

**THE BYLAWS OF THE ASSOCIATED
STUDENTS OF THE UNIVERSITY OF
HAWAI'I - WEST O'AHU**

ASSOCIATED STUDENTS OF THE UNIVERSITY OF
HAWAI'I - WEST O'AHU

ARTICLE I: LEGISLATIVE PROCESS

Section 1: Agenda

1. The President shall be responsible for formulating the Senate agenda.
2. The resolutions, reports, and other material to be placed on the agenda or to be distributed with the agenda shall be presented to the President no later than 72 hours prior to the Senate meeting.
3. The Senate agenda shall be organized within the following components:
 - a. Roll Call
 - b. Quorum
 - c. Open Forum
 - i. Any person in attendance shall be allowed to speak when recognized by the President.
 - ii. Each speaker will have a maximum of ten minutes to speak, followed by a five-minute question period.
 - iii. At the discretion of the President the question period may be extended by five minutes if no senators object to the extension.
 - d. Approval of Minutes and Agenda
 - e. Executive Reports
 - i. Members of the Executive Board shall have the power to speak during Executive Reports, but shall not exceed two minutes without Senate approval.
 - f. Advisory Reports
 - i. Reports will be given by Student Services Advisors and ASUHWO appointed faculty advisors during every Senate meeting.
 - g. Committee Reports
 - i. Committee minutes shall be typed and distributed at meetings.
 - ii. Committee chairs shall have the ability to give oral committee reports and

answer any questions senators might have about said reports. These reports should not exceed two-minutes excluding questions.

h. Senator Reports

- i. Senators shall have the ability to give oral committee reports and answer any questions senators might have about said reports. These reports should not exceed two-minutes excluding questions.

i. Old Business

- i. A resolution appearing as General Business shall only be considered for final disposition if it appears on the agenda under Old Business.
- ii. Before appearing in Old Business, a motion must be submitted in New Business.

j. New Business

- i. Resolutions appearing as Senate Business shall be considered upon their first appearance during New Business.
- ii. Items in New Business shall be submitted by either oral or written report.

k. Announcements

- i. Agenda items may not be discussed in Announcements.

l. Adjournment

Section 2: Minutes

1. Copies of the minutes of the previous meetings must be made available in the Senate offices and ASUHWO website no later than five business days post-meeting.
2. Minutes shall be composed of the same components contained within the agenda and shall include the names of senators making and seconding approval, disapproval, or tabling of motions, reports of all votes (in-person, voice, and proxy), and summaries of all Reports, Open Forum speeches, Announcements, and listing of guests present.

Section 3: Attendance Policy

1. Absence from two or more regularly scheduled Senate meetings, regardless in person or remotely online during an academic semester is grounds for removal from the Senate.

- a. After a senator accumulates two unexcused absences, he/she will go before the Senate.
 - b. If the Senate concludes that the absences unexcused, it will present a resolution to the Senate calling for the dismissal of the senator in violation of the attendance policy.
2. All senators are required to attend a training session during the summer. New senators must go through a training session before being sworn in. This training session will be led by the President and Vice President.

Section 4: Oath of Office

1. *President*

I, (state your name), do solemnly swear that I will faithfully execute the office of President and will, to the best of my ability, uphold the Constitution of the Associated Students of the University of Hawai'i -West O'ahu.

2. *Vice-President, Secretary, and Treasurer*

I, (state your name), do solemnly swear that I will faithfully execute the office of (name of position) and will, to the best of my ability, perform the executive duties and uphold the Constitution of the Associated Students of the University of Hawai'i -West O'ahu.

3. *Senate Members*

I, (state your name), do solemnly swear that I will faithfully execute the office of (state office) and will, to the best of my ability, represent my constituents, fulfill my duties of office, obey and uphold the Constitution of the Associated Students of the University of Hawai'i -West O'ahu.

4. *Caucus Delegate*

I, (state your name), do solemnly swear that I will faithfully execute the office of Student Caucus Delegate, and will, to the best of my ability, represent my campus and constituents in all University duties, fulfill the obligations of this office, and obey and uphold the Constitution of the Associated Students of the University of Hawai'i -West O'ahu.

Section 5: Limitation of Debate

1. The length of time an individual will be permitted to speak during any debate or open discussion shall be limited to 2 minutes.
2. Exceptions may be made for open forum guests at the discretion of the President or acting chair of a meeting

Section 6: Proxy Voting

1. A Proxy is an individual nominated by a Senate member to speak or vote on his or her behalf at a general meeting.
 - a. Nomination of a Proxy must be made in writing or orally to the President or acting chair of a meeting.
 - b. On agenda matters regarding official votes, Senate members shall notify the entire Senate, in writing, if they will be Proxy voting. This notification shall include: Agenda item number, Proxy designee, aye, nay, or abstain on the vote.
 - c. If a Senate member submits in writing a Proxy and designates that a vote be made in a certain way on a matter, in writing, it is the duty of the Proxy designee to vote for the Proxy in that manner. This is a “line item proxy”.
 - d. A Senate member may give another member a “blanket proxy”, thereby allowing that member to vote on behalf of the absentee member however they choose.
2. Designated Proxies must be voting members of the Senate
3. A Proxy may vote, present reports, and present legislation on behalf of an absent Senate member, but may not make motions on behalf of the Senate member they are the Proxy for.
4. At the beginning of each meeting during the Roll Call, all Proxies must be declared.
5. Appointment of a Proxy does not automatically excuse a Senator from a meeting. Power to declare members of the Senate absent or excused is reserved to the Senate
6. The President or acting chair of the meeting, may determine whether any Proxy shall count towards quorum in the event that physically present Senate members do not make quorum.
 - a. A distance learning senator attending a meeting under telepresence shall count as

a physical presence in the aforementioned instance.

Section 7: Senate Resignations

1. Senators and Executive Board members who wish to resign shall tender resignations in writing and shall address letters of resignation to the Vice President.
2. Should the Vice President wish to resign, he or she shall address the letter to the Secretary.
 - a. The Vice President shall keep letters of resignation on file in the ASUHWO office.

Section 8: Parliamentary Procedure

1. All meetings shall be conducted according to the rules set forth in the current edition of Robert's Rules of Order Newly Revised unless otherwise regulated by these Bylaws.
2. A motion for a roll call vote shall require:
 - a. Two senators in agreement to confirm if there is a vote requiring a 2/3 vote of Senate seats filled.
 - b. Four senators in agreement to confirm if there is a vote requiring a 2/3 vote of senators present.
 - c. Six senators in agreement to confirm if there is a vote requiring a majority.
 - d. All votes requiring a 3/4 majority will require a roll call vote.

Section 9: Operating Rules and Procedures

1. The Senate may, at its discretion, enact operating rules and procedures. The intent of operating rules must be to clarify administrative ambiguity that may occur in the implementation of the Constitution or By-laws or to regulate the actions of Members of the Senate in their official capacity. The intent of operating procedures must be to allow, provide for, or expedite functions of the Senate in daily, semester, or yearly operations. Neither shall negate nor alter the intentions of existing articles and subsections of the Constitution or By-laws in any manner.
2. Creation of Rules:

- a. Operating rules shall be enacted by a 2/3 vote of senators present.
 - b. Operating procedures shall be enacted by a majority vote of senators present.
 - c. Rules may be stricken or suspended by a 2/3 vote of senators present with previous notice. A rule or procedure may also be stricken or suspended if the rule has exceeded the time provided for it in its enacting legislation or if the portion of the governing document it refers to or clarifies is altered or eliminated, thus rendering it void.
3. Documenting Rules:
- a. A supplement to the Constitution shall be added as an independent document containing all operating rules and procedures and must be maintained and updated by the Vice President and the Legislative Committee. The supplement should be kept as a printed copy in the ASUHWO office and made available on the ASUHWO website.
 - b. The resolutions that created said rules, policies, and manuals shall be kept on file by the Secretary or ASUHWO archive but shall not be included with the rules and procedures document.

Section 10: Call for Censure

1. Call for censure can be made by any senator and requires a second. The Censure is merely a condemnation of actions with no repercussion or further formal action to be taken.
2. A non-debatable majority vote will be taken immediately after the censure is called as to whether to consider. If the motion passes, the senate will go directly into a closed session to debate the censure. At the discretion of the President, the person being considered for censure will be asked to leave the chamber if they are a member of the senate. If the person being censured is the chair then they shall relinquish those duties to the next in the line of succession until after the final vote. Debate will begin on whether to consider the censure and reasons for calling for the censure.
3. Upon conclusion of the debate, a vote will be taken. A majority is required for censure.

4. If a censure is placed into effect, a public announcement will be made in a manner deemed appropriate by the Senate in the text of the censure.
5. Censure will not require Executive Board actions and will be acknowledged as a purely legislative action.

ARTICLE II: SENATE OFFICERS, MEMBERS, AND DUTIES

Section 1: The Executive Board

1. The Executive Officers of the Senate shall be the President, Vice-President, Secretary and Treasurer. They shall possess the same rights and privileges as Senators in discussing questions, offering measures, and voting, excluding the President. The President will only speak an opinion while the chair is yielded to another member of the ASUHWO Senate, may not offer motions, and may only vote in the event of a tie.
 - a. The Executive Board shall not be Executive Board Members of any other Board of Regents Chartered Student Organization.
 - b. In the event of vacancy in the office of Vice-President, Secretary or Treasurer, the President may appoint, with a 2/3 roll call vote of the Senate.
 - i. A senator may temporarily assume and discharge the duties of the vacant office.
 - c. In the event of vacancy in the office of President, the Vice-President shall assume and discharge the President's duties until a new President is elected.
 - d. In the temporary absence, late arrival or early departure of the Secretary during a Senate or Executive Board meeting, the President may appoint a member of the Senate to discharge the duties of the Secretary for said meeting.
2. Duties of the President
 - a. The President shall assume and discharge the following duties:
 - i. Chair all meetings of the Senate and Executive Board.
 - ii. Shall maintain official contact with the University administration, the faculty, and other organizations, firms, or persons; or appoint a

representative with Senate approval.

- iii. Give reports on issues in which the President officially represents ASUHWO.
- iv. Make or revoke all appointments, with the approval of the Senate.
 - 1. All appointments to positions outside the ASUHWO Senate must be posted at least two school days prior to approval of the Senate. Such appointments shall take place only after recommendations have been received from Administration and Information Services.
 - 2. The President may issue recess appointments to fill any position between Senate meetings, provided that public notice is posted. The appointment must be ratified by the Senate at its next meeting to uphold the appointment.
- v. Place all qualified measures at their appropriate position on the agenda.
- vi. Excuse absences, late arrivals and early departures via unanimous consent.
- vii. In the Treasurer's absence, the President shall co-sign expenditure vouchers. This duty can only be delegated to the President upon Senate approval.
- viii. Commit measures and issues of student concern to Senate committees during meetings of the Executive Board or the Senate.
- ix. Address problems a ASUHWO member brought to their attention that are relevant to the Senate.
- x. The President may designate a member of the Senate to serve as their spokesperson in his/her absence.
- xi. The President shall form the Ad-Hoc Transition Committee during the Spring general election period, according to the procedures set forth regarding the Committee.
- xii. The President shall organize semesterly Town Hall meetings, in a public campus forum or through a written public report (e.g., flyer), for Senate Members to present campus issues with students.

- xiii. The President shall publish semesterly Presidential Addresses to the student body of UHWO. These shall be published in all accessible outlets, including but not limited to: the Facebook page, Instagram, ASUHWO.com. email blast, and The Hoot (if possible).
- xiv. The President shall set executive board meetings, as needed.
- xv. The President shall attend meetings of the Board of Regents of the University of Hawai'i when held on the island of O'ahu, as scheduling and funding allows. If meetings are on another island, and the Caucus Representatives cannot attend, a Senate Bill may be submitted for a funding request to attend the meeting in place of the Caucus Representative, if possible.
- xvi. The President shall meet with State Legislators and City Council representatives from the UHWO district whenever possible or relevant to ASUHWO concerns. An effort must be made to maintain contact with elected officials, and the Chancellor, Caucus Representative, and President should meet with these elected officials to discuss matters concerning UHWO.

3. Duties of the Vice-President

- a. The Vice-President shall assume and discharge the following duties:
 - i. Serve as Chair of the Legislative Committee.
 - ii. Call the Senate and Executive Board meetings to order in the event of the temporary absence of the President, and preside over said meeting.
 - iii. In the absence of the President, excuse absences, late arrivals and early departures via unanimous consent.
 - iv. Execute other Executive duties as directed by the President.
 - v. The Vice-President shall oversee leadership development in the Senate.
 - vi. The Vice-President shall oversee stipend procedure.
 - vii. Give reports on issues in which the Vice-President officially represents ASUHWO.

- viii. The Vice- President shall oversee Senate initiatives, and maintain a progress report as needed.
- ix. The Vice-President shall coordinate Senate office hours, and maintain the official log of all ASUHWO Senate members' office hours each semester. This log shall be kept sent to the Secretary as an official record for the ASUHWO office archive.
- x. The Vice-President shall work with the legislative committee to keep the operating rules and procedures document up-to-date.
- xi. The Vice-President shall coordinate with the Senior Class Senator in the Spring of each academic year to assist with the duties of the Transition Committee.

4. Duties of the Secretary

- a. The Secretary shall assume and discharge the following duties:
 - i. Serve as Chair of the Activities Committee.
 - ii. Record minutes of Senate and Executive Board meetings.
 - iii. File all Standing Committee Meeting Minutes.
 - iv. Call roll at Senate and Executive Board meetings, and announce number of members present.
 - v. Calls roll when required for a vote and announces results of said vote.
 - vi. Maintain records of Senate attendance and officially record Senate events.
 - vii. Coordinate with the designated ASUHWO Advisor to perform a GPA check of each Senate member after each semester, and an academic credit check of each Senate member on or around the drop and withdrawal deadline of each semester.
 - viii. Shall codify measures into their final form, and sign them in a timely manner, not to exceed 5 business days, and then forward them to the President for signature. These shall then be transferred into the appropriate binder for public viewing in the ASUHWO office upon codification.
 - ix. Call Senate and Executive Board meetings to order in the event of the

temporary absence of the President, Vice-President and Treasurer, and preside over said meeting. The Secretary shall appoint a recorder for said meeting with Senate approval.

- x. Give reports on issues in which the Secretary officially represents ASUHWO.
- xi. Maintain all legislative records in the ASUHWO office, including but not limited to: ASUHWO meeting agendas, agenda supplements and handouts, copies of resolutions and bills, Senate notes from committee meetings, Senate initiative ideas, UH Student Caucus documents and any other pertinent information necessary for governing transparency and continuity.
- xii. Reserve rooms for ASUHWO meetings and events to be held in.

5. Duties of the Treasurer

- a. The Treasurer shall assume and discharge the following duties:
 - i. Serve as Chair of the Budget and Finance Committee.
 - ii. Co-sign with the ASUHWO Advisor on all expenditure vouchers.
 - iii. Prepare with the Budget and Finance Committee an operating budget for Senate approval.
 - iv. The ledgers and running budget shall be updated and available at every General Senate Meeting and Budget and Finance Meeting. The budget shall be available to Senate members on a weekly basis.
 - v. Review reports from groups that received funding from ASUHWO previously in the semester, and submit such reports to the Budget and Finance Committee within the fiscal year.
 - vi. Submit financial reports upon request.
 - vii. Call Senate and Executive Board meetings to order in the temporary absence of the President and Vice-President and preside over said meeting.
 - viii. Give reports on issues in which the Treasurer officially represents

ASUHWO.

Section 2. Members of the Senate

1. Senators

- a. Senate members must have a minimum of two senate initiatives per academic year as set forth in Article VI of these By-Laws and consistently worked on them to ensure progress was being made.
 - i. The Senior Class Senator's designated Initiative shall be Chairing the Ad-Hoc Transition Committee during the Spring semester.
 1. This is a one semester long initiative, and may count as one (1) of the two minimum senate initiatives per term for the Senior Class Senator.
- b. Each Senator shall set aside 1 hour a month during normal business hours to meet with her or his constituency. Meeting times must be made available to the student body at the beginning of the month and shall be held on campus at a time and place conspicuously posted on campus and through electronic means no fewer than ten (10) school days prior. Written or oral reports on said meetings shall be given at the following Senate meeting. Meetings may not be held in the ASUHWO office.
- c. Each Senator shall keep weekly office hours so as to be available to the Senate and student body for communication and collaboration.
- d. Members of the Senate shall assume the following duties within their primary Standing Committee.
 - i. Must be a voting member, Co-Chairperson of exactly one Standing Committees.
 - ii. Membership in primary Standing Committees shall count for attendance, total members in a committee and purposes of quorum.
 - iii. Membership in primary Standing Committees shall count towards cash awards, including attendance and absences, late arrivals and early departures at committee meetings. Chairs will rate voting members and

Co-Chairs. Voting members shall rate the Chair and Co-Chair.

- iv. Attend meetings, counting only school, work, or extraneous circumstances as hindrances for requesting to be excused.
 - v. Give reports on issues in which the member officially represents ASUHWO
- e. Membership in any other standing committee shall be secondary and must be considered non-voting ex-officio.
- i. A non-voting ex-officio shall not count for attendance, total members in a committee, purposes of quorum, and may not vote in committee.
 - ii. Non-voting ex-officio membership shall not count towards stipends, including attendance and absences, late arrivals and early departures at committee meetings. Chairs and Co-Chairs will not rate their non-voting ex-officios. Non-voting ex-officios may not rate the Chair and Co-Chair.

2. Appointed Positions

a. Neighbor Island Student Liaison

- i. Neighbor Island Student Liaison shall assume the following duties within their primary Standing Committee.
 - 1. Attend Senate meetings, counting only school, work, or extraneous circumstances as hindrances for requesting to be excused.
 - 2. The Neighbor Island Student Liaison will coordinate activities relevant to distance learning students with a focus on their Island
 - 3. Neighbor Island Student Liaison shall serve on the Distance Education Subcommittee.
 - 4. Each Neighbor Island Student Liaison shall keep weekly office hours so as to be available to the Senate and student body for communication and collaboration.
 - 5. Each Neighbor Island Student Liaison shall set aside 1 hour a month during normal business hours to meet with her or his constituency. Meeting times must be made available to the student

body at the beginning of the month and shall be held on campus at a time and place conspicuously posted on campus and through electronic means no fewer than ten (10) school days prior. Written or oral reports on said meetings shall be given at the following Senate meeting. Meetings may not be held in the ASUHWO office.

b. Caucus Ambassador

i. The three (3) ASUHWO Caucus Ambassadors, defined as two (2) Ambassadors and one (1) Alternate, shall be appointed by the Senate in the following manner.

1. No more than five (5) weeks after the ratification of the spring election results the incoming Senate shall make available an application form
 - a. The application form shall make clear the eligibility qualifications, duties, and responsibilities of the position.
 - b. The application form shall be posted or made available in conspicuous places on the campus and the Senate website.
 - c. In the event of the resignation of a sitting Caucus Ambassador during his or her term, the application process shall be opened again no more than two (2) weeks after the resignation is effective.
2. After an open period of no less than three (3) weeks the Senate shall meet to discuss the submitted applications
 - a. The Senate may, at its discretion, invite applicants to be interviewed at that or any subsequent meeting
 - b. Sitting Caucus Ambassador shall participate in the interview process
3. Upon advice from the Senate and sitting Caucus Ambassadors, the President shall nominate one (1) qualified applicant for each open position

4. No less than one (1) meeting after the nomination shall be made, any voting Senate member may move to accept the President's nomination. In accordance with the ASUHWO Constitution, the approval of the nomination shall require a 2/3 quorum vote.
 - a. If the motion carries the applicant shall be invested in the position effective immediately, with all duties and responsibilities prescribed in these bylaws.
 - b. If the motion fails the President may, at his or her discretion, either nominate another qualified applicant from the pool of applicants or re-open the application process.
- ii. Caucus Ambassador shall have the following duties and responsibilities:
 1. The Caucus Ambassador shall represent the Senate, student body, and University at all University of Hawai'i System-level meetings which they are entitled to attend by the Caucus Charter and bylaws.
 2. Caucus Ambassador shall attend all ASUHWO Senate meetings and all UH Student Caucus meetings. In the event that a Caucus Ambassador cannot attend a scheduled meeting, the Alternative Ambassador shall be called upon to go in their stead.
 - a. A minimum of one month prior notice is required if an Ambassador is going to miss a scheduled meeting on another island.
 3. Caucus Ambassador shall conduct themselves at said meetings in a manner representative of the wishes of the Senate and student body,
 4. A dress code of professional business dress or ASUHWO logo attire is expected.
 5. Caucus Ambassadors are not voting members of the ASUHWO Senate and so may not make motions, chair committees, or vote in

general meetings.

6. Each Caucus Ambassador shall set aside one (1) hour a month during normal business hours to meet with his or her constituency. Meeting times will be made available to the student body at the beginning of the month and shall be held on campus at a time and place conspicuously posted on campus and through electronic means no fewer than ten (10) school days prior. Written or oral reports on said meetings shall be given at the following Senate meeting. Meetings may not be held in the ASUHWO office.
7. Each Caucus Ambassador shall have two (2) initiatives per academic year as stated in these By-laws and consistently worked on them to ensure progress was being made.
8. Each Caucus Ambassador shall keep regular weekly office hours, so as to be available to the Senate and student body for communication and collaboration.
9. Caucus Ambassador shall attend Board of Regents meetings when held on the island of O'ahu with the President as scheduling and funding allows. If meetings are held on another island and topics pertinent to UHWO or ASUHWO concerns are on the Agenda, a Senate Bill may be submitted for a funding request to attend the meeting, if possible.
10. Caucus Ambassador shall meet with State Legislators and City Council representatives from the UHWO district whenever possible or relevant to ASUHWO concerns. An effort must be made to maintain contact with elected officials, and the Chancellor, Caucus Ambassador, and President should meet with these elected officials to discuss matters concerning UHWO.
11. Each Caucus Ambassador shall provide a written bi-monthly report at the senate meeting of all Caucus events and initiatives and other

relevant information.

- a. Minutes, supplementary materials, and an Agenda from the Caucus meeting will be acceptable, provided they are reviewed with the Senate during the Ambassador's report

12. In addition to all duties and responsibilities prescribed herewith, the Caucus Ambassador shall also be held to

- a. The duties and responsibilities set forth by the Caucus Charter and bylaws, as well as any binding rules set forth by the Caucus.

- b. All operating rules and procedures set forth by the Senate.

c. Social Media Coordinator

- i. Oversee the maintenance and marketing campaigns of all social media including, but not limited to: the Facebook page, Instagram, and www.ASUHWO.com.

1. These should be updated as frequently as possible with meeting dates, constituency meeting information, Senate initiatives, Senate biographies, Senate Office Hours, elections, event photos, announcements, and statuses (as applicable).

- ii. Create printed and digital graphics for Senate Events.

1. Coordinate posting of Printed and Digital graphics in all appropriate and approved places.

- iii. Social Media Coordinator shall keep 4 weekly office hours so as to be available to the Senate and student body for communication and collaboration.

- iv. Attend and provide a report at each Senate meeting encompassing current projects, social media engagements, and data analytics.

- v. Attend ASUHWO sponsored events and capture media, edit, and post.

- vi. In the absence of a Social Media Coordinator, the President shall distribute the duties among the Executive Board.

Section 3. Committee Chairpersons and Co-Chairpersons

1. The Chairperson or Co-Chairperson of any ASUHWO Standing Committee shall be an elected member of the ASUHWO Senate. The Chairperson or Co-Chairperson of any ASUHWO Standing Committee shall not be an Executive Board Member of any other Chartered Student Organization. In the absence of the Chair or Co-Chair, the President may appoint an interim Chair or Co-Chair subsequent to Senate Approval.
2. Duties of the Chairperson
 - a. The Chairperson shall assume and discharge the following duties:
 - i. Call and preside over all of their respective Standing Committee meetings.
 - ii. Coordinate the committee meetings and assure that meeting notices are posted at least 72 hours in advance.
 - iii. Investigate any concerns or issues pertinent to their committee and oversee the completion of tasks necessary to bring a solution to fruition.
 - iv. Give reports on issues in which the Committee Chairperson officially represents ASUHWO.
 - v. Submit written evaluations to the Vice President for each committee member covering attendance and performance. These evaluations will be used to determine whether the committee member will receive their stipend.
 - vi. Within their respective Standing Committees shall not offer motions, and shall only state an opinion while the chair is yielded. The Chair must vote last in the roll call.
 - vii. Excuse absences, late arrivals and early departures via unanimous consent.
3. Duties of the Co-Chairperson
 - a. The Co-Chairperson shall assume and discharge the following duties:
 - i. Take attendance, type minutes and record votes at committee meetings of committee members on a roll call sheet. The format for the roll call sheet will be created by the President and approved by the Executive Board. The roll call sheet shall be attached to the Standing Committee Report prior to

- filing.
- ii. Submit approved Committee minutes to the Secretary.
- iii. Submit Standing Committee Reports at Senate Meetings.
- iv. Give reports on issues in which the Co-Chairperson officially represents ASUHWO.
- v. Preside over the committee in the temporary absence of the Chairperson. In such case, the Acting Chairperson may appoint a non-ex-officio member to discharge duties of the Co-Chair with the consent of the Committee.

Section 4. Interim Positions

1. Interim positions shall be appointed by the Senate based on majority vote to fill vacant Senate positions.
2. Interim positions are filled and operated on a temporary basis.
3. Person should only hold a position until the position is filled through the election process.
4. Regardless of interim title, all of the duties of position should be fulfilled. (e.g., Interim Secretary shall perform duties of the Secretary).
 - a. The Senate has the power to dismiss an interim position holder based on majority vote if interim is not fulfilling duties.

ARTICLE III: COMMITTEES

Section 1. Standing Committees

1. Standing Committees may be Chaired and Co-Chaired by members of the Executive Board.
 - a. Vice President is Chairperson for Legislative
 - b. Secretary is Chairperson for Activities
 - c. Treasurer is Chairperson for Budget and Finance
2. Standing Committees shall perform assigned duties as stipulated in the Constitution and

Bylaws.

Section 2: Subcommittees

1. Each committee shall be permitted to enact subcommittees at its discretion.
2. The titles and the chairs of each subcommittee are to be appointed by the standing committee chair. Subcommittee chairs do not need to be chaired by a senator.
3. Identified Subcommittees by Standing Committees
 - a. Budget and Finance Committee
 - i. Research and Development
 1. The Research and Development committee will focus on advancement, implementation, and maintenance of university-wide technology.
 - b. Legislation Committee
 - i. Administrative and Information Services
 1. The Administrative and Information Services committee will address issues that deal with constructing and maintaining a safe, secure, well-maintained, competently-staffed, efficient, functional environment conducive to, and for the purpose of, developing educated persons.
 - ii. Civic Advancement
 1. The Civic Advancement committee will address issues promoting the general welfare of students at the university, community, state, and federal levels as well as promote all political affairs related to the welfare of higher education.
 - iii. Academic Affairs
 1. The Academic Affairs committee will address issues concerning the teaching, research, and service functions of University of Hawai'i - West O'ahu by providing educational and service programs—credit and non-credit—to meet the needs and interests

of our students and citizens.

Section 3: Ad Hoc Committees

1. Ad hoc committees are temporary and may be formed by a simple majority vote of Senate seats filled.
2. No more than two ad hoc committees shall exist at any one time.
3. Ad hoc committees shall disband upon completion of their assigned duties or tasks.

Section 4. The Ad-Hoc Transition Committee

1. The President of ASUHWO is charged with convening a Ad-Hoc Transition Committee during the general election period of the Spring Semester to plan and implement the smooth transition of one Senate into the next. The Committee shall be dissolved by June 1 of the same year, or at a time as directed by the President when its duties shall have been concluded.
 - a. The purpose of the Ad-Hoc Transition Committee shall be to train incoming Senate Members on all matters of procedure and expectations so that they may be full and active members of ASUHWO. Outgoing Senate Members shall be expected to share their knowledge of ASUHWO with incoming members, so as to assist with the transition.
 - b. The Ad-Hoc Transition Committee shall be chaired by the Senior Class Senator. If there is no active Senior Class Senator, the President shall appoint a committee chair with the approval of the Senate. The Vice President shall coordinate with the Chair in scheduling and composing the transition schedule and organization.
 - c. The Vice President shall be responsible for facilitating the scheduling of meetings and leadership trainings between the outgoing members of the current Senate and the incoming, newly elected members. The Chair is responsible for Transition worksheet assignments. Other tasks are to be divided as decided between the committee members.
 - i. There shall be a minimum of two trainings held with existing (outgoing)

and new (incoming) members.

- ii. Trainings must include the basics of ASUHWO governance, including but not limited to the ASUHWO Constitution, the By-Laws, the ASUHWO operating rules and procedures document, Robert's Rules of Order, the writing of Bills & Resolutions, Professional communication, and an introduction to working in the ASUHWO office.
- iii. The Senate may authorize a Bill providing funding for training costs and incidentals relating to the transition process.
- d. The Chair and Vice President shall coordinate to create a transition schedule prior to the general ASUHWO election.

Section 5: Committee Membership

1. All senators must serve on at least one committee.
2. Senators may attend meetings for any number of committees, but may not vote on any committee with which they do not keep regular attendance and work duties.
3. Non-elected students may serve on committees by discretion of the committee chair.

Section 6: Committee Guidelines

1. All committees shall meet at least 4 times each semester outside of regularly scheduled Senate meetings.
2. An unexcused absence from a committee meeting shall constitute one absence for attendance purposes.

Section 7: Ad Hoc Commissions

1. The President shall have the power to form ad hoc committees by executive order.

Section 8: Student Liaisons

1. The Executive Board of the ASUHWO Senate may designate a Student Liaison to the

Faculty Senate by invitation only. The purpose of this position shall be to provide student insight on relevant issues and serve as a communication link between the Faculty and Student Senates. The Student Liaison may have speaking rights at all Faculty Senate meetings, with priority of recognition at the discretion of the chair. The Student Liaison may not vote or make any motion. The Student Liaison must be confirmed by the ASUHWO Senate with 2/3 vote.

ARTICLE IV: ELECTIONS AND APPOINTMENTS

Section 1: Election Committee Authority and Composition

1. An Election Committee shall oversee all general and special elections of the Senate
2. The Election Committee shall be composed of a chair and several members
 - a. The chair shall be a Senator or Executive Board member appointed by the Senate who shall not be running for any Senate position in the election.
 - i. In the event that no qualified candidate is willing or able to hold the position, any ASUHWO member may be appointed to the position.
 - b. Members of the Committee may be non-returning Senate members or general ASUHWO members appointed by the Senate.
 - c. No member of the Election Committee may hold any elected or appointed position in the Senate in the school year following their service on the Elections Committee.
3. The Committee shall have the power to enforce all election rules established herein and by the Student Life Coordinator and to impose sanctions on those candidates who violate the rules and the rulings of the Election Committee.
4. The Committee shall set the timeline for the petition process as deemed appropriate based on the method used for petitions while keeping in mind the deadline for elections.
5. The appointment of the Election Committee chair shall stipulate the election period for which the Committee shall sit. The Committee shall disband upon the conclusion of the election period.

Section 2. Ethics Statement

1. An independent and honorable Elections Committee is indispensable to promoting student body confidence in the Senate. Members of the Committee should participate in establishing, maintaining, and enforcing high standards of conduct and personally observe those standards to preserve the integrity and independence of the Committee. The provisions of these By-Laws are to be construed and applied to further this objective.
2. ASUHWO elections shall be impartial and non-partisan, and no member of the Elections Committee shall endorse any candidate, ticket, proposal, or issue in any way.
3. Members of the Elections Committee shall not place themselves in a situation which would cause conflict and should by all means avoid any situation which could cause such a conflict to be perceived.
4. Any student, faculty, or staff may bring charges of partiality or impropriety against any Elections Committee member to the ASUHWO Senate. Any charges must be filed in writing to the President, who must then include it in the agenda of the following general meeting.

Section 3: Candidate Eligibility

1. Candidates must have been accepted for enrollment or be enrolled for at least six (6) credit hours at the time of nomination.
2. Candidates running for Executive Board positions (e.g. President, Vice-President, Treasurer, and Secretary) must have a minimum cumulative grade point average of 3.0 at UH-West O'ahu.
3. Candidates running for senator must have a minimum cumulative grade point average of 2.5 at UH-West Oahu, or a minimum 2.5 overall grade point average from previously attended institution(s) if the candidate has not yet completed a semester at UH-West O'ahu.
4. A candidate cannot run for office if he/she is currently on a presidential commission.

5. Candidates for Senator positions must meet the criteria for the position which they run for
 - a. Candidates for academic division positions must be declared in the area which they wish to represent.
 - b. Candidates for Freshman, Sophomore, Junior, and Senior Senator must be classified students.
 - c. Candidates for Online/Distance Learning Senator must be enrolled in distance learning courses for the majority of their credits.
6. All requirements must be maintained throughout the candidate's term of office.

Section 4: Elections Procedure

1. Elections shall be conducted in adherence to the stipulations laid forth in the ASUHWO Constitution
 - a. The Election Committee shall, with the Director of Student Life, set forth the dates and times of election periods and corresponding campaigning periods
 - i. Announcement of coming elections must be announced with prominent posting on campus and through electronic means no fewer than twenty (20) school days prior to the election
2. The Election Committee, with the Director of Student Life, shall make available an application form. The application form shall make clear the eligibility qualifications, duties, and responsibilities of the position.
 - a. The application form shall be posted or made available in conspicuous places on the campus and the Senate website.
3. Campaigning for elected positions must adhere to the following restrictions
 - a. The Election Committee and Director of Student Life shall schedule a mandatory candidate orientation for all candidates within five (5) school days of application deadline. The candidates shall follow the Election Rules laid forth by the Committee, and Constitution.
 - b. Physical campaigning within a 100-foot radius of a polling booth or entrance to public access computers, including computer labs used for class is strictly

prohibited.

- c. Overt or direct abuse of influence over the voting process is strictly prohibited.
- d. Ignorance of the rules is no defense to election infraction.
- e. Campaign material must have department and/or UH Facilities Management approval prior to posting.

Section 5: Validation of Elections

1. The ballots shall be tallied and verified by the Director of Student Life and the Election Committee.
2. At the first general meeting following the tabulation for any election, the Election Committee shall submit a written statement to the ASUHWO Senate suggesting that the election be declared valid or invalid. This statement shall carry with it any citations of specific infractions and violations of elections bylaws that may have changed the outcome of the election.
3. The Senate shall confer with the Election Committee and the Director of Student Life, and shall determine whether to accept the recommendation of the Committee.
4. The decision of the ASUHWO Senate shall be posted conspicuously on campus and through electronic means.
 - a. Notifications of valid elections shall declare the winners of all positions.
 - b. Notifications of invalid elections shall announce the reason for the election invalidity and a new campaign and election period set forth by the Election Committee and Director of Student Life.
5. In the event that the Senate determines to declare an election invalid, the Director of Student Life, in consultation with the ASUHWO, shall forward a report of all sufficiently documented campaign violations to the Vice-Chancellor for Student Affairs.

ARTICLE V: MEASURES

Section 1: Measures

1. A measure is any Bill, Resolution, or Revision.
2. A Bill is a measure for action or appropriation with a specific date by which funds must be expended and money amount. Bills require a majority roll call vote to be adopted.
3. An Act is a Bill which has been passed by the Senate in accordance with these Rules and is therefore binding on the Senate. Any amendments to an Act must be made with a two-thirds voice vote. In order for the amendments to take effect, the Act must be re-adopted by a two-thirds roll call vote. No Act may be considered for Amendment unless all members present have been presented with a typed copy of the Act.
4. A Revision is a measure which amends or revises these rules, and requires a two-thirds roll call vote to be adopted. A completely new set of Rules must also be offered in the form of a Revision.
5. A Resolution is a formal statement of a decision or expression of opinion adopted by the Senate with no appropriations of money involved and requires a majority roll vote to be adopted.
6. A measure shall be delivered for introduction no later than one business day before an Executive Board meeting.
7. Measures delivered less than three days before an Executive Board meeting shall be included in the Senate packet, however the introducers are responsible for ensuring that each Senate member and guest receives a copy of the measure before it is brought to the floor. No action, including any of the two readings, may be taken on a measure unless all members present have been presented with a printed copy of the measure.
8. All measures that appropriate funds to non-ASUH organizations shall provide a clause that requires the organization to submit a follow up report. The follow up report shall include information regarding finances if any appropriations had been made in said measure to said organization.
9. All measures must go through First and Second Reading unless they are put on Special Orders.
10. Measures can only be considered official and accepted by the Senate when accompanied by the printed name and an underlined signature of at least one senate member. More

than one member may sign onto a measure. The first underlined name shall be considered the primary introducer of the measure. Senate members cited as introducers of a bill must sign the bill prior to its introduction to the Senate.

Section 2: Readings

1. First Reading shall be constituted by having the presiding officer refer all measures by number and title to the appropriate committee(s) at an Executive Board meeting. This can be done via:
 - a. Single Referral – One committee will consider the matter.
 - b. Joint Referral – Two or more committees will consider the matter simultaneously.
 - c. Subsequent Referral – The measure being considered will be referred to one committee first, and then being reported out of that committee, will subsequently be referred to a second committee.
2. Second Reading of measures shall occur on the floor of the Senate.
 - a. Second Reading of measures shall not occur unless the measure has been reported out of committee, or the measure is recalled from said committee via a two-thirds roll call vote.
 - b. Following the Order of Business, the presiding officer shall announce each measure.
 - c. A member may move for adoption. If seconded, the Senate may discuss the motion before voting.
 - d. Upon approval, each measure shall take precedence over any previously passed legislation that may conflict with it.

Section 3: Committee Referrals

1. A. Once a measure is referred to a committee, said committee has the responsibility of said measure.
2. The committee to which the measure is referred may:

- a. Report the measure out via a Standing Committee Report, recommending approval as originally referred to the committee.
 - b. Report the measure out via a Standing Committee Report, recommending approval with amendments proposed by the committee in the Standing Committee Report.
 - c. Defeat the measure.
3. The Senate may not take action on any measure referred to a committee unless the committee reports the measure out via a Standing Committee Report, or the Senate votes to discharge the committee from further consideration and onto the floor for Second Reading via a two-thirds roll call vote.

ARTICLE VI: INITIATIVES AND PROGRAMS

Section 1: Senate Initiatives

1. Senate Initiatives shall be pursued by all Senators over the course of their term. Initiatives are defined as specific tasks or goals to improve student success and campus life, and benefit either the constituency of that representative or the student body as a whole. Executive board members shall be exempt from initiatives, but are encouraged to pursue them, time willing.
2. Each Senator and Caucus Ambassador will be required to pursue a minimum of two (2) unique initiatives per academic year.
 - a. Members of the Senate are encouraged to cooperate and assist with each other's initiatives, but may not split or share initiatives.
3. Initiatives may appropriate funds from a designated pool of funds in the ASUHWO budget to be set at the beginning of the academic year.
4. The Vice President shall be charged with assisting with all initiatives and shall keep a log of all active and past initiatives in the ASUHWO office.

Section 2: Senate Programs

1. Senate Programs shall be pursued by the Senate for the benefit of the student body as a whole.

Senate Programs may be any ongoing effort by ASUHWO to raise the standard of academic, student, or administrative excellence on campus or in the community.

2. The Senate Budget and Finance Committee shall set aside a designated portion of the Senates operating budget every academic year to support ongoing Senate Programs.
3. The number of active Programs in any semester shall be determined by the Senate.
4. The Senate Activities and Programs Committee shall be responsible for the coordination and direction of Senate Programs.

ARTICLE VII: SENATE COMPENSATION

Section 1: Cash Awards

1. Cash Awards shall be calculated by four factors; Senate meeting attendance, performance review sheets (PRS), attendance at events, and office hours/constituency meetings attendance. Cash Awards may be issued at the end of every semester to compensate ASUHWO members for their efforts and expenditures.
 - a. Senate meeting attendance
 - i. For the purpose of counting attendance, one unexcused absence shall be assigned a value of one, and one excused absence shall count as one-half of one unexcused absence.
 - ii. Attendance shall be accounted by the Secretary and confirmed by the Executive Board.
 - iii. Attendance will account for 25% out of a possible 100% eligibility.
 - b. Performance Review Sheets (PRS)
 - i. Every semester at the second to last Senate meeting, (PRS) will be passed out to the senate. The purpose is to review each member of the senate to ensure duties are being fulfilled while informing each member of the areas

they need to improve upon. All individuals shall be entitled to receive an aggregate score of their results no later than two (2) weeks after scores are codified, from the Vice President, upon request.

- ii. The PRS will account for 25% out of 100% of the total cash award eligibility.
 - iii. The PRS will be anonymous to ensure an accurate review.
 - iv. The PRS will directly reflect the duties of each member set forth in the bylaws and the Constitution.
 - v. Each question shall be rated on a scale of 1 to 5, with 5 being strongly agree, 4 being agree, 3 being somewhat agree, 2 being somewhat disagree, and 1 being disagree. The points earned will be added up.
 - vi. The total points earned will account for a percentage. That percentage will then be applied to the possible 25 points for this category.
- c. Attendance at Events
- i. Every semester, the Senate will designate which events will count as being mandatory to attend.
 - ii. For the purpose of counting attendance, one unexcused absence shall be assigned a value of one, and one excused absence shall count as one-half of one unexcused absence.
 - iii. Attendance shall be accounted by the Secretary and confirmed by the Executive Board.
 - iv. Attendance will account for 25% out of a possible 100% eligibility.
- d. Office Hours/Constituency Meetings
- i. Every semester, Senate members will decide upon a set number of hours which they will hold as “office hours” in the ASUHWO office. This will also apply to holding their constituency meetings, held outside of the ASUHWO office. There is no minimum set office hour amount, nor maximum, however, it is suggested that no fewer than four (4) minimum office hours be held per week. In addition, the Secretary and Social Media

Coordinator should be notified of these hours to have posted for constituents.

- ii. Hours can be changed with one week's notice given, at any time, when requested in writing and submitted to the Vice President. New office hours for that Senate member will then be in effect one week after submission to the Vice President.
- iii. For the purpose of counting attendance, a log will be kept and maintained by the Vice President. Senate members are expected to log in and out each time they hold office hours and constituency meetings. Logging in is only necessary when being in the office for over a 30 minute period.
- iv. For the purpose of attendance, one unexcused absence shall be assigned a value of one, and one excused absence shall count as one-half of one unexcused absence. Rescheduling of office hours will be allowed and not be counted towards unexcused absences if the following protocol is followed:
 - v. Attendance shall be accounted by the Secretary and confirmed by the Executive Board.
 - vi. Attendance will account for 25% out of a possible 100% eligibility.

2. Totals

- a. The total percentages from all four (4) categories will then be added together.
- b. ASUHWO members must obtain at least 80% out of 100% to obtain his or her cash award.
- c. All individuals shall be entitled to receive an aggregate score of their results no later than two (2) weeks after scores are codified, from the Vice President, upon request.
- d. These totals will be accounted by the Executive Board before the last senate meeting, and presented to the Senate on the last meeting for a final approval vote to codify the results.
- e. The results will then be presented to the Vice Chancellor of student affairs for

final approval for cash award dispersal.

3. Appeals

- a. 1. Any Senate member who did not qualify for their cash award due to not obtaining the 80% out of 100% minimum requirement, but feels that they should still be considered for the cash award may have a second chance to verbally appeal their case to the Senate during the next ASUHWO meeting following the confirmation of cash awards and PRS tallies.
- b. The Senate member(s) wishing to appeal shall write a letter of appeal to the President and Senate stating why they feel they deserve their cash award, despite not meeting the percentage requirements.
 - i. The appeal shall be added to the agenda of the next ASUHWO meeting.
 - ii. Any member of the Senate may make a motion to grant the non-awardee their cash award. Following approval of a 2/3rd vote of the Senate, the Treasurer shall release the cash award to the original requirements.

ARTICLE VIII: AMENDMENT

Section 1: Method

1. These By-Laws may be amended by either of the following methods:
 - a. The Legislative Committee may propose amendments to the By-Laws. The committee shall report its recommendation to the Senate which consider and approve it before presenting it to the President for a vote.
 - b. A proposed amendment signed by at least five percent (5%) of the membership of the Student Body shall be submitted to a vote by the Senate.
 - c. In either procedure, the ASUHWO Senate shall have the right to alter the form or wording of the proposed amendment, provided the meaning is not changed.

ARTICLE IX: APPENDICES

PRESIDENTIAL PEER REVIEW SHEETS

State the degree to which you believe your President, [name], completed their duties.

Degree of Agreement Duty

1 2 3 4 5 N/A

Chaired all meetings of the Senate and Executive Board. (Do not agree) (Agree)

1 2 3 4 5 N/A

Maintained official contact with the University administration, the faculty, and other organizations, firms, or persons; or appointed a representative with Senate approval.

1 2 3 4 5 N/A

Gave reports on issues in which the President officially represents ASUHWO.

1 2 3 4 5 N/A

Made or revoked all appointments, with the approval of the Senate.

1 2 3 4 5 N/A

Placed all qualified measures at their appropriate position on the agenda.

1 2 3 4 5 N/A

Excused absences, late arrivals and early departures via unanimous consent.

1 2 3 4 5 N/A

In the Treasurer's absence, the President co-signed expenditure vouchers. This duty can only be delegated to the President upon Senate approval if applicable.

1 2 3 4 5 N/A

Committed measures and issues of student concern to Senate committees during meetings of the Executive Board or the Senate.

1 2 3 4 5 N/A

Addressed problems an ASUHWO member brought to their attention that are relevant to the Senate.

1 2 3 4 5 N/A

Attended meetings of the Board of Regents of the University of Hawai'i when held on the island of O'ahu, as scheduling and funding allowed.

1 2 3 4 5 N/A

Attended meetings on other islands in the event that the Caucus Representatives could not attend, if possible.

1 2 3 4 5 N/A

Met with State Legislators and City Council representatives from the UHWO district a minimum of once per academic year, whenever possible or relevant to ASUHWO concerns. At a minimum, emails and phone calls were made to maintain contact with elected officials and the Chancellor, Caucus Representative, and President all met to discuss matters concerning UHWO.

1 2 3 4 5 N/A

Formed the Ad-Hoc Transition Committee during the Spring general election period of each year, according to the procedures set forth regarding the Committee.

1 2 3 4 5 N/A

Organized semesterly Town Hall meetings, in a public campus forum or through a written public report (e.g., flyer), for Senate Members to present campus issues with students.

1 2 3 4 5 N/A

Published semesterly Presidential Addresses to the student body of ASUHWO, published in all accessible outlets.

1 2 3 4 5 N/A

Held as many executive board meetings, when necessary.

1 2 3 4 5 N/A

Maintained and oversaw the maintenance of all social media, including but not limited to: the Facebook page, Instagram, and ASUHWO.com. Updated these as frequently as possible with meeting dates, constituency meeting information, Senate initiatives, Senate biographies, event photos, announcements, and statuses (if applicable).

1 2 3 4 5 N/A

VICE PRESIDENT PEER REVIEW SHEETS

State the degree to which you believe your Vice President, [name], completed their duties.

Served as Chair of the Legislative Committee.

1 2 3 4 5 N/A

Called the Senate and Executive Board meetings to order in the event of the temporary absence of the President, and preside over said meeting if applicable.

1 2 3 4 5 N/A

In the absence of the President, excused absences, late arrivals and early departures via unanimous consent if applicable.

1 2 3 4 5 N/A

Executed other Executive duties as directed by the President.

1 2 3 4 5 N/A

The Vice-President oversaw leadership development in the Senate.

1 2 3 4 5 N/A

The Vice President oversaw cash award procedure.

1 2 3 4 5 N/A

Gave reports on issues in which the Vice-President officially represents ASUHWO.

1 2 3 4 5 N/A

Oversaw Senate initiatives and maintained progress reports, if they were necessary.

1 2 3 4 5 N/A

Coordinated Senate office hours and maintained a log of all ASUHWO Senate members' office hours each semester, which was send to the Secretary for the official ASUHWO archive.

1 2 3 4 5 N/A

Worked with the Legislative Committee to maintain and keep the operating rules and procedures document up-to-date.

1 2 3 4 5 N/A

Coordinated with the Senior Class Senator in the Spring of each academic year to assist with the duties of the Transition Committee.

1 2 3 4 5 N/A

Maintained and oversaw the maintenance of all social media, including but not limited to: the Facebook page, Instagram, and ASUHWO.com. Updated these as frequently as possible with meeting dates, constituency meeting information, Senate initiatives, Senate biographies, event

photos, announcements, and statuses (if applicable).

1 2 3 4 5 N/A

SECRETARY PEER REVIEW SHEETS

State the degree to which you believe your Secretary, [name] completed their duties.

Degree of Agreement Duty

Served as Chair of Activities Committee.

1 2 3 4 5 N/A

Recorded minutes of Senate and Executive Board meetings. (Do not agree) (Agree)

1 2 3 4 5 N/A

Filed all Standing Committee Meeting Minutes.

1 2 3 4 5 N/A

Called roll at Senate and Executive Board meetings, and announce the number of members present.

1 2 3 4 5 N/A

Called roll when required for a vote and announce results of said vote.

1 2 3 4 5 N/A

Maintained records of Senate attendance and officially recorded Senate events.

1 2 3 4 5 N/A

Coordinated with the designated ASUHWO Advisors to perform a GPA check of each Senate member after each semester, and an academic credit check of each Senate member on or around the drop and withdrawal deadline of each semester.

○ ○ ○ ○ ○ ○ 1 2 3 4 5 N/A

Codified measures into their final form, and in a timely manner, not to exceed 5 business days, and then forwarded them to the President for signature. They were then transferred into the appropriate binder for public viewing in the ASUHWO office.

○ ○ ○ ○ ○ ○ 1 2 3 4 5 N/A

Called Senate and Executive Board meetings to order in the event of the temporary absence of the President, Vice- President and Treasurer, and presided over said meeting, if applicable. The Secretary appointed a recorder for said meeting with Senate approval.

○ ○ ○ ○ ○ ○ 1 2 3 4 5 N/A

Gave reports on issues in which the Secretary officially represents ASUHWO.

○ ○ ○ ○ ○ ○ 1 2 3 4 5 N/A

Maintained all legislative records in the ASUHWO office, including but not limited to: ASUHWO meeting agendas, agenda supplements and handouts, copies of resolutions and bills, Senate notes from committee meetings, Senate initiative ideas, UH Student Caucus documents, and any other pertinent information necessary for governing transparency and continuity.

○ ○ ○ ○ ○ ○ 1 2 3 4 5 N/A

Maintained and oversaw the maintenance of all social media, including but not limited to: the Facebook page, Instagram, and ASUHWO.com. Updated these as frequently as possible with meeting dates, constituency meeting information, Senate initiatives, Senate biographies, event photos, announcements, and statuses (if applicable).

○ ○ ○ ○ ○ ○ 1 2 3 4 5 N/A

Reserved rooms for ASUHWO meetings and events to be held in.

1 2 3 4 5 N/A

TREASURER PEER REVIEW SHEETS

State the degree to which you believe your Treasurer, [name] completed their duties.

Degree of Agreement Duty

Served as Chair of Budget and Finance Committee. (Do not agree) (Agree)

1 2 3 4 5 N/A

Co-signed with the ASUHWO Advisor on all expenditure vouchers.

1 2 3 4 5 N/A

Prepared with the Budget and Finance Committee an operating budget for Senate approval.

1 2 3 4 5 N/A

The ledgers and running budget were updated and available at every General Senate Meeting and Budget and Finance Meeting. The budget was available to Senate members upon request on a weekly basis.

1 2 3 4 5 N/A

Reviewed reports from groups that received funding from ASUHWO previously in the semester and submitted such reports to the Budget and Finance Committee within fiscal year.

1 2 3 4 5 N/A

Submitted financial reports upon request.

1 2 3 4 5 N/A

Called Senate and Executive Board meetings to order in the temporary absence of the President and Vice- President and presided over said meeting if applicable.

1 2 3 4 5 N/A

Gave reports on issues in which the Treasurer officially represents ASUHWO.

1 2 3 4 5 N/A

Maintained and oversaw the maintenance of all social media, including but not limited to: the Facebook page, Instagram, and ASUHWO.com. Updated these as frequently as possible with meeting dates, constituency meeting information, Senate initiatives, Senate biographies, event photos, announcements, and statuses (if applicable).

1 2 3 4 5 N/A

SENATOR PEER REVIEW SHEETS

State the degree to which you believe your Senator, [name], completed their duties.

Degree of Agreement Duty

Gave reports in which the Senator officially represented his/her constituency.

1 2 3 4 5 N/A

Senator had a minimum of two initiatives per academic year.

1 2 3 4 5 N/A

Conducted monthly constituency representation meetings, and reported on them in the following ASUHWO Senate meeting.

1 2 3 4 5 N/A

Kept weekly office hours, as set forth in the By-Laws, and maintained their hours in the Log, so as to be available to the Senate and student body.

1 2 3 4 5 N/A

Performed duties required by them in their committee placed in.

1 2 3 4 5 N/A

SENATE SPEAKER PEER REVIEW SHEETS

State the degree to which you believe your Senator, [name], completed their duties.

Degree of Agreement Duty

Gave reports in which the Senator officially represented his/her constituency.

1 2 3 4 5 N/A

Senator had a minimum of two initiatives per academic year.

1 2 3 4 5 N/A

Conducted monthly constituency representation meetings, and reported on them in the following ASUHWO Senate meeting.

1 2 3 4 5 N/A

Kept weekly office hours, as set forth in the By-Laws, and maintained their hours in the Log, so as to be available to the Senate and student body.

1 2 3 4 5 N/A

Performed duties required by them in their committee placed in.

1 2 3 4 5 N/A

Maintained the Meet your Student Government classroom postings, the guidelines and stipulations of which are laid forth in the operating rules and procedures document.

1 2 3 4 5 N/A

SENIOR CLASS SENATOR PEER REVIEW SHEETS

State the degree to which you believe your Senator, [name], completed their duties.

Degree of Agreement Duty

Gave reports in which the Senator officially represented his/her constituency.

1 2 3 4 5 N/A

Senator had a minimum of two initiatives per academic year.

1 2 3 4 5 N/A

Conducted monthly constituency representation meetings, and reported on them in the following ASUHWO Senate meeting.

1 2 3 4 5 N/A

Kept weekly office hours, as set forth in the By-Laws, and maintained their hours in the Log, so as to be available to the Senate and student body.

1 2 3 4 5 N/A

Performed duties required by them in their committee placed in.

1 2 3 4 5 N/A

Chaired the Transition Committee during the spring semester, as per the guidelines and stipulations set forth in the operating rules and procedures document as well as the By-Laws.

(Applicable for Spring Semester ONLY)

1 2 3 4 5 N/A

CAUCUS AMBASSADOR PEER REVIEW SHEET SHEETS

State the degree to which you believe your Caucus Ambassador, [name] completed their duties.

Degree of Agreement Duty.

The Student Caucus Ambassador shall attend all UH Student Caucus meetings to which they are entitled to attend as per the UHSC Charter and By-Laws.

1 2 3 4 5 N/A

The Student Caucus Ambassador shall attend all ASUHWO Senate meetings.

1 2 3 4 5 N/A

Consistently provided the Senate with reports of every caucus meeting.

1 2 3 4 5 N/A

Conducted themselves in a manner representative of the wishes of the ASUHWO Senate and UHWO student body.

1 2 3 4 5 N/A

Dressed appropriately and professionally; in either business attire or in ASUHWO logo attire, while representing UHWO as the Caucus Ambassador.

1 2 3 4 5 N/A

Did not make motions, chair committees, or vote in any general meetings.

1 2 3 4 5 N/A

Conducted monthly constituency representation meetings, and reported on them in the following ASUHWO Senate meeting.

1 2 3 4 5 N/A

Caucus Ambassador had a minimum of two initiatives per academic year.

1 2 3 4 5 N/A

Kept weekly office hours, as set forth in the By-Laws, and maintained their hours in the Log, so as to be available to the Senate and student body.

○ ○ ○ ○ ○ ○ 1 2 3 4 5 N/A

Attended meetings of the Board of Regents of the University of Hawai'i when held on the island of O'ahu, as scheduling and funding allowed.

○ ○ ○ ○ ○ ○ 1 2 3 4 5 N/A

Met with State Legislators and City Council representatives from the UHWO district a minimum of once per academic year, whenever possible or relevant to ASUHWO concerns. At a minimum, emails and phone calls were made to maintain contact with elected officials and the Chancellor, ASUHWO President, and all met to discuss matters concerning UHWO.

○ ○ ○ ○ ○ ○ 1 2 3 4 5 N/A

Provided a written bi-monthly report at the ASUHWO Senate meeting of all UHSC events and other relevant information.

○ ○ ○ ○ ○ ○ 1 2 3 4 5 N/A

ASUHWO BY-LAWS REVISION APRIL 2020:

THE BYLAWS HAVE BEEN APPROVED ON April 7, 2020