

Warren Ashby Residential College

At Mary Foust Hall



Governance Structure And Committee Responsibilities 2008-2009

Governance Structure of Warren Ashby Residential College

I. The Ashby Residential College Council Membership

The Ashby Residential College Council will consist of 22 persons elected from the following categories:

- 3 faculty – currently teaching in College
- 1 town student
- 6 dorm students – minimum of 6 ARC hours, freshmen or sophomores
- 2 upper class persons – at least 2 semesters in ARC
- 1 director
- 9 at-large members – five to be elected in the fall and four to be elected in the spring

Persons eligible to be at-large members shall include the first four categories above plus the Residential College Coordinator, RA's, and other faculty closely associated with the College.

The six dorm representatives shall consist of members (freshmen or sophomores) elected from each section. It shall be the responsibility of these representatives to familiarize themselves with the residents of the section they are to represent; to make themselves available to receive any and all suggestions which members of their section may make, to relay any such suggestions to the Residential College Council and to meet with the members of their section to discuss, such issues as they or the Residential College Council may feel are of such importance as to consider a consensus essential.

The first four classifications of Residential College Council are directly responsible to their respective constituents. They will maintain constant communication between their constituents and the Residential College Council.

The nine at-large members shall have a responsibility to the entire College and shall serve as additional ARC representatives to the Residential College Council.

After the electoral process is completed, the Residential College Council will select from among its membership a student chairperson to direct the business of the Council jointly with the Director. The co-chairpersons' duties consist of (1) appointing ad-hoc committees, (2) steering Council business, (3) chairing council sessions, (4) forwarding new ideas drawn to their attention, (5) making emergency decisions subject to the subsequent approval or censure of the council, (6) facilitating intercommunication among the various committees.

Any person taking a Residential College course for credit, living in the dorm, or teaching a Residential College course will have gallery privileges, including the right to speak on the business before the Residential College Council.

II. The Ashby Residential College Council Electoral Process

The general election of Residential College Council members shall be during September. Positions filled at this time shall be for a term ending at the time of the next general election. The election shall proceed as follows:

Town students, faculty members, dorm students, and upper class persons shall nominate themselves or others with their consent. The nominees of each of these groups shall appear on a ballot to be distributed to all ARC members for their vote.

The first day of the following week nominations for the five at-large members shall begin. At the close of the third day of nominations, ballots shall be distributed to all ARC members to elect the five at-large members of the Residential College Council. A special election shall be held during January for the purpose of electing the remaining four at-large members and for filling any vacancies that may have occurred in the five at-large positions.

Vacancies (other than at-large) shall be filled during specially scheduled elections, by a vote of the group whose representatives are no longer able to serve. No subsequent all-College vote shall be necessary.

III. Purpose and Duties

- A. Purpose: The Residential College Council is the legislative and advisory body of the Residential College. Its responsibilities embrace both the social and academic life of the Residential College, and one of its major purposes is to integrate those areas of its life.
- B. Duties: The duties of the Residential College Council consist of recommending academic policy, planning for the program, recommending membership in the College, encouraging faculty and student development, planning social activities, improving the physical environment, seeking the best quality of life for all students, staff, and faculty, integrating the work of the various committees, contributing to the review and evaluation of the entire Residential College program, anticipating and devising new directions for the Residential College, and communicating ideas and achievements to the larger academic and social communities.

IV. Function

To engage these purposes the Residential College Council shall be composed of the following standing committees appointed or approved by the co-chairpersons. Membership on a standing committee will include representation from the Council and will be accountable to it.

Committees should be re-constituted each April with returning students (rising sophomores and upperclass persons) volunteering for membership during the next year. Each re-constituted

committee should elect a returning student as chairperson (except the Curriculum committee, which the Director chairs). Early in the fall semester new students will be invited to choose membership on a committee, and each committee will elect a vice-chairperson from among its new members. A Recording Secretary will be chosen to take minutes of committee meetings and bring materials and minutes to the office. Either the vice-chair or the chair must attend RC Council meetings. Early in January each committee should review and reconstitute its membership and re-elect officers if appropriate.

Excessive absences from Council and/or committee meetings may be grounds for dismissal. Such absences shall be reviewed by the co-chairpersons of the RC Council, the particular student involved, and the committee chairperson.

V. Standing Committees

A. Budget Committee: The Budget Committee shall oversee the allocation of program dues. The Budget Committee is composed of two first year students, two sophomores, two upperclass persons, the Residential College Coordinator, a Community Assistant, and a faculty advisor. The members are self-nominated and chosen through general dorm elections. Budget Committee meetings are held as needed. Funds are distributed when co-chairs of ARC committees come to Budget Committee meetings and propose a need for monetary assistance in carrying out dorm function. Proposals must be in writing. When all nine members cannot congregate for a meeting, a quorum of five can meet and discuss the dispersal of funds.

B. Membership: The Membership Committee shall [1] review applications of prospective students and recommend that the Director either accept or reject them. To be able to cast an advisory vote on an application, members of the Committee must read applications in advance of the meeting in which they will be discussed. [2] recruit students. To aid in the recruiting, all members of the Committee will be required to help in FOCUS programs and in phoning prospective students. [3] students will be expected to aid in hosting and/or writing prospective students. Committee membership will be limited to 30 people who are subject to removal after three unexcused absences.

C. Faculty-Student Development and Curriculum: The Faculty-Student Development and Curriculum Committee shall [1] seek ways to facilitate the intellectual and creative growth of students and faculty; [2] review and evaluate the academic program in view of the philosophy, and [3] recommend changes in philosophy and curriculum when deemed desirable and/or necessary. The Committee shall be responsible for retreats, faculty-student doughnut/bagel breaks, and monthly faculty-student lunches. To accomplish these goals the Committee shall conduct an open forum to elicit suggestions, comments, and criticisms about the curriculum and faculty from all Residential College students.

D. Human Relations: The Human Relations Committee shall be responsible for promoting good relationships within Ashby Residential College, and between Ashby Residential College and the University as a whole. The Committee shall sponsor programs or debates on topics relevant to race

and human relations within the dormitory or pertinent to current political issues. To promote better relationships outside the College, the Committee shall encourage participation in campus-wide events and sponsor activities to involve our residence hall with others on campus. The Committee sponsors community-service projects, The Haunted House, and the Diversity Dinner.

E. Social: The Social Committee shall be responsible for [1] parties, dinners, coffee houses, as well as other social events, and [2] plan events with other appropriate committees, including RCA.

F. Intramurals: The Intramural Committee shall [1] develop a year-long interest sheet for all sports; [2] obtain and fill out a complete master roster for both Fall and Spring Semesters for Co-Rec, Men, and Women's Division; [3] make up teams or enter individuals in all events for the Fall and the Spring; [4] obtain a schedule for each team entered in these events; [5] elect and send a representative for Co-Rec, Women, and Men to Intramural Council (which meets once a month); [6] publicize sign-ups and make sure all teams and their members are notified of games at least 24 hours in advance; [7] gather all team members together before each game; [8] provide any forfeit bonds within 24 hours of a forfeit by a team (money is returned at the end of each season if no other games have been forfeited). The Intramural Committee shall meet weekly to discuss the upcoming week's needs and events. It shall have co-chairs, one male, one female, one of whom will report monthly to the RC Council.

G. Arts Committee: The Arts Committees is divided into five sub-committees.

[1] *Visual Arts Committee*- This committee shall sponsor "Weekend-O-Art", and annual T-shirt design contest, and an annual event.

[2] *Literary Magazine*- This committee shall seek original writings from Residential College members, choose which entries will be included, and be responsible for the production of the magazine.

[3] *Parlor Theatre*- This committee shall invite participation, decide upon plays to be performed, and choose directors and try-out dates. The Arts Committee as a whole will assist with make-up, props, lighting, tickets, and programs for Parlor Theatre productions.

[4] *Show Choir*- This committee shall perform at formal RC events and give at least one concert per year.

[5] *Yearbook*- This committee shall decide upon format, content, and production schedule for a Residential College Yearbook.

H. The Spirit Committee: The Spirit Committee shall keep up the RC'ers morale and promote enthusiasm within the dorm. Its duties are to: [1] send cards to residents and faculty/staff for birthdays and bereavements; [2] acknowledge and reward residents and faculty/staff; [3] send "sunshine" messages when circumstances call for them [4] help with or promote RC events; [5] sponsor the "3 Eat For Free" contest every month; [6] plan and organize spirit events in conjunction with RCA and other campus programs such as the Honors Department, Learning Communities, etc.; [7] create community between RCers in Guilford and residents in Mary Foust; and [8] provide aid to students in need of support, resources, transportation, etc.

I. Outreach Committee: (*Inactive as of 8/2002*) The goal of the outreach committee is to [1] provide ARC participation in campus and community-wide events and activities and [2] to organize dorm-wide projects that help unify the community. Participating students will be expected to attend all meetings, which will occur at least once a month, and engage in a minimum of three of the activities that take place during the semester.

J. Garden Committee: The Garden Committee's main purpose is to encourage students to get out of their dorms rooms by appreciating nature through gardening, maintaining the Mary Foust grounds and discussing plan care. Its duties are to [1] add colorful plants and flowers to ARC's landscape; [2] maintain those plants and ARC's grounds by watering the vegetation; [3] promote the dorm to appreciate nature through "Paint A Pot Day," "Picnic Day," plus various other activities; and [4] encourage students to participate in Guilford County's Earth Day.

In addition to these standing committees, various ad-hoc committees will be appointed by the co-chairperson when it is deemed that a given duty does not fall comfortably within the above standing committee or when a matter arises requiring urgent and /or emphatic attention. These committees will report to the Residential College Council when appropriate.

VI. Decision-Marking Process

Quorum shall be defined as a simple majority and shall be required before any official business may be conducted.

The standing and ad-hoc committees will meet independently and conduct the business falling under their jurisdiction. IN the cases of innovation and policy changes, proposals will be forwarded to the Residential College Council through the co-chairpersons for approval or rejection. If the change is of major significance, the co-chairpersons will call an all College meeting for the final decision.

VII. Appeals

Any decision by a standing or an ad-hoc committee is subject to appeal by any individual to the Residential College Council. Any individual may appeal a decision of the Residential College Council to the Residential College at large. All committees are charged to seek out actively the opinions and ideas of the constituency so that the appeals procedure will be used only after considerable discussion and input at the lower level.

Warren Ashby Residential College is a part of The University of North Caroline at Greensboro and is subject to University policies and procedures.

VIII. Attendance Policy for Residential College Committees

All committee members are allowed two (2) unexcused absences; the third unexcused absence will result in the member being removed from the committee. An excused absence is defined as one which could not be avoided. Definition of “excused” and “unexcused” absences will be left to the discretion of committee chairs. Those committee members who cannot attend meetings are not exempt from responsibilities to the committee; absentees must contact the Committee Chair in order to be informed of matters discussed and duties to be performed.

Names of people removed from ARC committees will be sent to the Residential College Director for review and possible sanctions, ranging from:

- a. being placed in the last group to register for RC classes, to
- b. being asked not to return to the RC program for the sophomore year

Committees that meet regularly with faculty members will schedule meetings at times acceptable to faculty. RC Council meetings would be held on a weekday afternoon and a Sunday evening of each month.

IX. ARC Upperclassperson Selection

Warren Ashby Residential College has benefited from the employment of a select few Upperclasspeople—juniors and seniors—living within the hall to function as mentors to ARC first and second year students.

Upperclass Person Selection Process

Upperclassperson nominations applications, interviews and selection take place during the spring semester, starting the last week in January and going through first three weeks of February.

Upperclassperson Selection Committee Composition

The selection committee consists of the Residential College Coordinator, the Director of Ashby Residential College, four freshmen (regardless of floor), three sophomores, two upperclasspeople, one RA. A student chair is elected within the committee to lead the meetings. All members must be present at each meeting. Nominations are strictly self-nominations or made by others with the prior consent of the candidate.

Identification of Upperclassperson Candidates

Students are informed that the selection is going to take place and are asked to come by the office to indicate interest. Those interested are asked to make a list of activities in which they have

participated both within ARC and the larger University community. The purpose of this list is to ensure that the committee is properly informed as to the candidates' strengths.

Advisory Voting

Students and faculty are given the opportunity to indicate, from a list of candidates, who they most prefer to return, and why.

Selection Process

The committee meets to consider all who have expressed interest. The criteria are:

- ◆ Minimum GPA of 2.5
- ◆ Outstanding participation within ARC community
- ◆ Evidence of positive interaction with fellow students, faculty, and staff

Invitations to return will be issued to no more than ten students. The committee may name up to three alternates should some of those originally invited decide not to return. This is, however not a requirement.

Selection Timetable

Mid-October Small Talks: Information about upperclasspeople selection process and requirements will be distributed and discussed during the fall semester Small Talks.

Week 1: Nomination of upperclassperson candidates and committee members.

Week 2: Distribute advisory and committee ballots on Monday; deadline for their return is Friday.

Week 3: Confidential meetings, interviews, and final votes on candidates.

Week 4: Candidates notified of acceptance or rejection.

Non-candidates can apply for interview, and to privately indicate their reason. The committee may see as many or as few students as it sees fit.

Ballots are distributed during ARC Core class. A student chosen from each Core section will be responsible for distributing and collecting the ballots during *Week 2*.

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