THE CONSTITUTION OF
THE UNIVERSITY OF HAWAI'I AT HILO
STUDENT ASSOCIATION

PREAMBLE

We, the students of the University of Hawai'i at Hilo, by the authority of our Chancellor and the University of Hawai'i Board of Regents, in order to:

1. Provide an efficient, accountable, representative, and stable voice for all students,
2. Improve educational quality,
3. Provide a vehicle for student involvement in their institution and to meet the obligation to ascertain students’ needs or wants,
4. Enrich student life (including health, welfare and morale) through the development and implementation of co-curricular programs and activities;

do hereby ordain and establish this Constitution for the University of Hawai'i at Hilo Student Association.

The UH Hilo Student Association Senate has a responsibility and obligation to provide open government to the university community. All meetings shall be open to the enrolled student body, faculty, and staff. All meetings are to be publicized. The UH HSA Constitution and Bylaws, budget, Senate formal meeting agendas, Senate formal meeting minutes, and schedule of UH HSA meetings and committee reports shall be published in a timely manner for the purpose of informing and encouraging student participation in the University of Hawaii at Hilo Student Association.

The UH HSA Senate shall strive to create a campus environment, which understands, fosters and embraces the expression of diversity among students, faculty, administration and staff. Diversity encompasses differences in age, color, ethnicity, gender, national origin, political interests, disability, race, religion, sexual orientation, socio-economic background or veteran status. This policy against discrimination shall include, but is not limited to, student representation, recruitment, membership, activities or opportunities with respect to policy making. A violation of this clause by any UH HSA Officer or Senator shall constitute grounds for removal from office.

As members of an island community, UH HSA will lead students towards the awareness of our ecological footprint and the need for individual and social changes required in order to secure a sustainable future.
ARTICLE ONE: DEFINITIONS AND MEMBERSHIP

Section A. Definitions. For the purposes of this University of Hawaii at Hilo Student Association Senate and its members:

1. “Applicants” means any qualifying member of UHHSA wishing to run for a vacant position on the UHHSA Senate not filled during the annual UHHSA elections. Applicants must meet the requirements in order to qualify to run for an UHHSA Senate position as further stated in Article Two of the UHHSA constitution.
2. “Appointments” means any qualifying member of UHHSA that was not elected into office via vote during the annual UHHSA election and is selected by the President to hold an officer and/or executive officer position in order to fill a vacant position on the UHHSA Senate as further stated in Article Two of the UHHSA Constitution.
3. “Closed” means any meeting, session, and/or setting only including UHHSA Senators, the UHHSA advisor, and/or any party the UHHSA Senate allows at said meeting.
4. “Elected” means those qualifying nominees that were voted on to the UHHSA Senate at the annual UHHSA election.
5. “Executive Officer” means any officer of the UHHSA Senate that holds the position of President, Vice President, Data Director, Treasurer, and/or Executive Senator.
6. “Formal Meeting” means any formal assembly that requires and qualifies for quorum with an approved agenda open to UH Hilo students, faculty, staff, and administration where Senate matters are discussed and/or voted upon for approval including, but not limited to senate bills, senate resolutions, senate committee reports, and/or budget requests and in accordance with the specified version of Robert’s Rules of Order used per the Senate Rules.
7. “Majority” means when a greater number of individuals of those participating and/or voting (½ + 1) are in support of an item.
8. “Meeting” any informal session of two or more individuals that does not require quorum nor the need to follow Robert's Rules of Order for the discussion of topics. No voting is done at informal sessions.
9. “Member” means any student of the University of Hawaii at Hilo that meets the requirements to be a student according to the rules and regulations of the University and abides by these rules and regulations and of this UHHSA Constitution. Members must have paid student government fees in order to qualify as UHHSA members as stated in section B part 1 of the UHHSA Constitution.
10. “Nominee” means any qualifying member of UHHSA elected to a Senate officer and/or executive officer position at the annual UHHSA election. Nominees must meet the requirements as further stated in Article Two Section B of the UHHSA Constitution.
11. “Officer” means any position on the UHHSA Senate including:
   a. President; Vice President; Data Director; Treasurer; Executive Senator; College of Pharmacy Senator; College of Arts and Sciences Senator; College of Business and Economics Senator, College of Agriculture, Forestry, and Natural
Resource Management; Ka Haka ‘Ula O Ke‘elikolani College of Hawaiian Language Senator; Graduate Senator; and Senator at Large Positions.

b. “Executive Officer” means any senior positions on the UH Hilo students, faculty, staff, and/or administration to speak upon pertinent issues relating to the university at a designated time as determined by the UH Hilo Senate.

12. “Open” means any meeting and or session the UH Hilo Senate allows UH Hilo students, faculty, staff, and/or administration to speak upon pertinent issues relating to the university at a designated time as determined by the UH Hilo Senate.

13. “Operational Session” means any internal closed session not open to the public at a location to be designated by the UH Hilo Senate and designed for the purpose, but not limited to the planning and discussion of UH Hilo events and operations.

14. “Senate” shall comprise of all officers and/or executive officers that are current members of UH Hilo.

15. “Senator” means any officer and/or executive officer position held by an UH Hilo member.

16. “Session” means any Senate formal meeting.

17. “Supermajority” means when two-thirds (2/3) of individuals participating and/or voting are in support of an item.

18. “Testimony” means any formal written or spoken statement.

19. “UH Hilo” The name of this association shall be the University of Hawai‘i at Hilo Student Association. The official abbreviation of the name shall be UH Hilo.

Section B. Membership

1. All University of Hawai‘i at Hilo students who have paid their mandatory student fees shall be members of UH Hilo.

   a. This is not to be confused with UH Hilo officers elected into the Senate (President; Vice President; Data Director, Treasurer; Executive Senator; College of Pharmacy Senator; College of Arts and Sciences Senator; College of Business and Economics Senator; College of Agriculture, Forestry, and Natural Resource Management; Ka Haka ‘Ula O Ke‘elikolani College of Hawaiian Language Senator; Graduate Senator; and Senator at Large Positions) who are also members of UH Hilo and officers with voting privileges.

2. All members are entitled to participate in UH Hilo sponsored student activities and are eligible for nomination for UH Hilo officer positions as specified in Article Two Section B & Article Three Section B of the UH Hilo Constitution.

3. Membership in UH Hilo shall automatically cease upon termination of enrollment at the University of Hawai‘i at Hilo.

ARTICLE TWO: EXECUTIVE OFFICERS

Section A. Executive Officers
1. The Executive Officers of the UHHSA Senate shall be the President, Vice President, Data Director, Treasurer, and the Executive Senator and shall make up the Executive Committee.

Section B. Qualifications of Executive Officers

1. Nominees must be University of Hawaii at Hilo (UH Hilo) students registered for a minimum of six (6) credits at the time of their nomination. If elected, they must maintain a minimum of six (6) credits registration throughout their term(s) of office. Failure to maintain six (6) credits will be grounds for removal.

2. Nominees must have a minimum cumulative grade point average (GPA) of 2.0 at the time of their nomination. If elected, they must maintain that cumulative GPA throughout their terms of office. Failure to maintain GPA will be grounds for removal.

3. Nominees must be in good academic and disciplinary standing (free of any academic or disciplinary probation) at the time of their nomination. If elected, they must remain in good standing throughout their terms in office. Failure to maintain good academic and disciplinary standing will be grounds for removal.

4. Nominees for Executive Officer positions must have at least one (1) year of experience on a University of Hawai‘i system chartered student organization (CSO).
   a. The Executive Senator is exempt from this clause.
   b. If applicants do not meet the requirements for an open UHHSA executive officer position, the Executive Committee reserves the right to request a suspension of Article Two, Section B, number 4 of the constitution with approval from the Vice-Chancellor of Student Affairs.

Section C. Duties of Executive Officers

1. The President Shall:
   a. Be the Chief Executive Officer and the Spokesperson of UHHSA
   b. Preside over UHHSA Senate formal and Executive Committee meetings
   c. Vote only in case of a tie
   d. Appoint, subject to confirmation by the Senate, UHHSA members to Senate vacancies, Committee Chairs, and Student Representatives for positions as requested by the University and its officers
   e. Have the power to veto legislative actions of the UHHSA Senate
      i. The President must exercise the veto option within seven (7) school days of the UHHSA Senate action;
      ii. Such a veto may be overridden by a two-thirds (2/3) vote of the UHHSA Senate within twenty (20) school days of the veto.
   f. Represent, or appoint a designee who shall represent UHHSA, in all official dealings with the University Administration and other necessary persons
   g. Approve the excused absence of an Officer or Senator as stated in Article Four Section D part a. of the UHHSA Constitution
h. Appoint, subject to approval by a majority of the Senate the Faculty/Professional Staff Advisor of UH HSA; said advisor will be recommended for approval to the Vice Chancellor of Student Affairs.

2. The Vice-President shall:
   a. In the absence of the President perform the duties of the President;
   b. In the event of a Presidential vacancy, assume the Presidency and serve out the remaining term of office;
   c. Oversee all Senate committees;
   d. Serve as the Sergeant-at-Arms during Senate formal meetings;
   e. And perform other related duties as may be assigned by the President.

3. The Data Director shall:
   a. Take minutes during Senate formal meetings and Executive Committee Meetings;
   b. Maintain accurate and complete records and documents of the Senate;
   c. and make available all Senate records and documents to all UH HSA members.
      i. Documents include fiscal paperwork such as Bills, Budgets, Minutes, Agendas, and Motions.
      ii. Records include Senate reports, Committee reports, and Resolutions.
   d. Post all senate formal meeting agendas and minutes on to the UH HSA bulletin boards and UH HSA website for UH HSA members;
   e. And perform other related duties that may be assigned by the President.

4. The Treasurer shall:
   a. Be responsible for processing the Senate’s fiscal documents and maintaining all UH HSA fiscal records;
   b. Provide an accurate, standing budget report at every other Senate formal meeting;
   c. And perform other related duties that may be assigned to the President.

5. The Executive Senator shall:
   a. Serve on the Executive Committee as a representative of the UH HSA Senate;
   b. And perform other related duties that may be assigned by the President.

ARTICLE THREE: THE SENATE

Section A. Membership
1. The UH HSA Senate shall consist of the Executive Officers; four (4) Senators-at-large; one (1) College of Arts & Sciences (CAS) Senator; one (1) College of Agriculture, Forestry & Natural Resource Management (CAFNRM) Senator; one (1) Ka Haka ‘Ula O Ke‘elikolani (KH’UOK) College of Hawaiian Language Senator; one (1) College of
Section B. Qualifications of Senators

1. Nominees must be UH Hilo students registered for a minimum of six (6) credits at the time of their nomination. If elected, they must maintain a minimum of six (6) credits throughout their term in office. Failure to maintain six (6) credits will be grounds for removal.

2. Nominees must have a minimum cumulative grade point average (GPA) of 2.0 at the time of their nomination. If elected, they must maintain that cumulative GPA throughout their term of office. Failure to maintain GPA will be grounds for removal.
   a. Upon request, the Executive Committee can waive this requirement if students who apply do not have a cumulative GPA.

3. Nominees must be in good academic and disciplinary standing (free of any academic or disciplinary probation) at the time of their nomination. If elected they must remain in good standing throughout their terms in office. Failure to maintain good academic and disciplinary standing will be grounds for removal.

4. Additional qualifications include:
   a. Nominees for the College of Arts & Sciences (CAS) Senator must be registered for a minimum of six (6) credits that are applied towards a degree from that college at the time of their nomination and maintain that minimum throughout his/her term. The CAS Senator shall be elected by CAS students only.
   b. Nominees for the College of Agriculture, Forestry, & Natural Resource Management (CAFNRM) Senator must be registered for a minimum of six (6) credits that are applied toward a degree from that college at the time of their nomination and maintain that minimum throughout his/her term. The CAFNRM Senator shall be elected by CAFNRM students only.
   c. Nominees for the College of Business & Economic (CoBE) Senator must be registered for a minimum of six (6) credits that are applied towards a degree from that college at the time of their nomination and maintain that minimum throughout his/her term. The CoBE Senator shall be elected by CoBE students only.
   d. Nominees for the Ka Haka 'Ula O Keʻelikolani (KHʻUOK) College of Hawaiian Language Senator must be registered for a minimum of six (6) credits that are applied towards a degree from that college at the time of their nomination and maintain that minimum throughout his/her term. The KHʻUOK College of Hawaiian Language Senator shall be elected by KHʻUOK College of Hawaiian Language students only.
   e. Nominees for the College of Pharmacy (CoP) Senator must be registered for a minimum of six (6) credits that are applied towards a degree from that college at the time of their nomination and maintain that minimum throughout his/her term. The CoP Senator shall be elected by CoP students only.
f. Nominees for the Graduate Senator must be registered for a minimum of six (6) credits that are applied towards a degree from that college at the time of their nomination and maintain that minimum throughout his/her term. The Graduate Senator shall be elected by Graduate students only.

g. Nominees for Senators-at-Large may be registered in any college or graduate program for a minimum of six (6) credits and maintain that minimum throughout his/her term. Senators-at-Large are elected by all UH Hilo students.

Section C. Duties of Senators
1. UH Hilo Senators shall:
   2. Serve in at least two of the following capacities:
      a. Be a designated UH Hilo representative on a University policy making body.
      b. Chair a UH Hilo Senate committee.
      c. Perform the duties of the Senate as defined in Section D of this Article and in the By-Laws.

3. All Senators shall be eligible to be nominated as the Executive Senator. Selection shall be determined by a simple majority of those Senators voting. Selection shall be made at the first Senate formal meeting.

Section D. Powers & Duties of the Senate
1. Represent all UH Hilo students.
2. Properly manage UH Hilo funds, property and other assets subject to University of Hawai'i policies and procedures. UH Hilo funds shall be spent only by direct authorization of the Senate.
3. Establish a Senate Rules of Order, at the beginning of each administration’s term, which set policies and procedures necessary and proper for the conduct of student association business. Such rules shall be consistent with this Constitution and Bylaws.
4. Enforce this Constitution and Bylaws, promote University affairs, and be responsible for the general welfare of UH Hilo.
5. Adopt an annual budget, no later than thirty (30) days after the start of the fall semester, subject to review by the Vice-Chancellor for Student Affairs, with final approval by the Chancellor.
6. Conduct all UH Hilo elections, including plebiscites.
7. Establish and maintain relations with students and organizations of other colleges and universities.
8. Establish standing committees, consistent with this Constitution and Bylaws, which are necessary and proper for the conduct of student association.
9. Establish ad hoc committees, consistent with this Constitution and Bylaws, which are necessary and proper for the conduct of student association.
10. Recommend the appropriate student government fees for approval to the Board of Regents.
11. Confirm UHHSA presidential appointments by a simple majority vote.
12. Perform other related duties as may be assigned by the President.
13. Any matter not covered in this Constitution and ByLaws may be resolved by a two-thirds (2/3) supermajority vote of the Senate.

Section E. Terms of Office
1. The regular term of the UHHSA Senate shall be for one (1) year, beginning on May 1st and ending on April 30.
   a. Members of the incumbent Senate shall be retained until the end of the School term to assist in training and transitioning of the new Senate.
2. Officers or Senators appointed to fill vacancies shall complete their term at the same time as their peers in the Senate.

Section F. Appointments
1. All appointments are to be made by the President of UHHSA with the confirmation of the Senate.
2. All appointees must meet the qualifications for the position they are applying for listed in the constitution.
   a. If applicants do not meet the requirements for an open UHHSA executive officer position, the Executive Committee reserves the right to request a suspension of Article Two, Section B, number 4 of the constitution with approval from the Vice-Chancellor of Student Affairs.

Section G. Quorum
1. Quorum shall consist of a simple majority of the seated Senate members, who are not on leave as approved by the President.

ARTICLE FOUR
PLEBISCITE, REFERENDUM, RECALL, REMOVAL

Section A. Plebiscite
1. Any UHHSA member may present a petition to the UHHSA Senate requesting legislation on any matter within the Senate’s authority. The petition must be signed by at least five percent (5%) of the UHHSA members. The Campus Center staff will validate signatures. The Senate shall submit the petition to vote by secret ballot of the UHHSA Senate within fifteen (15) school days from the date of petition once verified by the UHHSA Senate.
2. A majority of all votes cast, provided the total number voting is at least ten percent (10%) of all UHHSA members, shall suffice to pass such legislation.

Section B. Referendum
1. The Senate may submit to UH Hilo Student Association (UHHSA) members any issue(s) it deems best decided by the membership to a vote by secret ballot of its members at an election.

2. A majority of all votes cast, provided to total number voting is at least ten percent (10%) of all UHHSA members, shall suffice to pass such legislation.

Section C. Recall
1. The removal, by recall, of any UHHSA Officer or Senator-at-Large shall be made upon presentation to the UHHSA Senate of a petition bearing the signatures of five percent (5%) of the members of UHHSA and containing a specific statement of the grounds for removal. The signatures shall be verified by Campus Center staff. Senate shall call for a special election within fifteen (15) school days of receiving verification of the recall petition signatures.

2. Recall of a College specific Senator must be done by members of that College.

3. A two-thirds (2/3) majority of all votes cast in favor of recall shall constitute a legal recall, provided that ten percent (10%) of the relevant UHHSA membership votes.

Section D. Removal
1. A Senator or Executive Officer shall be removed if he/she misses two (2) regularly scheduled Senate formal meetings or functions without an accepted excuse.
   a. The President shall determine if an absence is excused or unexcused. In the event of a disputed decision, the Senate shall make the final decision by majority vote.
   b. The Senate shall determine if any absence of the President is excused or unexcused.

2. A Senator shall be removed if he or she misses a scheduled training without an accepted excuse that has been approved by the president.

3. A Senator or Executive Officer shall be removed if he or she knowingly violates the provisions of the UHHSA Constitution & Bylaws or the Student Conduct Code, as determined by a two-thirds (2/3) vote of the Senate.

4. The process of suspending a Senator or Executive Officer of UHHSA shall be as follows:
   a. An UHHSA member, UH Hilo student, UH Hilo faculty, staff, or administrator shall submit a letter of concern to UH Hilo Student Association.
   b. Upon review by the Executive Committee consulting with the Adviser, any member of the Senate can be put on suspension until a full investigation proves otherwise.
   c. A member on suspension will cease their responsibilities to UHHSA and be put on leave by the President pending the outcome of the investigation.

5. The process of removing a Senator or Executive Officer of UHHSA shall be as follows:
   a. An UHHSA member, UH Hilo student, UH Hilo faculty, staff, or administrator shall submit a letter of concern to the UHHSA Advisor.
   b. The UHHSA Advisor shall call for a special UHHSA 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 UHHS ground the concerns. This response shall first be presented in written form, and thereafter, a Special closed session will be convened for oral testimony.

e. The UHHS Senate 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 an UHHS Senator or Executive Officer, that Senator or Executive Officer 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 and the UHHS Advisor shall inform the specified member of the UHHS Senate’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.

  i. An UHHS member who has been removed from office shall be ineligible to be re-elected or appointed to the Senate for one (1) year from the date of removal of office.

  ii. After a period of one (1) year, the individual removed from office shall be eligible to run for an UHHS position and or be appointed.

ARTICLE FIVE:
AMENDMENTS

Section A. Methods

This Constitution may be amended by:

1. A proposal submitted to the Senate by a petition signed by at least five percent (5%) of UHHS members. The signatures shall be verified by the Campus Center Staff. The Senate shall vote on the proposed amendment within fifteen (15) school days of verification of the signatures. An amendment must be ratified by two-thirds (2/3) supermajority vote of the Senate, subject to final approval by the Vice Chancellor for Student Affairs or the Chancellor.

2. A Constitutional Convention may be called when deemed necessary by the Senate, for the purpose of reviewing and updating the UHHS Constitution. The Constitutional
Convention shall convene at least three months before a regularly scheduled or special election. Any proposed amendments shall be placed on a ballot to be voted on during that regular election or special election. A simple majority shall pass any proposed Constitutional amendments provided that at least ten percent (10%) of UH HSA's members have voted in the election. Amendments are subject to final approval by the Vice Chancellor for Student Affairs & the Chancellor.

3. In an emergency, as determined by the UH HSA Senate by (2/3) majority vote, with concurrence of the Vice Chancellor for Student Affairs and the Chancellor. This Constitution may be amended by a two-thirds (2/3) supermajority vote of the Senate.

The University of Hawai‘i at Hilo Student Association (UH HSA) Constitutional amendments were accepted by the UH HSA Senate on September 25, 2009 at meeting 15-16:028. These amendments were approved by the UH HSA Senate on April 7, 2016 at meeting 15-16:028.

UH Hilo Vice Chancellor for Student Affairs

UH Hilo Chancellor