

# THE CONSTITUTION OF *SHEPARD RESIDENTIAL COLLEGE*

*We, the members of Shepard Residential College*, establish this constitution to promote a dynamic intellectual & social environment and to encourage a strong sense of community among members of the College, affiliated faculty Fellows, College Staff, and Residence Hall staff. Shepard Residential College is committed to promoting diversity, equity, and inclusion in every aspect of our work. 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 except in case of a tied vote.
- B. Members shall each have one equal vote in all elections and referendums.
- C. Only college members who reside in the South Mid-Quads 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).
- D. Final authority in all College matters shall rest with the members of the College.

## ***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 hosting academic, social, cultural, and philanthropic programming.
- B. The Board shall convene at least twice a month 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, by phone/video call, or by digital messaging.
- D. In case of absences, non-punitive, restorative justice practices shall be prioritized when handling executive board absences. Removal of executive board members shall only be employed after the failure of alternative corrective actions and consequences. Members of the Executive Board who have unexcused absences from two meetings during a single academic quarter shall meet with the President to create a path of recourse. A third unexcused absence shall entail a meeting with the Faculty Chair. In the case that the President is the member in question, two unexcused absences shall incur a meeting with the Faculty Chair. The 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 otherwise 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), and Intramural Chair. It is responsible for launching social activities for facilitating the social life of the College.

B. No person shall hold more than one elected position on SCC unless otherwise 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. Sharing responsibility with the Treasurer for overseeing College funds;
- c. Organizing all elections;
- d. Delegating appointed interim officers in case of vacancies;
- e. Managing Shepard's archives together with the Archivist and Technology Chair and preparing the yearbook
- f. 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;

g. 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;

h. Serving a term of three quarters beginning in Spring Quarter.

Should the President be unable to complete their full term of office, they will be replaced upon the discretion of the Executive Board.

## **B. 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.

## **C. Social Chair**

The Social Chair works to connect and engage Shepard residents with the Shepard community, the Residential College community, and the wider Northwestern community. They shall also lead the executive board in planning Wildcat Welcome. Specific responsibilities include:

a. Implementing and planning all social activities;

b. Collaborating with the Residential College Board to ensure Shepard participation at Residential College Board events;

c. Hosting at least one social activity every two weeks;

d. Hosting one large-scale event per quarter (i.e. Formal, Halloween, etc.);

e. Working with the first-year representatives to plan events;

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

#### **D. Academic Chair(s)**

The Academic Chair (up to two per election cycle) engages Shepard Residents with Shepard Fellows and academic opportunities. They are responsible for communicating and planning events directly with Northwestern Faculty. Specific responsibilities include:

- a. Implementing and planning all academic activities (e.g. firesides, Fellows Lunch, etc.) and creating new academic programs as they see fit;
- b. Promoting University research and grant opportunities for College members;
- c. Collaborating with the Residential College Board Vice President of Academic Affairs to ensure 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 College;
- g. Hosting weekly Fellows lunches;
- h. Planning at least one Fellows-led events per month (i.e. Firesides);
- i. Planning at least one research-oriented event per quarter (i.e. URAP fireside);
- j. Planning at least one social-oriented event with Fellows per quarter (i.e. Fellows BBQ);
- k. Serving a term of three quarters beginning in Spring Quarter.

#### **E. Communications Chair**

The Communications Chair serves as the primary point of contact regarding point allocations. They will oversee the Shepard Website, social media, 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. Recruiting and aiding non-resident members in obtaining Shepard housing;
- c. Ensuring that all residents and non-residents are subscribed to the Shepard listserv;
- 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 all current Shepard social media pages and groups;

- f. Maintaining public technology, including printers, TVs, and Shepard-owned entertainment systems;
- g. Send out a weekly email informing residents and fellows of upcoming events (This Week in Sheep);
- h. Maintaining a public points document updated weekly at minimum.
- i. Maintaining internal attendance list for all Shepard events for the Assistant Chair, to be turned in to ORAI;
- j. Facilitating a period for hearings of point rectifications per Quarter as requested;
- k. Serving three quarters beginning in the Spring Quarter.

## **F. Outreach Chair**

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. Implementing and planning all philanthropic, service, social justice, educational, or alumni activities;
- b. Promoting Shepard involvement with philanthropic, service, social justice, and educational organizations;
- d. Collaborating with the Residential College Board Vice President of Philanthropic Affairs to ensure Shepard participation at Residential College Board events;
- f. Organizing at least one philanthropic or service-oriented 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. Serving a term of three quarters beginning in Spring quarter.

## **Shepard College Council**

### **A. First Year Representative**

Specific responsibilities include:

- a. Initiating and coordinating at least two events per quarter;
- b. Assisting the social chair in hosting at least one large-scale event per quarter;
- c. Attending Executive Board meetings;
- d. 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 Chair(s): (up to two each election cycle unless approved by the Faculty Chair and voted upon by the Executive Board)**

Specific responsibilities include:

- a. Organizing a Munchies event once per 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;
- c. Providing pictures to the Communications chair;
- c. Creating and distributing the annual Shepard Yearbook and submitting a copy to the Shepard archives;
- d. Serving three quarters beginning in the Fall Quarter unless elected to the Executive Board, whereupon the position shall remain vacant until the next election cycle;

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

Specific Responsibilities include:

- a. Facilitating composting and communal laundry in Shepard Residential College.
- b. Publicizing and encouraging recycling and other green initiatives;
- c. Planning at least one environmental-focused event per quarter;
- 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. 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.

#### ***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 have at least one meeting with the previous board member to receive important information about their new position. 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. Current and previous executive board members should make themselves available as needed, providing new members with the resources and information necessary 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.

#### ***Article VI: 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. 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 VII: 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. An all-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 as mandated by the Office of Residential Academic Initiatives, with new terms beginning in the Spring quarter;
- B. Elections for SCC shall be held by the fifth week of Fall quarter;
- C. College members shall vote anonymously 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 either a simple majority, or by tiered system, whichever the board sees fit;
- E. 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 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 X;
- c. Ratification of the Constitution;
  - i. See Article XI;
- F. The President shall personally notify all candidates of the results before posting them. The actual number of votes shall not be posted;
- GG. If a dispute or problem arises concerning a vote, it must be presented in writing 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;
- 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 Executive 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 VIII: 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 President and then presented to the Executive Board;
- C. The President or 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 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 IX: 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 X: Amendments***

A. The Executive Board must annually review the Constitution. They may vote to not change the constitution. Amendments to the Constitution may be submitted to the Executive Board by any college member;

B. Ratification of the amendments must be by two-thirds of the College members voting and be held in accordance with Article XI;

C. Any amendments shall be distributed to all College members within one week of Ratification;

### ***Article XI: 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 January in the year 2024.***

## *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. Treasurer
  - c. Social Chair
  - d. Academic Chair(s)
  - e. Communications Chair
  - f. Outreach Chair
7. The Shepard College Council consists of:
  - a. First Year Representative
  - b. Munchies Chair(s)
  - c. Archivist
  - d. Ecological Representative
  - f. Intramural Chair