

ASUHW

ASSOCIATED STUDENTS OF THE UNIVERSITY OF HAWAII - WEST O'AHU

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

Revised and Approved March 2022 (GSM 22-020) by the 10th Senate of Kapolei

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ARTICLE I: CONSTITUTION

Section 1: Senate Name & Composition

1. This student senate shall be named The Associated Students of the University of Hawai'i - West O'ahu (ASUHWO).
2. The ASUHWO Senate is directly elected by the University of Hawai'i - West O'ahu (UHWO) student body. The term of office for all elected senators and executive committee members is one academic year. The senate is composed of the following elected and appointed members:
 - a. Executive Officers - President, Vice President, Treasurer, Secretary
 - b. Class Level Senators - Freshman, Sophomore, Junior, and Senior
 - c. Academic Division Senators - Business Administration, Creative Media, Education, Humanities, Math and Health Sciences, Public Administration, Social Sciences
 - d. Neighbor Island Distance Education Senators - Hawai'i County, Maui County, Kauai County
 - e. Appointed Members - Caucus Ambassadors, Social Media Coordinators and Interims

Section 2: Purpose and Mission

The purpose and mission of this organization shall be to provide democratic representation for the students of the University of Hawai'i - West O'ahu and to promote student participation in educational, cultural, social and community activities.

Section 3: Values Statement

The ASUHWO Senate's purpose and mission are guided by the following values:

- a. Aloha (love and compassion)
- b. Pilina (relationship)
- c. Hui (inclusive and united)
- d. Ola (means of support; life)

Section 4: Duties & Powers

1. Support students and student groups at UHWO by coordinating student services, organizing school-wide functions, and recognizing funding.
2. Bridging the student voice to the UH-West O‘ahu community as conduits in school-wide decisions.
3. Through surveys, initiatives, promotion, as well as building and stabilizing infrastructure, ASUHWO acknowledges student issues and concerns and advocates for action.
4. Serve as consulted stakeholders in school-wide decisions and continuously work to convey student concerns to the school's faculty and administration.

ARTICLE II: STRUCTURE, OFFICES & DUTIES OF ASUHWO

Section 1: General Duties of Senate Members

1. Senate members shall conduct themselves at all meetings and UH-West O’ahu happenings in a manner representative of the wishes of the Senate and student body.
 - a. A dress code of professional business dress or ASUHWO logo attire is expected.
 - b. Senate members have the responsibility of declaring conflicts of interest and should by all means avoid any situation which could cause such a conflict to be perceived.
2. All senate members must attend and participate at bi-monthly [General Senate Meetings](#) (GSM).
 - a. All senate members are required to attend GSMs to ensure that ASUHWO’s mission and values are addressed, senate business is conducted and continued, and reports are given.
 - i. At the chair’s discretion, a senate member attending a meeting under telepresence counts as a physical presence at GSMs as well as standing and campus-wide committee meetings.
 - ii. An unexcused absence from two or more regularly scheduled GSMs, regardless in person or online during an academic semester is grounds for removal from the Senate. An excused absence is one given with advance notice to the President or Advisor and approved by the entire senate at the GSM. This notice includes: their designated proxy (voting member), senate member and committee reports, and reason of absence.
 1. After the first unexcused GSM absence, a written notification will be given to the senate member as a warning of violating the attendance policy. The senate member may appeal the warning by having a discussion with the President or/and Advisor and the matter is discussed on a case-by-case basis.
 2. After a senate member accumulates two unexcused absences, the member will be dismissed from the senate and will be notified by the Advisor.

3. If the senate member foresees that they cannot uphold the attendance policy, the member shall tender their resignation in writing to the Vice President.
 - b. GSMs are two (2) hours-long and are composed of the following [agenda items](#):
 - i. Roll Call / Quorum
 - ii. Open Forum
 - iii. Approval of Minutes and Agenda
 - iv. Declarations of Conflict of Interest
 - v. Executive Officer Reports
 - vi. Advisory Reports
 - vii. Senator and Appointed Member Reports
 1. Standing Committee Reports
 2. Senator Reports
 3. Appointed Member reports
 4. Campus-Wide Committee Reports
 - viii. Old Business
 - ix. New Business
 - x. Announcements
 - xi. Adjournment
 - c. GSMs are scheduled twice a month (excluding weeks in which Finals take place) and held virtually or in an accessible campus location at a time and place conspicuously announced to ASUHOWO stakeholders .
 - d. GSMs must be announced at the beginning of each semester to senate stakeholders through electronic means or posted on campus.
 - i. Modifications to GSM meetings, times and locations must be announced to senate stakeholders two weeks in advance or at the time of consensus; whichever is earlier.
3. To be available to the ASUHOWO Senate, associated constituencies, the UHOWO student body, Administration and staff for collaboration, each senate member must hold four (4) weekly office hours. Office hours consist of continued progress on initiatives, general senate business, and training. Social Media Coordinator(s) are exempt from holding

weekly office hours and shall set aside five (5) hours a week so as to be available to the ASUHWO Senate.

- a. Weekly office hours shall be made available to ASUHWO stakeholders at the beginning of the semester.
 - b. Office hours shall be held virtually or on campus at a time and place conspicuously announced to ASUHWO stakeholders on campus and through electronic means.
 - c. Weekly office hours can be changed with 72-hours notice given from the time of the standing office hours. This change must be requested in writing and submitted to the Vice President, President and ASUHWO Advisor(s). New office hours for that senate member will then be in effect after written submission and Vice President's confirmation to the changes.
 - d. Written or oral reports on weekly office hour duties and responsibilities shall be given at the following GSM. These reports include: what senate business is being worked on, any communication and with whom, outcomes and accomplishments, and next steps. These reports must be provided to the Secretary prior to the start of the GSM.
4. Senate members shall assume the following duties within their standing committee.
- a. Must be a voting member in their designated standing committee.
 - b. Membership in primary Standing Committees shall count for attendance, total members in a committee and purposes of quorum.
 - c. Membership in 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. Ratings occur at the ending of the semester during peer reviews.
 - d. Report on issues in which the member officially represents ASUHWO
 - e. Attend meetings, counting only school, work, or extraneous circumstances as hindrances for requesting to be excused.
 - f. All standing committees shall meet at least four (4) times each semester outside of regularly scheduled GSMs.

- i. An unexcused absence from a standing committee meeting shall constitute one absence for attendance purposes.
5. Membership in any other standing committee shall be secondary and must be considered non-voting ex-officio.
 - a. A non-voting ex-officio shall not count for attendance, total members in a committee, purposes of quorum, and may not vote in committee.
 - b. Non-voting ex-officio membership shall not count towards cash awards, 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.

Section 2: Executive Officers

1. The Executive Officers of the Senate shall be the President, Vice President, Treasurer and Secretary. 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 senate member 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 GSM 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. In addition to [the general duties of all senate members](#), 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. The President may issue recess appointments to fill any position between Senate meetings. 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. Address problems a ASUHWO member brought to their attention that are relevant to the Senate.
- vii. May designate a member of the senate to serve as their spokesperson in his/her absence.
- viii. Be the student liaison at the Faculty Senate meetings. The purpose of this position shall be to provide student insight on relevant issues and serve as a communication link between the Faculty and the ASUHWO senate. 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.
- ix. Provide semesterly Presidential addresses to the student body of UHWO.
- x. Set executive board meetings, as needed.
- xi. Attend meetings of the Board of Regents of the University of Hawai'i when summoned or/and when needing to present concerns at the system level.
- xii. Meet with State Legislators and City Council representatives from the UHWO district when summoned or/and when needing to present concerns and to discuss matters concerning UHWO.
- xiii. Participate in management of the [Transition Period](#).

3. Duties of the Vice President

- a. In addition to [the general duties of all senate members](#), the Vice President shall assume and discharge the following duties:
 - i. Serve as Legislative Committee Chair.
 - 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. Oversee leadership development in the Senate.
 - vi. Oversee the cash award procedure.
 - vii. Report on issues in which the Vice President officially represents ASUHWO.
 - viii. Oversee Senate initiatives, and maintain a progress report as needed.
 - ix. Coordinate senate office hours, and maintain the official log of all ASUHWO Senate members' office hours each semester. This log shall be sent to the Secretary as an official record for the ASUHWO office archive.
 - x. Work with the legislative committee to keep the Operating Rules and Procedures (ORP) document up-to-date.
 - xi. Participate in management of the [Transition Period](#).

4. Duties of the Treasurer

- a. In addition to [the general duties of all senate members](#), the Treasurer shall assume and discharge the following duties:
 - i. Serve as Budget and Finance Committee Chair.
 - 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. Update and make available the ledgers and running budget at every GSM 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. Report on issues in which the Treasurer officially represents ASUHWO.
- ix. Participate in management of the [Transition Period](#).

5. Duties of the Secretary

- a. In addition to [the general duties of all senate members](#), the Secretary shall assume and discharge the following duties:
 - i. Record minutes of GSM and executive board meetings.
 - ii. File all standing committee meeting minutes.
 - iii. Call roll at GSM and executive board meetings, and announce the number of members present.
 - iv. Calls roll when required for a vote and announces results of said vote.
 - v. Maintain records of GSM attendance and officially record ASUHWO events.
 - vi. 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.
 - vii. Codify measures into their final form, and sign them in a timely manner, not to exceed five (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 and on the ASUHWO official website upon codification.
 - viii. Call GSM 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.

- ix. Give reports on issues in which the Secretary officially represents ASUHWO.
- x. 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.
- xi. Maintain all records in the ASUHWO Lulima site, including but not limited to: ASUHWO calendar updates, meeting agendas, agenda supplements and handouts, copies of senate 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.
- xiii. Participate in management of the [Transition Period](#).

Section 3: Class Level, Academic Division & Neighbor Island Distance Education

Senators

1. Senator distinctions and responsibilities:
 - a. Senator Distinctions
 - i. Class Level Senators: Senior, Junior, Sophomore, Freshman
 - ii. Academic Division Senators: Business Administration (BUS), Creative Media (CM), Education (ED), Humanities (HUM), Math and Health Sciences (MHS), Public Administration (PUB), Social Sciences (SOC)
 - iii. Neighbor Island Distance Education Senators: Hawai'i County, Maui County, Kaua'i County
 - b. Senator-only Responsibilities
 - i. Senators must have a minimum of two (2) senate initiatives per academic year as set forth in [Article VI](#) of these Bylaws and consistently forward advancements as they work on them to ensure progress is tracked.

- ii. The Activities Standing Committee may be chaired by any voting senator.
2. Class Level Senators:
 - a. The constituency of a class senator are students making up the class that they represent – i.e the Sophomore Class Senator’s constituency are sophomore standing students.
 3. Academic Division Senators:
 - a. The constituency of an academic division senator are students making up the academic division that they represent – i.e the PUBA Senator’s constituency are PUBA majors/minors.
 4. Neighbor Island Distance Education Senators:
 - a. The constituency of a distance education senator are students living in the neighboring island county that they represent – i.e the Maui County Senator’s constituency are students having residence in Maui County that include the islands of Maui, Lāna`i, Molokai, Kaho`olawe, and Molokini.
 - b. The neighbor island distance education senator(s) shall continue to be the liaison with their distinct county. These senators will coordinate activities relevant to distance learning students with a focus on their county.

Section 4: Liaisons, Appointed Members & Assignments

1. Caucus Ambassador(s)
 - a. In addition to [the general duties of all senate members](#), Caucus Ambassador(s) shall have the following duties and responsibilities:
 - i. The Caucus Ambassador(s) shall represent ASUHWO, 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.
 - ii. Caucus Ambassador(s) shall attend all bi-monthly ASUHWO General Senate meetings and all monthly University of Hawai’i (UH) Student Caucus meetings. In the event that a Caucus Ambassador cannot attend a scheduled meeting, the Alternative Ambassador or an Executive Officer shall be summoned.

1. An advanced one week notice by writing is required if an Ambassador is going to miss a scheduled meeting. Notice within a week before the scheduled meeting may be accepted on a case by case basis.
- iii. Caucus Ambassadors have no voting rights with the ASUHWO Senate and may not make motions, chair committees, or vote in general meetings.
- iv. Each Caucus Ambassador may pursue an initiative set forth in [Article VI of these Bylaws](#) if time allows. Advancements must be forwarded to the Vice President to ensure progress is tracked.
- v. Caucus Ambassador shall attend Board of Regents meetings with the President as scheduling and funding allows. If meetings are held in person 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.
- vi. Each Caucus Ambassador shall provide a written and verbal bi-monthly report at the GSM of all caucus events and initiatives and other relevant information.
 1. Minutes, supplementary materials, and an agenda from the caucus meeting will be acceptable, provided they are sent and discussed with the senate during the ambassador's verbal report
- vii. In addition to all duties and responsibilities, the Caucus Ambassador shall also be held to:
 1. the UH Student Caucus Charter and Bylaws, as well as any binding rules set forth by the Caucus.
 2. all founding documents including, but not limited to the Constitution, Bylaws and Operating Rules and Procedures set forth by the Senate.
- viii. The three (3) ASUHWO Caucus Ambassadors, defined as two (2) Ambassadors and one (1) Alternate, shall be appointed by the senate during the following vetting opportunities: Spring General Elections, Fall Special Elections, and Spring Appointments.

1. The senate shall make clear the eligibility qualifications, duties, and responsibilities of the position. The application form shall be posted or made available in conspicuous places on the campus and ASUHWO website.
 2. The senate may, at its discretion, invite applicants to be interviewed at that or any subsequent meeting. Sitting caucus ambassador(s) shall participate in the interview process.
 3. In the event of the resignation or dismissal of sitting caucus ambassador(s) during their term, the application process shall be opened again.
 4. If the caucus ambassador position(s) are vacant, ASUHWO shall be continuously promoting until it is filled.
- ix. Current caucus ambassadors remain in this position until stepping down or graduating. If they wish to continue in the position after the academic term ends, they do not need to resubmit an application.
2. Social Media Coordinator(s)
- a. In addition to [the general duties of all senate members](#), the Social Media Coordinator(s) (SMC) shall oversee the maintenance and marketing campaigns of all social media including, but not limited to: social media accounts, Pueo Live Discord and the official ASUHWO website www.ASUHWO.com. These should be updated as frequently as possible with GSM dates, Senate initiatives, Senate biographies, Senate Office Hours, elections, event photos, announcements, and status, as applicable.
 - i. Social media accounts (Facebook and Instagram) – engaging, connecting and informing the student body
 1. Consideration of platforms that ASUHWO hasn't reached out on
 2. Create weekly content via posts, stories, reels, etc.
 3. Daily posting on stories – i.e. senate member office hours on the day their office hours are held.
 4. The VP will be sending updates regarding changes to senate members' office hours.

- ii. Engagement on the Pueo Live Discord – our online community
 - iii. Official ASUHWO website – updates and maintenance
 - 1. Upload senate documents such as official minutes and legislative documents on a weekly basis
 - 2. Redesign of website (work on different parts of the website) throughout the semester / year
 - b. Create printed and digital graphics for senate events.
 - i. Coordinate posting of printed and digital graphics in all appropriate and approved places and social media channels.
 - c. SMCs shall keep a minimum of five (5) weekly office hours so as to be available to the Senate
 - d. Attend and provide a report at each GSM meeting encompassing current projects, social media engagements, and data analytics, as applicable.
 - e. SMCs are not voting members of the ASUHWO Senate and so may not make motions, chair committees, or vote in general meetings.
 - i. If serving on a campus-wide committee(s), SMCs shall have voting privileges in the said committee.
 - f. Attend ASUHWO-sponsored events and capture media, edit, and post.
 - g. In the absence of a SMC, volunteers within the ASUHWO may take on the roles and responsibilities of the SMC or, at the senate’s discretion, appoint members to the SMC.
3. UHWO students who would like to serve with ASUHWO, but do not necessarily have the time to fully serve as members of ASUHWO, may assist by serving on campus-wide and standing committees as well as attend bi-monthly senate meetings.
- a. UHWO students are invited to attend GSMs and standing committee meetings and speak an opinion, but may not vote.
 - b. Other ways to support ASUHWO includes, but is not limited to: sharing elections and appointments opportunities, participating in campus surveys, volunteering at UHWO and ASUHWO sponsored events.

4. UHWO alumni and previous ASUHWO members are invited to attend GSMs, communicate their shared experiences, and volunteer at UHWO and ASUHWO sponsored events.

Section 5: Interim Positions

1. Interim positions shall be appointed by ASUHWO 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 the position should be fulfilled. (e.g., Interim Secretary shall perform the duties of the Secretary).
5. ASUHWO has the power to dismiss an interim position holder based on majority vote if the interim is not fulfilling duties.

ARTICLE III: GENERAL SENATE MEETINGS

Section 1: 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 majority vote (more than half).
3. Limitation of Debate
 - a. The length of time a senate member will be permitted to speak during any debate or open discussion shall be limited to 2-minutes.
 - b. Exceptions may be made for open forum guests at the discretion of the President or acting chair of a meeting.

Section 2: Agenda

1. The President shall be responsible for formulating the ASUHWO 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 GSM.
3. The ASUHWO agenda shall be organized within the following components:
 - a. *Roll Call / Quorum*
 - b. *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 five 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 (5) minutes if no senators object to the extension.
 - c. *Approval of Minutes and Agenda*
 - d. *Declarations of Conflict of Interest (CoI)*
 - e. *Executive Officer Reports* - these reports shall not exceed two (2) minutes without Senate approval.

- f. *Advisory Reports* will be given by Student Services Advisors and ASUHWO appointed faculty advisors..
- g. *Committee Reports* - committee minute reports may be made orally up to two (2) minutes and questions may be answered about said reports. A typed report must be provided to the Secretary prior to meetings and made available upon request to senate membership.
- h. *Senator and Appointed Member Reports* - these reports shall not exceed two (2) minutes without Senate approval.
- 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 3: Minutes

1. Copies of the approved minutes of the previous meetings must be made available digitally no later than five (5) business days following the GSM after approval.
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 in-person, voice, and proxy votes, and summaries of all reports, open forum discussions, announcements, and listing of guest(s) present.
3. Minutes of the meeting shall be taken by the Secretary. If the Secretary is unavailable, minutes shall be taken by available executive officers or trained senate members.

Section 4: Proxy Voting

1. A Proxy is a voting individual nominated by a Senate member to speak or vote on his or her behalf.
 - a. The requested Proxy needs to accept the nomination in writing.
 - b. Nomination of a Proxy must be made in writing to the President and Advisor.
 - c. On agenda matters regarding official votes, Senate members must 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.
 - d. A “line item proxy” is a vote that is made in a certain way on an agenda item specified by the absentee member. It is then the duty of the Proxy designee to vote for the absent member in that manner.
 - e. A “blanket proxy”, allows the Proxy designee to vote on behalf of the absent member however they choose.
2. 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.
3. At the beginning of each meeting during Roll Call, all Proxies must be declared.
4. Nomination of a Proxy does not automatically excuse a senate member from a meeting. Power to declare members of ASUHWO absent or excused is reserved to ASUHWO.
5. 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.

ARTICLE IV: COMMITTEES

Section 1: Committee Membership

1. Senate members must serve on at least one (1) standing committee and one (1) campus-wide committee. Social Media Coordinator(s) must serve on the Activities Standing Committee. Caucus Ambassador(s) and Social Media Coordinator(s) are exempt from serving on campus-wide committees. However, Caucus Ambassador(s) and Social Media Coordinators(s) have the option to serve on campus-wide committees if they so desire to.
2. Senate members may, with permission from the campus-wide committee chairs, 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. Commencement Committee member(s) representing ASUHWO shall be senior-standing senate members and/or graduating that or the following semester.
4. All appointments to positions outside the ASUHWO Senate must be posted at least two school days prior to approval of ASUHWO. Such appointments shall take place only after recommendations have been received from Administration.

Section 2: Standing Committees

1. Standing Committees may be chaired and co-chaired by members of the Executive Board.
 - a. The Vice President is the Legislative Committee Chair.
 - b. The Treasurer is the Budget and Finance Committee Chair.
 - c. Any voting senate member may be appointed Activities Committee Chair.
2. Non-elected students may serve on standing committees by discretion of the committee chair.
3. Standing Committees shall perform assigned duties as stipulated in the Constitution and Bylaws.
4. The chair or co-chair of any ASUHWO Standing Committee shall be an elected member of the ASUHWO Senate. The chair or co-chair 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.

- a. The chair 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 chair 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 cash award.
 - 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.
- b. The co-chair 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 GSM.
 - iv. Give reports on issues in which the co-chair officially represents ASUHWO.
 - v. Preside over the committee in the temporary absence of the chair. In such a case, the acting chair may appoint a non-ex-officio member to discharge duties of the co-chair with the consent of the committee.

4. Each standing committee shall be permitted to enact subcommittees at its discretion.
 - a. 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.
 - b. Historically identified subcommittees are as follows:
 - i. Research and Development (Budget and Finance)
 - ii. Administrative and Information Services (Legislative)
 - iii. Civic Advancement (Legislative)
 - iv. Academic Affairs (Legislative)

Section 3: Ad hoc Committees

1. The President shall have the power to form ad hoc committees by executive order or by a majority vote of voting senate members.
2. No more than two (2) ad hoc committees shall exist at any one time.
3. Ad hoc committees shall disband upon completion of their assigned duties or tasks.

ARTICLE V: ELECTIONS AND APPOINTMENTS

Section 1: Ethics Statement

1. An honorable Elections Committee is indispensable to promoting student body confidence in ASUHWO. Members of the Committee should participate in establishing, maintaining, and enforcing high standards of conduct and personally observe those standards to preserve the integrity of the Committee. The provisions of these Bylaws 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.
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 or/and bias 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 GSM.

Section 2: Election Committee Authority and Composition

1. An Election Committee shall oversee all General and Special Elections of ASUHWO.
2. The Election Committee shall be composed of a chair and several members
 - a. The chair shall be a Senator or Executive Officer appointed by ASUHWO 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 ASUHWO.
 - c. No member of the Election Committee may hold any elected or appointed position in ASUHWO during the school year that follows their service on the Elections Committee.
3. The Committee shall have the ability to determine outcomes and sanctions.

4. The Committee shall set the timeline for the petition process as deemed appropriate based on the method used for petitions historically.
5. The ASUHOWO Advisor must stipulate the election period for which the committee shall sit. The committee shall dissolve upon the conclusion of the election period.

Section 3: Candidate Eligibility

1. Candidates must have been accepted for enrollment or be enrolled for at least six (6) UHOWO credit hours at the time of nomination.
2. Candidates running for Executive Officer positions (e.g. President, Vice President, Treasurer, and Secretary) must have a minimum cumulative grade point average (GPA) of 3.0 at UHOWO, or a minimum 3.0 overall GPA from previously attended institution(s) if the candidate has not yet completed a semester at UHOWO.
3. Candidates interested in non-executive office senator (Class level, Academic division and Neighbor Island Distance Education) and appointed positions (e.g. Caucus Ambassador and Social Media Coordinator) must have a minimum cumulative GPA of 2.5 at UHOWO, or a minimum 2.5 overall GPA from previously attended institution(s) if the candidate has not yet completed a semester at UHOWO.
4. Candidates for Senator positions must meet the criteria for the position which they run for:
 - a. Class level candidates for Freshman, Sophomore, Junior, and Senior Senator must be classified in that class standing.
 - b. Academic division position candidates must be a declared major in the division which they wish to represent.
 - c. Candidates for Neighbor Island Distance Education Senator must be enrolled in distance learning courses for the majority of their credits and have residence in the county they wish to represent.
6. The aforementioned 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 ASUHWO Advisor, set forth the dates and times of election periods and corresponding campaigning periods.
 - i. Announcement of coming elections must be announced on campus and through digital means on social media channels and the ASUHWO official website no fewer than twenty (20) school days prior to the start of the election.
2. The Election Committee, with the ASUHWO Advisor, 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 campus and the ASUHWO website.
3. Campaigning for elected positions must adhere to the following restrictions:
 - a. The Election Committee and ASUHWO Advisor 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, Bylaws and the 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 ASUHWO Advisor and the Election Committee.

2. At the first GSM following the tabulation for any election, the Election Committee shall submit a written statement to the ASUHOWO Senate suggesting that the election be declared valid or invalid. This statement shall carry any citations of specific infractions and violations of elections rules as set forth by the Bylaws and Constitution that may have changed the outcome of the election.
3. The ASUHOWO must confer with the Election Committee and the ASUHOWO Advisor, and shall determine whether to accept the recommendation of the Committee.
4. The decision of the ASUHOWO Senate shall be posted conspicuously on campus and through digital means on social media channels and the ASUHOWO official website.
 - 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 ASUHOWO Advisor.
5. In the event that the ASUHOWO determines to declare an election invalid, the ASUHOWO Advisor, in consultation with ASUHOWO, shall forward a report of all sufficiently documented campaign violations to the Vice Chancellor for Student Affairs.

Section 6: The Ad hoc Transition Period

1. The purpose of the Transition Period shall be to train incoming Senate Members on all matters of procedure and expectations so that they may be full and active members of ASUHOWO. Outgoing senate members are expected to share their knowledge of ASUHOWO with incoming members, so as to assist with the transition.
2. The Transition Period shall begin preliminary work during Spring General Elections to plan and implement the smooth transition of one Senate into the next. The Transition Period shall end by June 1st, or at a time as directed by executive members.
3. The Transition Period shall be managed by executive members. Responsibilities include, but are not limited to, scheduling of committee meetings, communication between existing and incoming senate members, and transition worksheet assignments.
 - a. The ASUHOWO may authorize a Bill providing funding for training costs and incidentals relating to the transition process.

- b. There shall be a minimum of two (2) trainings held with outgoing and new incoming members. All senators are required to attend a training session during the summer. Incoming senators must go through a training session before being sworn in. This training session will be led by the President and Vice President after formal training with the Advisor.
4. Trainings must include the basics of ASUHWO governance, including but not limited to the ASUHWO Constitution, Bylaws, ASUHWO Operating Rules and Procedures, Robert's Rules of Order Newly Revised (newest edition), writing of Bills and Resolutions, professional communication, and an introduction to working in the ASUHWO office if feasible.

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 and Caucus Ambassadors 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 one (1) unique initiative per semester. Full-term Senator and Caucus Ambassadors will be required to pursue an initiative in both the Fall and Spring semesters for a total of at least two (2) initiatives.
3. SMART Goals (Specific, Measurable, Achievable, Relevant, Time-bound)
 - a. Senate members are encouraged to cooperate and assist with each other's initiatives, but may not split or share unique initiatives.
3. Initiatives may appropriate funding from a designated pool of funds in the ASUHWO budget.
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.
 - a. Senate members are required to update the Vice President in writing on a weekly basis on the progress of their initiative(s).
5. Requests to the Advisor for assistance on Initiatives and further work are acceptable.
6. A completed initiative(s) shall have measurable outcomes that are presented to the rest of ASUHWO before the ending of the academic semester or/and their term.

Section 2: Senate Programs

1. Senate Programs shall be pursued by ASUHWO 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 ASUHWO Budget and Finance Committee shall set aside a designated portion of ASUHWO's operating budget every academic year to support ongoing Senate Programs.

3. The number of active Programs in any semester shall be determined by the ASUHWO.
4. The ASUHWO Activities and Programs Committee shall be responsible for the coordination and direction of Senate Programs.

ARTICLE VII: MEASURES

Section 1: Measures

1. A measure is any Bill, Resolution, or Revision.
 - a. A measure shall be delivered for introduction no later than one (1) business day prior to an Executive Board meeting.
 - b. Measures delivered less than three (3) 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 or digital copy of the measure.
 - c. All measures that appropriate funds to non-ASUH organizations must provide a clause that requires the organization to submit a follow-up report. The follow-up report shall include information regarding finances and if any appropriations had been made in said measure to said organization.
 - d. All measures must go through First and Second Reading unless they are put on Special Orders.
 - e. Measures can only be considered official and accepted by the ASUHWO when accompanied by the printed name and an underlined signature, either digital or handwritten, of at least one voting senate member. More than one voting senate 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 ASUHWO.
2. A Bill is a measure for action or appropriation with a specific date by which funds must be expended and monetary amount. Bills require a majority roll call vote to be adopted.
 - a. An Act is a Bill which has been passed by the ASUHWO in accordance with these Bylaws and is therefore binding on the ASUHWO.
 - i. No Act may be considered for Amendment unless all members present have been presented with a printed or digital copy of the Act.

- ii. An amended Act must be re-adopted by a two-thirds (2/3) vote in order for the amendment(s) to take effect.
3. A Revision is a measure which amends or revises these Bylaws, and requires a two-thirds (2/3) roll call vote to be adopted. A completely new set of Bylaws must also be offered in the form of a Revision.
4. A Resolution is a formal statement of a decision or expression of opinion adopted by the ASUHWO with no appropriations of money involved and requires a majority roll vote to be adopted.

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 (1) committee will consider the matter.
 - b. Joint Referral – Two (2) 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 ASUHWO.
 - 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 (2/3) 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 ASUHWO 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. 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 ASUHWO 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 ASUHWO votes to discharge the committee from further consideration and onto the floor for Second Reading via a two-thirds roll call vote.

ARTICLE VIII: ACTS OF THE SENATE

Section 1: 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 ASUHWO in the text of the censure.
5. Censure will not require Executive Board actions and will be acknowledged as a purely legislative action.

Section 2: 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. The Vice President shall forward these letters to the Secretary for filing and archiving in the “Acts of the Senate” folder.
2. Should the Vice President wish to resign, he or she shall address the letter to the Secretary.
3. If no Vice President or Secretary exists to keep letters of resignation on file, the ASUHWO Advisor shall follow through with the process(es) for filing.
4. Any notifications of received letters of resignations must be reported to the ASUHWO Advisor and all executive members.

ARTICLE IX: 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 for by the Secretary and confirmed by the Executive Board.
 - iii. Attendance will account for 25% out of a possible 100% eligibility.
 - b. Peer Review Sheets (PRS)
 - i. Every semester at the second to last GSM, the PRS will be given to the Senate. The purpose is to review each senate member 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 ASUHWO Bylaws and Constitution.
 - v. Each question shall be rated on a scale of 1 to 5, with 1 being disagree, 2 being somewhat disagree, 3 being somewhat agree, 4 being agree, and 5 being strongly agreeing. The points earned will be tallied.
 - vi. The total points earned will account for a percentage. That percentage will then be applied to the possible 25 points for this category.

vii. Not completing the PRS will result in an automatic disqualification of the cash award.

c. Attendance at Events

i. Every semester, the ASUHWO 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 (1), and one excused absence shall count as one-half ($\frac{1}{2}$) of one unexcused absence.

iii. Attendance shall be accounted for by the Secretary and confirmed by the Executive Board.

iv. Attendance will account for 25% out of a possible 100% for this category.

d. Office Hours

i. Every semester, Senate members must hold their minimum office hours per week. Senate members' office hours are declared at the beginning of the semester or when a member is elected/appointed, whichever is earlier. In addition, the Vice President and Social Media Coordinator(s) should be notified of these hours to have posted for constituents.

ii. Hours can be changed with one week's request, at any time, when requested in writing and submitted to the Vice President. New office hours will then be in effect for the duration of the change, 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 (1), and one excused absence shall count as one-half ($\frac{1}{2}$) of one unexcused absence. Rescheduling of office hours will be allowed and not be counted towards unexcused absences if the following protocol is followed:

1. Attendance shall be accounted for by the Secretary and confirmed by the Executive Board.
2. Attendance will account for 25% out of a possible 100% eligibility points for this category.

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 qualify for the 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 for 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 by the ASUHWO Advisor to the Vice Chancellor of Student Affairs for final approval for cash award dispersal.

3. Appeals

- a. 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 chance to verbally appeal their case to the ASUHWO during the next GSM following the confirmation of cash awards and PRS tallies; this opportunity only exists at the final GSM of the semester.
- b. The Senate member(s) wishing to appeal shall write a letter of appeal to the President to present to the ASUHWO at the last GSM 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 two-thirds (2/3) vote of the Senate, the cash award shall be released to the original requirements.

ARTICLE X: INTERPRETATION OF BYLAWS

Section 1: Operating Rules and Procedures

1. The Senate may, at its discretion, enact Operating Rules and Procedures (ORP). The operating rules and procedures shall not negate nor alter the intentions of existing articles and subsections of the Constitution or Bylaws in any manner.
 - a. The intent of operating rules must be to clarify administrative ambiguity that may occur in the implementation of the Constitution or Bylaws or to regulate the actions of members of the ASUHWO in their official capacity.
 - b. The intent of operating procedures must be to allow, provide for, or expedite functions of the ASUHWO in daily, semester, or yearly operations.
2. Creation of the ORP:
 - a. Operating rules shall be enacted by majority vote. Input from non-voting members is encouraged to determine rules and to be inclusive of all senate members.
 - b. Operating procedures shall be enacted by a majority vote of senators present.
 - c. Rules may be stricken, suspended or dismissed by:
 - i. a majority vote at a GSM;
 - ii. exceeding the time provided for it in its enacting legislation;
 - iii. or if the portion of the governing document it refers to or clarifies is altered or eliminated.
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 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 in the ASUHWO archive and official ASUHWO website. The resolutions do not need to be included with the ORP document.

ARTICLE XI: AMENDMENT OF BYLAWS

Section 1: Method

1. These Bylaws may be amended by either of the following methods:
 - a. Any voting senate member may propose amendments to the Bylaws with Special Order for first reading. Upon first reading, the proposed amendments will be deferred to the Legislative Committee.
 - b. The Legislative Committee may propose amendments to the Bylaws. The committee shall report its recommendation to the ASUHWO which considers and approves it before presenting it to the President to add to the GSM agenda.
 - c. 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 ASUHWO. [$3000 \times 0.05 = 150$ - or if we've got 1000 students, then $5\% = 50$]
2. In any of the aforementioned procedures, the ASUHWO Senate shall have the right to alter the form or wording of the proposed amendment, provided the meaning is not changed.