

ARTICLE I: ORGANIZATION OF HALL PRESIDENTS COUNCIL

SECTION ONE: 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.
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.
- B. All members of 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, under a "one Hall, one vote" policy.
- C. 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:
 - i) One Finance Chair
 - ii) Two Social Chairs
 - iii) One Athletic Chair

SECTION II: MEETINGS

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.

SECTION III: QUORUM

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.

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 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 HPC and the Student Senate, by serving themselves or by appointing a representative to the Residence Life Committee.
- g. To enforce the observance of this Charter.
- h. To otherwise act as the Chief Executive Officers of HPC, consistent with the HPC Charter 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.

SECTION II: FINANCIAL CHAIR

The powers and duties of the Financial 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 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

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 this Charter.
- c. To assign the Brother-Sister dorm relationships for each year with input from the Halls themselves 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 Committee.

SECTION IV: ATHLETIC CHAIR(S)

The powers and duties of the Athletic 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 this Charter.
- c. To serve as a member of the Leprechaun Legion.
- d. To assign to each Hall a university athletic team to sponsor during each semester.
- e. To update the members of HPC as to the Notre Dame athletic events taking place on campus each week.

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 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.

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: FINANCIAL CHAIR

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

- A. The Athletic Chair shall be appointed by the HPC Co-Chairs.
- B. The Athletic Chair may not be a Hall President or pre-determined voting member of the HPC.
- C. The Athletic Chair's term shall begin immediately after he or she is appointed and shall continue until March 31.
- D. The Athletic Chair's appointment on the Leprechaun Legion begins the first meeting of the new Leprechaun Legion for the next academic year.
- E. Should the Athletic Chair become incapable of fulfilling his or her duties, a new Athletic 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 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 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 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 Board shall provide printed ballots to be used for the election.
- E. All voting members of HPC shall be eligible to vote in the election of the Co-Chairs, excluding the presiding Co-Chairs, in the traditional "one Hall, one vote" method.
- 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 or later 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: EXECUTIVE BOARD

- A. The only standing committee of the HPC shall be the Executive Board. This committee shall be formed by April 15 and consists of the Co-Chairs, the Financial Chair, the Social Chairs, and the Athletic Chair. These members shall serve until the end of the HPC term.
- 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 a member of the Executive Board.

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.

Any officer or appointed representative who misrepresents the HPC or conducts himself or herself in a manner found unbefitting 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:

1. The proposal for an amendment shall be read at an HPC meeting at least one (1) week prior to a vote for approval.
2. 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 : **April 30, 2015**