

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 Master Staff, and the Resident Hall staff. In order to thrive from the diversity of the members, Shepard Residential College shall provide opportunities through academic, social, cultural and philanthropic programming.

Article I: The College

A. The members of the College shall include all persons satisfying financial and selectivity obligations; the Master staff, Residence Hall Coordinator, and Community 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 rests with the members of the College

D. All voting members may be officers. However, only in-house members may be Executive Board officers

E. Quorum shall constitute $\frac{3}{4}$ of all voting members of any government body or committee

1. This quorum must include the President and/or the Vice President
2. No vote may be taken without quorum

Article II: The Executive Board

A. The Executive Board shall consist of all elected members, appointed members, RHC, CAs, and Master Staff

B. Shall be responsible for upholding and promoting the principles and mission of the College, as well as launching social activities

C. Shall convene once a week

D. All present voting Executive Board members, excluding ex officio members, get one vote

E. Members of the Executive Board who are absent from two meetings during one quarter shall lose a portion of their housing points for that quarter as determined by the Vice President (e.g. half, withheld attendance bonus or otherwise). In the case that the Vice President is the member in question, the President will decide the point penalty. Any member who is absent from three meetings in one quarter shall be considered to have resigned

1. The President may waive this clause in extenuating circumstances
2. Any member who wished to appeal this decision should initiate a petition for reconsideration
3. A petition for reconsideration may be considered 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
4. The decision will be overturned if two-thirds of the voting College members vote in favor of the appeal

F. No person shall hold more than one position on the Executive Board

Article III: The College Council

A. The Shepard College Council (hereon referred to as SCC) shall consist of all elected members, appointed members and ex officio members (RHC, CAs, Master Staff)

B. Shall be a dorm-wide communicative platform for residents that represents a cross-section of the College and is responsible for the College's general welfare, launching social activities, and facilitating the social life of the College

C. Shall be responsible for planning 1-2 all-Shepard events per quarter. SCC is strongly encouraged to draw upon its own members to form a committee, led by one or more members, that is responsible for each event

D. Shall regulate the activities of its committees and other business brought before it

E. Shall determine the financial obligations of College membership, subject to the approval of a referendum of College members

F. Meetings

1. SCC shall meet at least weekly throughout the quarter, except finals week, when a meeting is optional
2. Any College member may bring topics of discussion before SCC
3. All SCC members, excluding ex officio members, have one vote
4. Members of SCC who are absent from two meetings during one quarter lose a portion of their housing points for that quarter as determined by the Vice President (e.g. half, withheld attendance bonus). Any member who is absent from three meetings in one quarter shall be considered to have resigned
 - a. The President may waive this clause in extenuating circumstances
 - b. Any member who wished to appeal this decision should initiate a petition for reconsideration
 - c. A petition for reconsideration may be considered 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
 - d. The decision will be overturned if two-thirds of the voting College members vote in favor of the appeal
5. All SCC meetings are open to all college members

G. No person shall hold more than one elected position on SCC

Article IV: Officers

A. Elected Officers

1. The President

- a. Is the official representative of the College
- b. Chairs the Executive Board and SCC
- c. Oversees College activities and ensures that officers fulfill their responsibilities
- d. Serves as Shepard's representative on the Residential College Board
- e. Is an ex officio member of all committees
- f. May create ad hoc committees with SCC approval as defined by a majority of voting members
- g. Shares responsibility with the Treasurer for College funds
- h. Organizes all elections
- i. Is responsible for appointing appointed officers
- j. Shall work in conjunction with the President of Willard and any others s/he appoints to organize Woo-Shep Olympics at least once each academic year, either during Spring Quarter or early in Fall Quarter
- k. Shall be replaced by the Vice President on a temporary basis if for any reason the president cannot complete the full term of office
- l. Shall serve a term of three quarters beginning in Spring Quarter

2. The Vice President

- a. Is a member of the Executive Board
- b. Is an ex officio member of all committees
- c. May create ad hoc committees with SCC approval as defined by a majority of voting members
- d. Shall manage the College's hosting of prospective students
- e. Is responsible for organizing the Constitutional Committee in accordance with Article V, Section B, part 1
- f. Serves as the final authority on issues of constitutionality
- g. Is responsible for organizing the College's Wildcat Welcome activities
- h. Shall be responsible for scheduling public rooms including the Piano Lounge, TV Lounge and Classroom in accordance with the Room Reservation Policy
- i. Shall hold office hours at least once a week during the evening for at least a half an hour giving residents access to test files
- j. Shall post a list of rewarded points on the website and in the lobby by the first day of Reading Week of each quarter and once every calendar month. At the end of Winter Quarter, a list of those eligible for housing must be turned into the Office of Housing by way of the Master's office
- k. Shall maintain and publish a comprehensive list of all events for which points are awarded
- l. Shall be responsible for facilitating at least one period of grievances per quarter
- m. Shall, during the beginning of Spring Quarter, facilitate the distribution of room assignments for the following year based on housing points. This distribution will be in accordance with the University's rules and regulations regarding the distribution of the room assignments
- n. Shall serve a term of three quarters beginning in Spring Quarter

3. The Secretary

- a. Is a member of the Executive Board and SCC
- b. Takes attendance at all Board and SCC meetings
- c. Records, compiles and distributes the minutes of all Board and SCC meetings. These minutes shall be distributed to their respective members and the Master Staff within 36 hours of the completion of these meetings
- d. Shall submit the minutes to the President within twenty-four hours of the completion of these meetings. Dorm-wide minutes must be approved by the President
- e. Is in charge of all publicity for events in the dorm
- f. Shall update and maintain the Shepard Events board in the lobby
- g. Shall serve a term of one quarter

4. Alumni Chair

- a. Is a member of the Executive Board
- b. Shall host one alumni event per quarter (e.g. Fireside led by Alumni, fireside about history and tradition of Shepard, event for alumni to attend)
- c. Shall host an alumni event during homecoming
- d. Shall maintain regular contact with and research alumni for the purpose of growing Shepard history and fundraising
 - i. Shall assemble a committee to fulfill this task.
- e. Shall maintain a database of past and present College members
- f. Is responsible for maintaining contact with Alumni Association to keep contact information up to date
- g. Is responsible for implementing the College's non-resident selection process
- h. Is responsible for recruiting and aiding non-resident members in obtaining Shepard housing
- i. Shall ensure that all non-residents are subscribed to the Shepard listserv
- j. Shall work with the Alumni office in order to supervise and encourage donations from Shepard alumni
- k. Shall, with the help of the Historian, maintain the Shepard archives (e.g. minutes, alumni database, yearbook)
 - i. Retains ultimate responsibility for the organization and contents of the archives
- l. Shall serve three quarters beginning in Spring Quarter

5. Social Chair

- a. Is a member of the Executive Board
- b. Shall, with the aid of his/her optional committee, implement and plan all social activities
- c. Shall collaborate with the Residential College Board VP of Social Affairs to plan certain events, provide insight into projects, and ensure Shepard participation at Residential College Board events
- d. Shall have at least one activity every two weeks
 - i. Shall have one large-scale event per quarter (i.e. Formal, lunch at the Hancock building, etc.)
- e. Shall serve a term of three quarters beginning in Spring Quarter

6. Philanthropy Chair

- a. Is a member of the Executive Board
- b. Shall organize at least four all-Shepard events per quarter (e.g. a philanthropy fireside, Project Pumpkin booth)
- c. Shall promote Shepard involvement with philanthropic organizations
- d. Shall help lead Shepard to a Green Cup victory
- e. Shall be responsible for publicizing and encouraging recycling and other green initiatives
- f. Shall serve three quarters beginning in Spring Quarter

7. Capital Improvements Chair

- a. Is a member of SCC
- b. Shall draw upon the Maintenance and Damages account for improvement of the College facilities
- c. Shall promote respect of College property
- d. Shall serve one quarter

8. The Associated Student Government Representative

- a. If an elected Associated Student Government Representative for Shepard's assigned ASG district is a Shepard resident, they shall be a member of SCC
- b. Shall attend ASG meetings and present a report at SCC meetings
- c. If a Representative is elected to represent a district that does not include Shepard, they shall not be required to serve on SCC
- d. Shall serve out the entirety of his/her ASG term

9. Floor Representatives

- a. Are members of SCC
- b. There shall be two representatives for each floor; for the first floor, one must come from rooms 100-105 (a.k.a. the Cave) and one from the west section of the floor
- c. Shall be responsible for maintaining the floor's publicity board
- d. Shall be responsible for initiating and coordinating floor events, trips, etc.
- e. Shall be responsible for initiating and coordinating at least one floor event and one inter-floor event per quarter
- f. One of the Floor Representative sponsored events (floor or inter-floor) must occur before the end of the fifth week of each quarter
- g. Shall serve one quarter

10. Munchies Chairs

- a. Are members of SCC

- b. There shall be two Munchies Chairs
- c. Shall be obligated to sponsor Munchies once every week
- d. This position is accorded one collective vote
- e. Shall each serve two quarters and are elected in alternating quarters

11. Campus Events Chair

- a. Is a member of SCC
- b. Shall be responsible for weekly e-mails informing college residents about NU and local events, highlighting when members of the Shepard community are involved
- c. Shall organize at least one outing per quarter to a event (e.g. theatre, music, visiting speakers, etc.)
- d. Shall reach out to performing groups in an attempt to have at least one performance in Shepard per quarter
- e. Shall be required to keep a record of events and contact information during his/her tenure
- f. Shall serve one quarter

12. Intramural Chair

- a. Is a member of SCC
- c. Is responsible for 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, Soccer, and Llama-Back Polo
- d. Is required to appoint team captains to all Intramural sports teams
- e. Is responsible for continuing the traditions of Shepard Midnight Frisbee and Midnight Running Club, either by appointing someone to send out weekly e-mails and be responsible for the weekly event, or by taking the responsibility upon themselves
- f. Is responsible for any other sports-related duties placed upon him/her by the Executive Board or SCC
- g. Shall serve three quarters beginning in Spring Quarter

13. Historian

- a. Is a member of SCC
- b. Records and photographs College events
- c. Responsible for the creation of the Shepard page for the Northwestern Yearbook
- d. Shall create and distribute the annual Shepard Yearbook and shall submit a copy to the Shepard archives
- e. Shall put pictures on the website with the assistance of the Tech Chair
- f. Shall submit an updated copy of the College resident roster to both the Shepard archives and the University archives
- g. Shall serve three quarters beginning in Fall Quarter

14. Sergeant at Arms

- a. Is a member of SCC
- b. If elected in Fall Quarter, is responsible for organizing the construction of the Shepard Homecoming banner, as well as coordinating other Shepard Homecoming activities
- c. Protects the sheep from wolves, also known as Woo
- d. Shall serve one quarter

B. Appointed Officers

1. Treasurer

- a. Is a member of the Executive Board
- b. Shares responsibility with the President for all College funds

- c. Is responsible for acting in accordance with all SOFO rules
- d. Shall prepare and present a preliminary budget at the beginning of each quarter to the Executive Board
- e. Is responsible for discharging his/her duties in accordance with Article VI
- f. Shall keep accurate and organized records of all funds
- g. Shall be responsible for handling the Residential Life Maintenance fund
- h. Shall serve three quarters beginning in Spring Quarter

2. Faculty Chair

- a. Is a member of the Executive Board
- b. Assigns one or more “faculty liaisons” per fellow to promote interaction between their assigned fellow and the College
- c. Shall plan at least two events per quarter (i.e. Fellows tea)
- d. Shall communicate with faculty fellows on a weekly basis to inform them of Shepard events and opportunities for involvement in the life of the College
- e. Shall serve three quarters beginning in Spring Quarter

3. Academic Chair

- a. Is a member of the Executive Board
- b. Shall, with the aid of his/her optional committee, implement and plan all academic activities (e.g. firesides, cultural excursions, Coffee with a Profs, etc.) and may create new academic programs (e.g. Get to Know Chicago) as s/he sees fit
- c. Shall collaborate with the Residential College Board VP of Academic Affairs to plan certain events, provide insight into projects, and ensure Shepard participation at Residential College Board events
- d. Shall have at least one activity per week
- e. Shall serve a term of three quarters beginning in Spring Quarter

4. Tech Chair

- a. Is a member of the Executive Board
- b. Oversees the Shepard ListServ and ShepardExec ListServ in accordance with the ListServ policy
- c. Shall notify the dorm if s/he will be unable to approve ListServ messages for a period of more than approximately one day. This does not apply to periods of time when the dorms are closed
- d. Shall regularly maintain and update 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
- e. Shall maintain the computer lab, TV, and other Shepard-owned electronics
- f. Shall be in charge of online voting procedures
- g. Shall compile a board game and movie list within the first month of Fall Quarter
- h. Shall serve three quarters beginning in Spring Quarter

5. Dance Marathon Chairs

- a. Are members of SCC
- b. There shall be two or three Dance Marathon Chairs
- c. Shall be responsible for all Shepard Dance Marathon activities
- d. Are responsible for coordinating dancers and their fund-raising efforts and organizing fund-raising events
- e. Shall act as liaisons between the College and the Dance Marathon Central Committee
- f. This position is accorded one collective vote
- g. Shall serve three quarters beginning in Spring Quarter

Article V: Committees

A. General Guidelines

1. Committees shall consist of members of the College selected by specific chairpersons to aid in the duties of their position
2. Committee chairs shall organize and preside over their respective committee meetings
3. Meetings shall be held as necessary

B. Special Committees

1. 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. Shall consist of the Vice President, his/her appointees and a member of the Master's 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 XI

2. Master Search Committee

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

Article VI: Budget Dispersal

A. The treasurer shall prepare and present a preliminary budget at the beginning of each quarter to the Executive Board

1. 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

C. Any other College members may request funds by submitting a written request to the Treasurer, who must reply with a written response within 9 days

D. Individual members are responsible for adhering to the approved budget

Article VII: Elections

A. Establishing Candidates

1. Any member of the College may declare candidacy by notifying the president or by declaring their candidacy at the meeting described in Article VII, Section A, part 2

2. A College meeting will be held prior to the election in order that the College members may have the opportunity to meet the candidates and hear their platforms

B. Voting

1. Elections for SCC members for the following quarter shall be held during the first week of the quarter beginning their term of office
2. College members shall vote online within 24 hours of the opening of the poll; there will be an email

notification of all relevant information

3. The President and the Tech Chair shall count the votes in the presence of at least one member of the CA staff within 24 hours after the election polls close

4. 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 to see them

5. If a dispute or problem arises concerning the election, it must be presented in writing to the President

a. The President will call an emergency SCC meeting. The SCC will determine by a simple majority vote whether the election stands or new election must be initiated

6. A simple majority of those voting will decide the election

a. A simple majority is defined as 50% plus one of the votes cast for the office

7. If no candidate receives a simple majority of the votes, a run-off between the two candidates receiving the most votes shall be held the following day

8. For a position that calls for more than one elected official (e.g. floor rep), the two candidates with the most votes in the original election will serve

9. The President may appoint College members to offices lacking a nominee or vacated by a resignation for the rest of the quarter

a. For elected positions with at least one full quarter remaining in their term, a replacement shall be elected in the next round of scheduled elections in accordance with the procedure outlined in Article VII

Article VIII: Officer Recall

A. Officer Recall applies to all positions on SCC and Executive Board

B. If a problem with or a complaint against any College officer arises, a written 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 voting Board members. 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 IX: Referenda

A. A referendum is defined as a non-Constitutionalized rule. When in conflict, the Constitution supercedes all referenda.

B. College members may initiate referenda by submitting a petition to SCC signed by at least one-third 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, or one llama

D. Referenda will be conducted by the College in accordance with the elections as specified in Article VII

Article X: 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 during balloting and held in accordance with Article VII

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 in an amendment procedure in accordance with Article X. This Constitution supersedes all previous Constitutions of Shepard Residential College

This copy of the constitution is effective as of February 26, 2010 and is the authoritative version, superseding all previous editions of this document.

Appendix

- Attendance bonus – If an individual goes the length of their term without missing a single meeting, excused or otherwise, they will receive 2 additional housing points as a bonus.
- Ex officio – A member of a body (a board, committee, council, etc.) who is part of it by virtue of holding another office.
- Faculty liaisons – Students who have been selected by the Faculty Chair as the point of contact and information for a particular fellow.
- Master Staff – The faculty and/or graduate students serving in the positions of Master, Associate Master, and Assistant Master
- Outlay – A disbursement of money; a specific amount or expenditure.

- SOFO – Student Organization Finance Office

The Executive Board consists of:

- President
- Vice President
- Academic Chair
- Faculty Chair
- Social Chair
- Treasurer
- Alumni Chair
- Tech Chair
- Philanthropy Chair
- Secretary

The Shepard College Council consists of:

- President
- Secretary
- Floor Representatives
- Munchies Chairs
- Intramural Chair
- Dance Marathon Chairs
- Historian
- Campus Events Chair
- Capital Improvements Chair
- Sergeant-at-Arms
- *Associated Student Government Representative (if one exists)*