

BYLAWS OF THE HALL PRESIDENTS COUNCIL

ARTICLE I: ORGANIZATION OF HALL PRESIDENTS COUNCIL

SECTION I: COMPOSITION

- A. 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.
- B. The President shall reside in his/her Residence Hall for the entirety of their term and shall attend all HPC meetings.
- C. One Vice President shall be elected for each semester and shall reside in his/her Residence Hall for the entirety of their term.
- D. The Executive Board of the HPC shall be composed of:
 - a. The two Co-Chairs, who shall have speaking privileges and voting privileges in case of a tie.
 - b. The Executive Assistants to the Co-Chairs, who shall have speaking privileges only and shall be:
 - i. One Finance Chair
 - ii. Two Social Chairs
 - iii. One Programming Chair

SECTION II: MEETINGS

- A. 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 HPC.
- B. In the event of extenuating circumstances that dramatically affect the current state of affairs of the student body, the Co-Chairs may temporarily suspend meetings with the approval of the advisor to the Senate.
- C. All members of HPC shall have the privileges of speaking and casting one vote on behalf of their constituents under a “one Hall, one vote” policy under a “one Hall, one vote” policy. In the case a President is absent from a HPC meeting, he/she may appoint a proxy to attend the meeting. The appointed proxy will retain speaking and voting privileges for the President they are a proxy for.
- D. A quorum consists of two thirds of the voting members of HPC. A quorum is necessary for a HPC vote to occur. Each 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.
- E. Attendance at all meetings of the Hall Presidents Council by at least one member of hall government is mandatory. Cases of excessive absenteeism shall be referred to the Student Union Ethics Commission at the discretion of the Hall Presidents Council 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 HPC.
- B. To preside over all meetings of HPC.
- C. To formulate an agenda prior to each meeting.
- D. To create ad hoc committees not provided for in the Bylaws.
- E. To assume the duties of Executive Assistant(s) should the Co-Chairs deem the appointment of other individuals to such positions as necessary.
- F. To establish regular communication between HPC and the Student Senate by serving themselves or by appointing a representative to the Student Life Committee.
- G. To enforce the observance of these Bylaws and the Constitution of the Undergraduate Student Body.
- H. To otherwise act as the Chief Executive Officers of HPC, consistent with the HPC Bylaws and with the Constitution of the Undergraduate Student Body.
- I. To represent the interests of HPC through a seat on the Campus Life Council and report the business of the CLC to HPC.
- J. To serve as a member of the Hall of the Year Review Board.

SECTION II: FINANCE CHAIR

The powers and duties of the Finance Chair shall be as follows:

- A. To assist the Co-Chairs in the efficient operation of HPC.
- B. To assist the Co-Chairs in enforcing these Bylaws.
- 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.
- G. To serve as a member of the Hall of the Year Review Board.

SECTION III: SOCIAL CHAIR(S)

The powers and duties of the Social Chair(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 these Bylaws.
- C. To assign the Brother-Sister dorm relationships for each year with input from the Halls and the Co-Chairs.
- D. To manage the grading of the monthly Rocknes submitted by each Residence Hall,

whereby Halls give the Executive Board an insight into their programming for the month.

- E. To serve as a member of the Hall of the Year Review Board.

SECTION IV: PROGRAMMING CHAIR(S)

The powers and duties of the Programming Chair(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 these Bylaws.
- C. To assist in coordinating inter-dorm events.
- D. To assist in workshopping and developing new events.
- E. To coordinate HPC-wide bonding events.
- F. To act as a liaison between Presidents and SAO (advisor) on the event approval process.
- G. To serve as a member of the Hall of the Year Review Board.

SECTION V: 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 these Bylaws.
- C. To be responsible for notifying all members of the HPC of the date, time, location, and agenda 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 except the Budget Committee.
- F. To assist in the operational duties as the Co-Chairs deem necessary.
- G. The number of Executive Assistant(s) and responsibilities will be established by April 15th annually.
 - a. The Co-Chairs may appoint additional Executive Assistant(s) as the need arises.

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 in an official capacity, one or two (2) new Co-Chairs shall be elected from within the existing HPC at the following meeting.
 - a. An ad hoc committee formed as the first order of business at that meeting will oversee the new election.
 - b. The election shall follow the precepts of Article IV.

SECTION II: FINANCE CHAIR

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

SECTION III: SOCIAL CHAIR(S)

- A. The Social Chair(s) shall be appointed by the HPC Co-Chairs.
- B. The Social Chair(s) may not be a Hall President or other pre-determined voting member of the HPC.
- C. The Social Chair(s) term shall begin immediately after he or she is appointed and shall continue until March 31.
- D. Should the Social Chair(s) become incapable of fulfilling his or her duties, a new Social Chair(s) shall be chosen by the HPC Co-Chairs.

SECTION IV: PROGRAMMING CHAIR

- A. The Programming Chair shall be appointed by the HPC Co-Chairs.
- B. The Programming Chair may not be a Hall President or other pre-determined voting member of the HPC.
- C. The Programming Chair's term shall begin immediately after he or she is appointed and shall continue until March 31.
- D. Should the Programming Chair become incapable of fulfilling his or her duties, a new Programming Chair shall be chosen by the HPC Co-Chairs.

SECTION V: 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 other 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) may be chosen by the HPC Co-Chairs.

SECTION IV: VACANCIES

- A. In the event that any of the positions listed above become vacant, the vacancy shall be filled from within 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 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 31.
- B. Any persons who wish to be candidates for the position of HPC Co-Chair must be nominated, in writing, to the Co-Chairs 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 the meeting prior to the election.
- C. If it is determined for any reason that a nominee for co-chair cannot faithfully execute his or her duties as outlined by these Bylaws, or acts in a manner contrary to that as defined by du Lac, the current HPC co-chairs have the right to revoke his or her nomination by a majority vote of the outgoing Executive Board.
- D. Before voting begins, each candidate shall be permitted to address the HPC.
- E. The Executive Board shall provide an electronic ballot to be used for the election.
- F. All voting members of HPC, excluding the current Co-Chairs, shall be eligible to vote in the election of the Co-Chairs in the traditional "one Hall, one vote" method.
- G. 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.
 - a. Should a tie between three or more candidates occur on the first ballot, a run-off election will be held immediately between these candidates.

- b. In the event of a tie on the second or later ballot, voting will continue until two (2) of the candidates individually receive a greater number of votes than the other candidate(s).
- H. It shall be the duty of the former Co-Chairs to facilitate the transition process for the newly-elected Co-Chairs as they deem necessary.

ARTICLE V: HALL OF THE YEAR

- A. The decision to award the title of Hall of the Year to a residence hall shall be decided by a review board comprised of the following members:
 - a. Both Hall Presidents Council Co-Chairs.
 - b. The Hall Presidents Council Finance Chair.
 - c. Both Hall Presidents Council Social Chairs.
 - d. The Hall Presidents Council Programming Chair(s).
 - e. The Hall Presidents Council Executive Assistant(s).
 - f. Two (2) Senators, who shall not sit on their own halls' review boards.
 - g. One (1) member of the senior Judicial Council leadership.
 - h. One (1) of the Directors of the Department of Student Life from the Student Government Executive Board.
- B. All members of the review board, excluding Senators, must be present for all of the presentations. If a member of the review board is unable to be present for all of the presentations, that member's seat on the review board will go unfilled. No business shall be conducted unless a quorum is present.
- C. The review board shall receive presentations from a maximum of three (3) members of hall government. Up to an additional four (4) members of the hall may also contribute to the presentation.
 - a. The presence of the Hall President is required, and the review board shall not hear any presentation in the absence of the Hall President.
- D. If, for any presentation, a member of the Hall of the Year review board is unable to ensure impartiality, either by his or her own estimation or the decision of the review board by majority vote, said member must recuse himself or herself from scoring the hall(s) in question.
 - a. In the event that a member of the review board is recused, their score for that residence hall will be voided and replaced by the mean score given by the other scoring members.
- E. The total score for the Hall of the Year shall be comprised of:
 - a. 40% presentation,
 - b. 50% Rockne awards,
 - c. 2.5% Residence Hall GreeNDot Training,
 - d. 2.5% Hall Council Visit Score
 - e. 5% Declared Discretionary Allotment for a given social cause.
- F. After the total points for each hall are tabulated, the Hall Presidents Council Co-Chairs

shall announce the winning residence hall as Hall of the Year at the student leadership awards dinner.

- a. The next highest-scoring male residence hall shall be named Men's Hall of the Year
 - b. The next highest-scoring female residence hall shall be named Women's Hall of the Year.
 - i. In the event of a tie, the review board shall vote to determine the winner.
 - ii. In the event of another tie, the Hall Presidents Council Co-Chairs must unanimously agree on the winner.
- G. Each residence hall's monthly Rockne submission shall be evaluated on a noncompetitive rubric determined by the Hall Presidents Council Executive Board by the start of each academic year. This rubric shall be distributed to the Hall Presidents in a timely manner. The Rockne scores shall be totaled and weighted to equal 50% of the final score.
- H. Each Hall shall give a final presentation at a date and time prescribed by the Co-Chairs in the month before the conclusion of their term. These presentations are to convey the accomplishments and growth of each hall and its residents over the course of the president's term. The rubric for evaluation of these presentations shall be distributed to the Hall Presidents in a timely manner before the presentations. After the presentations, each Hall's score shall be weighted to equal 40% of the final score.
- I. The Residence Hall GreeNDot Training shall be awarded on a binary basis to each hall. Each Residence Hall must train at least 15% of their hall population during the term in order to receive these points. Residents who had been GreeNDot trained within a previous term shall not count towards this score. The Residence Hall GreeNDot Training shall be weighted to equal 2.5% of the final score.
- J. The Hall Council Visit scores shall be tabulated by impartial members of the Hall Presidents Council Executive Board by evaluating Hall Council meetings for each individual hall. Points will be awarded to a Residence Hall for hosting a Hall Council Meeting with at least 10% of the hall population in attendance. The Hall Council Visit points shall be awarded on a binary basis to each hall for reaching this threshold. A Fall Hall Council visit will make up 1.25% of the final score and a Spring Visit will make up the other 1.25%. Each Residence Hall will have two chances per semester to reach the threshold. The Hall Council Visit Scores shall be weighted to equal 2.5% of the final score.
- K. The Declared Discretionary Allotment shall be awarded on a binary basis to each hall for reaching a defined level of participation or commitment to a contemporary cause important to the Council, the Student Union, and the University, as defined by the Hall Presidents Council Executive Board. Should the nature of the Declared Discretionary Allotment be made known to the Hall Presidents at a date later than the start of Winter Break, the Presentation percentage weight shall be increased to 45% and the Declared

Discretionary Allotment percentage weight decreased to 0%.

ARTICLE VII: DISMISSAL

SECTION I: DISMISSAL OF OFFICERS

- A. Any officer 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.
- B. Removal of HPC Co-Chairs must follow the procedure laid out by the Constitution.
- C. One week must be allowed between the motion for removal from office and the vote on that motion.
- D. The officer shall be allowed to address the HPC before a vote is taken.
- E. Should an officer be dismissed from office, the Co-Chairs shall appoint a new officer to that position within the next two weeks.

SECTION II: DISMISSAL OF HPC MEMBERS

- A. Should an elected official be dismissed from office or voluntarily step down from office, the line of succession will be as follows:
 - a. In the case that a Hall President be dismissed or step down, should the acting Hall Vice President be capable of serving the duties required of a Hall President, they will be extended an invitation to assume the office of the Hall President for the hall. If the Vice President assumes the Presidency, an election will be held for their vacated position.
 - i. Should the Hall Vice President be capable of serving as Hall President but not willing to serve, an invitation will be extended to the other Hall Vice President (if there is one).
 - 1. If there is not, an election will be held for the position of Hall President.
 - b. In the case that a Hall Vice President be dismissed or step down, should there be another Hall Vice President who is capable of serving, they will be invited to take on and serve as Hall Vice President.
 - i. If there is not, an election will be held for the position of Hall Vice President.

ARTICLE VI: BYLAWS

The HPC shall establish the operational procedures (including, but not limited to, attendance and tardiness policies) necessary for the HPC to carry out its constitutional duties. These bylaws must be approved by the organization's Student Activities advisor and presented to the Student Union Ethics Commission by May 1st.

ARTICLE VIII: AMENDMENTS

- A. Procedures for amending these Bylaws 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. The acting faculty advisor for HPC must also approve amendments, after which the amendment shall immediately become part of these Bylaws

ARTICLE IX: RATIFICATION

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

As of : **August 30, 2022**