

**ASSOCIATED STUDENTS OF THE UNIVERSITY OF HAWAII AT
HONOLULU COMMUNITY COLLEGE
BYLAWS
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ARTICLE I – OTHER MEMBERS

A. Honorary

1. Any person may become an honorary member of ASUH-HCC upon unanimous decision by the Senate.

ARTICLE II– SENATE

A. Operations

1. The Senate has the power to exercise the powers of any subordinate unit which is unable to perform its duties until such time subunit is able to function.
2. The Senate has the power to reject all appointments made by the ASUH-HCC President with a two-thirds (2/3) majority vote of the entire Senate.
3. The Senate will not be responsible for personal items left in the Senate Executive office.
4. The public posting of office hours on a monthly basis for all Senators is mandatory.
5. Anyone caught stealing ASUH-HCC property will be prosecuted to the fullest extent of the law, with no exceptions.
6. An ASUH-HCC member speaking for or representing ASUH-HCC for any reason outside of their specific job duties should inform the Executive Council in advance.
7. General and special policies for Senate operation shall be enacted by a majority vote of the Executive Council and shall be enforced through the Council by all means provided for by the Constitution.
8. Responsibility for the interpretation of all ASUH-HCC standing rules, policies, and procedures shall rest with the ASUH-HCC President, provided that all interpretations are uniform and consistent.
9. Properly drafted legislation shall be submitted to the ASUH-HCC President for the review of format and for introduction. One of the following actions will then be taken:
 - a. If properly formatted and not out of order, the ASUH-HCC President will inform the ASUH-HCC Secretary to place the legislation on the agenda.

b. If improperly formatted, the ASUH-HCC President shall return the measure to the drafter for revision, noting formatting discrepancies.

ARTICLE III – EXECUTIVE COUNCIL

A. General

1. The Executive Council shall:

A. Ascertain that all activities fees-funded events and activities receive adequate publicity and reasonable planning both on and off campus.

B. Maintain an accurate record of activities during time in office. This is to include e-mail exchanges, written documentation and end of the year reports.

C. Members

1. The President shall:

a. Provide the Senate, Chancellor, media, and Student Life Director with an end-of-year report.

b. Have the authority to veto any decision of the ASUH-HCC Senate.

(1) Said veto shall be effected through written notification of all members of the Senate, said notification to be received no later than seven (7) days following passage.

(2) Failure to veto within the prescribed period shall be interpreted as Presidential sanction of the decision.

(3) Presidential veto may be over-ridden by a two-thirds (2/3) vote of the Senate, said vote to take place no later than the next regularly scheduled Senate meeting.

c. Hold the chief executive office of the ASUH-HCC.

d. Be the official representative of ASUH-HCC.

e. Be responsible for the Executive Council functioning according to the Constitution and Bylaws.

f. Coordinate and assist the activities of the Executive Council officers

g. Convene and preside at all Executive Council meetings

h. perform all other duties designated by the Constitution and Bylaws or called for by ceremony and protocol.

2. The Vice President shall:

a. Assist the President in the duties of that office.’

b. Fill a vacancy in the office of the President during absence or incapacity to provide organizational compliance with the Constitution and Bylaws.

c. Be responsible for training the Senate.

d. Develop recruitment activities and programs to provide active membership and continuity of leadership.

e. Provide awards, recognition and appropriate support for outstanding service to ASUH-HCC.

f. Perform other duties designated by the President and the Constitution and Bylaws.

g. Design and produce all public relations materials and/or designate others to do the same, with the final approval of the Executive Council.

h. Establish reasonable deadlines for the submission of publicity requests.

i. Be responsible for the creation of a semester calendar.

3. The Secretary shall:

a. Maintain a system of recording and storing all minutes of meeting and official business of ASUH-HCC and committees thereof.

b. Make available all information generally relevant to the public and fulfill requests for specific information or documentation.

c. Maintain personnel files and records activities, accomplishments and time expenditures of all active ASUH-HCC Members.

d. Provide awards, recognition and appropriate support for outstanding support for outstanding service to ASUH-HCC and assist the Vice-President and make recommendations.

e. Perform other duties designated by the President and the Constitution and Bylaws.

f. Be responsible for editing the recorded Senate and Executive Council minutes.

g. Maintain a system of distribution for Senate and Executive Council minutes.

h. Know the location of all ASUH-HCC, campus, and University forms, documents, and templates used in Senate operations and make them readily available to all as needed.

i. Be ultimately responsible the Senate for all ASUH-HCC facilities and equipment. In the event that an office manager is elected, he/she will resume the responsibility of these items.

4. The Business Manager shall:

a. Maintain a system of accounting for all funds of ASUH-HCC.

b. Report in writing all expenditures and balances at Senate and Executive Council meetings.

c. Coordinate the development of an annual budget of ASUH-HCC.

d. Be responsible for training committees in matters of accountancy.

e. Maintain records and inventor of all ASUH-HCC property and equipment.

f. Perform other duties designated by the President and the Constitution and Bylaws.

g. Audit all ASUH-HCC expenditures, annually and show the amount of money spent on the general student body and all monies spent on organizational support.

h. Furnish all annual audits to the ASUH-HCC President for the end-of-year report.

5. Senators-At-Large shall:
 - a. Provide a monthly schedule of office hours
 - b. Attend internal and external committee meetings (List of committee meetings located in the ASUH-HCC constitution)
 - c. Participate in all scheduled ASUH-HCC functions and activities unless excused by the President
 - d. Attend all scheduled senate meetings unless designated by the ASUH-HCC President
6. Club Senators shall:
 - a. Submit monthly club updates to ASUH-HCC Vice President
 - b. Submit minutes and agendas from club meetings
 - c. Submit schedule of meeting times and locations to ASUH-HCC Vice President
 - d. Participate in ASUH-HCC functions and activities
 - e. Attend all senate meetings unless excused by the President
 - f. Perform other duties designated by the ASUH-HC President
7. Outreach Senators:
 - a. Duties will be designated by the President of ASUH-HCC.

ARTICLE IV – MEETINGS

A. Operations

1. Robert's Rules of Order Revised, and/or interpreted by the ASUH-HCC Parliamentary Procedure and Meeting Handbook and applied by the Chair, will be used for business portions of meetings.
2. During the Open Forum portion of a meeting, anyone shall be allowed to address the body, provided that the said addresses are reasonable in length.
3. The first Senate meeting of a school year shall be held within the first two (2) weeks of the fall semester.
4. The last Senate meeting of a school year shall be held within the last two (2) weeks of the spring semester.

B. Open Meetings

1. Every meeting shall be open to the public and all persons shall be permitted to attend any meeting unless otherwise provided in the Constitution or Bylaws, provided further that the removal of any person or persons who willfully disrupt a meeting to prevent and compromise the conduct of the meeting shall not be prohibited.

C. Closed Meetings

1. A meeting may be closed to the public for one or more of the following purposes:

- a. To consider the hire, fire, evaluation, or discipline of an officer or employee or of charges brought against him or her, where consideration of matters affecting privacy will be involved; provided that if the individual concerned requests an open meeting, an open meeting shall be held.
- b. To deliberate concerning the authority of persons designated by the Executive Council to conduct labor negotiations or to negotiate the acquisition of public property, or during the conduct of such negotiations.
- c. To conduct with counsel.
- d. To investigate criminal misconduct.
- e. To discuss sensitive matters of public safety.

D. Notice of Meetings

1. Notice of all meetings will be posted in an appropriate place clearly available to the public not less than five (5) days prior to the meeting except in the case of an emergency meeting.

E. Emergency Meetings

1. If the Senate, Executive Council, or committees finds that in imminent peril to public health, safety, or welfare requires a meeting in less time than is provided for previously in this section, the body may hold an emergency meeting provided:

- a. The Chair is present and the body states in writing the reasons for its findings.
- b. Two-thirds of all members to which the body is entitled agree that the findings are correct and an emergency exists.
- c. An emergency agenda and the findings are filed with the ASUH-HCC Secretary.

d. Persons requesting notification are contacted by mail or telephone as soon as possible.

F. Agendas

1. Any matter failing to appear on a meeting agenda will be moved to the open forum.
2. All agendas should be duplicated and distributed to the members of that body no later than seven (7) day prior to the meeting, with the said agenda forming the cover sheet of an agenda packet.
3. The agenda packet should consist of the agenda, the minutes of the previous meeting, copies of all measures, proposals, reports, or other business to be acted upon and all other material deemed to be pertinent by the Chair.

G. Minutes

1. Minutes will be taken by an appointed recorder.
2. Minutes must be typewritten on computer or converted into a digital format in their final form.
3. All minutes will be copied in digital form and given to the ASUH-HCC Secretary as soon as possible.

ARTICLE V – COMMITTEES

A. Operations

1. A tentative yearly calendar of activities shall be given to the ASUH-HCC Vice President within two (2) weeks after the first convening meeting.
2. All activities shall be adequately planned, coordinated, and publicized to insure their successful execution.
3. A written report detailing the outcome of an event must be submitted to the ASUH-HCC Vice-President within one (1) week of the completion of the event.
4. Committees shall be compelled to perform functions not specified in the Constitution if it is deemed necessary by the Senate by the Executive Council.
5. Committees should schedule meetings when appropriate and necessary.
6. Committees shall submit an end-of-year report to the ASUH-HCC President within two (2) weeks of written notification.

7. Individuals who willfully disrupt a meeting to prevent and/or compromise the conduct of the meeting shall be prohibited from further participation in that meeting.
8. Committees should be coordinated by one (1) Chair and consists of a minimum of (2) two/ (3) three ASUH-HCC voting members.
9. Meetings of subcommittees are non-binding bodies with no voting authority, and therefore are not required to follow standard meeting or publicity protocols.
10. Fiscal documents will be maintained by an appointed treasurer.
 - a. All receipts, invoices, and other fiscal documents will be copied and given to the ASUH-HCC Business Manager as soon as possible. Original documents will remain with the ASUH-HCC Business Manager.
15. All committees will make all efforts possible to acquire an advisor.
16. Chairs shall have the authority to establish committee operations policies and procedures that do not conflict with the Constitution, Bylaws, or Executive Council policies.

B. Committee Voting

1. A two-thirds (2/3) vote of a full Senate with all members present will suffice for adoption.
2. If the amendment requires the approval of the Board of Regents or the designate, said amendment shall take effect immediately after written confirmation is given.

C. Chairperson Responsibilities

1. The Chair shall become acquainted with, strive to uphold, and work within the ASUH-HCC Constitution and Bylaws.
2. The Chair shall be the primary advocate for the committee's philosophy and goals within the HCC community.
3. The Chair should attend all announce committee meetings with not more than two (2) unexcused absences, in which case the ASUH-HCC President shall determine the validity of the excuse.
4. Shall serve actively on the committee and participate in committee projects.

5. The Chair has the responsibility of providing direction and impetus for their committee.
6. The Chair should complete a committee meeting report after every meeting and maintain a file of such for future records and for the ASUH-HCC President's end-of-year report.
7. The Chair should make reports to the Senate at general Senate meetings.
8. The Chair has the additional responsibilities and rights as outlined in Robert's Rules of Order Revised and/or interpreted by the ASUH-HCC Parliamentary Procedure and Meeting Resource Handbook.

D. Standing Committee Responsibilities

1. The Elections Committee:
 - a. See Elections Code
2. The Campus Club Committee shall:
 - a. Promote and coordinate the interaction of the ASUH-HCC Senate and all sanctioned on-campus student organizations.
 - b. Act as the intermediary between sanctioned on-campus student organizations and other Senate committees.
 - c. Promote the formation and sanctioning of on-campus student organizations sensitive to the needs and desires of the student body.
 - d. Provide all sanctioned organizations with basic organizational supplies each semester.
 - e. Carry out any additional duties as prescribed in the ASUH-HCC Constitution or as adopted by the committee.

E. Advisors

1. If a committee advisor is appointed, the advisor should:
 - a. State what his or her responsibilities as an advisor are at the beginning of the year.
 - b. Reserve an appointment with the Chair before each meeting and help prepare the agenda.
 - c. Make sure the group does not violate the ASUH-HCC's Constitution and Bylaws.

- d. Assist in the proper scheduling of meetings for the committee and serve as a resource person at its meetings on a regular basis.
- e. Assist and advise the committee in planning, implementation, and evaluation of programs and activities consistent with its purpose.
- f. Assist with the development, training, and orientation of new members.
- g. Work with the committee Chair and/or designees to maintain accurate records of finances, programs and activities in order to promote organizational documentation and efficiency.
- h. Obtain a copy of all official correspondence.
- i. Consult with the Student Life and Development Specialist when questions and problems arise which require additional information.
- j. Should attend all meetings.
- k. Speak up during discussions when he or she has relevant information and information that will help the committee.
- l. Be familiar with University policies affecting the activities of chartered student organizations (CSOs).
- m. Explain University policy when relevant to the discussion.
- n. Explain University policy to the committee and depend upon the members to carry them out throughout the year.
- o. Be familiar with College facilities, services, and procedures which affect group activities.
- p. Inform the committee Chair if they are not going to return as advisor so that the committee has adequate time to recruit another advisor.
- q. Advocate committee members' participation in campus and University activities.

F. Senate Reports

1. All reports to the Senate shall be considered informational only until such time as any recommendations therein are specifically acted upon.

2. All reports to the Senate should bear the signature of the committee Chair or other individual submitting said report, and should form a part of the agenda packet.

ARTICLE VI – FACILITIES AND EQUIPMENT

1. All sanctioned on-campus clubs and organizations shall be provided limited access to ASUH-HCC facilities subject to the following conditions:

- a. The Senate and committees shall have priority over ASUH-HCC equipment in the Senate offices.
- b. Organizations abusing or failing to return all facilities and/or equipment to the condition that it was in when turned over to them may be banned from further use of all facilities and equipment by the ASUH-HCC Business Manager.
- c. Additional information located in the Senate Room Rules.

ARTICLE VII – BOARDS

STUDENT MEDIA BOARD

The ASUH-HCC Senate has no operational authority over the SMB Bylaws. However, the SMB Bylaws must conform to the ASUH-HCC Constitution, University of Hawaii law and state law.

ARTICLE VIII – FUNDS

See Financial Code

ARTICLE VIII – INCOMPATIBLE OFFICES

A. Definitions

1. No elected or appointed member of the ASUH-HCC shall serve any position which results in, or contributes to, special, unusual, or preferential treatment of personal gain to that person or to any club, organization, or group with which that person is generally associated.

ARTICLE X – INITIATIVE, REFERNDUM, AND PLEBISCITES

A. Initiative

1. Upon presentation to the ASUH-HCC President by any regular member of ASUH-HCC a petition bearing the signatures of five percent (5%) of

the regular members of ASUH-HCC, the Senate shall submit the same to vote by secret ballot by the Senate within five (5) days from the date of verification of such petition.

2. A majority of all votes cast, provided the total number voting constitutes ten percent (10%) or more of the regular members of ASUH-HCC, shall suffice to pass such acts or legislation.

B. Referendum

1. Upon presentation to the Senate by any regular member of ASUH-HCC of a petition bearing the signatures of five percent (5%) of the regular members of ASUH-HCC requesting the repeal of any legislation, the Senate shall repeal such legislation or submit the same to a vote by secret ballot by ASUH-HCC within five (5) school days from the date of verification of such petition.

2. A majority of all votes cast, provided the total number voting constitutes ten percent (10%) or more of the regular members of ASUH-HCC, shall suffice to repeal such legislation.

C. Plebiscite

1. Upon written request of three-fifths (3/5) of the Senate, or upon receipt of a petition bearing the signatures of two percent (2%) of the regular members of ASUH-HCC, a plebiscite shall be called by the ASUH-HCC President to determine the feeling of the student body about any legislation pending before or acted upon by the Senate.

2. Any plebiscite meeting the above requirements shall be held within fifteen (15) school days after verification of the written request by the ASUH-HCC President.

D. Petition

1. All petitions should the following: a statement why the petition is being circulated, who is circulating the petition, how long the petition will be in circulation, and the goals of the petition.

2. All petitions will be filed with the ASUH-HCC President for further action.

ARTICLE XI – UH STUDENT CAUCUS

A. Representation

1. All members of ASUH-HCC have the right to be involved in UHSC activities.

ARTICLE XII – LEGAL ACTION

Any legislative action approved by the Senate shall constitute legal action until such time as such action may be amended or rectified.

ARTICLE XIII – AMENDMENT

A. Method

- a. Majority vote of Senate.

Edited and Revised on June 26, 2008 at 4:30pm