

**BYLAWS OF THE
BOSTON UNIVERSITY SCHOOL OF HOSPITALITY ADMINISTRATION PRESIDENTS COUNCIL**
Ratified March 23, 2015

**ARTICLE I
PURPOSE**

Section 1. The Boston University School of Hospitality Administration Presidents Council (hereinafter referred to as “Council”) is an association of the Presidents of the respective student activities within Boston University School of Hospitality Administration. The Council shall: foster collaboration between the various student groups of the school; share amongst its members best practices of student organizations and group management; and, empower, promote, and advocate for the collective initiatives of the student activities on behalf of the student body.

**ARTICLE II
LAWS**

Section 1. The laws of this Council shall consist of all federal, state, and municipal laws and regulations, the academic and nonacademic policies of Boston University, the Constitution of the Boston University School of Hospitality Administration Student Government, and these Bylaws. Unless otherwise defined in those laws, the Council will obey parliamentary procedures according to Robert’s Rules of Order, newly revised.

Section 2. This Council may enact rules and regulations for its operations, providing such rules and regulations are consistent with all federal, state, and municipal laws and regulations, the academic and nonacademic policies of Boston University, the Constitution of the Boston University School of Hospitality Administration Student Government, and these Bylaws.

**ARTICLE III
MEMBERSHIP**

Section 1. The Council shall be comprised of Members duly elected as the current President(s) of each student activity recognized within Boston University School of Hospitality Administration.

Section 2. To the best of their ability, it is the obligation of all Members to represent the interests of their respective student activity and to uphold the acts jointly established by the Council.

Section 3. No Member in good standing shall be discriminated against by having the right to vote or hold office denied or abridged. The Chair of the Council shall not possess the right to vote except in instances of ties, but shall retain a right to veto any actions decided upon by the Council.

Section 4. The membership of a Member shall terminate: upon the succession of his or her presidency of the student activity which he or she represents in the Council; upon the receipt of the Member’s written resignation by the Chair of the Council; or, as outlined in Article VII of these Bylaws.

**ARTICLE IV
OFFICERS**

Section 1. The officers of this Council shall minimally consist of the Chair.

Section 2. The Chair shall be the President of the Boston University School of Hospitality Administration Student Government.

A. The Chair shall be the executive officer of the Council and shall preside over its meetings and shall have the power to call special meetings when considered necessary. The Chair shall enforce strict observance of these Bylaws and the rules and edicts of the Council, shall decide points of order, shall have the power to appoint any committees not provided by these Bylaws, and shall have authority to preside

over any committee of this Council. In all cases, as a duly elected representative of the student body, the Chair shall also have the power to veto any actions taken by the Council.

B. In the event of the absence or disability of the President of the Boston University School of Hospitality Administration Student Government, the Vice President of that government shall hold the Chair and shall serve until the return of the President.

Section 3. Other officerships may be deemed necessary by the Council and may be created through the amendment of these Bylaws.

Section 4. In the event of the absence or disability of any elected officer, the Members shall then elect a temporary successor from the membership of the Council who shall serve until the return of the originally-elected officer.

Section 5. In the event of a permanent vacancy in any elected office of the Council apart from the Chair, a special election shall be held as soon as possible after the vacancy occurs to name a successor.

Section 6. No candidate for office shall be on probation by Boston University or be in arrears for any Council obligation. If any officer temporarily or permanently withdraws from Boston University, that officer shall be automatically disqualified from holding office and that specific office shall be declared vacant. An election shall be held as soon as practicable to fill the vacant office.

Section 7. An elected officer of this Council may be removed from office for disciplinary circumstances using the guidelines described in Article VII of these Bylaws. Separate from disciplinary action, removal from office as a result of a "vote of no confidence" must be approved by three-fourths of the Members present at a meeting of the Council at which a quorum is present. Such legislation must lie on the table until the next Council meeting, which shall be at least twenty-four (24) hours. The officer removed shall not be allowed to serve in said office or any other elected office of the Council in the future. If an elected officer is removed from office, that office shall be declared vacant and an election shall be held as soon as practicable to fill the vacant office.

Section 8. It shall be the responsibility of all outgoing officers of this Council to personally give to their successors all written materials, records, reports, and assets pertaining to the conduct and duties of their respective office and also to personally instruct their successors in the proper administration of that office. All written information shall be retained for a minimum of two (2) years. Incoming officers of this Council will share the responsibility to seek out and receive all written materials, records, reports, and assets as well as the counsel of the outgoing officer that preceded him or her in office.

ARTICLE V MEETINGS

Section 1. This Council shall hold at least one (1) business meeting per month during the academic year, at which a quorum shall be present. Attendance at these meetings is required of all Members, except as outlined in Article V, Section 2, Sub-sections A and B.

Section 2. Representation by a majority of the organizations organized within this Council shall constitute a quorum for the conduct of business at any such meeting of this Council.

A. A Member will name the Executive Vice President or another designee from the Cabinet of his or her student organization as his or her representative in the event he or she is unable to attend a meeting. Notice of absence, accompanied by an excusable reason for the absence and the name of the proxy, shall be provided to the Chair at least twenty-four (24) hours in advance of the meeting except in cases of genuine emergency.

B. Reasons for excusable absence include, but are not limited to: injury, illness, or medical emergencies or appointments; familial, employment, and legal obligations; observance of religious holidays; academic meetings or conferences; engagements of the student organization of which the Member is a representative; and, other reasons that are judged at the discretion of the Chair and, based on the factors of the Member's circumstances, are deemed to constitute a valid excuse.

Section 3. Business meetings of this Council shall be held on the second Monday of each month of the academic year from 6:00 PM EST to 7:30 PM EST. The location of the meeting shall be provided by the Chair to the Members at least forty-eight (48) hours in advance of the start of the meeting. Changes to the meeting date and time must be communicated to all Members by the Chair at least forty-eight (48) hours in advance of the general meeting time.

Section 4. The order of business at such meetings of this Council shall be as follows: call to order; roll call; report from the Chair; reports from the Members; reports from special committees; unfinished (or old) business; new business; announcements; and, adjournment. This order of business may be adjusted by the Chair as necessary and appropriate.

Section 5. Special meetings of this Council may be called by the Chair or by a majority vote of the Members. Notice of such special meetings must be given in writing to each Member of this Council at forty-eight hours (48) hours before the scheduled start time of the special meeting said written notice must state the time, place, and purpose of the special meeting.

Section 6. In the absence of the Chair, any Member may call a meeting to order, and the membership shall then elect a Member to preside as Interim Chair for the duration of that meeting, subject to the arrival of the Chair who shall preside whenever present. The Interim Chair shall not hold the power to veto actions of the Council. The Chair shall retain this authority and may retroactively veto any actions taken by the Council during his or her absence.

ARTICLE VI VOTING

Section 1. Only Members of this Council shall have the right to vote on motions brought before the Council, and any such votes shall bear equal weight for all organizations represented by the Council. If an organization is represented on the Council by multiple joint presidents, each shall be vested as a Member of the Council but only one (1) joint vote shall be cast by the representatives of that organization (thus, as a consensus of the multiple Members from that group).

Section 2. Voting may only occur in the presence of a quorum of the membership at a business meeting or duly arranged special meeting or virtually online.

A. In the case of votes to be held at business meetings or duly arranged special meetings, any Member or his or her proxy may make a motion requesting that a vote be cast on a question. The Chair shall announce the question and its ballot options (including the choice of abstention) and shall then direct a period of deliberation. Upon the conclusion of deliberation, votes shall be cast by each Member or by his or her proxy which shall be counted by roll call unless a simple majority of the Members elects to conduct a blind vote. In any case, votes shall be counted by the Chair.

B. In the case of online voting, all Members shall be notified of the question requiring a vote and of its the ballot options (including the choice of abstention) at least twenty-four (24) hours in advance of the opening of the poll. Member must submit a response within twenty-four (24) hours once a link to the poll has been distributed to all Members. Any such poll shall be configured such that the responsiveness of each Member is visible unless a simple majority of the Members elects to conduct a blind vote. In any case, votes shall be counted by the Chair.

C. In any case, the time constraints imposed in Article VI, Section 2, Sub-sections A and B may be waived by unanimous affirmation from a voting representative of all organizations.

Section 3. Excluding amendments to these Bylaws, the Council may pass measures with affirmation from a simple majority of voters.

Section 4. In the event of a tied vote, the Chair shall cast an additional, deciding vote.

Section 5. In all cases, as a duly elected representative of the student body, the Chair shall have the power to veto any actions taken by the Council.

ARTICLE VII DISCIPLINE

Section 1. Any Member of the Council who is deemed guilty of violating any federal, state, and municipal laws and regulations, any of the provisions of the academic and nonacademic policies of Boston University, the Constitution of the Boston University School of Hospitality Administration Student Government, and these Bylaws, and any rules, regulations, or edicts which have been properly approved by this Council, or who is deemed guilty of gross improper conduct shall be subject to reprimand, censure, or expulsion by or from the Council.

Section 2. A system of progressive discipline will be employed by the Council in order of increasing severity from reprimand to censure to expulsion. The Council may pursue escalated disciplinary repercussions only in pursuit of necessary corrective actions.

A. Reprimands shall be warranted for a range of substantial misconduct on the part of a Member, including but not limited to minor infractions of: a failure to attend a meeting without an excusable reason provided to the Chair at least twenty-four (24) hours in advance of the meeting; a failure to designate to the attention of the Chair a suitable proxy in the event of a Member's absence; a failure to submit a vote in an online poll or in the election of the Chair; a failure to disclose certain personal interests in official matters and using one's office to further one's personal gains; the misrepresentation of information provided to the Council, including false statements on financial and operational disclosure forms; the misuse of one's political influence in administrative matters to help a personal associate; and, other violations of the laws of the Council. When such incidents are substantiated through an investigation by the Chair, the Chair shall recommend this punishment which must be affirmed by a simple majority of the membership excluding the Member subject to investigation. Upon affirmation, the violating Member shall be formally reprimanded at a meeting of the Council with a statement of disapproval addressed from the Chair. Reprimands shall not be publicized.

B. Censure shall be applied to major or continued infractions of the type included in but not limited to the list of misconduct in Article VII, Section 2, Sub-section A; additional offenses warranting censure include: a failure to personally attend at least two (2) meetings of the Council within an academic semester; and, fraudulent conduct during a voting process. When such incidents are substantiated through an investigation by the Chair, the Chair shall recommend this punishment which must be affirmed by a simple majority of the membership excluding the Member subject to investigation. Upon affirmation, the violating Member shall be formally censured at a meeting of the Council with a statement of disapproval addressed from the Chair. The censure and its cause shall be publically disclosed in an open letter of disapproval from the Council.

C. Expulsion from the Council shall be applied in instances of extreme or continued infractions of the type included in but not limited to the list of misconduct in Article VII, Section 2, Sub-sections A and B. When such incidents are substantiated through an investigation by the Chair, the Chair shall recommend this punishment that must be affirmed by a three-fourths of the membership excluding the Member subject to investigation. Upon affirmation, the violating Member shall be formally expelled from the Council with a statement of disapproval addressed from the Chair. The expulsion and its cause shall be publically disclosed in an open letter of disapproval from the Council.

1. An expelled Member will retain their presidency within the student organization that they formerly represented, but that student organization will not receive representation on the Council until the next inauguration of its President.

2. An expelled President who is reelected to that office by his or her student organization will regain membership in the Council upon his or her ordinal inauguration.

ARTICLE VIII

AMENDMENTS

Section 1. These Bylaws may be amended by a two-thirds vote of the Members of this Council, after first making a motion for any proposed amendment and then allowing that motion to lay on the table for at least one (1) meeting before a final vote is taken.

Section 2. In no case shall this Council have the right or power to change, alter, or amend any federal, state, and municipal laws and regulations, any requirements of the academic and nonacademic policies of Boston University, the Constitution of the Boston University School of Hospitality Administration Student Government, and these Bylaws.

ARTICLE IX RATIFICATION AND ADOPTION

IN WITNESS WHEREOF, these Bylaws have been executed on March 23, 2015.

/s/ Alec N. Dalton

Alec N. Dalton, Chair, Boston University School of Hospitality Administration Presidents Council;
President, Boston University School of Hospitality Administration Student Government

/s/ Owen Huzar

Owen Huzar, President, Club Managers Association of America (Boston University Chapter)

/s/ Marlaina Miller

Marlaina Miller, President, Diners Club

/s/ Roshni Patel

Roshni Patel, President, American Hotel & Lodging Association (Boston University Chapter)

/s/ Julia Shin

Julia Shin, President, National Society of Minorities in Hospitality (Boston University Chapter)

/s/ Sara Szymanski

Sara Szymanski, President, Hospitality Sales & Marketing Association International (Boston University Chapter)

/s/ Elaine Whitehead

Elaine Whitehead, President, National Association for Catering & Events (Boston University Chapter)