

ARTICLE I: ORGANIZATION OF THE HALL PRESIDENTS COUNCIL

SECTION ONE: COMPOSITION

A. The Hall Presidents' Council (hereafter HPC) shall be composed of one President from each Undergraduate Residence Hall. Each Undergraduate Residence Hall may elect one President and one Vice President to represent the Residents during each semester.

1. The President shall reside in his/her Residence Hall for the entirety of the term and shall attend all HPC meetings.
2. One Vice President shall be elected for each semester and shall reside in his/her Residence Hall for the entirety of the term.

All members of the HPC shall have the privileges of speaking and casting one vote on behalf of their constituents. In the case that a President is absent from a HPC meeting, he/she may appoint an alternate to attend the meeting. The appointed alternate will retain speaking and voting privileges for his/her hall.

B. The Executive Cabinet of the HPC shall be composed of:

1. The two Co-Chairs, who shall have speaking privileges and voting privileges in case of a tie.
2. The Executive Assistants to the Co-Chairs, who shall have speaking privileges only and shall be:
 - a) Two Treasurers.
 - b) Two Athletic Chairs
 - c) Two Social Chairs

SECTION II: MEETINGS

The HPC shall meet once a week from April 1 to March 31 while school is in session. An emergency meeting may be called by the Co-Chairs, or by a majority plus one of the voting members of the HPC.

SECTION III: QUORUM

A quorum consists of two thirds of the voting members of the HPC. A quorum is necessary for a HPC vote to occur. A meeting shall be called to order by a Co-Chair. In the absence of the Co-Chairs, a presiding officer pro tempore shall be appointed by the Co-Chairs.

ARTICLE II: POWERS AND DUTIES OF THE OFFICERS

SECTION I: CO-CHAIRS

Powers and duties of the Co-Chairs shall be as follows:

- A. To be responsible for the efficient operation of the HPC.
- B. To preside over all meetings of the HPC.
- C. To formulate an agenda prior to each meeting.
- D. To appoint committees not provided for in the Charter.
- E. To assume the duties of Executive Assistant(s) should the Co-Chairs deem the appointment of other individuals to such positions necessary.
- F. To establish regular communication between the HPC and the Student Senate, by serving themselves or by appointing a representative to the Residence Life Committee.
- G. To represent the interests of the HPC through the two (2) allotted seats on the Executive Cabinet, and to report the activities of the Cabinet to the HPC.
- H. To enforce the observance of the Charter.
- I. To otherwise act as the Chief Executive Officers of the HPC, consistent with the HPC Charter and with the Constitution of the Undergraduate Student Body.
- J. To represent the interests of HPC through a seat on the Campus Life Council and report the business of the CLC to the HPC.

SECTION II: EXECUTIVE ASSISTANT(S)

The powers and duties of the Executive Assistant(s) shall be as follows:

- A. To assist the Co-Chairs in the efficient operation of the HPC.
- B. To assist the Co-Chairs in the enforcement of this Charter.
- C. To be responsible for notifying all members of the HPC of the date, time, location, and scheduled proceedings of all meetings.
- D. To prepare and distribute any reports made by the HPC.
- E. To assist in the operation of all committees formed by the members of the HPC, save the Budget Committee.
- F. To assist in the operational duties the Co-Chairs deem necessary.
- G. The number of Executive Assistant(s) and responsibilities will be established by April 15th annually. The Co-Chairs may appoint additional Executive Assistant(s) as the need arises.

SECTION III: TREASURER

The powers and duties of the Treasurer shall be as follows:

- A. To assist the Co-Chairs in the efficient operation of the HPC.
- B. To assist the Co-Chairs in enforcing this Charter.
- C. To serve as the Chair of the HPC Budget Committee, assuming responsibility for committee allocations and meetings.
- D. To authorize and prepare check requisitions for allocation.
- E. To prepare and distribute monthly Budget Reports.
- F. To serve as a member of the Financial Management Board.

ARTICLE III: SELECTION AND QUALIFICATIONS OF THE HPC OFFICERS AND REPRESENTATIVES

SECTION I: CO-CHAIRS

- A. The Co-Chairs are to be chosen by all voting members of the HPC in accordance with the elections procedures set forth in Article IV.
- B. To be eligible for the office of Co-Chair, individuals must be enrolled as undergraduates in good standing at the University of Notre Dame.
- C. The Co-Chairs' term begins April 1 and continues until March 31 in the following academic year.
- D. In the event that one or both of the Co-Chairs are unable to continue on an official capacity, one or two (2) new Co-Chairs shall be elected, from within the existing HPC, at the following meeting. An ad hoc committee formed as the first order of business at that meeting, will officiate the new election. The election shall follow according to the precepts of Article IV.

SECTION II: EXECUTIVE ASSISTANT(S)

- A. The Executive Assistant(s) of the HPC, if the Co-Chairs so choose, shall be appointed by the HPC Co-Chairs.
- B. The Executive Assistant(s) may not be a current Hall President, or pre-determined voting member of the HPC.
- C. The Executive Assistant(s)'s term shall begin immediately after he or she is appointed and shall continue until March 31 of the following academic year.
- D. Should the Executive Assistant(s) become incapable of fulfilling his or her duties, a new Assistant(s) shall be chosen by the HPC Co-Chairs.

SECTION III: TREASURER

- A. The Treasurer shall be appointed by the HPC Co-Chairs.
- B. The Treasurer may not be a Hall President, or pre-determined voting member of the HPC.
- C. The Treasurer's term shall begin immediately after he or she is appointed and shall continue until March 31.
- D. The Treasurer's appointment on the FMB begins the first meeting of the new Financial Management Board for the next academic year.
- E. Should the Treasurer become incapable of fulfilling his or her duties, a new Treasurer shall be chosen by the HPC Co-Chairs.

SECTION IV: VACANCIES

- A. In the event that the positions of Executive Assistant(s) and Treasurer become vacant, the vacancy shall be filled from within the HPC, in accordance with the precepts of Article IV. The Co-Chairs shall be responsible for the proceedings.
- B. In the event that a position must be filled before the next HPC meeting, the Co-Chairs may call an emergency meeting for the express purpose of selecting those individuals. If, in the opinion of the Co-Chairs, such a meeting is not possible, together the Co-Chairs may, without the approval of the HPC, appoint a temporary representative to serve until the next scheduled meeting. At this scheduled meeting, permanent selection shall be made, in accordance with the precepts of Article IV.

ARTICLE IV: ELECTION PROCEDURES

SECTION I: CO-CHAIRS

- A. The Co-Chairs shall be elected on or before March 15.
- B. Any persons who wish to be candidates for the position of HPC Co-Chair must submit their names, in writing, to the Executive Assistant(s) no later than the beginning of the meeting one week prior to the meeting at which the election is to be held. The candidates' names will be made public to the HPC at this meeting.
- C. Before voting begins, each candidate shall be permitted to address the HPC.
- D. The Executive Assistant(s) shall provide printed ballots to be used for the election.
- E. All voting members of the HPC shall be eligible to vote in the election of the Co-Chairs, excluding the presiding Co-Chairs.
- F. The presiding Co-Chairs shall tally the votes and announce the results. The two (2) candidates receiving the most votes cast shall serve as the following year's Co-Chairs. Should a three-way tie occur on the first ballot, a run-off election will be held immediately between these three (3) candidates. In the event of a tie on the second ballot, voting will continue until two (2) of the candidates individually receive a greater number of votes than the third candidate.
- G. Be it the duty of the former Co-Chairs to facilitate the transition process for the newly-elected Co-Chairs as they deem necessary.

ARTICLE V: COMMITTEES

SECTION I: STANDING COMMITTEES

The only standing committee of the HPC shall be the Budget Committee. This committee shall be formed by September 1. All candidates for the Budget Committee must voluntarily submit their names to the Treasurer who will then appoint eight (8) members. These members shall serve until the end of the Academic Year.

- A. Budget Committee
 - 1. The purpose of the Budget Committee is to determine the allocation of the Student Activity funds determined by the Treasurer and the Co-Chairs for the Special Projects funds, as well as additional funds made available to the HPC.
 - 2. The Treasurer shall serve as the chair of the Budget Committee and shall vote only in the event of a tie, or if only four (4) members of the Budget Committee are present.
 - 3. The Committee shall consist of eight (8) members representative of all quads and both genders. The members shall be chosen by the Treasurer from among the voting members of the HPC, and affirmed by the Co-Chairs.
 - 4. Each member shall have one vote on every allocation recommendation proposed by the Committee.
 - 5. The Treasurer shall be responsible for determining how and when funds may be allocated.
 - 6. Should a Budget Committee member be inexcusably absent for more than two (2) meetings, his or her seat becomes vacant. A member is excused only with prior approval granted by the Treasurer. Appointment for replacements shall be determined by the Treasurer.
 - 7. Each Hall will have an opportunity to explain their budget request to the Budget Committee before allocations are made. The Treasurer will review the budget allocation process annually with the membership.

8. The HPC Advisor must be present at all HPC allocation decision meetings.
 9. HPC Co-Chairs may not serve as voting members on the budget committee.
 10. The Budget Committee must allocate monies according to the Student Union Constitution.
 11. The Budget Committee must allocate monies according to University of Notre Dame policies.
- B. The voting members of the HPC reserve the right to institute any new standing committees they deem necessary. These new committees must be approved by a majority vote of the HPC. The new committees shall be supervised by the Executive Assistant(s). Members of these committees shall be voluntary participants from within the HPC.

SECTION II: AD HOC COMMITTEES

The Co-Chairs may establish ad hoc committees as necessary to be supervised by an Executive Assistant.

SECTION III: VACANCIES

In the event that a member of any HPC committee becomes unable to continue their duties in an official capacity, the committee chair shall determine how to fill the vacancy.

ARTICLE VI: BYLAWS

The HPC shall adopt policies and procedures by a simple majority vote of the voting members of the HPC, and shall take effect immediately. The bylaws shall remain in effect until altered by another simple majority vote of the voting members of the HPC.

ARTICLE VII: BYLAWS

Any officer or appointed representative who misrepresents the HPC or conducts himself or herself in a manner found unbecoming to a member of the HPC may be removed from office by a two-thirds vote of the voting members of the HPC. One week must be allowed between the motion for removal from office and the vote on that motion. The officer shall be allowed to address the HPC before a vote is taken.

ARTICLE VIII: AMENDMENTS

Procedures for amending this Charter shall be as follows:

- A. The proposal for an amendment shall be read at an HPC meeting at least one (1) week prior to a vote for approval.
- B. An amendment must be approved by two thirds of the voting members of the HPC, after which the amendment shall immediately become part of this Charter.

ARTICLE IX: RATIFICATION

The approval of two thirds of the voting members of the HPC shall be sufficient for the establishment of this Charter.

As of : **25 April, 2006**