

**CHARTER for Associated Students of the  
University of Hawaii Maui College  
STUDENT GOVERNMENT COUNCIL  
(University of Hawaii Maui College)**

**PREAMBLE:** We, the students of the University of Hawaii Maui College, by the authority of the Board of Regents of the University of Hawaii, in order to serve the needs, promote the welfare, encourage the active participation, and democratically represent a body of students within a co-curricular atmosphere, do hereby establish this Charter for the Associated Students of the University of Hawaii Maui College (ASUHMC).

**ARTICLE I: NAME, PURPOSES & FUNCTIONS**

**SECTION 1-1: NAME**

The name of this organization shall be the Associated Students of University of Hawaii Maui College. It will be referred to as the ASUHMC. The governing body of the ASUHMC shall be referred to as the Government Council.

**SECTION 1-2: PURPOSES & FUNCTIONS**

1. The Government Council is the governing body, legislative assembly, and administration of **ASUHMC**.
  - a. The Government Council shall be responsible for the enforcement of the Charter and the promotion of student participation in advocacy, leadership, and policy. The Government Council will perform all the duties assigned within the Charter.
  - b. The Government Council shall be the approving authority for all appointments by the President, as well as annual budget adoption and expenditures. The Government Council shall maintain authority over ASUHMC funds and assets.

**ARTICLE II: AUTHORITY & MEMBERSHIP**

**SECTION 2-1: ASUHMC AND UNIVERSITY**

ASUHMC is chartered by the Chancellor on behalf of the Board of Regents of the University of Hawaii, herein referred to as BOR, to fulfill the purposes stated in Article I, Section 1-2, of this Charter. Title to all real and personal property of the ASUHMC is vested in and subject to the control of the BOR. BOR delegates those certain duties and powers contained in this Charter to the ASUHMC through the President of the University of Hawaii, Chancellor of the University of Hawaii Maui College and other designees. Legal authority for all policies, procedures, and actions of the ASUHMC or any of its units, programs, and agents rests with the University.

## **SECTION 2-2: MEMBERSHE**

All students enrolled at UHMC and paying the student activity fee shall automatically become regular members of ASUHMC. Membership in ASUHMC shall terminate once a student graduates or withdraws from UHMC

## **ARTICLE III: IDENTITY**

### **SECTION 3-1: COLORS**

The colors of the ASUHMC shall be blue and green.

### **SECTION 3-2: MASCOT**

The mascot of the ASUHMC shall be the dolphin.

### **SECTION 3-3: MOTIO**

The motto of the ASUHMC shall be "Students and Campus Community First."

## **ARTICLE IV: GOVERNMENT COUNCIL**

### **SECTION 4-1: COMPOSITION**

The governing body of ASUHMC shall be the Government Council which shall be composed of the following voting members.

1. A minimum of 5 Council members and a maximum of 11 Council members.
2. Four (4) Executive Council Officers (President, Vice President, Secretary, Treasurer.
3. Two (2) University of Hawaii Student Caucus Representatives: 1<sup>st</sup> & 2<sup>nd</sup>; and 1st & 2<sup>nd</sup> Caucus Alternates
4. The Student Life Coordinator/Faculty Advisor who shall serve as a non-voting advisor to the Government Council.

### **SECTION 4-2: POWERS & DUTIES OF GOVERNMENT COUNCIL**

It shall be the responsibility of the Government Council to:

1. Exercise all the legislative powers of the ASUHMC.
2. Make all rules and regulations necessary and proper for the conduct of the students of UHMC in accordance with this Charter.
3. Be directly responsible for the general welfare and development of the students of UHMC.
4. Maintain authority over UHMC student funds, property, and other assets.
5. Recommend student activity fee levels for approval by the Chancellor.
6. Establish a yearly budget of revenues from fees, available funds, or dues to regulate its expenditures, and amend that budget when necessary.

7. Consider and nominate student appointments made to other campuses, to other boards and committees, and to external boards and committees, where UHMC student business is to be represented, unless the Council defers to another body or office. These nominations shall be forwarded to the Vice Chancellor of Student Affairs and the Chancellor.
8. Conduct all business by a simple majority vote of the members who are present.
9. Be responsible for acknowledging and reviewing authorized documents for all clubs, organizations, and teams on campus. Final registration of clubs, organizations, and teams are subject to the approval of the Student Life Coordinator/Faculty Advisor.
10. Fill all positions as needed.
11. Receive and review reports from appointees on issues related to the position and consult with the appointees before any commitments and/or obligations are made on behalf of the Council.

#### **SECTION 4-3: ELIGIBILITY FOR GOVERNMENT COUNCIL MEMBERSHIP**

1. Any regular member of ASUHMC as defined by Sec. 2-2 may be eligible to serve as a voting member of the Government Council.
2. Council members must maintain a minimum GPA of 2.5 while serving in office. First time students will need to make the 2.5 GPA by the end of their first semester of enrollment at UHMC. Failure to fulfill the GPA requirement will result in automatic termination from the Council.
  - a. Special Circumstance: Any Council member who falls below a 2.5 GPA because of special circumstances, will be given a semester to meet the GPA requirement. The special circumstances should be reviewed and approved by the Council and the Vice Chancellor of Student Affairs. Such circumstances include;
    - i. Death of a member of student's immediate family;
    - ii. Illness of student or a member of student's immediate family;
    - iii. Hospitalization of student or a member of student's immediate family;
    - iv. Divorce;
    - v. Any circumstance beyond the control of the student.

#### **SECTION 4-4: TERM OF OFFICE**

1. Voting members of Council shall serve a term of one (1) year. The term shall begin no later than May 15.
2. All members shall be limited to serve a maximum of two (2) consecutive years in the same position.
3. All members shall be limited to serve a maximum of four (4) consecutive years.
4. Should a vacancy occur, appointments to fill the vacancy shall be made as soon as possible.
  - a. Voting members recommended to fill an unexpired term shall serve for the remainder of that unexpired term.
  - b. Potential members must follow the procedures in Section 4-3 in order to be recommended. The Vice Chancellor of Student Affairs and the Student Life Coordinator/Faculty Advisor shall appoint all voting members to the Council from the list of recommendations submitted by the Council within ten (10) days upon receipt of the list. This process will confirm Council membership.

## **SECTION 5-1: ORGANIZATION**

There shall be a president, vice-president, secretary, and treasurer to serve as executive officers for the Council.

## **SECTION 5-2: ELIGIBILITY OF OFFICERS**

1. Only elected student members of the Council shall be eligible to hold office as president or vice-president.
2. No Council officer shall concurrently be a voting member of any other BOR chartered student organization.
3. Candidates running for Executive Positions must have one (1) semester of service with the Council, either as a volunteer or as a Council member.

## **SECTION 5-3: DUTIES OF OFFICERS**

1. The President shall:
  - a. Preside at all meetings of the Council.
  - b. Recommend members to committees, to fill vacant offices, and to serve as committee chairs unless otherwise directed by this Charter.
  - c. Serve as the chair of the ASUHMC Executive Committee and as a member of one other committee.
  - d. Maintain effective communication between the government council, the UHMC Administration, and the UHMC student body in conjunction with the Student Life Coordinator/Faculty Advisor.
  - e. Lobby for UHMC concerns, including legislative development and system-wide student organizations recognized by the Board of Regents.
  - f. Vote to break a tie in the Council.
  - g. Fulfill all duties generally belonging to the office of the President, and as described in this Charter.
2. In the absence of the President, the Vice President shall:
  - a. Serve as the President Pro Tempore.
  - b. Serve as a member of the ASUHMC Executive Committee, the UHMC Executive Committee, and as a member of one other committee.
  - c. Be responsible for seeing that an agenda is prepared, printed, distributed to all Council members, the Student Life Coordinator/Faculty Advisor, and other interested students at least twenty-four (24) hours prior to the meeting. In addition, all items that are to be included on the agenda must be forwarded to the Vice President thirty six (36) hours prior to the meeting. Items may be added to the agenda at the discretion of the Council at the beginning of each meeting.
  - d. Record, publish, and disseminate minutes of all Board meetings in the absence of the Secretary.

- e. Conduct parliamentary procedure training (Robert's Rules of Order, Newly Revised).
- f. Maintain effective communication between the Government Council, the UHMC administration, and the UHMC study body.
- g. Fulfill all duties generally belonging to the office of the Vice-President and as described in this Charter.

3. The Treasurer shall:

- a. Be the fiscal officer of the Council.
- b. Oversee and prepare the ASUHMC budget.
- c. Communicate with the Council and Student Life Coordinator/Faculty Advisor on all financial and budgetary matters.
- d. Be responsible for maintaining and accounting of all funds over which ASUHMC has responsibility.
- e. Provide monthly reports to the Council.
- f. Submit a semester budget to the Council for review and transmission to the Student Life Coordinator/Faculty Advisor and to the Vice-Chancellor of Student Affairs for final approval.
- g. Order supplies for the ASUHMC office and events, and inventory and store supplies upon delivery to Student Government office.
- h. Fulfill all duties generally belonging to the office of the Treasurer and as described in this Charter.

4. The Secretary shall:

- a. Serve as the recording officer of the Council.
- b. Be responsible for recording minutes of all Council meetings and for maintaining all other official records of the Council.
- c. Be responsible for the preservation and safekeeping of all Council meeting minutes, agendas, and all other records.
- d. Provide information in a timely manner for posting on UH-Maui College website.
- e. Fulfill all duties generally belonging to the office of the Secretary, and as described in this Charter.

5. The caucus Delegate(s) shall serve as the elected ASUHMC representative(s) on the University of Hawai'i Student caucus (UHSC).

- a. The caucus Delegate(s) shall attend all UHSC meetings.
- b. The Council may nominate alternate caucus Delegates in the event that the designated caucus Delegate(s) cannot attend a UHSC meeting.
- c. The Caucus Delegate(s) shall report the content of each meeting to the ASUHMC Council in a report attached to the meeting agenda.

#### **SECTION 5-4: REMOVAL FROM OFFICE**

Any elected or appointed officials of ASUHMC may be removed from office prior to term expiration for significant violations of State or Federal laws, ASUHMC Charter, or the Student Conduct Code.

1. The process of removing a member from the Council shall be as follows:
  - a. A Council member, UHMC student, UHMC faculty, staff, or administrator shall submit a letter of concern to the Student Life Coordinator/Faculty Advisor.
  - b. The Student Life Coordinator/Faculty Advisor shall call for a special Council session to discuss the concerns regarding the specified member.
  - c. The Vice Chancellor of Student Affairs will be provided with a copy of the letter of concern.
  - d. The specified member shall have two (2) weeks to respond to the Council regarding the concerns. This response shall first be presented in written form, and thereafter, a closed session will be convened for oral testimony.
  - e. The Council shall hold a closed session including the specified member, to discuss, and by secret ballot, render a decision on the issues at hand. A vote to remove the member shall require a seventy percent (70%) majority vote, excluding the member specified. If the originator of the letter is a Council member, that member shall also be excused from voting.
  - f. The President shall inform the Vice Chancellor of Student Affairs of the decision in writing within two (2) days. The Vice Chancellor of Student Affairs shall then acknowledge the decision and inform the Council of any concerns.
  - g. The President or Student Life Coordinator/Faculty Advisor shall inform the specified member of the Council's decision in writing, and without comment, within one (1) standard school week.
  - h. The specified member may appeal the decision to the Vice-Chancellor of Student Affairs. The Vice Chancellor of Student Affairs may call for a closed Council session to ask for reconsideration or clarification. The Vice Chancellor of Student Affairs shall have two (2) standard school weeks to respond in writing to the specified member.
2. A Council member who has been removed from office shall be ineligible to be reelected or appointed to the Council for one (1) year from the date from removal of office.
3. After a period of one (1) year, the individual removed from office shall be eligible to run for a Council seat.

## **ARTICLE VI: RECRUITMENT AND NOMINATION OF GOVERNMENT COUNCIL MEMBERS**

### **SECTION 6-1: COMPOSITION**

All ASUHMC Council members are responsible for recruitment of Council members.

### **SECTION 6-2: RECRUITMENT DUTIES OF COUNCIL**

The Council members shall execute the following duties:

1. Propose and oversee all member recruitment for the Council.
2. Solicit and recruit an adequate pool of applicants for Council.
3. Interview, screen, and evaluate all applicants to the Government Council using procedures described in the ASUHMC Student Government Nomination Instructions.
4. Recommend screened applicants for Government Council membership to the Vice Chancellor

of Student Affairs and the Student Life Coordinator/Faculty Advisor

5. Conduct meetings in executive session to maintain confidentiality.
6. The Committee shall publicize the number of vacancies, eligibility requirements, nomination procedures, deadlines and other relevant information through campus community channels and means. Reasonable efforts will be made to recruit from a cross section of constituent categories.

### **SECTION 6-3: NOMINATIONS**

1. Nominations for Council members shall be made by submitting the following
  - a. Notice of Intent and Eligibility Form (S-1)
  - b. Petition Form(S-2)
  - c. Confirmation of Eligibility Form (S-3)
  - d. Resume
  - e. Personal Statement
  - f. Letter of Recommendation from one of the following:
    - i. A UHMC Faculty or Staffmember
    - ii. Current Employer
2. Current Council members and Executive Officers who wish to continue serving on the Council for another term must follow the Nomination procedures described above (Section 6-3 (1)).
3. All candidates must follow the Election procedures described in Article VII.
4. Candidates for Executive Officers must serve on the council for at least one semester as a volunteer or Council member.

### **SECTION 6-4: APPOINTMENT OF GOVERNMENT COUNCIL MEMBERS**

The Vice Chancellor of Student Affairs and the Student Life Coordinator/Faculty Advisor may appoint voting members to the Council to fill vacancies due to member resignation, death, or incapacitation, from a list of recommendations submitted by the Council within ten (10) days upon receipt of the list.

## **ARTICLE VII: ELECTION COMMITTEE RULES, POLICIES, AND PROCEDURES**

### **SECTION 7-1 PURPOSE**

The Election Committee, composed of ASUHMC Council members, shall be formed to plan, coordinate, and direct all ASUHMC elections or balloting necessary to assist the student body in exercising its decision making powers.

### **SECTION 7-2: ELECTION PROCESS & PROCEDURES**

1. The elections process and procedures shall be determined by the Council provided that no procedure is changed during the thirty (30) days preceding the election.
2. Elections shall be conducted by the plurality vote method.
3. Candidates receiving the plurality of votes cast in the election for executive officers shall be declared elected.
4. In elections for executive officers all members of Student Government may cast votes.

### **SECTION 7-3: ELECTION DAYS**

1. Elections shall be held annually on or about the fifteenth day in April.
2. Elections shall be held during days and times that enable all students the opportunity to vote. Designated polling sites must be on campus grounds, including outreach sites, and/or accessible to all students through electronic online voting systems. The Election Committee shall determine specific dates, times, and places and means of polling and must issue public notices of the same at least fifteen (15) working days in advance.

### **SECTION 7-4: CAMPAIGN RULES**

1. Candidates must submit the nomination documents described in Article VI, if they wish to run for elections. The forms may be obtained from the following sources:
  - a. Student Government Office;
  - b. ASUHMC Election Committee;
  - c. Download from the Student Government Website.
2. Forms shall be submitted to the Chair or Co-Chair of the Election Committee and must be received by the fifteenth day of March. Upon receipt, the forms shall be forwarded to the Student Life Office/Faculty Advisor for eligibility verification.
3. A notice of eligibility should be provided to the candidate by the Election Committee within seven (7) days of receipt of an application.
4. All candidates must have an equal opportunity to use whatever media is available to promote their campaigns.
5. Any posters or flyers are to be placed only on bulletin boards after permission is granted by the Student Life Office (Pilina Building only). It is the responsibility of each candidate to remove any campaign materials after the election period has ended.
6. Candidates will not be allowed within fifty (50) feet of tabulation sites (during tabulation) or polling sites, except to vote.
7. No campaigning is allowed within fifty (50) feet of any polling site.

### **SECTION 7-5: COUNTING & RESULTS**

1. The counting of ballots shall be supervised by the Student Life Coordinator/Faculty Advisor and the Council elections chair.
2. Voting and tabulation of votes may be done manually or electronically.
3. The Student Life Coordinator/Faculty Advisor, together with the Council elections chair shall promptly publish results of voting in a conspicuous place.
4. Election results will be promptly certified by the Council as to accuracy upon submission of the results by the Student Life Coordinator/Faculty Advisor or the Council elections chair.
5. Any candidate may request a recount.

## **ARTICLE VIII: MEETINGS**

### **SECTION 8-1: TIME & PLACE**

Regular meetings of the Council shall be held at least once a month during the academic year with



the time and place designated by the Council. Special meetings of the Council may be called by the President or upon the written request of three (3) Council members.

Council meetings shall be open to the public, and may be closed by vote for confidential matters.

## **SECTION 8-2: QUORUM**

Quorum for all meetings of the Council shall be a simple majority of the entire voting membership of the Council. Open discourse amongst Council members will always be respected and allowed.

## **SECTION 8-3: PARLIAMENTARY AUTHORITY & GROUND RULES**

All meetings of the Council shall be conducted in accordance with facilitative leadership or collaborative problem-solving. The principle of equity and empowerment, together with transparency and team decision-making will undergird proceedings of the Council. Meetings of the Council will be guided by the following:

1. All opinions and ideas shall be respected and dissenting views shall be encouraged. Processes that solicit input and participation from everyone shall be designed, encouraged and used.
2. Everyone shall be given the opportunity to participate. Members will monitor themselves. Those who tend to dominate and talk first, shall work on letting others participate and speak first. Those who tend to be silent shall work on speaking more often and express their views. When listening to others, members commit to understanding the views of others rather than focus on defending their own views.
3. Opposing views and critical analyses are encouraged. These shall be directed toward the issue or project on the table, and not on the individuals offering the views and analyses. Attacks on individuals shall not be tolerated. Processes that foster members' attention toward the issue or project shall be designed, encouraged, and used.
4. Organizational history and organizational memory are valuable and celebrated as they serve as means for Council members to learn from past mistakes and/or successes. Organizational history and organizational memory will not be used as justification for maintaining the status quo.
5. If, after going through deliberative collaboration and decision-making, Council members do not agree with the outcome/decision, then those members agree to not sabotage the implementation of that outcome/decision.

## **SECTION 8-4: VOTING**

All council members, including officers (but not the President [Sec. 5-3, 1f]), will have one vote. Voting on all matters requiring a formal vote shall be decided by a simple majority vote, except where stated otherwise.

Email voting may be done on time sensitive matters. Email votes require a 3 day voting period including weekends. A deadline time and date will be set for voting by the President in consultation with the other officers. Votes must be sent to all members to allow transparency. Members may submit discussion and change their vote during the voting period, with their final vote counting as their vote. The Vice-President will email the final voting results to all Council members.

## **ARTICLE IX: COMMITTEES**

### **SECTION 9-1: ORGANIZATION**

The Council may create and provide for such committees as it deems necessary and appropriate to carry out its purposes, functions, powers, and duties.

## **SECTION 9-2: ADVISORS**

The Vice Chancellor of Student Affairs, in consultation with the Student Life Coordinator/Faculty Advisor, shall have the ability to designate a staff member to advise each Board committee, if it is someone other than the Student Life Coordinator/Faculty Advisor.

## **SECTION 9-3: COMMITTEE CHAIRPERSONS**

1. The Chairpersons of Council committees shall be responsible for:
  - a. Conducting committee meetings.
  - b. Setting agenda for committee meetings.
  - c. Assigning projects to committee members.
  - d. Making committee reports at the general meeting.

## **ARTICLE X: FINANCES**

### **SECTION 10-1: FEES & OTHER REVENUES**

1. Every student of UHMC, located on the Maui Campus, shall be assessed the Student Activity Fee for each semester as authorized by the Board of Regents.
2. Other revenue shall be income received from the activities of ASUHMC, or from gifts or grants.

### **SECTION 10-2: DISBURSEMENTS**

1. The Government Council shall have the power to request the expenditure of Student Activities funds and make appropriations for its various committees and service according to the budget as approved by the Vice Chancellor of Student Affairs, and in accordance with the University of Hawai'i guidelines.
2. Upon authorization by the Government Council, all disbursements shall be facilitated through the Treasurer and Student Life Coordinator. All expenditures must adhere to guidelines set forth by the University of Hawai'i. Final fiscal approval rests with the University President's designee as authorized by the Board of Regents.

## **ARTICLE XI - AMENDMENTS**

### **SECTION 11-1: PROPOSAL CONSULTATION**

1. Amendments to this Charter shall be made in writing and submitted to the President. At the next meeting of the Council, the amendment shall be discussed and a timetable shall be set to allow for input from, and consultation with ASUHMC
2. When an amendment is proposed, the Council shall plan and work to:
  - a. Give public notice within two (2) weeks by publishing the proposal in campus media

- that reaches the members of ASUHMC
- b. Give notice of the proposal within two (2) weeks to all Chartered Student Organizations and other organizations, as the Council deems appropriate.
  - c. Hold an open hearing not less than one (1) week but not more than three (3) weeks after the notice has been published.

## **SECTION 11-2: VOTING**

1. The Council shall vote at regular or special Council meetings following the deadline for input from the different constituencies.
2. A two-thirds vote of the Council shall be necessary to approve the amendment.
3. Proposed amendments which receive the required vote shall be declared approved for referral to the Chancellor or designee for adoption into this Charter.

## **SECTION 11-3: ADOPTION**

Any amendment to this Constitution shall become effective upon the approval of the Chancellor or designee.

## **ARTICLE XII - ENACTMENT**

1. The Council shall submit the final draft of the Charter to the Chancellor or designee for consideration and a request to forward it to the ASUHMC for hearings and voting.
2. Voting shall be held within seven (7) days of the hearings. A two thirds (2/3) majority vote of the registered members of the ASUHMC participating in the voting, shall be sufficient for the approval of the Charter.
3. This Charter shall be binding upon the ASUHMC and shall supersede any existing constitutions, charters, and other fundamental governing documents of the Council.

## **ARTICLE XIII - SEPARABILITY**

In the event that any portion of this document is declared in violation of State or Federal law or any policy or regulation set by the BOR, all other provisions shall remain in force and effect. The Government Council shall take appropriate and necessary action within ninety (90) days to correct the provision(s) in violation.

Amended:

ASUHMC Student Government

Date January 29, 2014

