by majority vote of the members present—shall be allowed. Speeches shall alternate between pro and con sides of the issue.
    - i. Speakers may only speak three times on an issue, and for the third time only if no other speaker wishes to voice an opinion.
    - ii. The authorship shall be considered a pro speech.
    - iii. All legislation shall be guaranteed an equal number of pro and con speeches if they can be found.
    - iv. 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 proposed legislation upon acceptance and are subject to reconsideration.
  - f. 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

The Executive Officers shall be elected at a Forum as determined by the Executive Board, but at least three weeks before the end of the winter quarter.

##### **Section 2:** Procedure

- A. The election will consist of two parts: a speech session and a voting session. The speech session and the voting session shall take place on the same day, with the voting session following the speech session.
- B. An eligible member of CCS may announce his/her candidacy at any time before the voting session. All members of CCS (defined as residents and non-residents of CCS) shall be eligible as candidates. Those members who announce their candidacy at any time will be eligible to participate in any proceeding election activities. They will be required to complete all previous preceding election activities. If no one is running for a position, the situation may be handled at the discretion of the executive board.
- C. No less than one week prior to the speeches, a questionnaire shall be distributed to each person running for Executive Office for the purposes of candidacy. The answers to these questionnaires shall be distributed to all residents one week prior to the election.
- D. During the speech session candidates shall give speeches of up to 2 minutes.
  - a. The speeches shall be separated by position.
  - b. Candidates running for multiple positions will have the options to present one or multiple speeches.
- E. Following the speech session, resident student and non-resident students members shall vote by ballot during a voting session, with a question and answer portion preceding. Votes by proxy shall not be allowed. Absentee ballot shall be allowed. Student members may vote for one of the candidates running for Office or may vote no confidence for any position. Ballots shall be counted by two of the current Executive Board members.
  - a. Candidates nominated at the time of voting will be required to complete the preceding questionnaire verbally and give a speech.
  - b. Quorum for the voting session must consist at least of one-third of the number of residents.
  - c. 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 runoff will be based on majority of the vote.
- F. On election night, there shall be a question and answer portion for each position.
- G. Results shall be announced by a member of the Faculty Chair Staff, or the President in their absence.
- H. If a no confidence vote is the majority of the vote or there is no candidate for the position, an interim Executive Officer will be appointed by the Faculty Chair Staff until a special election can be held. If no interim can be appointed, the position can remain vacant until the Executive Board feels a special election should be held.
- I. Any executive board member running as a candidate forfeits all involvement in election proceedings.

#### **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 Faculty Chair with at least one-quarter of signatures of all resident and non-resident 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. The Faculty chair 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 two-thirds majority vote of members present will be required for impeachment.
- F. Results shall be announced by the Faculty chair. If the vote is for removal, then removal shall be immediate.
- G. Quorum will be two-thirds 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. Housing ranks will be based upon points accumulated over the quarter. For members who were not students at Northwestern during the preceding Spring Quarter, they will receive the sum of points for all forums and firesides held during the preceding Spring Quarter. Freshmen non-residents shall receive one half of the sum of points for all forums and fireside held during the preceding Spring Quarter.

If the members of CCS do not take advantage of all the housing positions in the building available to them, housing will be opened to the entirety of the undergraduate Northwestern community.

**Section 2: Rules of the Points System**

- A. The points chart will be made available throughout the quarter. Points will be listed by the name of the CCS member. This chart will be updated weekly by the Secretary.
- B. Listed points are not guaranteed. 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 individual members.
- 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 or her points and rank at any time.
- F. Point values for new Chairs, special or non-listed events are up to the discretion of the Secretary and the President, subject to review by the Executive Board. If an individual is not performing his/her duties or does not meet reasonable expectations, the Secretary, with the approval of the President, reserves the right not to award the complete points.
- G. 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 President after the event.

## **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 two-thirds majority vote 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 resident membership.