Preamble

We the residents of Hilltop Apartments do establish this constitution to direct our actions and procedures as a body of self-governing students.

Article I: Name

The official name of the student organization of Hilltop Apartments is the Hilltop Council.

Article II: Purpose & Goals

The purpose of the Hilltop Council is to:

1. Engender a deeper appreciation and respect for fellow members of our community.
2. Promote personal pride and responsibility for living in Hilltop Apartments.
3. Encourage intellectual, physical, emotional, and social development.

Article III: Membership

Section I: Active Membership

All residents of Hilltop Apartments shall be active members of the Hilltop Council upon payment of dues and adherence to the regulations set forth in this constitution.

Section II: Advisor(s)

The official advisor(s) for the Hilltop Council shall be the current Residential Life Manager of Hilltop Apartments and a Residence Life Staff member appointed by his or her discretion. A Student Advisor may also be appointed provided he or she meet the following criteria:

1. Receive majority vote of approval by the Executive Board.
2. Has had at least 1 year experience as an executive officer, director, or senator with the Hilltop Council.

Section III: Freedom from Discrimination

Membership and participation are free from discrimination based on race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam-era veteran.
Article IV: The Hilltop Council Executive Board

Section I: Organization and Standing

The Hilltop Council shall have an Executive Board that consists of the following 10 executive officers:

1. President
2. Vice President
3. RHA Representatives – 3
4. Executive Director of Programming
5. Executive Director of Public Relations
6. Executive Director of Special Programming
7. Secretary
8. Treasurer

In the event that the President is unable to perform his duties the Vice President will act in his stead. In the event that neither the President nor the Vice President are able to perform the duties, the RHA Representative will assume the responsibilities of President. The RHA representatives that would take the office is the officer that has the most seniority from living at Hilltop Apartments.

Section II: Purpose of the Hilltop Council Executive Board

The purpose of the Executive Board shall be to:

1. Coordinate the operations of the Hall Council.
2. Train and supervise Senators and Directors.
3. Act as the communication links between students and administration and between Hilltop residents and students of other residence halls.
4. Promote growth and outreach in Hilltop Apartments, Purdue University Residence Halls, and the Greater Lafayette communities.
5. Select train, and support a webmaster for the Hilltop Council website.
7. Perform tasks assigned by the Senate.
Article V: Duties and Powers of the Executive Council

Section I: Responsibilities of the Executive Council

The Executive Board has the following responsibilities:

1. The Executive Board is responsible for providing strong leadership and direction for the members of the hall council.

2. Members of the Executive Board shall meet weekly on a night set by the Executive Board at the beginning of the year.

3. They shall examine political, social, educational, and student-oriented issues and actions that are to be presented before the Senate for discussion and vote.

Section II: Duties of the Officers of the Executive Council

A. President:

The President shall have the following duties:

1. Shall be the head of the Executive Board and spokesperson for the Hilltop Council.

2. Shall train, support, and supervise the performance of the Executive officers.

3. Recommend probation or termination of officers who fail to perform their duties and shall find, interview, and recommend replacements candidates as necessary.

4. Shall set the agenda for, and run the Executive Board meetings.

5. Act as a liaison to NRHH, Hall Management, and all outside organizations.

6. Shall have the power to call special meetings of the Executive Board.

7. Shall be the committee chair of the Issues and Facilities Committee.

8. Shall attend the Presidents Round Table.

9. Meet with the Residential Life Manager on a weekly basis.

B. Vice President:

The Vice-President has the following duties:

1. The Vice President shall assist the President in all his/her duties and assume them in the President’s absence.
2. Shall set the agenda for, and conduct all meetings of the Senate and shall have a vote in case of a tie.

3. The Vice President will also be responsible for the selection, training, performance, and actions of the members of the Senate as stated in the constitution.

4. Shall be the committee chair of, or reserve the power to appoint a committee chair to, any ad-hoc committee created by the senate.

5. Shall be responsible for all attendance and correspondence of the Senate.

6. Shall be the committee chair of the Regional Coordinators Committee.

7. Meet with the Residential Life Manager on a weekly basis.

8. As a member of the Executive Board, the Vice President reports to the President and meets with him/her on a regular basis as determined by the President.

C. Executive Director of Programming:

The Executive Director of Programming shall have the following duties:

1. The Executive Director of Programming shall be the head of the programming committee and direct and support the activities of the committee members.

2. Shall supervise and evaluate the members of the programming committee.

3. Shall represent the programming branch in the Executive Board and provide the communication link between the programming committee and the Hilltop Council.

4. Shall manage all financial affairs of the standing Hilltop Council programs, review the committees’ activities regularly.

5. As a member of the Executive Board, the Executive Director of Programming reports to the President and meets with him/her on a regular basis as determined by the President.

D. Executive Director of Special Programming:

The Executive Director of Special Programming shall perform the following duties:

1. Shall be the head of the Directors of Special Programming and direct and support their activities.

2. Shall appoint, train, supervise, and evaluate special programming directors and meet with them twice a month.
3. Shall coordinate and administrate many of the ongoing programs in which the senators choose to participate, including, but not limited to:

   A. Grand Prix
   B. Community Service Opportunities
   C. Rube Goldberg
   D. Recycling
   E. Tutoring and Study Tables
   F. Intramural Sports

4. Shall be the Committee Chair of the Community Service Committee and direct and support their operations.

5. As a member of the Executive Board he/she reports to the President and meets with him/her on a regular basis as determined by the President.

E. Executive Director of Public Relations:

The Executive Director of Public Relations shall perform the following duties:

1. The Executive Director of Public Relations will serve as a communicative link between students, staff, and community organizations.

2. Shall be responsible for communicating Hilltop Council news to Hilltop residents and the production and maintenance of news reports on Hilltop Council activities.

3. Promote the events of the programming and special programming areas.

4. Promote awareness for monthly areas of interest: Breast Cancer Awareness, Women’s History month, Black History Month, etc. as determined by the Executive Board.

5. Shall chair the Public Relations Committee and direct and support the committee members actions.

6. As a member of the Executive Board, the Executive Director of Public Relations reports to the President and meets with him/her on a regular basis as determined by the President.

F. Treasurer

The Treasurer shall perform the following duties:
1. Shall be responsible for collecting and dispensing all of the Hilltop Council funds in accordance with the decisions of the Executive Council and Senate.

2. Shall keep accounts, deposit the organization funds, and make expenditures in a manner approved by the Business Office for Student Organizations (BOSO).

3. He/she shall maintain accurate and complete records of financial transactions and make them available upon request to the Executive Board and Senate.

4. As a member of the Executive Board, the treasurer reports to the President and meets with him/her on a regular basis as determined by the President.

G. Secretary

The Secretary shall perform the following duties:

1. Shall keep minutes of all Executive Board and Senate meetings and special functions.

2. Shall be responsible for all clerical records of the Senate.

3. Shall make all written records, minutes and correspondences available upon request by any member of the Senate or Executive Board.

4. Shall coordinate and execute all elections in accordance with the guidelines set by the constitution.

5. As a member of the Executive Board, the Secretary reports to the President and meets with him/her on a regular basis as determined by the President.

H. RHA Representatives (3 positions):

The RHA Representatives shall perform the following duties:

1. Shall serve as the communication links between RHA and Hilltop Council.

2. Shall attend all RHA General Assembly and Hilltop Council Executive Board meetings.

3. Shall be representative of Hilltop Council to RHA and spokesperson for RHA to Hilltop Apartments.

4. Shall be responsible for attending all RHA meetings or finding a voting proxy to attend.

5. As a member of the Executive Board, the RHA Representatives reports to the President and meets with him/her on a regular basis as determined by the President.

Article VI: Duties and Powers of the Senate
Section I: Authority and Responsibility

The following duties will be assigned to the Senate:

1. Initiate and enact any and all legislation necessary and proper under this constitution.
2. Delegate its authority as it deems fit.
3. Approve the budget.
4. Call for special elections
5. Have the final vote on impeachment of any executive officer
6. Serve as members of the standing and ad-hoc committees

Section II: Senate Membership Structure

The Senate is primarily comprised of Senators, who are responsible to the constituency (building(s) members).

Section III: Voting Senate Membership

The voting membership of the Senate shall consist exclusively of the following members:

1. One Senator from each of the 18 recognized areas in the Hilltop Apartments. Each of these Hilltop areas is lead by a Resident Assistant (18)

Section IV: Voting Senate Membership Duties

Senators:

1. Shall attend all Senate meetings by either directly attending or sending a voting proxy.
2. Shall meet with their Resident Assistant on a regular basis.
3. Shall also report to the Senate the proceedings and events of their respective constituency.
4. Shall report all information received at the Senate meetings to their perspective constituents.
5. Shall sit on one committee.
6. Quorum is needed to pass proposals as needed over $500.

Section V: Non-Voting Senate Membership

The Vice President, whose job description is detailed in Article V, Section III, shall chair all meetings of the Senate and supervise all functions of the Senate and it’s members. He/she shall only vote in the case of a tie.
Section VI: Senate Meetings

Senate meeting procedures are as follows:

1. The formal Senate shall meet weekly on a night determined by the Executive Board at the beginning of the semester.

2. The Advisor must be present at each Senate session for the purpose of constitutional interpretation, clarification of parliamentary procedure, and to act as a general dispute resolution resource.

3. Quorum is defined as 2/3 voting senate.

Section VII: Absenteeism

1. Excused absence shall be when a required member does not attend a Senate session, but his/her proxy attends in place. In the case of absence the member must inform the Secretary prior to the meeting.

2. Unexcused absence shall be when a member, without substitution by a proxy, is absent from a Senate session in its entirety.

3. For senators to propose for more area funds, they must have either directly attended or had a proxy present at the previous two senate meetings.

4. If a senator, is consistently absent from meetings, the Executive Board will be required to inform the RA and recommend disciplinary action.

Section VIII: Legislative Procedures

1. All Senate legislation must be sponsored or co-sponsored by a voting member of the Senate. Any student may lobby the Senate for change, but only the Senator may submit legislation to the Senate.

2. Legislation may be passed by a majority vote of the Senate voting membership.

3. The President may veto any legislation passed by the Senate, however the Senate may overrule the veto with a three-fourths majority vote at the Senate meeting following the President’s veto. The veto must be presented in writing to the Senate with the signature from the Advisor indicating that it has been reviewed.

4. The President will have the right to set new organizational procedures in motion, immediately following a senate proposal/amendment for an interim time period until the proposal/amendment officially becomes a part of the constitution.

5. Constitutional amendments must be passed by a ¾ majority vote.
Section IX: Types of Legislation

1. Resolutions: A resolution is legislation that is no more than a statement of Senate viewpoint or perspective. It is purely an opinion of the Senate, not a governing law.

2. Proposals: A proposal is legislation that allocates funds or changes policies and procedures. Proposals are governing laws.

3. Amendments: An amendment is legislation that changes the constitution. Amendments must be presented as written motions. All amendments to the constitution and bylaws are subject to the approval of the Office of the Dean of Students, the Executive Director of University Residences, and the General Manager of Hilltop Apartments, and will take action at the commencement of the next semester.

Section X: Committee Powers and Responsibilities

There shall be two (2) classes of committees in the Hilltop Council Senate. These committee classes are:

1. Optional Committee(s)
2. Ad-hoc Committees(s)

Optional Committees

There will be four optional committees: The Programming, Public Relations, Issues and Facilities, and Community Service committees. Volunteers to sit on committee will be offered rewards points as part of the reward program.

Programming Committee:

1. They shall plan, coordinate, and execute all hall programs including but not limited to Spring Splash, Fall Festival, field trips, and dances.
2. The committee will be comprised of 2 Senators.
3. The committee will be chaired by the Executive Director of Programming.

Public Relations Committee:

1. They shall Disseminate all information from the Hilltop Council to the Students in a creative and productive manner.
2. They shall assist the Executive Director of Public Relations in the publication of newsletters and brochures and the management of the website.
3. The committee will be comprised of senators.
4. The committee shall be chaired by the Executive Director of Public Relations.

**Issues and Facilities:**

1. They shall examine administrative, social, educational, and student oriented issues facing the residents of Hilltop Apartments and recommend actions or resolutions to these issues by the senate.
2. They shall be the communications link between the administration of Hilltop Apartments and the residents therein.
3. The committee will be comprised of senators.
4. The committee will be chaired by the President.

**Community Service Committee:**

1. Shall plan, coordinate, and execute special community service and service learning activities and events for the residents of Hilltop Apartments.
2. The Committee will be comprised of senators.
3. The Committee will be chaired by the Executive Director of Special Programs.

**Ad-Hoc Committees**

Ad-Hoc Committees can be organized to accomplish a specific task at the discretion of the Senate. They will be chaired by the Vice President or a chair appointed by him. After the task is completed the ad-hoc committee will disband.

**Section X: Rewards**

There will be a rewards system set forth by the Executive Board at the beginning of each academic year.

**Article VII: Duties and Powers of Directors**

**Section I: Organization**

Directors serve under an executive officer and assist them in their duties. There shall be two classes of Directors, permanent and provisional positions.

1. Once selected, permanent directors serve in their position for the length of the term of the respective executive they serve under.
2. Provisional Directors are appointed to plan, coordinate, and execute a specific task and upon completion of that task their position ends.
There shall be two permanent Director positions in the Hilltop Council

1. Director of Information Technology (also known as Webmaster)

2. Director of Intramurals

Section II: Authority and Responsibility

Executive Officers reserve the right to appoint and replace Directors and Sub-Directors at their discretion.

A. Director of Information Technology

The Director of Information Technology shall have the following responsibilities:

1. Shall monitor and maintain the website for Hilltop Council.

2. Shall perform the updates and maintenance to information systems upon the request of the Executive Director of Public Relations.

3. Perform all other information technology related projects assigned by the Executive Director of Public Relations.

B. Director of Intramurals

1. The Director of Intramurals shall coordinate and direct the intramural sports program and all other athletic initiatives at Hilltop Apartments.

2. He/she shall meet with the Executive Director of Special Programming twice a month at a time designated by the Executive Director of Special Programming.

3. He/she shall perform all athletic related tasks assigned to him by the Executive Director of Special Programming.

Article VIII: Election & Appointment Procedures

Section I: Requirements for Executive Board Officers

1. All officers must meet the scholastic and disciplinary requirements set for in the University Regulations booklet.

2. All officers shall be required to have a cumulative grade point average of 2.50 at the time of election or appointment and must maintain this GPA from semester to semester during office. Any officer who falls below the 2.50 requirement shall be removed from his/her position unless appealed to the Executive Board.

Section II: Terms of Office
All terms of office will be held for a period of one year, after which consecutive terms may be won by entering the standard election process thereafter. No elected office will have the power to carry over into another term without going through the election process.

1. The elected Executive Officers will serve from April after their election to the end of April the following year.

2. Any officer who is appointed to fill a vacant spot on the Executive Board shall serve from their appointed time to the end of the term of office of the elected Executive Board.

3. All positions require participation in an extensive training period during April, in which outgoing members will train incoming members, and training and goal-setting at the beginning of the fall semester.

Section III: Election Procedures of the Executive Board

1. The election of the Executive Board members shall be held in a Senate meeting during the month of April at a time deemed appropriate by the Secretary.

2. The incoming Executive Board shall take office 14 days after the election. During this period the incoming Executive Board shall undergo formal training with the outgoing Executive Board.

3. Elections shall be supervised by the Secretary.

4. The Executive Board elections will follow the rules and regulations set forth in the election bylaws.

5. To be elected, the candidate must receive a majority vote by the Senators.

Section IV: Senate Election Procedures

1. The Elections for Senators will take place in the second week of the new school year.

2. The Secretary will oversee the election process.

3. Each Hilltop Resident shall have the opportunity to vote for a candidate to represent them at the all-hall level.

4. The Senate Elections will follow the rules and regulations set forth by the election bylaws.

Section V: Pro-Tempore Appointments

Executive Board: Pro-Tempore appointments to fill positions in the Executive Board other than the presidency shall be recommended by the Executive Board. In the case that the presidency is relinquished, the Vice President of Senate assumes the presidency and a new Vice President of Senate will be appointed.
Section VI: Impeachment

Executive Council: An Executive Council member may be impeached by a petition bearing fifty percent of the signatures of the Executive Board and a two-thirds approval of the voting membership of the Senate.

Senators: Senators may be impeached by a recommendation of the Executive Board.

Section VII: Grievance Procedures for Election and Appointment Results

Concerned parties must bring grievances and supporting parties to the Executive Board. Each member of the group, except the President, will vote to determine the outcome of each case. In the event that the votes should result in a tie, the President will vote.

Article IX: Hilltop Council Budget

Section I: Budget Adoption Procedures

1. During the fall semester the Executive Board will submit a preliminary budget outline for the following academic year to the Senate.

2. The Senate shall debate, amend, and approve the budget for the academic year.

3. The budget shall require 2/3 majority vote of the voting members of the Senate to be approved (quorum).

4. Once approved, the budget can only be modified by a majority approval of the Senate.

5. Executive Board has the authority to approve funding for programming that occurs before budget is passed (Welcome Back Cookout, social programs, etc.)

Section II: Area Building Fund Allocation

1. Each of the 18 areas of Hilltop shall receive a building funds budget.

2. The funds will be allocated based on a per resident amount system. Each area will receive a dollar amount based on the number of residents in that area. The per-resident dollar amount will be determined by the Executive Board during the budget adoption process.

3. The per-resident amount shall not exceed $4.00

4. All programming done by the Senator or the Resident Assistant for the residents of their respective area will be charged against this their area budget.

5. Additional funds may be allocated to an area provided the following three criteria are met:
a. The Senator representing that area submits an official written request to the Senate for addition funds.

b. The Senate approves the request by a majority vote.

c. The requesting area has complied with absenteeism rules set forth in Article VI Section VII.

**Article X: The Hilltop Council Dues**

**Section I: The Dues**

Activities and programs of the Hilltop Council will be funded from a fee, hereafter referred to as dues, assessed from all Hilltop Apartments residents. The dues amount, which must be approved by November 1 to incurred the following fall, will be assessed at the beginning of the fall semester in conjunction with the student’s payment for housing.

**Section II: Deciding the Assessment**

The responsibility to decide the amount of the fee will be given to the Executive Board and the Senate. The Executive Board will review recommendations from the Senate to raise the dues amount for a given year. Upon approval by the Executive Board, the Secretary will introduce a proposal to the Senate. The Executive Board recommendations for an increase, decrease, or no change in the dues must be passed by a two-thirds majority vote by the Senate. If no change in the assessment is required, the previous year’s assessment will stand.

**Section III: Petition for change in the Amount**

If the Executive Board wishes to change the dues amount, they must submit a proposal to Senate. After a second by a voting member of Senate, the Vice President will call for a vote on the proposal, which must be approved by a two-thirds vote of the voting membership of the Student Senate.

**Article XI: Rules of Order**

Vice President will head the senate meeting. Roberts Rules of order will be enforce if necessary.

**Article XII: Superseding Clause**

Upon adoption, this constitution shall supersede all previous constitutions and nullify all opposing policies and all procedures there under.