

Shepard Residential College CONSTITUTION

We the members of Shepard Residential College establish this constitution to promote a dynamic intellectual and social environment and to encourage a sense of community among members of the College, the affiliated faculty Fellows, the College Staff, and the Residence Hall staff. In order to thrive from the diversity of its members, Shepard Residential College shall provide opportunities through academic, social, cultural, and philanthropic programming.

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Article I: The College

- A. The members of the College shall include all persons satisfying financial and selectivity obligations; the College Staff, Residence Hall Coordinator, and Residential Assistants shall be considered non-voting members
- B. Members shall have one vote in all elections and referenda
- C. Final authority in all College matters shall rest with the members of the College
- D. All voting members are eligible to be officers. However, only in-house members are eligible for the Executive Board, unless otherwise specified.
- E. Quorum shall constitute three-fourths of all voting members of the College, or of the relevant committee
 - a. All quorum must include the President, Vice President, and/or the committee head
 - b. No vote may be taken without quorum

Article II: The Executive Board

- A. The Executive Board shall consist of all elected members and appointed members as indicated in Article IV, RHA, and College Staff. The Board shall be responsible for upholding and promoting the principles and mission of the College, as well as for launching academic, social, cultural, and philanthropic programming
- B. The Board shall convene once a week during the academic year
- C. All Executive Board members get one vote in college mandated decisions
 - a. A vote may be made by Executive Board members in person or by phone/video call
- D. Members of the Executive Board who have unexcused absences from two meetings during a single quarter shall meet with the President and Vice President about their contributions to Executive Board. A third unexcused absence shall entail a meeting with the Faculty Chair. In the case that the President and/or Vice President is the member in question, the two unexcused absences will incur a meeting with the Faculty Chair. The President/Vice President/Faculty Chair may recommend the resignation of the exec board member. This shall be considered the petition for recall outlined in Article IX
 - a. An absence is considered 'unexcused' when there is no notification to the Exec Board at least 24 hours prior. The merit of any excuse is left to the President's discretion
 - b. The President may waive this clause in extenuating circumstances
 - c. Any member who wishes to appeal a decision should initiate a petition for reconsideration
 - d. A petition for reconsideration must be signed by $\frac{1}{3}$ of the College members in order to be considered. An all-College meeting must then be held to present arguments in favor of reinstating the officer in question.
 - e. The decision will be overturned if two-thirds of the voting College members vote in favor of the appeal

- E. No person shall hold more than one position on the Executive Board at one time unless approved by the Faculty Chair and voted upon by the Executive Board

Article III: The Shepard College Council

- A. The Shepard College Council (hereon referred to as SCC) shall consist of all elected members and appointed members as indicated in Article IV and *ex officio* members (RHC, RAs, College Staff). It shall be a building-wide communicative platform for residents that represents a cross-section of the College and is responsible for the College's general welfare, for launching social activities, and for facilitating the social life of the College.
- B. Meetings
 - a. SCC shall meet at least one time each quarter
 - b. Any College member may bring topics for discussion before SCC
 - c. All SCC members excluding *ex officio* members (RHC, RAs, College Staff) have one vote
 - d. All SCC meetings are open to all college members
- C. No person shall hold more than one elected position on SCC unless approved by the Executive Board

Article IV: Officers

Executive Board (Elected Officers)

A. President

The President is the official representative of the College. Their responsibilities include chairing the Executive Board and SCC, overseeing college activities, and ensuring that officers fulfill their responsibilities. Specific responsibilities include:

- a. Serving as Shepard's representative on the Residential College Board
- b. Serving as a member of SCC
- c. Serving as an *ex officio* member of all committees
- d. Sharing responsibility with the Treasurer for overseeing College funds
- e. Organizing all elections
- f. Sending a questionnaire to potential new candidates regarding their desired positions prior to elections
- g. Sending email notifications when a voting poll has opened with all of the relevant information.
- h. Delegating appointed officers
- i. Working in conjunction with the President of Willard Residential College and any others s/he appoints to organize Woo-Shep Olympics at least once each academic year
- j. Managing Shepard's archives together with the Archivist and Technology Chair and preparing the yearbook
- k. Being replaced by the Vice President as necessary during his or her term if for any reason s/he cannot complete the full term of office

- l. Serving a term of three quarters beginning in Spring Quarter

B. Vice President

The Vice President oversees College events, and tends to the maintenance of the community and building at large. Specific responsibilities include:

- a. Serving as a member of SCC
- b. Serving as an *ex officio* member of all committees
- c. Creating ad hoc committees with SCC approval as defined by a majority of voting members
- d. Managing the College's hosting of prospective students
- e. Organizing the Constitutional Committee in accordance with Article V, Section B, part 1
- f. Serving as the final authority on issues of constitutionality
- g. Organizing the College's Wildcat Welcome activities
- h. Scheduling public rooms including in accordance with the Room Reservation Policy.
- i. Implementing the College's non-resident selection process
- j. Recruiting and aiding non-resident members in obtaining Shepard housing
- k. Serving as the final authority for housing point allocations as outlined at the beginning of each term
- l. Maintaining a points document online updated weekly and sending out a link to this document during reading week of every quarter and once a month over email. At the end of Winter Quarter, a list of those eligible for housing must be turned in to the Faculty Chair's office
- m. Maintaining and publishing a comprehensive list of all events for which points are awarded via the points document
- n. Facilitating at least one period for hearings of point rectifications per quarter
- o. Facilitating the distribution of room assignments for the following year based on housing points during the beginning of Spring Quarter. This distribution will be in accordance with the University's rules and regulations regarding the distribution of the room assignments
- p. Serving a term of three quarters beginning in Spring Quarter

C. Community Engagement Chair (up to two per election cycle)

The Community Engagement Chair(s) work to connect and engage Shepard residents with the Evanston community, Shepard Alumni, and the Northwestern community. Specific responsibilities include:

- a. With the aid of his/her optional committee, implementing and planning all social activities
- b. Promoting Shepard involvement with philanthropic organizations
- c. Collaborating with the Residential College Board VP of Social Affairs and the VP of Philanthropic Affairs to plan events, providing insight into

projects, and ensure Shepard participation at Residential College Board events

- d. Having at least one activity every two weeks
 - e. Organizing at least one philanthropic all-Shepard event per quarter (e.g. Turkey Taxi, Project Pumpkin booth)
 - f. Having one large-scale event per quarter (i.e. Formal, Five Nights of Halloween, etc.)
 - g. Hosting an alumni event per quarter (e.g. Fireside led by Alumni, Shepard History Fireside, etc.)
 - h. Hosting an alumni event during Homecoming
 - i. Working with the Alumni office in order to supervise and encourage donations from Shepard alumni
 - j. Serving a term of three quarters beginning in Spring quarter
- D. **Academic Chair** (up to two per election cycle)
- The Academic Chairs implement a variety of ways to engage Shepard Residents with Shepard Fellows. They are responsible for communicating and planning events directly with Northwestern Faculty. Specific responsibilities include:
- a. With the aid of his/her optional committee, implementing and planning all academic activities (e.g. firesides, cultural excursions, Fellows Lunch, etc.) and creating new academic programs as s/he sees fit
 - b. Collaborating with the Residential College Board VP of Academic Affairs to plan certain events, providing insight into projects, and ensuring Shepard participation at Residential College Board events
 - c. Communicating with faculty fellows on a weekly basis to inform them of Shepard events and opportunities for involvement in the life of the College
 - d. Encouraging upcoming events via Social Media and other means of communication
 - e. Having at least one activity per week
 - f. Planning at least two Fellow oriented events per quarter (i.e. Fellows Game Night)
 - g. Serving a term of three quarters beginning in Spring Quarter

Executive Board (Appointed Officers)

A. Treasurer

The treasurer is responsible for managing all Shepard funds, and processing reimbursements for all College events. The treasurer observes SOFO protocols and thus ensures all Shepard purchases are SOFO approved and tax-exempt. Specific responsibilities include:

- a. Preparing and presenting a preliminary budget at the beginning of each quarter to the Executive Board as outlined in Article VII
- b. Sharing responsibility with the President for all College funds
- c. Acting in accordance with all SOFO and Cashier's Office rules

- d. Keeping accurate and organized records of all funds in the Shepard Ledger
- e. Educating Executive Board and SCC members about tax-exempt and proper spending
- f. Reconciling all debit card and other financial transactions with the Assistant Chair
- g. Recording attendance, duration, and content of Executive Board and SCC meetings.
- h. Maintaining the Shepard Maintenances and Damages Account
- i. Serving three quarters beginning in Spring Quarter

B. Technology Chair

The Technology Chair (Tech Chair) oversees the Shepard Website, Listservs, Email Banks, and other databases. They are responsible for maintaining Shepard's public technology and Social Media, and helping the Academic chair with event publicity. Specific responsibilities include:

- a. Overseeing the Shepard ListServ, the SCC Listserv, the Floor Listservs, and Shepard Exec Listserv in accordance with the Listserv policy
- b. Ensuring that all non-residents are subscribed to the Shepard listserv
- c. Notifying Shepard if s/he will be unable to approve Listserv messages for a period of more than approximately one day, excluding the periods of time when the Residential Halls are closed
- d. Maintaining an email bank of all Shepard members, past and present, and maintaining contact with the Alumni Association in order to keep contact information up to date
- e. Submitting an updated copy of the College resident roster to both the Shepard archives and the University archives
- f. Regularly maintaining and updating the Shepard website
 - i. The website shall minimally include an updated calendar of events, photos, a list of current SCC and Executive Board members, an updated Constitution, and housing/points regulations
- g. Maintaining Shepard Social Media with up to date information about events and other relevant information
- h. Sharing responsibility with the Academic Chair(s) and the Community Engagement Chair(s) for the publicity of Shepard events
- i. Providing a bi-weekly update of Shepard Events in the form of an events board in the lobby (and/or flyers)
- j. Maintaining public technology, including printers, TVs and Shepard-owned entertainment systems
- k. Serving on the board of the College's Area Council (or designating another exec member to serve on the board of the College's Area Council). The three Area Councils are the governing bodies of the Residential Colleges and Halls, and have jurisdiction in matters of residential policies and amenities, improvements to facilities, and advocacy on behalf of residents.

The Area Councils collect no fees from Residential Colleges and have no budget.

- l. Serving three quarters beginning in Spring Quarter

Shepard College Council (Elected Officers)

A. Floor Representatives. The distribution of Floor Representatives is as follows: one for the first and second floors, one for the third floor, and one for the fourth floor. Specific responsibilities include:

- a. Initiating and coordinating at least one floor event and one inter-floor event per quarter
 - i. One Floor Representative sponsored event (floor or inter-floor) must occur before the end of the fifth week of each quarter
- b. Serving three quarters beginning Fall Quarter

B. Munchies Chairs (up to two each election cycle)

Specific responsibilities include:

- a. Sponsoring Munchies once every week
- b. Following tax-exempt protocols as directed by the Assistant Chair and Treasurer with responsibility for oversights
- c. Having one collective vote (i.e. All Munchies chairs submit a single vote for their whole group)
- d. Serving one quarter

C. Archivist

Specific Responsibilities include:

- a. Recording and photographing College events
- b. Creating the Shepard page for the Northwestern Yearbook together with the President
- c. Creating and distributing the annual Shepard Yearbook and submitting a copy to the Shepard archives
- d. Putting pictures on the website with the assistance of the Tech Chair
- e. Serving three quarters beginning in the Fall Quarter

D. Eco Representative

Specific Responsibilities include:

- a. Leading Shepard to a Green Cup victory
- b. Publicizing and encouraging recycling and other green initiatives
- c. Follow the duties and expectations outlined in the Eco Rep Handbook
- d. Serving a term of three quarters beginning in the Fall Quarter

Shepard College Council (Appointed Officers)

A. Dance Marathon Chairs (at least two and up to three per appointment cycle)

Specific responsibilities include:

- a. Being a member of SCC
- b. Being responsible for all Shepard Dance Marathon activities
- c. Coordinating dancers and their fundraising efforts, and organizing fundraising events
- d. Acting as liaisons between the College and the Dance Marathon Central Committee
- e. Having one collective vote (i.e. all Dance Marathon chairs submit a single vote for their whole group)
- f. Serving three quarters beginning in Fall Quarter

B. Intramural Chair

Specific responsibilities include:

- i. Organizing and registering Intramural teams for Shepard in all appropriate sports in which there is Shepard-interest, including, but not limited to, Dodgeball, Volleyball, Football, Floor Hockey, Basketball, Ultimate Frisbee, Softball, and Soccer
- ii. Appointing team captains to all Intramural sports teams
- iii. Assisting with the coordination of RCB Field Day in the Spring Quarter
- iv. Being responsible for any other sports-related duties placed upon him/her by the Executive Board or SCC
- v. Serving three quarters beginning in Fall Quarter

Article V: Officer Training & Orientation

- A. All new appointed and elected executive board officers shall attend the New Officer Conference in the beginning of Spring Quarter in order to receive training about their position
- B. All new appointed and elected executive board officers shall receive a 'transition memo' from previous board members with important information about their new position. Current/previous exec members are responsible for ensuring that all new members receive the training necessary to fulfill their position's obligations both by providing the 'transition memo' and also by answering any questions new members may have. Current/previous exec members should make themselves available as needed, providing new members with the resources and information they need to ensure their success.
- C. Towards the end of the term, the current board members shall hold an 'open meeting' in which new executive board members are invited to attend and ask questions about their new positions as well as learn about the running of weekly board meetings.
- D. For replacement appointments, officers shall have their training completed within two weeks of their election or appointment, with the primary responsibility for this training being the most recent officer holder.

- E. If for any reason the current or most recent office holder does not train the new officer, then the President and Vice President are responsible for training the new officer. If the President and/or Vice President also cannot train the officer, the College Staff shall train the officer.

Article VI: Committees

General Guidelines

- A. Committees shall consist of members of the College appointed by specific chairpersons to aid in the duties of their position
- B. Committee chairs shall organize and preside over their respective committee meetings, to be held as necessary.
- C. Committee members shall be given housing points at the discretion of the Vice President

Special Committees

A. Constitution Committee

- a. The Executive Board may request the formation of a committee to review the Constitution. This request must be approved by a simple majority vote of the Executive Board
- b. The Committee shall consist of the Vice President, his/her appointees, and a member of the College Staff
- c. The Committee may decide not to update the Constitution
- d. All changes made by the Committee must be ratified by the College in accordance with Article XII

B. Faculty Chair Search Committee

- a. Shall consist of the President, Faculty Chair, Vice-President, and their appointees, who represent a cross-section of the College
- b. Shall convene during the Fall Quarter of the last academic year of the Faculty Chair's term to establish criteria for the selection of a new Faculty Chair

Article VII: Budget Dispersal

- A. The treasurer shall prepare and present a preliminary budget at the beginning of each quarter to the Executive Board
 - a. The Executive Board must vote on and approve this budget by a two-thirds majority
 - b. The Executive Board must vote on any changes to the approved preliminary budget in excess of \$100 or 50% (whichever is less) of a specific outlay, by a two-thirds majority
- B. Any other College members may request funds by submitting a written or e-mail request to the Treasurer, who must reply with a written or e-mail response within six days

- C. All individual members are responsible for adhering to the approved budget

Article VIII: Elections & Votes

Establishing Candidates

- A. Any member of the College may declare candidacy by notifying the President in writing or by e-mail, by nomination by other members of the College
- B. After declaring candidacy or accepting nomination, candidates must respond to a questionnaire sent by the President regarding their desired position
- C. A College meeting will be held prior to the election in order that College members have the opportunity to meet candidates and hear their platforms

Voting

- A. Elections for the Executive Board shall be held in the Winter Quarter at least three weeks before the end of the quarter, or as mandated by the Office of Residential Academic Initiatives, with new terms beginning in the following Spring quarter
- B. Elections for SCC shall be held during the first week of the quarter which begins their term of office
- C. College members shall vote online within 24 hours of the opening of a poll; there will be an email notification with relevant information sent by the President
- D. The President and the Tech Chair shall count the votes in the presence of at least one member of the RA staff within 24 hours after a poll closes
- E. The President shall personally notify all candidates of the results before posting them. The actual number of votes will not be posted, but candidates may request a viewing
- F. If a dispute or problem arises concerning a vote, it must be presented in writing or in an e-mail to the President
 - a. The President will call an emergency SCC-Exec Board meeting. The SCC and Exec board will determine, by a simple majority vote, whether the vote stands or whether a new vote must be initiated
 - b. A simple majority of college members that voted will decide the outcome.
 - i. A simple majority is defined as 50% plus one of the votes cast for the office. If no choice receives a simple majority of the votes, a runoff between the two choices receiving the most votes shall be held the following day
- G. For a position that calls for more than one elected official, the two candidates with the most votes in the original election will serve
- H. The President may nominate College members to offices lacking a nominee or vacated by a resignation for the rest of the quarter, who must then be approved by a simple majority of the Exec Board
- I. For elected positions with at least one full quarter remaining in their term, a replacement shall be elected as soon as possible (or in the next round of scheduled elections in accordance with the procedure outlined above)

Article IX: Officer Recall

- A. Officer Recall applies to all positions on SCC and Executive Board
- B. If a complaint against any College officer arises, a written or e-mail petition of charges must be given to the President, who is obligated to present it to the Executive Board. If the charge is against the President, the petition shall be submitted to the Vice President and then presented to the Executive Board
- C. The President or Vice President shall inform the officer in question of the petition filed against them at least 48 hours prior to the meeting at which the petition is presented. Those who file the petition are responsible for attending the Board meeting to present their arguments
- D. A petition will be considered by the Board if it has the support of one-third of the voting Board members
- E. The officer in question must be given an opportunity to speak before the Executive Board before the vote is taken
- F. The Executive Board shall deliberate and vote whether or not an officer recall or point recall (partial or in full) is in order. The motion will pass if it receives a two-thirds majority vote of Exec Board members, excluding the officer petitioned. The officer in question must leave the room before such a vote is taken
- G. A petition for reconsideration will warrant a referendum if it is signed by one-third of the College members. An all-College meeting must then be held to present arguments against the officer in question
- H. The officer will be removed from the office if two-thirds of the voting College members vote in favor of the recall

Article X: Referenda

- A. A referendum is defined as a non-Constitutionalized rule. When in conflict, the Constitution supersedes all referenda.
- B. College members may initiate referenda by submitting a petition to the Exec Board signed by at least one quarter of the College members. SCC or any other committee may also initiate a referendum
- C. Referenda shall be passed by a simple majority of those College members voting
- D. Referenda confirmation will be conducted by the College in accordance with the election process as specified in Article VIII

Article XI: Amendments

- A. Amendments to the Constitution may be submitted to the College by the Constitutional Committee, SCC or by petition from one-third of College members
- B. Ratification of the amendments must be by two-thirds of the College members voting and be held in accordance with Article VIII
- C. Any amendments shall be distributed to all College members within one week of ratification

Article XII: Ratification

This constitution will be ratified upon approval of a two-thirds vote of those College members voting with a minimum of one-fourth of all voting members in an amendment procedure in accordance with Article XI. This Constitution supersedes all previous Constitutions of Shepard Residential College

Appendix

1. *Ex officio* – A member of a body (a board, committee, council, etc.) who is part of it by virtue of holding another office
2. Faculty liaisons – Students who have been selected by the Fellows Chair as the point of contact and information for a particular fellow
3. College Staff – The faculty and/or graduate students serving in the positions of Faculty Chair, Associate Chair, and Assistant Chair
4. Outlay – A disbursement of money; a specific amount or expenditure
5. SOFO – Student Organization Finance Office
6. The Executive Board consists of:
 - a. President
 - b. Vice President
 - c. Academic Chair
 - d. Community Engagement Chair
 - e. Treasurer
 - f. Technology Chair
7. The Shepard College Council consists of:
 - a. President
 - b. Vice President
 - c. Floor Representatives
 - d. Munchies Chairs
 - e. Intramural Chair
 - f. Dance Marathon Chairs
 - g. Archivist
 - h. Associated Student Government Representative (if one exists)