Mission Statement

We, the University of Hawaii at Hilo Student association, seek to accurately represent the views of the entire student body. We act as a liaison between the student body and the college administration through active collaboration with faculty, state legislatures, and student organizations. We encourage participation in campus governance and the college community.

ARTICLE ONE: SUSTAINABILITY

The UH-Hilo Student Association recognizes that in the absence of a substantial investment of resources and leadership by the university a continuing need exists to facilitate the development of student sustainability initiatives into institutionalized university policy. In recognition of this, The Student Sustainability Committee was formed to accelerate the university's ability to provide for the needs of its current and future members without compromising the long term health and vitality of our biosphere and society.

To provide a framework that will assist decision makers in becoming a more sustainable society, the UH-Hilo Student Association recognizes and adopts 4 principles of sustainability that have also been proposed by the County of Hawaii.

These sustainability principles are:

1. Reduce and eventually eliminate our contribution to the progressive buildup of materials (such as fossil fuel and their associated wastes) that are extracted from the earth’s crust;

2. Reduce and eventually eliminate our contribution to the progressive buildup of synthetic materials produced by human society;

3. Reduce and eventually eliminate our contribution to the ongoing physical degradation of the earth; and

4. Reduce and eventually eliminate our contribution to conditions that undermine people’s ability to meet their basic needs;
ARTICLE TWO: STIPENDS

Section A. UHHS A Stipends

1. Stipends enable UHHS A senate members to be exempt partly or wholly from waged or salaried employment in order to undertake the work required by their positions.

2. UHHS A Executive members are allocated a stipend of $300 a month and all other senate members are allocated a stipend of $250 a month.

Section B. Policies on Stipends

1. Stipend Increases

   a. Any increase in the stipend amounts within the UHHS A Guidelines shall be approved by the Vice Chancellor of Student Affairs.

   b. Stipend amount increases require a 10% vote of the student body’s current enrollment. At least a majority of these votes must be in favor of the increase proposal.

ARTICLE THREE: EXECUTIVE COMMITTEE MEETINGS

Section A. Agenda, Reports, & Senate Bills Criteria

1. Additions to the agenda must be submitted via email to the Executive Committee no later than 48 hours prior to meeting time.

   a. Submissions received after the 48 hour deadline may be added to the agenda at the President and Data Director’s discretion.

2. All submissions must be legible and properly completed in their approved templates (senate reports, bills, resolutions, etc.) or will be tabled until corrected.

3. The President must make the finalized agenda available to the senate no later than 24 hours prior to meeting time.

4. UHHS A’s Executive Committee must submit a weekly report to the full senate for record of executive meeting discussion and attendance.
ARTICLE FOUR: COMMITTEES: STANDING & AD HOC

Section A. Standing Committee Descriptions

1. Executive

   a. This committee shall be comprised of the Executive board members. The committee shall review items to be added to the Senate agenda. The committee shall oversee all personal and or litigation issues.

2. R.I.S.O.

   a. This committee shall coordinate and extend UHHS A Senate services and programs to R.I.S.O.'s; correspond with R.I.S.O.'s regarding funding rules, guidelines, activities and UHHS A Senate updates; and assist fellow senators in preparation and submission of resolutions, bills, or other legislation related to the UHHS A Senate for its action.

3. Public Relations

   a. This committee shall monitor all UHHS A bulletin boards, assist UHHS A-sponsored R.I.S.O.'s in public relations, spread awareness of UHHS A affairs, enforce promotion of UHHS A sponsored activities, and manage a calendar of events.

   b. The chair of this committee shall serve as alternate Spokesperson for UHHS A in the absence of the President.

   c. Records Subcommittee

      i. This subcommittee shall provide a records representative at every UHHS A event or activity. They are responsible for documenting events, and building an organized database of UHHS A records.

      ii. This subcommittee shall not be responsible for output of records. Records include various media such as photographs, event flyers, video, and relevant documents.

4. Sustainability

   a. This committee shall accelerate the university's ability to provide for the needs of its current and future members without compromising the long term health and vitality of our biosphere and society.

   b. The committee's projects will focus on making tangible and quantifiable changes within the university and community that will further advance its mission.
c. An underlying goal of the committee is to advocate for and obtain a substantial investment by the university to institutionalize the mission in the form of a funded UH-Hilo Office of Sustainability.

5. Legislature
   a. This committee shall research and advocate for the student body at all levels of governance and work towards representing UHHSA in a professional and recognizable manner.

6. Oh Hell (Study Week)
   a. This committee shall provide an after hours study environment the week prior to finals of each Fall and Spring semester.

7. U.H.S.C. (University of Hawai'i Student Caucus)
   a. This committee shall represent students by monitoring system level issues, hosting caucus meetings held at UH Hilo, and represent UHHSA at caucus meetings.

8. Commencement
   a. This committee shall plan and coordinate commencement reception (location, entertainment, food, and security) and ensure UHHSA representation at the commencement ceremony and reception.

8. Hilo Ambassador
   a. This committee shall provide funding for UH Hilo students to gain exposure of Hilo as representatives of UH Hilo, inform faculty of different possibilities for students, select individual students for opportunities, expand the ambassador program, and move towards separating the committee from UHHSA.

9. Board of Regents Delegates
   a. This committee shall consist of two senators who will attend monthly Board of Regents (B.O.R.) meetings. Their role is to gather information on policies and actions that may affect UH Hilo.
10. Elections

a. This committee shall be responsible for facilitating all aspects of the UHHSAs elections which take place every year during the Spring semester. Responsibilities include; promoting UHHSAs throughout the entire year in order to ensure candidate transparency for each of UHHSAs senate positions; and for filling any open positions on the UHHSAs senate as they become vacant throughout the year.

b. This committee may also serve as the president's interviewing panel for filling any open positions on the UHHSAs senate as they become vacant throughout the year.

c. The chairperson of this committee shall be known as the Chief Elections Officer. Upon accepting the role of Chief Elections Officer, this student is not eligible for candidacy in the UHHSAs election they are responsible for facilitating.

Section B. Standing Committee Operations

1. Chair
   a. Standing committee's can only be chaired by an officer of UHHSAs.
      i. The Chair of the Executive Committee is the President.
   b. An officer of UHHSAs can only chair one standing committee.
      i. Only the president can override this provision with the approval of the Executive Committee.

2. Duties of the Chair
   a. The chair shall be appointed by the President and approved by the Senate.
      i. Each committee may have only one chair.
   b. The Chair shall facilitate and preside over the committee,
   c. shall appoint a vice chair to take Notes/Minutes,
   d. shall submit a generalized budget to the UHHSAs Senate,
   e. shall manage the committee budget and handle all fiscal paper work in coordination with the UHHSAs Treasurer,
   f. shall report directly to the Vice President,
   g. and shall give monthly updates to the UHHSAs Senate.

3. Membership
   a. Any student at UH Hilo can become a member and appointed vice chair.
      i. Exclusiveness/cap of membership must be approved by the Executive Committee.
   b. The Committee must consist of at least 5 members.
   c. The Committee's initial membership must be submitted to the Executive Committee and approved by the UHHSAs Senate and any changes must be reported to the Senate.
4. Meetings
   a. All meetings are to be posted to the UHHSA calendar one month in advance of the meeting.
      i. Emergency meetings can be called by the chair with confirmation of half of the membership of the committee.
   b. Quorum is achieved once half of committee membership is present and voting.
      i. Committee Chair attendance is required for passing of fiscal items.
   c. All members of the committee have a vote.

5. Budget
   a. Any committee that is allotted a line item in the UHHSA Budget, must submit to the Senate a generalized budget that has been approved by the UHHSA Treasurer for approval.
   b. Any change in budget must be approved by 2/3 Committee vote and submitted to the Senate for approval by 2/3 vote.

6. Allocation
   a. Allocations can only be spent on the intended purpose outlined in the Senate bill.
   b. All Allocations must be done in proper format, which include:
      i. the bill from the Senate outlining the allocation to the Committee;
      ii. a motion that outlines the expenditures;
      iii. approved minutes of Committee meeting where motion was voted on and passed;
      iv. and provide proper documentation outlined by Treasurer to process request.

Section D. Ad Hoc Committee
1. Ad Hoc Committees are created out of resolutions that have been approved by the Senate.
2. Ad Hoc Committees must serve a purpose; that purpose must meet the following criteria before creation:
   a. The purpose of the Ad Hoc must have a clear goal.
   b. The Ad Hoc must have an expiration date at the time of creation.
      i. This date can be extended with the approval of the Senate by 2/3 vote.
   c. An officer of UHHSA must present a petition of support via email to the Executive Committee.
      i. This petition must have 4 supporting senator’s signatures.
   d. The purpose of the Ad Hoc cannot be in conflict with UHHSA’s mission.
   e. The purpose of the Ad Hoc cannot be in conflict the University and its policies.

Section E. Ad Hoc Committee Operations
1. Chair
   a. UHHSA Ad Hoc Committee can be chaired by any student at UH Hilo.
   b. A officer of UHHSA must serve on the Ad Hoc Committee.
2. Duties of the Chair
   a. The chair shall be appointed by the President and approved by the Senate.
      i. Each committee may have only one chair.
   b. The Chair shall facilitate and preside over the committee,
   c. shall appoint a vice chair to take Notes/Minutes,
   d. shall submit a generalized budget to the UHHSA Senate,
   e. shall manage the committee budget and handle all fiscal paper work in
      coordination with the UHHSA Treasurer,
   f. shall report directly to the Vice President,
   g. and shall give monthly updates to the UHHSA Senate.

3. Membership
   a. Any student at UH Hilo can become a member and appointed vice chair.
      i. Exclusiveness/cap of membership must be approved by the Executive
         Committee.
   b. The Committee must consist of at least 5 members.
   c. The Committee’s initial membership must be submitted to the Executive
      Committee and approved by the UHHSA Senate and any changes must be
      reported to the Senate.

4. Meetings
   a. All meetings are to be posted to the UHHSA calendar one month in advance of
      the meeting.
      i. Emergency meetings can be called by the chair with confirmation of half
         of the membership of the committee.
   b. Quorum is achieved once half of committee membership is present and voting.
      i. Committee Chair attendance is required for passing of fiscal items.
   c. All members of the committee have a vote.

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   a. Any committee that is allotted a line item in the UHHSA Budget, must submit to
      the Senate a generalized budget that has been approved by the UHHSA Treasurer
      for approval.
   b. Any change in budget must be approved by 2/3 Committee vote and submitted to
      the Senate for approval by 2/3 vote.

6. Allocation
   a. Allocations can only be spent on the intended purpose outlined in the Senate bill.
   b. All Allocations must be done in proper format, which include:
      i. the bill from the Senate outlining the allocation to the Committee;
      ii. a motion that outlines the expenditures;
      iii. approved minutes of Committee meeting where motion was voted on and
           passed;
      iv. and provide proper documentation outlined by Treasurer to process
          request.
ARTICLE FIVE: COLLEGE CAUCUS

This body’s role is to insure UHHSA college senators meet and exchange ideas concerning issues that may occur in other UH Hilo colleges. This will ensure that student representation is present in any major decisions impacting the students within the UH Hilo colleges.

Section A. Membership

1. All UHHSA Senators representing a designated college, the Library Senator, and the President of UHHSA are members of this caucus.

Section B. Leadership

1. The President of UHHSA shall preside over this caucus as it is the president who serves as Student Representative on the Faculty Congress at UH Hilo.

Section C. Duties

1. With the approval of the members of the caucus, the President will appoint one of the members as Vice chair.
2. The Vice Chair will report any actions, recommendations, and resolutions to the UHHSA Senate for support.

Section D. Ability

1. The Members have the ability to take issues, motions, and resolutions approved by the caucus and supported by the UHHSA Senate to the individual Colleges for approval.
2. Any and all actions at College Senates should be brought to caucus to review and reported to the UHHSA Senate.
ARTICLE SIX: AT-LARGE CAUCUS

This body's role is to support Senators-At-Large and members with similar issues that may occur on other campus committees. The Senators are to coordinate with each other to overcome issues that may affect the campus as a whole and ensure that student representation is present in major decisions that will impact the students within the campus.

Section A. Membership
1. All of UHHSAs's Senators at Large, the Graduate Senator, and the Vice President are members of this caucus.

Section B. Leadership
1. The Vice President of UHHSAs shall preside over this caucus.

Section C. Duties
1. With the approval of the members of caucus, the Vice President will appoint one of the members as Vice chair. The Vice Chair will report any actions, recommendations, and resolutions to the UHHSAs Senate for approval.
2. The caucus will elect among the Senators-At-Large to serve as Library Senator.

Section D. Ability
1. The Members have the ability to take issues, motions, and resolutions approved by the caucus and supported by the UHHSAs Senate to the Campus Committees to be approved.
2. Any and all actions at Committees should be brought to caucus for review and reported to the UHHSAs Senate.

Section E. Delegation
1. The At-Large Caucus can submit for appointment to the president students who wish to serve on campus committees after receiving approval from the caucus.
2. All Student Delegates become ex-officio/Non-voting members of the At-Large Caucus.
ARTICLE SEVEN: AMENDMENT AND RATIFICATION

Section A. Amendment
1. All motions to amend the by-laws must be proposed through the senate during full senate meetings.

2. All amendments must be submitted in writing to the UHHSA Senate at least ten (10) school days before consideration.

3. Amendments shall take effect upon approval from the Vice-Chancellor for Student Affairs.

Section B. Ratification
1. The UHHSA By-laws will remain in effect until a new version has been officially ratified.

2. Official ratification requires a supermajority (2/3) vote from the full UHHSA senate and final approval from the Chancellor.


Adopted and amended by UHHSA Senate 2015-2016 on: March 10, 2016 at meeting 15-16:025.

UHHSA President

UH Hilo Vice Chancellor for Student Affairs

UH Hilo Chancellor

Date

Date

Date