ARTICLE I. REPEAL OF THE OLD CHARTER

All previous charters of the College of Arts and Sciences Senate are hereby repealed.

ARTICLE II. NAME AND PURPOSE

Section 1. The name of this organization shall be the College of Arts and Sciences Senate (hereinafter called the Senate).

Section 2. The Senate is the academic policy making body of the College of Arts and Sciences (hereinafter called College). Academic policy actions of the Senate shall be subject to adverse action by the Dean of the College of Arts and Sciences only in exceptional circumstances and only upon the submission to the Senate of a written explanation for the adverse action within thirty calendar days of official notification of the Senate’s action. The Senate has the responsibility of considering proposed changes in the policies of the College in areas including, but not limited to the following: academic programs, college graduation requirements, internal organization of the college, college admission and planning, personnel, student affairs at the college, college curriculum. In cases where such proposed changes in policies of the College have significant effect on UH Hilo students, faculty members or programs in colleges other than the College, review and – where appropriate – approval by the Senate shall be a precondition to action taken by other University governance bodies.

Section 3. The Senate shall serve as the appellate body for faculty or student appeals of decision rendered by its committees.
ARTICLE III. MEMBERSHIP

Section 1. The membership of the Senate shall consist of the full-time teaching faculty of CAS and two students enrolled in the College nominated by the University of Hawaii at Hilo Student Association (hereinafter called UHHSA).

Section 2. Faculty eligible to serve in the Senate and its committees shall be full-time teaching faculty of CAS.

Section 3. The student senators shall be elected or appointed by UHHSA during the month of September each year. Student senators shall serve one-year terms.

Section 4. Special elections shall be held at the earliest possible time for vacancies created for any reason, e.g., recall, resignation, removal due to absences. Senators chosen through special elections shall serve the remainder of the unexpired term of their predecessors.

Section 5. New senators shall be seated at the last meeting of the old Senate. New student senators shall be seated at the Senate meeting following their election or appointment by UHHSA.

ARTICLE V. EXECUTIVE COMMITTEE

The Executive Committee shall consist of a total of nine full-time teaching faculty (three elected from each of the three divisions of CAS) and two students enrolled in the College nominated by the University of Hawaii at Hilo Student Association (hereinafter called UHHSA).

A. The Executive Committee Chair, after consultation with the Dean of the College and other Executive Committee members shall prepare and announce the agenda for each Executive Committee meeting. The agenda shall be distributed to each Senator at least two working days prior to the Senate meeting.

B. The Executive Committee shall conduct the elections of the Senate and all committees formed through the procedures described in Section III of these By-Laws.
C. The Executive Committee is authorized to act on behalf of the Senate on regular matters of the college, with such actions communicated to the Senate through the distribution of minutes.

ARTICLE V. MEETINGS

Section 1. During the academic year, the Executive Committee shall meet at least monthly at regularly prescribed times.

Section 2. Robert’s Rules of Order, Revised (Latest Edition) shall govern the Senate in all cases where they are not inconsistent with the Charter or the by-laws.

Section 3. The quorum necessary for the conduct of Executive Committee business shall consist of two-thirds of the total membership of the Executive Committee, except that vacancies maintained through Article III shall be excluded from the count of total membership.

Section 4. The Executive Committee may, as deemed necessary, call for the convening of the full Senate for matters not already addressed in other sections of this Charter.

ARTICLE VI. COMMITTEES

The Senate shall establish standing and ad hoc committees as it deems necessary or appropriate. The memberships and functions of standing committees shall be defined in the By-Laws, while those for ad hoc committees shall be created by procedures in the By-Laws.

ARTICLE VII. RECALL AND REFERENDUM

Section 1. Recall of elected Senate committee members may be initiated by written petition to the Executive Committee by at least 20% of the faculty constituency which elected them. The same faculty constituency shall be entitled to vote in the recall referendum and a
majority of votes cast shall be necessary to recall the elected committee member.

Section 2. Three or more members of the Senate may petition the Executive Committee to submit any issue on the agenda for a referendum of the full Senate. The petitioner, in consultation with the committee, will then prepare points and counterpoints to be electronically circulated with the referendum. Quorum for any referendum will be 51% of the Senate. If a ballot item receives less than 51%, then the Executive Committee will decide the issue by vote at the next scheduled meeting.

ARTICLE VIII. BY-LAWS

The Senate may adopt such by-laws as it deems necessary or appropriate. Adoption, revision, or repeal of by-laws shall require a simple majority vote of the total membership of the Senate after two readings at least one week apart. Electronic voting shall be an acceptable process for the second of such votes.

ARTICLE IX. CHARTER AMENDMENTS

Amendments to this Charter may be made by the Senate after two readings of proposed changes by the Executive Committee. A simple majority of votes cast in a Senate ratification vote shall be necessary to approve Charter amendments. Electronic voting shall be an acceptable process for such votes.

ARTICLE X. ADMINISTRATIVE EVALUATION

To keep the Chancellor appraised of the performance of the Dean of the College of Arts and Sciences, each January the Senate Executive Committee shall distribute to all CAS full-time faculty an administrative evaluation from of its own choosing.
I. General By-Laws
   A. Any business not routine in nature or any proposal of more than 25 words must be submitted to the Executive Committee at least two working days in advance of the Executive Committee meeting at which it is to be considered. This rule may be suspended by a two-third vote of Executive Committee members present at the meeting.

II. Nomination and Election Procedures

A. Nomination Procedures
   1. The Executive Committee shall, after endorsement by the Senate, distribute the eligibility list to the faculty.

   2. The Executive Committee shall solicit written nominations (which include the nominee’s signature) for all elected committee seats. The nomination period shall commence:

      a. The day after the first Executive Committee meeting of the academic year for the election of members of the Standing Committees.

      b. The day after the Senate meeting at which a special election is announced for Committee vacancies created for any reason.

   3. The nomination period shall be three working days and the list of nominations received by the end of the second day shall be posted in the division offices at that time.

B. Election Procedure

   1. Elections for divisional membership on the Executive Committee and Standing Committees shall be held concurrently in September of each year.

   2. The voting period for each election shall be at least three working days and every eligible voter shall receive a ballot for each election.
3. Ballots shall be counted within two working days after the end of the voting period by the Executive Committee, at least two members of which must be present at each counting.

4. A report of the results of each election, signed by the members of the Executive Committee who counted the ballots, shall be submitted to the Senate Chair. The Senate Chair shall announce these results to the faculty within two working days of the certified count.

C. The selection of membership for ad hoc committees may be performed by the procedures above, by nomination and election by the Senate itself, or through appointment by the Senate Chair with Senate approval.

III. General By-Laws for Standing Committees

A. Each committee, except the Executive Committee, shall consist of at least four (4) voting members: one elected from each of the three divisions, and one elected by the Senate from its membership. Additional ex-officio members may be added to a committee through Senate action, to help the Standing Committees perform their duties.

1. Except as provided for in this section, divisional members shall serve two-year terms while the Senate representative and student member shall serve one-year terms.

2. Special elections shall be held for vacancies created for any reason. If a vacancy occurs in a seat in the last year of its term, a special election shall be held only if the vacancy occurs before the first day of instruction of the final semester of the term of office. Committee members chosen through special election shall serve for the remainder for the term of their predecessors.

3. If nominations are not received from the appropriate constituency during the designated nomination period for
any regular or special election for a committee seat, the seat shall remain vacant for the duration of that academic year.

4. No committee shall have fewer than three faculty members. The Senate may appoint additional members to any committee as it deems necessary.

B. The Executive Committee and each standing sub-committee, shall have a Chair and a Vice-Chair elected at the committee’s first meeting, which shall be convened by the Senate’s representative.

1. The Chair or Vice-Chair shall be the Senate representative to the Committee, who will provide progress reports on the work of the committee to the Senate.

2. The Chair shall serve as the official representative to the committee, call and conduct committee meetings, prepare materials for committee consideration, and author reports of the committee.

3. The Vice-Chair shall serve in the absence of the Chair and keep the minutes of committee meetings.

4. The Chair of the Executive Committee shall serve as the Senate representative to the Faculty Congress, who will provide progress reports on the work of the Senate to the Congress.

C. Unless otherwise provided for in these By-Laws, each committee shall accept assignments only through and report directly only to the Executive Committee.

1. Unless otherwise provided for in these By-Laws or the Charter, each committee shall determine its own rules for conducting its business.

2. Each committee must report formally to the Senate at least once during each semester and all standing committees shall submit a year-end written report to the Senate before the last meeting of the academic year. No report shall violate confidentiality.
V. Curriculum Review Committee

The Curriculum Review Committee (CRC) shall consist of four (4) members elected from, and by, the Senate, with at least one representative from each of the College’s three divisions – Humanities, Natural Sciences, and Social Sciences. The term of appointment is for two years. Members of the CRC must hold the rank of Assistant Professor (I-3), Associate professor (I-4), or Professor (I-5).

The CRC serves as the College of Arts and Sciences’ reviewing body to advise the Dean of the College on requests from CAS faculty, departments, or programs for approval of (a) course modifications, (b) new courses, (c) program modifications, including termination of existing programs, and (d) new programs leading to certificates or baccalaureate degrees. In addition, the CRC may review periodically and, when necessary, suggest modifications of the procedures for review and approval of courses.

Recommendations of the Curriculum Review Committee shall be communicated to the Executive Committee.

VI. Academic Policy Committee

The Academic Policy Committee (APC) shall consist of four (4) members elected from, and by, the Senate, with at least one representative from each of the College’s three divisions – Humanities, Natural Sciences, and Social Sciences. The term of appointment is for two years. Members of the APC must hold the rank of Associate Professor (I-4) or Professor (I-5).

The APC serves as the College of Arts and Sciences’ reviewing body to advise the Dean of the College on (a) proposals to modify existing rules, regulations, and policies regarding the professional welfare of the CAS Faculty, or (b) proposals of new rules, regulations, and policies regarding the professional welfare of the CAS Faculty. In addition, the APC may review periodically and, when necessary, suggest modification of the procedures for review and approval of rules, regulations, and policies in the College of Arts and Sciences.

Recommendations of the Curriculum Review Committee shall be communicated to the Executive Committee.