

# CCS Constitution

## **ARTICLE I**

### **NAME**

The name of this residential college of Northwestern University shall be the Residential College of Cultural and Community Studies at 2303 Sheridan, hereafter referred to as CCS.

## **ARTICLE II**

### **PURPOSE**

It shall be the primary role of CCS to provide members with opportunities for the 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. Non-resident Students
3. Faculty Associates
4. An Assistant Chair
5. An Associate Chair
6. A Faculty Chair

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

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

#### **Section 3: Legislative Procedure**

All legislative procedures 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 of no less than one-third of total resident membership excluding non-resident members.

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 Faculty Chair of CCS shall have the power to veto any legislation. They may suggest new legislation but only as another member of the Legislative Branch. The veto of the Faculty Chair may be overridden by a vote of two-thirds 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**

### **CHAIRS AND COMMITTEES**

#### **Section 1: Powers**

Chairs shall have the power to review all legislation and activities within their purview and/or propose such legislation and activities. All actions of the chairs and committees may be subject to approval by the Legislative Branch. At the discretion of the executive board, multiple residents can be appointed for any given position.

#### **Section 2: Chair Positions**

A. The Chair Positions of CCS shall include the following:

1. Design Chair
  - a. Assists in making designs that can be used for merch as well as following through with the production of such items.
  - b. Creates art for the advertisement of events in the form of banners.
2. Logistics Chair
  - a. Supports Exec board in planning events, especially for those that are community-related.
  - b. Tracks events and pushes them to completion.
  - c. Can assist in the upkeep of the CCS Calendar.
  - d. Takes pictures during events.
3. Publicity Chair
  - a. Take pictures and work with the VP of Communications to publicize CCS through social media.
  - b. Maintain the quotebook.
  - c. Produce the bi-weekly, one-page bathroom reading paper called the Toilet Paper.
  - d. Writes for newsletter sections and events.

B. Any member can submit an application for a vacant chair position. After reviewing the applications and interviewing if necessary, chairs shall be appointed by a majority vote by the executive board every quarter. There are no limitations to how many times a student can be a chair

C. Chairs are encouraged to attend Exec board meetings, though hold no obligation to attend. However, it is the responsibility of members of the executive board to meet and update chairs.

- D. Additional Chair positions may be created by the Exec board students in a majority vote. The title and the position description must be documented and made clear to those willing to take up the role.

## **ARTICLE V**

### **EXECUTIVE BRANCH**

#### **Section 1: Executive Officers**

##### **A. Duties**

##### **1. President**

- a. Service as Chief Executive Officer of CCS
- b. Settling of disputes as specified in Article III
- c. Maintaining relations with the Faculty Chair, Associate Chair, and Assistant Chair of CCS
- d. Maintaining relations between CCS and the Residential College Board of Northwestern University

##### **2. Vice President of Faculty Relations**

- a. Promotion of interaction between resident and associate non-resident student members, faculty associates, and friends of the College.
- b. Organization of activities related to the promotion of such interaction (i.e. Fellows' Lunches, etc.) As a guideline, these events should occur at least once per quarter.
- c. Organization of all firesides in which individuals or groups come into CCS.
- d. Assume the duties of the President in his/her absence
- e. The focus of this position is primarily on establishing relationships with faculty and fellows.
- f. Attend meetings held by the RCB Vice President of Academic Affairs

##### **3. Vice President of Programming**

- a. Coordination of social events. These events shall occur at least three times per quarter, spaced as evenly as possible.
- b. Cultural excursions into Chicago even with the attendance of a fellow falls under the purview of the VP of Programming.
- c. Be vigilant about activities in the Chicago area that would promote cultural awareness and community interaction.
- d. The focus of this position is primarily on social activities
- e. This position will attend meetings held by the RCB Vice President of Social Affairs. This position will also attend meetings held by the RCB Vice President of Inter-College Relations regarding IMs if the CCS IM Chair has not yet been elected or is unable to attend.

##### **4. Vice President of Community Engagement**

a. Establish and maintain relationships with Community Service-oriented organizations in the Evanston and Chicago area, and facilitate CCS philanthropy events and volunteering activities in Evanston and the Chicago areas.

b. Coordinate quarterly firesides with an emphasis on community service.

c. This position will attend meetings held by the RCB Vice President of Philanthropic Affairs

5. Vice President of Communications

a. Be knowledgeable of the different events going on in different CCS members' clubs and activities.

b. Promote different CCS internal events through posters, etc. coordinating with other Executive Board members as appropriate.

c. Maintain the bulletin boards, windows, walls, etc. throughout CCS with CCS advertisements, events going on in different members' clubs, and activities that are brought to the attention of the Executive Board through outside sources. Coordinate with Resident Assistants if necessary.

d. Send out weekly newsletters, summarizing and advertising events to the CCS listserv

6. 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 the projected expenditures for the quarter to the Legislative Branch at the beginning of the quarter, as well as the actual expenditures at the end of the quarter.

e. Serving as the liaison for all financial transactions with all external parties.

7. 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 the procedure as outlined in the Constitution.

d. Maintains website.

e. Notification of the Office of Residential Academic Initiatives (ORAI) of Northwestern University of all constitutional amendments and significant legislation.

B. Procedure for the election of these officers shall be outlined in the CCS Bylaws.

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

D. 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.

E. Any Executive Board member, with the exception of the President, in case of absence must appoint a temporary replacement approved by the President.

F. The CCS Faculty Banquet in Winter Quarter and Fellows Appreciation in Spring Quarter will be a joint effort between the VP of Programming and VP of Faculty Relations.

### **Section 3: CCS Faculty Chair**

A. The duties of the Faculty Chair shall include the following:

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

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

### **Section 4: CCS Associate Chair**

A. The Associate Chair shall assume the role of the Faculty Chair in case of absence or vacancy in the position.

### **Section 5: CCS Assistant Chair**

A. The Assistant Chair shall be responsible for maintaining records of the College Staff budget, allotment of monies, and signing vouchers. The Assistant Chair shall assume the role of the Faculty Chair in case of absence or vacancy in the position of both Faculty Chair and Associate Chair.

### **Section 6: CCS Executive Board**

A. The Executive Board shall be composed of ten Executive Officers: the President, the Vice President of Faculty Relations, the Vice President of Programming, the Vice President of Community Engagement, the Vice President of Communications, the Treasurer, the Secretary, the Assistant Chair, the Associate Chair, and the Faculty Chair. The College Staff shall be non-voting members. The Resident Assistant shall have the option of being a non-voting, advisory member of the Executive Board.

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

### **Section 7: Vacancies**

A. 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 College Staff shall fill the position with another member of CCS for the remainder of the term. The replacement will be decided by a majority vote among the executive board.

**Section 8: 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 one-third of total resident membership.
- D. All proposed amendments to the Constitution may be bundled into a consent agenda and passed with one two-thirds majority vote. However, if any member of the Legislative Branch calls into question one or more lines of the consent agenda, these lines will be voted on as a separate amendment.

**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.