

Slivka Residential College Bylaws

Revised 2/25/20

The following are the policies and procedures that Executive Boards have found to be the best for Slivka at the time of their implementation. The number and ordering of the sections are arbitrary. Details for maintaining and changing this document are contained in Article X of the Constitution.

Section 1: Voting at Executive Meetings

- Voting Members are all Executive Board members except the President, unless there is a tie.
- Motion to Vote: Any voting member may motion to vote on a topic, and a second voting member's approval is required to pass the motion.
- A quorum of six voting members is required to vote.
- Any member of the Executive Board may motion for a secret ballot, in which case the President tallies the count.

Section 2: Equipment Lending

Equipment meant for this section includes but is not limited to the Grill, Projector, Tables, Chairs, and any other material possession of Slivka.

- Lending to the Residential College Board or individual residential colleges
 - In response to all reasonable requests to borrow equipment, Slivka should lend its equipment, free of charge, to RCB and the residential colleges.
 - § RCB and the residential colleges should be informed that they are responsible for the care and cleanliness of the equipment.
 - If any member of the Executive Board objects to lending equipment in a particular case, a vote of the Executive Board will determine whether or not to lend in that case.
- Lending to any organization other than the residential colleges
 - The blanket policy to any group is that Slivka's equipment is not lent out.
 - Exceptions are to be avoided to prevent implied favoritism or discrimination.

Section 3: Executive Board Meeting Decorum

- As a general rule, meetings of the Executive Board will be open. However, closed discussions may be called for at the discretion of the President.
- Members of the college may make short presentations to the board. The board will then discuss and vote on the matter as necessary.
- Timely attendance at all meetings is expected of the Executive Board, barring

unavoidable or foreseen conflicts of importance.

- Common courtesy is expected during all executive board meetings.
- Raising your hand to address the board, and avoiding speaking over others, is highly encouraged.
- Avoid repeating previously stated points.

Section 4: Technology Guidelines

- The “slivka@u.northwestern.edu” email address will be used for official business of the executive board only. Any message sent from this account must first be approved by unanimous vote of the board.
- Listservs will be managed according to the “Listserv Management Policies” document.
- The black and white printer is located in the DR and is maintained by the Facilities committee.

Section 5: Purchasing

- Purchasing should be done by Executive Board members the majority of the time.
 - If an Executive Board member is not available, a committee member may make necessary purchases.
 - Residents not on a committee should almost never do any purchasing for the hall.
- Any purchase greater than \$30 should first be approved by the Treasurer.
 - Unplanned purchases over \$100 are normally brought to the Executive Board’s attention.

Section 6: Slivka Rave and Other Messy Events

- The raves and other large, potentially messy events should be hosted in the DR instead of the Rec Lounge (flying debris has been a problem).

Section 7: Dillo Day

- Food should be provided throughout Dillo Day by the Social Committee.
- The Rec Lounge should, at all times between 8:00 AM and 12:00 AM, be occupied by at least one member of the Executive Committee.
- Facilities Committee is charged with the task of setup and teardown.

Section 8: Rec Lounge TV

- The TV can be reserved no more than 24 hours and no less than 1 hour in advance.
 - The reservation cannot exceed 3 hours.
- A how-to guide and channel listing should be posted by the Facilities Committee.

- Courtesy is to be expected and requested within the Slivka community in the case of unreserved TV time (e.g. if a large number of people want a particular program, or if someone has been playing video games for a long time).

Section 9: Bike Room

- Bike owners should lock and hang bikes on the wall in the front of the room. Non-hung bikes should stay locked in the back of the room to avoid congestion.

Section 10: Executive Committee Evaluations

- Each quarter the President should send out evaluation surveys. Each member of the board should read the feedback for their position, and all the others, looking for what they can do to improve the hall and community.
- Winter Quarter evaluations are about the outgoing board, but the incoming board should read them to see what the building expects.

Section 11: Slivka Property

- Slivka property is not to be used for personal use outside of its intended purpose.
- If Slivka property is damaged or broken, and the person(s) responsible is/are known by proof or self-admission, then the responsible party is to fix or replace said property without reimbursement or subsidization.
 - If the person(s) responsible is/are not known for any reason, then the Slivka Executive Board will decide if the property should be fixed or replaced out of the college's funding.

Section 12: College Staff Purchasing

- No student should make purchases for any item that comes from the College Staff's budget outside of the College Staff's explicit approval.

Section 13: Associated Student Government Representatives

- If Slivka's ASG Representative is not a resident, the IT director will give them access to the Slivka Listservs and the VP of Internal Affairs should offer them a non-resident membership free of charge to give them access to the community.
- Slivka's ASG Representative should attend all house meetings.
- Slivka's ASG Representative will be eligible to receive 20 Slivka housing points for being the Slivka ASG Representative based on their attendance of house meetings, exec meetings, and presence in the community.

Section 14: Listserv Usage

- SLIVKA@listserv.it.northwestern.edu
 - This shall be used for all official announcements from the Executive Board, the Res Life Staff, RCB, and ASG.
- SLIVKAOPEN@listserv.it.northwestern.edu
 - This shall be used by any resident in the building for general emails to the community.
- Emails should be respectful and are subject to moderation by the Exec Board and CA staff.

Section 15: Faculty Chair Search Committee

- A Faculty Chair Search Committee is formed in the fall at the request of the Office of the Provost.
- After this notification, the Executive Board sends an application to the community for members interested in serving on the committee.
- Members of the Slivka community can fill out and return the application up to one week after the Executive Board releases the application.
- After all the applications are collected, the Executive Board picks three representatives from the applications received.

Section 16: Non-Resident Member Application Process

- In addition to Article II Section 3 of the Constitution, the following is a clarification on Housing Point allocations:
 - Points are not given to Non-Resident Members until the Executive Board has approved their application, and the Office of Residential Academic Initiatives has approved their ORAI application.
 - The ORAI application should be turned in within 15 days after the Executive Board has approved the Non-Resident Member application, else the potential Non-Resident Member should reapply.

Section 17: Point Policies

- Wildside Representatives and similar positions should not receive position-related housing points, because it furthers an outside club's agenda, rather than representing Slivka or furthering Slivka's interests.
- All participation during the Dance Marathon event are worth a maximum of one point.
 - Slivka hosted DM-related events preceding Dance Marathon can be worth one point each as separate Slivka events.
- A chairperson of an ad hoc committee should only earn up to ten housing points, as an appointed position.

Section 18: Eco-Rep Position

- The Eco-Rep position, as an appointed position outlined in the Constitution, selected each spring, will fulfill all duties set forth by the Office of Sustainability, which shall include but are not limited to:
 - Attending Eco-Rep meetings arranged by the Office of Sustainability
 - Maintaining a Green Living space in their room
 - Having information on living sustainably available to Slivkans

Section 19: Eco-friendly Guidelines

- Exec should adhere to the following whenever it is feasible.
 - Exec members hosting food-related events should encourage Slivkans to bring their own reusable dishes and cutlery.
 - Incentives (e.g. a better spot in line) may be offered for those who comply.
 - Exec members should also serve the food on reusable dishes when possible.
 - Exec members should minimize the use of Styrofoam, and make purchases in a form that reduces packaging (e.g. making pudding from mix instead of using snack cups).
 - Posters should be printed on the back side of other posters or other scrap paper.

Section 20: Suggestions

- The SLIVKAEXEC@listserv.it.northwestern.edu address should have the setting "Send=Public" so that any member of the Slivkan community may email the Executive Board with suggestions.
- Additionally, if there is a Suggestion Box on the website, the IT chair should forward the form responses to the same listserv.

Section 21: Vote Counting Procedures

- When the election date has been announced by the Executive Committee, the President shall request that the Residence Life Staff and College Staff be available to count votes.
- On the night of elections, the Residence Director and/or the Associate Chair are in charge of vote counting, and are assisted by the Resident Assistants. Additionally, they are responsible for the sequestering of the candidates.
- Vote counting is conducted in a private location near the Rec Lounge.
 - In order to protect the secrecy of the ballots, only the vote counters are permitted in the vote counting area for the duration of the elections.
- Ballots are kept in the counting area until the end of discussion for each position.
- After all discussion for a given position is concluded, the vote counters distribute and collect the ballots.

- Each ballot has ranked choices. Ballots are first sorted by first choice only. They are counted twice, once each by two different people in order to ensure an accurate count.
- If one candidate receives a majority (greater than half the total number of votes), he or she is the winner. If nobody has a majority, then there is a run-off for the top two candidates. Ballots cast for the candidate who received the least number of votes are then distributed between the two candidates according to their next highest choice that is in the run-off. The ballots are then recounted twice as done above.
 - If an election is within 5 votes of the majority, a third counter should count all of the votes one final time to ensure accuracy.
- When the ballot counting is completed, the results are relayed to the Assistant Chair right away, even between speeches for other positions, so that an announcement can be made as soon as the result is known.
- At the conclusion of elections, the ballots should be destroyed by the Residence Director, and those present for the ballot counting should be reminded that ballot tallies should not be revealed to anyone in order to prevent any hard feelings after the elections.

Section 22: Slivkan Seniors

- A “Slivkan Senior” is defined to be a current Resident or Non-Resident of Slivka who graduates from Northwestern. The academic year, as determined by the Registrar, in which the degree is completed will be referred to as the Slivkan Senior’s “Senior Year.”
- Slivkan Seniors may receive special benefits for staying with Slivka through their Northwestern experience, including but not limited to the following:
 - Senior gifts
 - A steak at the Senior Barbecue
- All special benefits will be given to the Slivkan Seniors at the end of Spring Quarter of their Senior Year.
 - In the case that some Slivkan Seniors are not on campus due to having already graduated, the Executive Board will mail them their senior gifts at the same time.

Section 23: No-Show Policy

- As detailed by the Constitution, the following process should be followed if a person fails to attend an event that requires a signup.
 - The chair of the committee that organized the event should email the person and ask for an explanation.
 - This explanation should be brought up at the next Executive Board meeting, but the identity of the person should be kept anonymous.
 - Following discussion, the person’s Q-value should immediately decrease, as detailed in the Constitution, unless an Executive Board member motions to excuse the absence, and a vote confirms the excusal.

- The President should then notify the person of the decision.

Section 24: Public Fridges

- If the executive committee wants to clear the fridges for event-related purposes, they should post a poster on the front of the fridges 2 weeks in advance and send a minimum of 3 emails over the listserv in that time-span before clearing them out.

Section 25: Email Voting

- In the event that a vote is necessary outside of an exec meeting due to a time-sensitive issue, any member of the executive board can motion to vote over the SLIVKAEXEC listserv.
- No second of the vote is necessary.
- Voters reply with their vote only to the motion-er (do not "reply all").
- As soon as a majority of five similar votes appears, the motion-er should reply to the listserv with the result, and voting closes.

Section 26: Reserving the Music Practice Room

- The Music Practice Room can be reserved no more than 48 hours in advance and no less than 1 hour in advance.
- The reservation cannot exceed 1 hour.
 - Courtesy is to be expected and requested within the Slivka community in the case of unreserved time.

Section 27: Late Standing Committee Applications

- When four weeks have passed since the beginning of the quarter, Standing Committee chairs may request additional committee members for that quarter.
- If this happens, the process for applying to these committees is the same as applying at the beginning of the quarter, as detailed in Article V Section 5 of the Constitution.
 - Members already on a Standing Committee may not apply to a different committee.
- When non-residents join the community after the re-application time, they may immediately apply to Standing Committees that are interested in additional committee members for that quarter.

Section 28: Executive Board Proxies

- A resident or non resident (hereafter referred to as "the candidate") who plans to be absent for one quarter of the upcoming executive term may run for an executive position provided that they choose a proxy to represent them at relevant events (executive board

meetings, house meetings, and any other appropriate meetings) and to assume any position-relevant responsibilities if the candidate is unable to complete them (e.g. organizing and running committee meetings).

- The speech may be delivered by both the candidate and proxy, with the time split between speakers at the discretion of the candidate and proxy. The total speaking time should not exceed 3 minutes. Both the candidate and the proxy will be sequestered during discussion and speeches from other candidates, and may answer questions during the Q & A period.
- The ballot should display the name of the candidate followed by the name of the proxy.

Section 29: Executive Board Proxy Points

- An executive board member represented by a proxy for the quarter (see Bylaw 28) should split earned executive committee points with their proxy.
- The division of the earned points should normally be determined by the College Staff, but may also be determined by the executive board member and their proxy if the member and proxy agree to the same division.

Section 30: Rigorizing Financial Organization to Prevent Overspending for Slivka Formal

The Faculty Chair, Associate Chair, and Assistant Chair all advise the following to protect and simplify Slivka finances for future Exec boards:

- Standard procedure to introduce any and all new Exec members includes sending a scripted email (co-written by the President, the Vice President of Internal Affairs, and the Vice President of Financial Affairs) that outlines how Slivka keeps track of finances, the briefest overview of SOFO protocols, a timeline for reimbursements, and preferred payment forms (i.e. debit card).
 - This email should also include a link to the Slivka ledger Google Sheet.
- Exec must collectively and collaboratively plan Slivka formal.
 - Exec can designate a Committee Chair (e.g. the Secretary of Social Affairs) to take the lead on planning. We advise input from the full Exec board because funds put toward formal are designated from the Exec budget in the Slivka ledger.
 - Input includes approval of the itemized budget worksheet (to be drafted by Exec with input from the Assistant Chair and Faculty Chair). The Assistant Chair has an example template of an itemized budget worksheet available for review. Planning materials (venue, catering, entertainment, and transportation) should be circulated to all Exec members for review.
 - This is circulation is easily managed via Google Drive.
 - Slivka Exec must vote to approve any contract and/or payment amount over \$2000. Contracts are included in the above as materials to be circulated to Exec for review. In order to obtain a voucher signature of approval from the Director of

Residential Academic Initiatives, ORAI policy stipulates that Exec must vote and approve any expense over \$2000.

- We additionally advise that all formal budgets include an “In case of emergency” amount of \$1000.

Section 31: Guest Policy for Large Events

- When IT Committee organizes a Murder Mystery/large event, they may choose whether the event is going to be guests-permitted. IT chooses this on an event-by-event basis.
- When an event is guests-permitted:
 - **3 weeks before the event**
 - IT Committee will announce whether bringing guests is an option over the SLIVKA and SLIVKAFELLOWS listservs, and will include a section in the event Google Form that allows participants to express if they would like to bring a guest. The same email will state when the window to declare a desire to bring a guest will close. The identity of this guest never needs to be disclosed. Any Slivkan or Fellow attending the event may express a will to bring a guest, even if that guest is not affiliated with Northwestern.
 - Each event that is guests-permitted will have a cap on guest attendance, which will be announced in that same email.
 - Slivkans, Fellows, and guests alike commit to participating in the event when they sign up. In the Google Form for signups, this must be made clear, and attendees must submit an acknowledgement of the importance of their attendance.
 - **2 weeks before the event**
 - The permitted guests are determined. If the total number of guests which Slivkans/Fellows wish to bring exceeds the guest attendance cap, then IT will approve a number of guests equal to the attendance cap, chosen at random.
 - IT will announce the list of approved guests.
 - **During the event**
 - If a person who signed up to come to the event is not present at the start of the event, then the facilitator(s) of the event may hybridize the missing role with the existing role of a consenting player, take on the missing role themselves, or disembody the role as they see fit.
 - To disembody the role is to make it present only in the notes which the players possess.

Section 32: RCB Housing Points Transfer Policy

As stated in the Residential College Board Constitution:

- Each Residential College should allow members meeting the eligibility requirements of their respective Residential College to transfer their eligibility to another Residential College for the following year if space is available. Each Residential College shall adapt a way to rank Residential College members who transfer from different colleges for housing selection purposes.
- Each Residential College shall allow Residential College members who are away from the university (on study abroad, TM, co-op, etc.) for the term they are away from campus (one quarter to one academic year) to defer their points and/or eligibility to the following year when they return to campus.
- Presidents of the colleges involved a transfer situation shall be responsible for communicating their particular standards of procedure with each other. The Housing Points Exchange Timeline outlines what actions Residential College Presidents must take in the Winter Quarter and the procedures for individuals involved in a housing transfer.

The Housing Points Exchange Timeline is as follows:

1. In the first and seventh week of Winter Quarter, Residential College Presidents shall remind college members that Winter Quarter is the last quarter to earn points for the housing selection that shall occur in the subsequent Spring Quarter.
 - a. At this time, the Residential College Board should point out that, if any college members would like to live in a different Residential College, they ought to become a non-resident member of that college and begin to earn points by participating in that college's events
2. Members who wish to transfer their eligibility to another Residential College must inform both the President for the Residential College in which they currently are a member and the President of the Residential College to which they wish to move. These residents are accepted at the discretion of the college's exec boards as long as the applicant meets Residential Service's requirements.
3. The President of the Residential College in which the member is currently a member of is responsible for getting all of the transferee's points information to the President of the Residential College that the individual is attempting to transfer into for the following, in addition to any other documentation requested by this President. This must be completed before the end of the Winter Quarter
4. The President of the Residential College that the individual is attempting to transfer into for the following year must remain in contact with the transferee throughout the remainder of housing selection. This includes notifying the transferee of the following:
 - a. When the President receives all of the documentation that the individual is currently a member of
 - b. The date, time, and location of the Housing selection meeting for that Residential College at least 5 days prior to the meeting
 - c. The individual's position in the housing selection process related to:
 - i. The current members of the Residential College
 - ii. Any other individuals attempting to transfer into this Residential College

Section 33: Scheduling of Conflicting Events

1. Committee Heads should take care not to schedule events at the same time as the events of another Committee Head, and should communicate appropriately in order to avoid occurrences where two events, neither being Intramural Sports, or having limited capacity, overlap in time frame.
2. In the case that two such events are scheduled at the same time, the following process should be followed in regards to determining the priority of events.
 - a. The first priority level will be events which require coordination with any individual outside of this residential college, Faculty Fellows, or any other individual whose schedule determined the scheduling of the event (i.e. Firesides, Fellows Events, Murder Mysteries).
 - b. The second priority level will be events that require substantial setup on the part of the host committee (i.e. Brunches, Barbeques, Spa Nights, Self-Guided Goal-Oriented Academic Tours).
 - c. The third priority level will be events that require relatively little setup on the part of the host committee (i.e. Movie Munchies, Slivka Storytime).
 - d. In the case that two events of the same priority level overlap, the event that was inputted into the Slivkan Events Google Calendar first will have priority.

Section 34: Facilities Checkout Policy

A general member of Slivka may checkout either a Vacuum, Iron, Swiffer Mop, or Markers between the hours of 6pm-10pm on Weekdays. To checkout any of these items, the Slivkan must email <facilities@u.northwestern.edu> with the following information:

- Name
- Room number
- Items needed
- Checkout date and time

If you email [facilities] with the following information before 6PM on that day, I will hand off the items. I will make it a point to check my email at 6PM on weekdays :). The items must be returned by 10PM on the day that you borrow them. Please place them on the maroon-edged out-of-place table in the DR when you return them. All items cannot leave the building.

Section 35: Seminar Room Reservation

The Seminar Room can be reserved no more than 24 hours in advance and no less than 1 hour in advance. The reservation cannot exceed 1 hour. Courtesy is to be expected and requested within the Slivka community in the case of unreserved time.

Section 36.1: Filling an Empty Room

In the case of the opening of a housing slot within a Slivka suite outside of the normal housing

process, Slivka Exec will:

- Compile a list of non-res members ranked by points for the current points year (where a points year is defined as the points grouping used to determine resident housing contracts)
- Notify all of these members that a room has opened within Slivka, and that they are eligible to take a place in this room
- Give all eligible a hard deadline (to be determined at the discretion of the executive board) to make a decision
- At 11:59 PM of the deadline day, the non-res member with the highest amount of housing points that has replied in the affirmative will be recommended to residential services as a resident member of Slivka
- If no non-res members have replied in the affirmative by this deadline, the housing slot will be opened up to interested non- members of Slivka, ranked by their points for the current points year
- Notify all of these non- members that a room has opened within Slivka and that they are eligible to take a place in this room
- Give all eligible a hard deadline (to be determined at the discretion of the executive board) to make a decision
- At 11:59 PM of the deadline day, the non- member with the highest amount of housing points that has replied in the affirmative will be recommended to residential services as a resident member of Slivka
- If this does not fill the Suite, then the slot will be opened to the university as a whole.

If a non-res member of Slivka is able to move into the open room, they will retain their non-res housing modifier increase for the academic year.

Section 37: Gender Selection for Suites:

The Vice President shall, during the process of housing selection, have control over changing the gender assignments of suites for the upcoming academic year, and assigning suites to be Gender-Open based on the number of people who have expressed interest in Gender-Open Housing to the Faculty Chair during the two-week period outlined in Article VIII, Section 2, Subsection 3a of this Constitution, as well as historical interest in Slivka's Gender-Open Housing from incoming freshmen. The binary gender of Gendered Suites should be flipped every two years, if possible. In the case that Gendered Suites cannot be flipped during an academic year, in the next year where suites are flipped the suites that have gone the longest without being flipped will take priority. If necessary, different suites than those outlined here should be flipped in order to preserve a binary gendered split that is as even as possible.