

Bylaws of the Campus Life Council

University of Notre Dame du Lac

[Revised September 26, 2022]

Article I. Purpose

The Campus Life Council (CLC) is authorized by the Board of Trustees of the University to provide a forum where students, faculty, and administrative personnel shall discuss matters affecting student affairs, from which policy recommendations shall be made directly to the Vice President for Student Affairs.

Article II. Officers

Section I. Chair

1. The Student Body President shall serve as Chair of the CLC, and shall ensure its efficient and effective operation.
2. The Chair shall be responsible for organizing the student membership each spring, shall work with the Vice President for Student Affairs in facilitating the selection of rectors and the administrative representative, and the Faculty Senate Student Affairs Committee Chair facilitating the selection of faculty representatives.
3. The Chair shall formulate the agenda for all meetings of the CLC.
4. The Chair shall preside over all meetings, and shall call special sessions as necessary or if requested to do so by any six members of the CLC.
5. At the beginning of each semester, the Chair shall invite the Vice President of Student Affairs to the first meeting of the semester, to foster the relationship between the CLC and the Division of Student Affairs, and to be informed of the work of the Division of Student Affairs in the upcoming semester.
6. The Chair shall perform any other duties not specifically allocated by these bylaws, or as determined by a two-thirds vote of the CLC.

Section II. Parliamentarian

1. The Student Union Parliamentarian or their designee shall serve as Parliamentarian of the CLC.

2. The Parliamentarian shall advise the CLC on all procedural matters to ensure that the meetings of the CLC are conducted in accordance with Robert's Rules of Order.
3. The Parliamentarian shall perform other duties as determined by a two-thirds vote of the CLC.

Section III. Secretary

1. The Secretary shall be appointed by the Chair of the CLC.
2. The Secretary shall record the proceedings of all meetings and shall distribute the minutes and agenda for the meeting to the membership according to the schedule established by the CLC.
3. The Secretary shall maintain records of the CLC under the supervision of the Chair.
4. The Secretary shall notify the members when a special meeting has been called.

Section IV. Terms

1. The terms of all officers shall be from the day after May Commencement to May Commencement of the following year.

Section V. Removal from Office

1. The Chair and the Parliamentarian may be removed for cause by a two-thirds majority vote of the entire CLC. Written notice of a motion to remove must be given to all members of the CLC at least three class days prior to the meeting at which such a motion is voted upon. If removed, the vacant office shall be filled by a two-thirds majority vote of the CLC.
2. The Secretary may be removed for cause at the discretion of the Chair.

Article III. Membership

Section I. Students

1. The Student Body President shall be a voting member of the CLC, *ex officio*.
2. Two Senators shall be voting members of the CLC. One men's hall senator and one women's hall senator shall be elected from the membership of the Student Union Senate, as per the Constitution of the Undergraduate Student Union.

3. One representative of the Hall President's Council shall serve as a voting member of the CLC, who shall be selected in a manner determined by the HPC.
4. One representative of the Class Councils shall serve as a voting member of the CLC, who shall be selected in a manner determined by the Class Councils.
5. One representative of the Off Campus Council shall serve as a voting member of the CLC, who shall be selected in a manner determined by the Off Campus Council.
6. One representative of the Diversity Council shall serve as a voting member of the CLC, who shall be selected in a manner determined by the Diversity Council.
7. One representative of PrismND shall serve as a voting member of the CLC, who shall be selected in a manner determined by PrismND.
8. One appointee of the Student Body President shall serve as a voting member of the CLC.
9. The Judicial Council President shall be a non-voting member of the CLC, *ex officio*.
10. The SUB Executive Director shall be a non-voting member of the CLC, *ex officio*.
11. The Student Government Chief of Staff shall be a non-voting member of the CLC, *ex officio*.

Section II. Rectors

1. The rectors shall determine the process by which their membership is chosen.
2. Three rectors of women's residence halls shall be voting members of the CLC, and three rectors of men's residence halls shall be voting members of the CLC.
3. The rectors shall elect an alternate who may vote in place of an absent rector.

Section III. Faculty

1. Two representatives of the Faculty Senate shall be voting members of the CLC, who shall be appointed from the membership of the Faculty Senate.

Section IV. Administration

1. One representative from the Division of Student Affairs shall be a voting member of the CLC, who shall be appointed by the Vice President for Student Affairs.

Section V. Terms

1. The term of all members shall be from the day after May Commencement to May Commencement of the following year. All members, regardless of their term length in the Student Union or Faculty Senate, should serve the entirety of their term in the CLC.

2. All members of the CLC shall be determined and reported to the Chair of the CLC no later than the first day of class of the fall semester, to ensure the new membership of CLC is seated at the start of the academic year.

Article IV. Meetings and Procedures

Section I. Attendance

1. Any voting member absent from two consecutive meetings, or who misses one-fourth of the regular meetings for any single semester, shall have his/her membership revoked at the discretion of the Chair. The Chair shall initiate procedures to select a new member from that constituent group.

Section II. Meetings

1. Bi-weekly meetings of the CLC shall be held at a regular time during the academic year. CLC subcommittees may meet during off weeks. The Chair shall determine the standing meeting time for the academic year and report it to the Vice President for Student Affairs and the Faculty Senate Student Affairs Committee Chair no later than June 30th every year, in order to ensure that all members selected can attend CLC meetings. The Chair shall set the time and place for all special sessions. The Chair shall set the time and place for all special sessions.

2. In the event that a voting member of the CLC should be absent from a meeting, that member may designate a proxy from their respective organization to attend the meeting in his or her place. The proxy, whose name must be sent to the Chair, shall count towards quorum and may vote.

3. After each meeting of the Student Senate, the Student Body President or their designee shall give an update regarding the agenda items discussed and voted on at the next meeting of the CLC. Similarly, after a meeting of the Faculty Senate or the Student Affairs Committee of the Faculty Senate, one of the representatives of the Faculty Senate shall give an update on the agenda items discussed and voted on at the next CLC meeting. These updates are meant to ensure the CLC is kept apprised of the workings of both the Student and Faculty Senates.

4. All meetings of the CLC shall be open to any member of the University community and to representatives of the campus media. The CLC may close a meeting by a two-thirds majority vote of the members present.
5. No business shall be conducted by the CLC unless a quorum is present. A quorum exists when two-thirds of voting members of the CLC are present.
6. The CLC shall adopt the most recently revised edition of Robert's Rules of Order as the official rules of procedure governing the operation of the CLC.
7. These Bylaws shall take precedence in the event that Robert's Rules of Order and the Bylaws come into conflict.
8. Any rule in Robert's Rules of Order may be suspended by a two-thirds majority vote of the membership present.

Section III. Resolutions and Recommendations

1. All resolutions passed by the CLC, by a two-thirds majority vote of the members present, shall be forwarded to the Vice President for Student Affairs. The Vice President for Student Affairs must publicly offer a written response to the resolutions and explain the rationale for said response prior to the next regular meeting of the CLC.

Section IV. Voting

1. Voting on all business shall be limited to the voting membership of the CLC as defined in Article III of these Bylaws.
2. Roll call or secret ballot voting may be used upon request of any voting member of the CLC.

Article V. Committees

1. The CLC shall organize into working committees as deemed appropriate by the CLC.
2. Membership on such committees need not be limited to members of the CLC. Interested persons who are not members of the CLC may be proposed by any member of the CLC. The Chair shall approve or disapprove of all such proposals.

Article VI. Amendments

1. Amendments to the purpose, scope, or membership structures of the CLC must be passed by a two-thirds majority vote of the CLC and approved by the Board of Trustees of the University.
2. Any other amendments to these Bylaws may be adopted by a two-thirds majority vote of the CLC.