



The Constitution of the Hall Council System at Bradley University

Preamble

The Bradley University Hall Council System (HCS) hereby adopts the following articles as a means to achieve its objectives. The Hall Councils shall serve the residents by planning and coordinating social, educational, philanthropic, and recreational programs while establishing open lines of communication between their respective Residence Halls and Bradley's Association of Residence Halls (ARH). ARH shall be the advising body of the Hall Councils, offering support, guidance, and fostering the exchange of ideas between them. Hall Councils will strive to provide a better Residence Hall environment by enacting efforts towards these goals, as well as addressing the concerns and issues of the residents via the ARH Representatives.

Article I

Membership

The membership of the Hall Council Executive Boards is open to all resident excluding Residential Life Staff that are not Hall Council Advisors and ARH Executive Board Members at Bradley University.

Article II

Structure

Section 1

Hall Councils shall have 8-10 elected Executive Board Members: President, Vice-President, Secretary, Treasurer, Publicist (2), Historian (2), and two ARH Representative.

Section 2

Hall Councils must have a minimum two, maximum three advisors. Of the advisors, one must be the Community Director of the respective building. Additional advisors shall be made up of Residential Life Staff selected by the Community Director.

Section 3

Voting Members of Hall Councils shall consist of elected board members and advisors. The vote of each Executive Board Member and each Advisor weighs one vote. Voting members are expected to attend all Hall Council General Assembly Meetings and Hall Council Executive Board Meetings.

Section 4

The constituency of a Hall Council shall include Executive Board Members, advisors, and all residents of the respective building, including its Residential Life Staff, present at the General Assembly. The vote of each present individual weighs one vote.

Article III

Officers and Advisors

The Hall Council Executive Board shall consist of 8-10 elected board members, as defined in Article II, Section 1 and advisors. All officers shall be responsible for performing their duties in the best interest of the organization. Terms of office shall be from the beginning of one academic year through the end of that same year. All officers shall be responsible for performing their duties in the best interest of the residents they serve.

Section 1

A. President

- 1) To run the Executive Board and/or the General Assembly meetings.
- 2) To act as the official representative of the Hall Council.
- 3) To delegate responsibilities.
- 4) To call special meetings of the Executive Board.
- 5) To vote in the Executive Board in the case of a tie.
- 6) To take care of organizing meetings times and locations.
- 7) To attend weekly meetings of the Student Advisory Committee (SAC) if member of the University Hall Hall Council as per the SAC Constitution.
- 8) To serve on event committees each semester.
- 9) To meet monthly with the ARH President.

B. Vice-President

- 1) To take over the role of President in case of absence.
- 2) To run General Assembly meetings if deemed necessary by the President.
- 3) To maintain open lines of communication by overseeing standing and special committees.
- 4) To serve on event committees each semester.
- 5) To meet monthly with the ARH Vice-President

C. Secretary

- 1) To keep accurate minutes of each meeting and distribute them before the next regularly scheduled meeting.
 - 2) To keep accurate attendance records of all Hall Council assemblies.
 - 3) To handle correspondence on behalf of the Hall Council.
 - 4) To take attendance of Student Senate Hall Senators and report attendance to the Student Senate Secretary.
 - 5) To serve on event committees each semester.
 - 6) To meet monthly with the ARH Secretary.
- D. Treasurer
- 1) To keep and maintain up to date financial records including all bank and Bradley accounts.
 - 2) To oversee all expenses and incomes.
 - 3) To prepare a budget for each event.
 - 4) To serve on event committees each semester.
 - 5) To meet monthly with the ARH Treasurer.
- E. Publicist
- 1) To be responsible for increasing public awareness of Hall Council and its functions and activities.
 - 2) To have a minimum one, and a maximum of two Publicists.
 - 3) To serve on event committees each semester.
 - 4) To meet monthly with the ARH Publicist.
- F. Historian
- 1) To be responsible for documenting Hall Council activities and events throughout the year and compiling them into a scrapbook.
 - 2) To have a minimum one, and a maximum of two Historians.
 - 3) To serve on event committees each semester.
 - 4) To meet monthly with the ARH Publicist.
- G. ARH Representative
- 1) To attend regularly scheduled ARH General Assembly meetings.
 - 2) To help ensure that “Of The Months” get written and submitted to the ARH Illinois Communications Coordinator (ICC) by the 8th of each month.
 - 3) To act as a liaison between their respective hall and the ARH Executive Board.
 - 4) To serve one ARH office hour per week at the discretion of the ARH Executive Board.
 - 5) To actively participate in ARH sponsored events.
 - 6) To perform any tasks delegated to them from the ARH Executive Board.
 - 7) To serve on event committees each semester.
 - 8) To meet monthly with the ICC.
- H. Advisor(s)
- 1) To clarify the administrative policy of Bradley University.

- 2) To be knowledgeable of the ARH and Hall Council Common Constitutions and their purposes.
- 3) To offer guidance and support in both executive board and GA meetings.
- 4) To transmit the historical significance of Hall Council proceedings in the past and use these findings to inform future proceedings.
- 5) To serve on event committees each semester.

Section 2

Elections

The process for elections shall be set in the organization By-Laws.

Section 3

Removal of Officers

The process for removal of voting members shall be set in the organization By-Laws.

Section 4

Vacancy in Elected Office

In the event of a vacancy in an officer position other than the President, a special election shall be announced to select a permanent person to fill the position. The process for elections can be found in the organization By-Laws.

Article IV

Meetings

Section 1

General Assembly

- A. The General Assembly shall meet, at least once per week, on Sunday at 10:00 P.M.
- B. The meetings are open at all residents.
- C. Attendance shall be required for all Executive Board Members and Advisors.
- D. A quorum of voting members present is necessary if a vote must be taken. A quorum is the constituency defined in Article II, Section 4.
- E. Meetings shall run according to the tone and procedure established by the President. In the event of continual disorder or extreme conflict, members shall defer to the Hall Council Advisors and recognize any procedures they may have agreed to adopt.

Section 2

Executive Meetings

- A. The Executive Board shall meet at least once per week.
- B. The Executive meetings shall, at the discretion of the President, follow a modified version of parliamentary procedure.
- C. A quorum of voting members present is necessary if a vote must be taken. A quorum is one over fifty percent of the voting members. The voting members are defined in Article II, Section 3.

Article V

Finances

Section 1

The funds of Hall Council are to be made up of \$14, \$7 per semester, of the Residence Hall \$40 activity fee collected from each resident at the beginning of the academic year by the ARH Treasurer.

Section 2

The Student Activities Budget Review Committee (SABRC) may fund Hall Council activities and expenditures when the activities are open to all Bradley Students. The Hall Council must go through the funding process as established by SABRC.

Section 3

Additional funds may be acquired through various fundraising activities.

Section 4

A budget shall be proposed to and approved by the Hall Council Executive Board for any Hall Council sponsored activity.

Section 5

A majority of the Hall Council Executive Board must approve all expenditures of more than \$200. All expenditures more than \$500 must be approved by a majority of the Executive Board and by all Advisors.

Section 6

ARH may fund Hall Council activities and expenditures when the activities are open to all Bradley residents. The Hall Council must go through the funding process as established by ARH. A hall must have all available ARH Representatives present when petitioning for ARH funds.

Section 7

All members of Hall Council have the right to ask about the current financial standing of their organization.

Article VI

The Constitution

Section 1

The Constitution must be reviewed by the ARH General Assembly once per year to make revisions at the discretion of the ARH President in accordance with the ARH By-Laws.

Section 2

Amendments

- A. A written copy of the proposed Amendment shall be provided for each voting member of ARH by the person(s) proposing the Amendment.
- B. The Amendment must be presented orally to the ARH General Assembly.
- C. Amendments must pass a vote of two-thirds of voting members present.
- D. Any changes to the Hall Council Constitution will be voted on by the ARH Executive Board and student advisor(s), with each Board Member and student advisor(s) weighing one vote, and ARH Representatives, with each Representative weighing one vote dictated by the decision of their respective Hall Council.
- E. After any ratification has been passed, the Constitution shall be updated with the revisions, and a copy of the updated Constitution shall be kept in the ARH office and made publicly available.

Last Amended: April 2, 2008