The University of Hawai‘i at Hilo Student Association (UH HSA) guidelines were composed on September 18, 2009 at meeting 09-012. The purpose of the guidelines are to focus UHHSA procedures and year to year function of the organization.

ARTICLE ONE: STIPENDS

Section A. STIPEND CRITERIA

1. MONTHLY AMOUNTS
   a. Executive Board: $300/month
   b. Senators: $250/month

2. REQUIREMENTS:
   a. Attend Meetings
      i. All senate members are required to attend weekly full senate meetings.
         - Senators are offered an allowance of 2 excused meetings where senators may still incur a stipend, beginning in the fall semester. Beyond 2 excused meetings will invoke no stipend for meeting requirement.
         - Meeting absence over the summer is considered excused, but no stipend is incurred for any of these missed meetings.
      ii. Executive members are required to attend weekly executive meetings in addition to full senate meetings.
   b. Office Hours
      i. Senators: minimum 4 hours/week
      ii. Executive members: minimum 5 hours/week
   c. Academic Duties (one report over the a span of each month)
      i. College Senators: Meet with respective deans and attend faculty senate meetings
      ii. Senators-at-Large: Attend fellow C.S.O. meetings and attend faculty congress if there is no student representative.
iii. Executive Board: Meet with Chancellor and Vice Chancellors

d. UHHSA Committees (one report over the span of each month)

i. Each senate member shall:

- Chair one (1) UHHSA committee

e. Administrative Duties (one report over the span of each month)

i. Each senate member shall:

- sit on one (1) UH Hilo Policy-making body committee or

- meet with UH Hilo administration that has been approved by the UHHSA senate

f. Executive Duties

i. Executive members must perform their specific executive duties as described in the UHHSA constitution.

3. GUIDELINES

a. Due to stipend justifications, stipends will be filed with campus center only upon completion of a stipend term. (ex. Stipends for August through November will not be filed before the month of November has come to an end.)

b. Meeting Excusal: Prior notice to President, with exceptions made by presidential decision and conferred with executive board as necessary.

c. According to the Academic Year Criteria, under no. 2: Requirements; (a) through (d) will determine all college senators and senators at large full stipend base. Requirements (a) through (e) will determine all executive members full stipend base.

ARTICLE TWO: MEETINGS

Section A. FULL SENATE MEETINGS

1. MEETING ATTIRE

a. UH Hilo Polo Shirts must be worn at full senate meetings.
ARTICLE THREE: OFFICE

Section A. PROTOCOL

1. While participating in office hours, be mindful that you are representing the students of this university.

2. Upon starting office hours, sign in and check your inbox.

   a. The office logbook is a means to record office communications; use it and refer to it for general office communication.

3. Upon leaving the office, shut off small appliances, log out of all computer accounts, turn lights off, and make sure the door is locked before you leave.

ARTICLE FOUR: AMENDMENTS

Section A. AMENDMENT PROCEDURE

1. Executive board will research and recommend amendments to the guidelines. Official approval pending super majority vote of a full senate.

   Last approved: June 2, 2010 by UHHSA Senate 2010-2011 Meeting: 10-002