



Residential College at Mary Foust

Governance and Structure 2011-2012

I. The Ashby Residential College Council Membership

The Ashby Residential College Council will consist of all Committee Chairs and the director of the program, as well as the following:

- 1 faculty- currently teaching in ARC
- 1 RA
- 5 floor representatives- minimum of 6 ARC hours, freshman or sophomores
- 4 at-large members

The five floor representatives shall consist of members (freshman or sophomores) elected from each floor, with the second and third floor having one male and one female representative each. It shall be the responsibility of these representatives to familiarize themselves with the residents of the floor they are to represent; to make themselves available to receive any and all suggestions which members of their floor may make, to relay any such suggestions to the Residential College Council and to meet with the members of their floor to discuss such issues as they or the Residential College Council may feel are of such importance as to consider a consensus essential. In addition to the floor representatives and at large members are required to attend RHA meetings. Reports shall be made on the following council meetings to keep council informed on important business that is taken place on campus. Failure for floor representatives or at large members from attending these meeting will result in dismissal from the role and a replacement will be voted. If necessary, serving as a floor representative or at-large member can act as a committee position. A new floor representative will be voted upon if a current floor representative changes floors or becomes a committee co-chair.

The four at-large members shall have a responsibility to the entire College and shall serve as additional ARC representatives to the Residential College Council. Those eligible to be at large members include freshman, and sophomores. A new at-large member will be voted upon if an existing at-large member becomes a committee co-chair.

At the end of the spring semester, the Residential College Council will open nominations for the offices of President, Vice President, and Secretary, and a vote will be held at the last Council meeting. The President's 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. The Vice President must step in to run the business of Council if the President is not able, as well as help the President steer Council meetings, and the other duties of the President. The Secretary shall take minutes at every Council meeting, and handle write ups for RHA points. In the event that the President must give up his or her position, the Vice President will become the new Council President. The position of Vice President will be revoted upon in the absence of the Vice President, as will the position of Secretary in the absence of the current Secretary.

Voting members of the Ashby Residential College Council include each floor representative, each at-large member, each council officer, the RA representative, the faculty representative, and the director. Each committee will receive one vote as well; if a committee has

two chairs, only one may vote. If the chair and co-chair are both present at a council meeting, only one may vote. If one person holds more than one position (i.e. chair of two committees, or chair of a committee and a council officer), they shall only have one vote. In this event, they may have a representative from their committee vote on their behalf.

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 held in the beginning of September. The election shall proceed as follows:

Faculty members shall choose one representative from amongst themselves to represent the WARC faculty on Council. The Resident Advisors shall choose one representative from amongst themselves to represent themselves on Council. Any freshman or sophomore may be nominated to be a floor representative with their consent. Freshman and sophomores may be nominated with consent to become an at-large member. The nominees of each of these groups shall appear on either a paper ballot or an electronic ballot to be distributed to all ARC members for their vote. The ballots must be filled by the end of the week that they are sent out.

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 area of its life.
- B. Duties: The duties of the Residential College Council consist of recommending academic policy, planning for the program, 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 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 and general committees appointed or approved by the council officers. Membership on a standing committee or general committee will include representation from the Council and will be accountable to it. A standing committee may not be abolished, as each one is essential to the structure of the Warren Ashby Residential College. Early in the fall semester new students will be invited to choose membership on a committee. Each committee will elect a co-chairperson from among its new members. Either the co-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. At the end of the school year, current committee chairs will relinquish their positions to their co-chairs, who will become the chair of the committee for the following school year.

*Upper Class Mentors are ineligible for the position of committee chairperson, unless there is no freshman or sophomore able to fill the position.

Excessive absences from Council and/or committee meetings may be grounds for dismissal. Such absences shall be reviewed by the officers of the RC Council, the particular student involved, and the committee chairperson. Dismissal from Council may be assessed after two unexcused absences.

V. Committees

Standing Committees

Budget Committee: The Budget Committee shall oversee the allocation of program dues. The Budget Committee is composed of the elected chair and its members. Budget Committee meetings are held as needed. Funds are distributed when an ARC member who has paid their dues or have been excused from doing so may put in budget requests/proposals for monetary assistance in carrying out dorm functions or events. They are to attend Budget Committee meetings when they are awaiting decision on their proposal. Proposals must be in writing. All proposals are to be reviewed, revised, and voted on by the members of budget committee.

Membership Committee: The Membership Committee shall [1] review applications of prospective students and recommend that the Director either accept or reject them. Members of the committee will read each application prior to voting during the meeting after discussion of the applicant. [2] recruit students (incoming freshmen and some rising sophomores). In order to recruit, members will represent the program at University events such as Explore UNCG and Destination UNCG, talking about the program and its social and academic benefits to students and parents during the information sessions and at Open House sessions. [3] host prospective students whenever requested. Membership is open to all residents in the program and has a strict confidentiality agreement in regards to the application process of discussion and voting.

Upper Class Mentor Committee: Upper Class Mentors are an important part of the WARC community, as they are leaders and mentors in the community. They contribute to WARC through creative programs, by mentoring underclassmen, by being academic role models, and by

generally acting as a resource to the residents (academically, socially, and Mary Foust Spiritually). Each UCM will host one event each semester and the UCM Committee will host a group event mid-year. Events can be any educational or fun activity or adventure that the members of the ARC community can participate in. The Upper Class Mentors are in the program to give back after the two years that Foust has given support and fun to them. As such, the UCM's are expected to be mentors and role models in the community.

General Committees

Art Committee: The Art Committee is a committee based on the arts within Foust. It hosts art projects such as finger painting, crafts, t-shirt designs, sculpture. The Art Committee hosts field trips to art museums and exhibits. It is a committee based on inspiring and producing creativity to the Foust residents.

Choir Committee: The main focus of this committee is to teach those within the committee how to sing choral music and put on performances for the public through this art. The committee will also be open to instrumentalists to either accompany the chorus or perform on their own, based on interest and commitment shown. The performances will be based on what activities are going on within the residential college community. These are currently focused around holidays such as Halloween, Thanksgiving, the December holidays, and Valentine's Day. After these holidays, the committee will lead a coffee house event with coffee, snacks, music from choir, and be open to various other performing talents. After this event, our efforts will focus towards assembling all of the music we have performed throughout the year into a concert event open to everyone. To end the year, the chorus will perform suitable graduation music for the WARC graduation ceremony. The music and performances are subject to flexibility as long the committee is working on something relevant to its main focus for a majority of the year.

Cooking Committee: The Cooking Committee is a committee based on cooking, baking, and all things related to food. It hosts events such as Caramel Apple Dipping, cook-offs, movie nights, recipe postings, cookie baking, bake sales etc. The Cooking Committee allows students to be involved with learning how to cook, eating, and loving food.

Film Committee: The Film Committee's primary objective is to support and promote Film in general by showing various films to the dorm that are considered to be worthwhile, as well as creating its own films. Members will learn the basics of film making, such as using a camera and editing. Film Committee will host various events, including: Movie of the Month, 48 Hour Film Competition, and varied film series.

Garden Committee: Garden Committee strives to promote the benefits of caring for, and propagating plants, in addition to encouraging the Mary Foust Community to be responsible stewards of the environment. Garden Committee aims to maintain and beautify the Mary Foust grounds, compost and recycle, address environmental issues, and advance a community-wide appreciation of gardening. Events hosted by Garden committee include Beautification Day(s), the Arbor Day Picnic, and the Planting Party.

Human Relations Committee: The Human Relations Committee serves to bring the Mary Foust community in together with other communities within UNCG and within Greensboro. The main objective of Human Relations is to fight against discrimination by involving the members and the rest of the dorm in events that encourage diversity in race, religion, gender, sexuality, etc. Some of the events include, but are not limited to, Haunted House, where all donations go to the charity of the committee's choosing, and a week of Diversity followed by Diversity Dinner.

Literary Magazine Committee: Lit Mag is a committee that collects creative works from the dorm and publishes [1] to a blog and [2] to a magazine at the end of the year. Lit Mag is also responsible for publishing FLUSH (Factoids-Little Understandings-Stories-Hints), a means of distributing important dorm information, along with entertainment. Members are responsible for construction of the final copy of the magazine along with contributing to FLUSH. A coffee house event takes place every year.

Parlor Theatre Committee: Parlor theatre is a committee designed to engage students in a theatrical setting involving acting, comedy, and directing. Members of this committee will organize a Saturday Night Live event in the spring, which they will write, direct, and act in comical sketches. Parlor Theatre organizes events including Comedy/Improv Night, where members may present comedy sketches they've written, improv games, and short skits. A night of short plays is an event where members will direct small, one act plays and present them in the dorm.

Residential College Alumni Committee: The Residential College Alumni Committee is a group of dedicated and very active former Fouters currently attending UNCG as students. The goal of this committee is to provide fun and unique events for current Fouters in the hopes of keeping the stories and traditions of former years alive, as well as displaying a very forward thinking interest in the program after graduating from it. Just because you've graduated from the program and moved on to greener and less interesting pastures doesn't mean you can't still be a part of the place you called home for two plus years. The committee will have at least one event a month, every month, until the end of the year. This committee strives to ensure that the current residents of the Foust House have a fun and unique experience.

Service Committee: The goal of service committee is to [1] provide ARC participation in campus and community-wide events and activities, [2] to organize dorm-wide projects that impact the Greensboro Community and beyond, and [3] offer an opportunity to educate ourselves, the dorm, and campus about local and international issues. Participating students will be expected to attend all meetings, which occur at least once a month, and engage in a minimum of three of the activities that take place during the semester.

Social and Spirit Committee: Social Committee will promote cheerfulness and bonding within the Residential College community through social events. In addition, Social and Spirit committee will host events, but are not limited to, Thanksgiving Dinner and Semi-Formal. Through the planning of these major events, members will have a better sense of time management, as well as participate in some of the honored traditions of Mary Foust!

Sports Committee: This committee shall promote and encourage students to participate in all athletic activities with an emphasis on team sports. This will include posting a sign up sheet for every sport being offered at the recreational center. Based on the interest in each sport, the committee shall attempt to assemble a WARC community team. If there is a request to play a sport at any point during the year, the committee members shall vote on creating a community event to play it. Sports Committee will lead trips to the gym during the week on a weekly basis, providing that there is interest in this event. During second semester, the committee shall assemble all of the activities from the year and others into a main event entitled "RC Olympics". All of these and other ideas will be promoted to the community to support the main purpose of having healthy active students stay fit together within the residential college community.

Yearbook Committee: Every year the Yearbook Committee has committee members that attend all the major events and happenings in the community, such as Valle Crucis, FoustStock, and as many others as possible. The committee members that attend these events take photos and videos of these events throughout the year. The footage of the events are then edited into different sections that make the final project that the committee works on throughout the year- the video yearbook and the paper yearbook. Each member of yearbook committee is held responsible for their part that they have been assigned to. At the end of the year Yearbook Committee holds a yearbook showing in the parlor. Also at this event, video and paper yearbooks are distributed to people who have ordered them. These can be purchased for a minimal fee to cover the cost of materials.

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

VI. Decision-Making Process

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

The standing and general 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 council officers for approval or rejection. If the change is of major significance, the council officers 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.

*Decisions made by the Upper Class Mentor Selection Committee are not subject to appeals.

Warren Ashby Residential College is a part of The University of North Carolina 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. Definition of “excused” and “unexcused” absences will be left to the discretion of committee chairs. These 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:

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

Committees that meet regularly with faculty members will schedule meeting at times acceptable to faculty. RC Council meetings would be held on a Sunday evening of each month, unless otherwise needed.

IX. ARC Upper Class Mentor Selection

Warren Ashby Residential College has benefited from the services of a select few Upper Class Mentors- juniors and seniors- living within the hall to function as mentors to ARC first and second year students.

Upper Class Mentor Selection Process

Upper Class Mentors 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.

Upper Class Mentor Selection Committee Composition

The selection committee consists of the Residential College Coordinator, the Director of Ashby Residential College, three freshman, two non-returning sophomores, one non-returning Upper Class Mentor, and 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 prior consent of the candidate. Ballots shall be sent out electronically, and voting will be closed within a week of the ballots being sent out.

Identification of Upper Class Mentor 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 twelve 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

Upper Class Mentor Interest Meeting- Information about Upper Class Mentor selection process and requirements will be distributed and discussed during an interest meeting held in the middle of the Fall semester.

Week 1: Nomination of Upper Class Mentor 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 (i.e. to discuss issues they may have with a certain candidate that they feel it is necessary for the committee to be made aware of). The committee may see as many or as few students as it sees fit.