



THE UNIVERSITY OF HAWAII AT HILO STUDENT ASSOCIATION
BY-LAWS

MISSION STATEMENT

We, the University of Hawai'i 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 legislature, and student organizations. We encourage participation in campus governance and the college community.

ARTICLE ONE:
EXECUTIVE COMMITTEE MEETINGS

Section A. Agenda, Reports, and Senate Bill Criteria

1. Additions to the agenda must be submitted via email to the Executive Committee no later than 48 hours prior to the meeting. Submissions received after the 48-hour deadline may be added to the agenda at the President's and Data Director's discretion
2. All submissions must be coherent and properly completed in their approved templates (senate reports, bills, resolutions etc.) or it will be tabled until corrected
3. The Data Director must make the finalized agenda available to the senate no later than 24 hours prior to a meeting.
4. UHHSA's Executive Committee must submit a bi-weekly report to the full senate for record of executive meeting discussion and attendance.

ARTICLE TWO
COMMITTEES (STANDING & AD HOC)

Section A. Standing Committee Descriptions

1. Executive:
 - a. This committee shall be comprised of the UHHSa Executive Senate Members. The committee shall review items to be added to the senate agenda. The committee shall oversee all personnel and/ or litigation issues.

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

3. Public Relations
 - a. This committee shall:
 - i. Monitor all UHHSa marketing efforts,
 - ii. Assist in public awareness of UHHSa affairs,
 - iii. And promote UHHSa sponsored activities

4. Sustainability
 - a. This committee shall produce projects that focus on tangible and quantifiable changes within the university and community that match the university's, and the UH system's, mission for sustainability.

5. Legislature
 - a. This committee shall research and advocate for the student body at the Hawai'i State Legislature and work towards representing UHHSa in a professional and recognizable matter

6. Events
 - a. This committee shall facilitate UHHSa created events (Oh Hell, FLOW, etc.)

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. Hilo Ambassador
 - a. This committee shall provide funding for students to gain exposure of 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 this committee from UHHSa

9. UH Board of Regents Student Delegates
 - a. This committee shall consist of two senators who will attend monthly UH Board of Regents (B.O.R.) meetings, held at various UH campuses throughout the state. 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;
 - i. Promoting UHHSAs throughout the year in order to ensure candidate transparency for each of UHHSAs senate positions.
 - ii. Filling any vacant positions on the UHHSAs Senate throughout the year.
- b. This committee may also serve as the president's interviewing panel for filling any vacant positions on the UHHSAs senate.
- c. The Chair of this committee shall be known as the Chief Elections Officer.
 - i. 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 committees can only be chaired by an UHHSAs Senate member
 - i. The Chair of the Executive Committee is the UHHSAs President
- b. An UHHSAs Senate Member 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 UHHSAs President and approved by the Senate.
- 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 of an UHHSAs committee or subcommittee.
- b. Each Committee must consist of at least 5 members. (UH Board of Regents and U.H.S.C. Student Delegates are exempt from this rule, and are limited to a maximum of two members, who must be UHHSAs senate members.)
- c. Each Committee's initial membership must be submitted to the Executive Committee and approved by the UHHSAs Senate.
- d. Any changes in committee membership must be reported to the Senate.

4. Meetings
 - a. All committee meetings are to be announced to the UHHSa Senate.
 - b. Quorum is achieved once half of committee's membership is present and voting.
 - i. The Committee Chair's attendance is required of the passing of any fiscal items.
 - c. All members of the committee have a vote.

5. Budget
 - a. Committees that are allotted a line item in the UHHSa Budget must submit a generalized budget, that has been approved by the UHHSa Treasurer, to the senate 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 the committee meeting where the motion was voted on, and passed;
 - iv. and provided proper documentation outlined by the Treasurer to process request.

Section D. Ad Hoc Committees:

1. Ad Hoc Committees are created out of resolutions that have been approved by the Senate.
2. Ad Hoc 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. The date of expiration can be extended with the approval of the Senate
 - c. An UHHSa Senate member must present a petition of support via email to the Executive Committee
 - 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 Committees may be chaired by any student at UH Hilo.
 - b. A Senate member 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.
 - 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 and
 - e. shall manage the committee budget and handle all fiscal paper work in coordination with the UHHSa Treasurer,
 - f. shall report directly to the UHHSa Vice President,

- g. and shall give monthly updates to the UHHSa Senate
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ARTICLE FOUR STIPENDS

Section A. UHHSa Senate Stipends:

1. Stipends enable UHHSa senate members to be exempt partly or wholly from waged or salaried employment in order to undertake the work required by their positions
2. UHHSa stipends are to be determined semesterly through a stipend justification form.

ARTICLE FOUR
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 physically 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

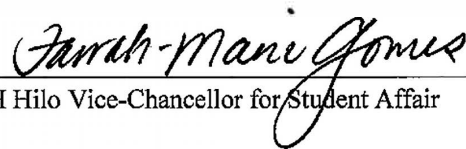
1. The UHHSa By-Laws will remain in effect until a new version has been officially ratified.
2. Official ratification requires an UHHSa supermajority vote from the full senate, and a final approval from the Vice-Chancellor for Student Affairs.

Composed by the UHHSa Senate 2018-2019 on: January 24, 2019 at meeting 18-19:019.
Ratified by the UHHSa Senate on April 4th, 2019 at meeting 18-19:027



UHHSa President

06/25/19
Date



UH Hilo Vice-Chancellor for Student Affairs

6/25/19
Date



UH Hilo Chancellor

6/25/19
Date