

# THE CONSTITUTION OF *SHEPARD RESIDENTIAL COLLEGE*

*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 and Residence Director 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 members remain home for personal or health reasons or as otherwise specified by the Executive Board Review Committee (See article VI).

## ***Article II: The Executive Board***

- A. The Executive Board shall consist of all elected members, Residential Assistants, Residential Director, 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 at least once a week during the academic year.
- C. All Executive Board members get one vote in college mandated decisions. 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 the 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, and/or Faculty Chair may recommend the resignation of the Executive 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 Executive Board prior to the meeting. The merit and timeliness of any excuse is left to the President and college staff'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 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 the members elected to the positions of First Year Representative, Munchies Chair, Archivist, Ecological Representative (Eco Representative), Dance Marathon Chair, and Intramural Chair. It is responsible for launching social activities and for facilitating the social life of the College.

B. No person shall hold more than one elected position on SCC unless approved by the Executive Board.

### ***Article IV: Officers***

#### **Executive Board**

##### **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 an *ex officio* member of all committees;
- c. Sharing responsibility with the Treasurer for overseeing College funds;
- d. Organizing all elections;
- e. At the board's discretion, sending a questionnaire to candidates regarding their desired positions prior to elections;
- f. Sending email notifications when a voting poll has opened with all of the relevant information;
- g. Delegating appointed interim officers in case of vacancies;
- h. Implementing the College's non-resident selection process;

- i. Working in conjunction with Willard Residential College and any others they appoint to organize Woo-Shep Olympics once each academic year;
- j. Managing Shepard's archives together with the Archivist and Technology Chair and preparing the yearbook
- k. Interacting with the Office of Residential Academic Initiatives to approve applications of non-res members, though the executive board should be consulted before any application is denied;
- l. Serving a term of three quarters beginning in Spring Quarter.

Should, for any reason, the President be unable to complete their full term of office they will be replaced by the Vice President as necessary during their term.

## **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 an *ex officio* member of all committees;
- b. Creating *ad hoc* committees;
- c. Organizing the Constitutional Committee;
- d. Overseeing maintenance of common Shepard facilities, including sports equipment and kitchen facilities;
- e. Serving as the final authority on issues of constitutionality;
- f. Organizing the College's Wildcat Welcome activities;
- g. Scheduling reservation of public rooms;
- h. Recruiting and aiding non-resident members in obtaining Shepard housing;
- i. Serving as the final authority for housing point allocations as outlined at the beginning of each term;
- j. Maintaining a points document online, updated weekly, and sending out a link to this document during the penultimate week of every quarter and once a month over email. The list of those eligible for housing must be turned in to Residential Services;
- k. Maintaining and publishing a comprehensive list of all events for which points are awarded via the points document;
- l. Maintaining internal attendance list for all Shepard events for the Assistant Chair, to be turned in to ORAI;
- m. Facilitating a period for hearings of point rectifications per Quarter as requested;

- n. 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;
- o. Recording the attendance and duration of Executive Board meetings;
- p. Serving a term of three quarters beginning in Spring Quarter.

### **C. Treasurer**

The treasurer is responsible for managing all Shepard funds and processing reimbursements for all College events. The treasurer observes the Student Organization Finance Office's (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. Serving three quarters beginning in Spring Quarter.

### **D. Social Chair (up to two per election cycle unless approved by the Faculty Chair and voted upon by the Executive Board)**

The Social Chair(s) work to connect and engage Shepard residents with the Shepard community, the Residential College community, and the wider Northwestern community. Specific responsibilities include:

- a. With the aid of their optional committee(s), implementing and planning all social activities;
- b. Collaborating with the Residential College Board Vice President of Social Affairs to plan events, providing insight into projects, and ensure Shepard participation at Residential College Board events;
- c. Having at least one activity every two weeks;
- d. Having one large-scale event per quarter (i.e. Formal, Five Nights of Halloween, etc.);
- e. Working with the first-year representatives to plan events;

f. Serving a term of three quarters beginning in Spring quarter.

**E. Academic Chair (up to two per election cycle unless approved by the Faculty Chair and voted upon by the Executive Board)**

The Academic Chair(s) 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 their optional committee, implementing and planning all academic activities (e.g. firesides, cultural excursions, Fellows Lunch, etc.) and creating new academic programs as they see fit;
- b. With the aid of their optional committee, promoting University research and grant opportunities for College members;
- c. Collaborating with the Residential College Board Vice President of Academic Affairs to plan certain events, providing insight into projects, and ensuring Shepard participation at Residential College Board events;
- d. Communicating with faculty fellows on a weekly basis to inform them of Shepard events and opportunities for involvement in the life of the College;
- e. Promoting upcoming academic events via Social Media and other means of Communication;
- f. Having at least one activity aside from Shepard Fellows Lunches every other week;
- g. Planning at least two Fellow-oriented events per quarter (i.e. Fellows Game Night);
- h. Planning at least one research-oriented event per quarter (i.e. URAP fireside);
- i. Serving a term of three quarters beginning in Spring Quarter.

**F. Technology Chair**

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

- a. Overseeing the Shepard ListServ, the Shepard Fellows ListServ, and Shepard Exec Listserv in accordance with the Listserv policy;
- b. Ensuring that all residents and non-residents are subscribed to the Shepard listserv;
- c. Maintaining an email bank of all Shepard members, past and present, and working with the Outreach Chair to maintain contact with the Alumni Association in order to keep contact

information up to date;

d. Maintaining and updating the Shepard website at least once a month;

i. The website shall minimally include an updated calendar of events; photos; a list of current Executive Board members, College Staff, faculty fellows, and a method of contact; an updated Constitution; and housing and points regulations;

e. Maintaining Shepard social media pages and groups;

f. Sharing responsibility with the Academic Chair(s) and the Social Chair(s) for the publicity of Shepard events;

g. Making posters for large-scale Shepard events as applicable;

h. Maintaining public technology, including printers, TVs, and Shepard-owned entertainment systems;

i. Working with the Archivist and President to create the Shepard yearbook page;

j. Supervising outreach efforts to prospective Northwestern Wildcats and incoming freshmen and transfer students;

k. Serving three quarters beginning in Spring Quarter.

**G. Outreach Chair (up to two per election cycle unless approved by the Faculty Chair and voted upon by the Executive Board)**

The Outreach Chair works to connect and engage Shepard residents with the Evanston community, wider Chicagoland community, Shepard Alumni, and other Northwestern organizations. Specific responsibilities include:

a. With the aid of their optional committee(s), implementing and planning all philanthropic, service, social justice, educational, or alumni activities;

b. With the aid of their optional committee, promoting University internship, grant, and career advancement opportunities for College members;

c. Promoting Shepard involvement with philanthropic, service, social justice, and educational organizations;

d. Collaborating with the Residential College Board Vice President of Philanthropic Affairs to plan events, providing insight into projects, and ensure Shepard participation at Residential College Board events;

e. Encouraging upcoming Outreach events via Social Media and other means of Communication;

f. Organizing at least one philanthropic or service all-Shepard event per quarter (e.g. Turkey Taxi, Project Pumpkin booth);

- g. Organizing at least one educational or social justice all-Shepard event per quarter (e.g. SJE fireside or Diversity & Inclusion Training);
- h. Planning or promoting at least one career-advancement event per quarter (i.e. internship/job fair or SES opportunities);
- i. Working with the Alumni office in order to supervise and encourage donations from Shepard alumni;
- j. Working with the Dance Marathon Chair to facilitate Shepard participation in Dance Marathon;
- k. Convening the Equity, Diversity, and Inclusion Committee at least once per term to review the College's activities and environment in order to improve civil rights, diversity, and inclusion in the College for its members and fellows.
- l. Send out a weekly email informing residents and fellows of upcoming events (This Week in Sheep);
- m. Promoting upcoming social events via Social Media and other means of Communication;
- n. Serving a term of three quarters beginning in Spring quarter.

## **Shepard College Council**

### **A. First Year Representatives (up to two per election cycle unless approved by the Faculty Chair and voted upon by the Executive Board).**

Specific responsibilities include:

- a. Initiating and coordinating at least two events per quarter;
  - i. One First Year Representative-sponsored event must occur before the end of the fifth week of each quarter;
- b. Serving on the Equity, Diversity, and Inclusion Committee.
- c. Serving three quarters beginning Fall Quarter unless elected to the Executive Board, whereupon the position shall remain vacant until the next election cycle.

### **B. Munchies Chairs (up to two each election cycle unless approved by the Faculty Chair and voted upon by the Executive Board)**

Specific responsibilities include:

- a. Organizing Munchies once every week;
- b. Following tax-exempt and debit card protocols as directed and formally trained by



- the Assistant Chair and Treasurer with responsibility for oversight;
- c. Serving three quarters beginning Fall Quarter unless elected to the Executive Board, whereupon the position shall remain vacant until the next election cycle.

### **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. Providing pictures for the Shepard website to the Tech Chair
- e. Serving three quarters beginning in the Fall Quarter

### **D. Ecological Representative (Eco Rep)**

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. Overseeing the disposal of compostable materials in the appropriate locations
- e. Serving a term of three quarters beginning in the Fall Quarter unless elected to the Executive Board, whereupon the position shall remain vacant until the next election cycle.

### **E. Dance Marathon Chair**

Specific responsibilities include:

- a. Being responsible for all Shepard Dance Marathon involvement and activities;
- b. Working with the Outreach Chair to coordinate dancers and their fundraising efforts, and organizing fundraising events
- c. Acting as liaisons between the College and the Dance Marathon Central Committee;
- d. Serving two quarters beginning in Fall Quarter.

### **F. Intramural Chair**

Specific responsibilities include:

- a. 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, Indoor Soccer, Ultimate Frisbee, Softball, and Soccer;
- b. Appointing team captains to all Intramural sports teams;
- c. Being responsible for any other sports-related duties placed upon them by the Executive Board or SCC;
- d. Serving three quarters beginning in Fall Quarter unless elected to the Executive Board, whereupon the position shall remain vacant until the next election cycle.

#### **G. PR Chair**

Specific responsibilities include:

- a. Creating graphics for Shepard events;
- b. Managing Shepard's social media accounts;
- d. Serving three quarters beginning in Fall Quarter unless elected to the Executive Board, whereupon the position shall remain vacant until the next election cycle.

### ***Article V: Officer Training & Orientation***

A. All newly 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 newly elected executive board officers shall receive a 'transition memo' from previous board members with important information about their new position. Current and previous executive board 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 and previous executive board 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 at least one 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 the appropriate committee chair 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. Constitutional Committee

- a. The Executive Board must annually form 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, their 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;
  - i. A cross-section is defined as proportional by year and gender; and one representative per school of study;
- 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.

#### C. Executive Board Review Committee

- a. Shall be convened by the outgoing Vice President of the Executive Board should there be candidates elected to the Executive Board who do not fulfil the live-in requirement;
- b. Members of the committee shall include all outgoing and incoming members of the Executive Board, except elected members who do not fulfil the in-house living requirement in Article I. The College Staff shall also be non-voting members;

- c. The elected Executive Board members who do not fulfil the live-in requirement shall be interviewed by the Committee;
- d. A two-third majority vote by the Committee will be required to approve the commencement of the Executive Board member's term;
- e. Should an incoming member of the Executive Board fail to satisfy this condition, the member's position will be left vacant. An open re-election for the corresponding Executive Board position will then be held.

D. Equity, Diversity, and Inclusion Committee (ED&I Committee)

- a. Shall be convened by the Vice President and Outreach Chair at least once per Executive Board term.
- b. Members of the committee shall include the Vice President and their appointees, a member of the College Staff, First-Year Representatives, and Outreach Chair. College Staff shall be non-voting members.
- c. The Committee will review the College's activities and environment in order to improve civil rights, diversity, and inclusion in the College for its members and fellows.
- d. The Committee shall ask the members of the College and fellowship for any recommendations, complaints, or input on the College's environment before convening.
  - i. Members and fellows must have the option of anonymity when submitting their feedback.
- e. The Committee, by a majority vote, shall make a recommendation to the Executive Board on how to best improve and implement methods and activities that promote equity, diversity, and inclusion.

***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 email request to the Treasurer, who must reply with a written or email response within six days.
- C. All individual members are responsible for adhering to the approved budget.

## ***Article VIII: Elections & Voting***

### **Establishing Candidates**

- A. Any member of the College may declare candidacy by notifying the President in writing, by email, or by nomination by other members of the College.
- B. After declaring candidacy or accepting nomination, candidates must respond to a questionnaire if 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 by the third week of the quarter which begins their term of office.
- C. College members shall vote online within a specified time period as set by the President. There will be an email notification with relevant information sent by the President.
- D. Voting for the Executive Board and Shepard College Council will take place by a ranked choice voting system.
  - a. Members of the College voting for a position where multiple candidates are running are allowed to rank their preferences from 1 to  $n$ , with 1 being the first choice.
  - b. If a candidate wins an outright majority of first-preference votes (i.e., 50 percent plus one vote), they will be declared the winner.
  - c. If, on the other hand, no candidates win an outright majority of first-preference votes, the candidate with the fewest first-preference votes is eliminated.<sup>1</sup>
  - d. All first-preference votes for the failed candidate are eliminated, lifting the second-preference choices indicated on those ballots.
  - e. A new tally is conducted to determine whether any candidate has won an outright majority of the adjusted voters.

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<sup>1</sup> If one candidate, Candidate X, wins by an outright majority, their extra votes are distributed proportionally based on the total of Candidate X's voters' second choice candidates. For instance, if Candidate X wins 57% of the vote with three candidates running, the extra 7% is divided among Candidates Y and Z based on the second choice preferences of the voters who listed Candidate X as their first choice. This is called the Single Transferable Vote method.

- f. The process is repeated until a candidate wins a majority of votes cast.
  - g. In the case where multiple candidates can be elected, the elimination process is followed until the number of candidates matches the number of positions available.
- E. Voting for the Executive Board and Shepard College Council will take place by a tiered system.
- a. During the elections of the Executive Board:
    - i. During the first round of elections—Tier 1, members of the College will first vote on declared candidates for President and Vice President.
    - ii. During the second round of elections—Tier 2, members of the College will then vote on the declared candidates for Treasurer, Social Chair(s), Academic Chair(s), Technology Chair, and Outreach Chair.
    - iii. Those not elected for President or Vice President after the first round of elections are allowed to declare their candidacy for one other position prior to the second round of elections.
  - b. During the elections of the Shepard College Council:
    - i. During the first round of elections, members of the College will first vote on declared candidates for First-Year Representatives.
    - ii. During the second round of elections, Members of the College will then vote on the declared candidates for Munchies Chair(s), Archivist, Intramural Chair, Ecological Representative, and Dance Marathon Chair.
    - iii. Those not elected for First-Year Representative are allowed to declare their candidacy for one other position prior to election.
  - c. The tiers of voting and positions included can be altered, increased, or decreased by a 2/3 majority vote of the Executive Board with the approval of the Faculty Chair.
  - d. Candidates can only run for one position in a single round of elections.
- F. Voting for Referenda, Amendments to the Constitution, and Ratification of the Constitution will take place by a majority voting system.
- a. Referenda
    - i. A simple majority, defined as 50% plus one of the votes cast for the office, of college members that voted are required to pass and enact a referendum.
    - ii. If the Vice President finds the referendum in conflict with the Constitution, they may request that the Executive Board either deny the referendum or waive the Constitution by a 2/3 majority vote.
  - b. Amendments to the Constitution

i. See Article XI.

c. Ratification of the Constitution.

i. See Article XII.

G. The President shall personally notify all candidates of the results before posting them. The actual number of votes will not be posted.

H. If a dispute or problem arises concerning a vote, it must be presented in writing or in an email to the President.

a. The Executive Board will determine, by a simple majority vote, whether the vote stands or whether a new vote must be initiated.

I. 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 Executive Board.

J. 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 email 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 Executive 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 by the Executive Board will warrant a referendum if it is signed by one-third of the College members.

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 Executive Board signed by at least one quarter of the College members. Any 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 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.

***Ratified on the 18th of February in the year 2021.***



## *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. College Staff – The faculty and/or graduate students serving in the positions of Faculty Chair, Associate Chair, and Assistant Chair.
3. Outlay – A disbursement of money; a specific amount or expenditure.
4. SOFO – Student Organization Finance Office.
5. The Executive Board consists of:
  - a. President
  - b. Vice President
  - c. Treasurer
  - d. Social Chair(s)
  - e. Academic Chair(s)
  - f. Technology Chair
  - g. Outreach Chair
7. The Shepard College Council consists of:
  - a. First Year Representative(s)
  - b. Munchies Chair(s)
  - c. Archivist
  - d. Ecological Representative
  - e. Dance Marathon Chair
  - f. Intramural Chair