

# **CONSTITUTION OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF HAWAI‘I-WEST O‘AHU**

## **ARTICLE I. NAME**

This organization shall be known as the Associated Students of the University of Hawai‘i-West O‘ahu, hereinafter referred to as ASUHWO.

## **ARTICLE II. PURPOSE**

The purpose 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.

## **ARTICLE III. MEMBERSHIP**

Section A. All currently enrolled students of the University of Hawai‘i - West O‘ahu shall become members of ASUHWO upon payment of student activities fees.

Section B. Membership shall automatically cease upon termination of enrollment at the University of Hawai‘i - West O‘ahu.

## **ARTICLE IV. SENATE**

Section A. Members of the Senate shall include an Executive Board, consisting of the President, Vice-President, Treasurer, and Secretary. The remainder of the Senate should be comprised of a senator from each major academic division and from each class level.

Section B. Qualifications

1. All members of the Senate shall be members of ASUHWO during the semester in which they are nominated for office and must be enrolled for at least six (6) credit hours on campus at UHWO. This status must be maintained throughout the term of office.
2. The Executive Board should be in good standing and a minimum UHWO grade point average of 3.0 at the time of nomination and throughout the term of office. All other members of the Senate shall be in good standing and shall have a minimum UHWO grade point average of 2.5 at the time

of nomination and throughout the term of office. For new students who have not yet completed a semester at UHWO, a minimum grade point average of 2.5 must have been achieved at the institution(s) attended prior to admission to UHWO. If the grade point average falls below the prescribed level, the member's term of office will be automatically terminated. Appeals for reinstatement due to mitigating circumstances may be made to the Vice Chancellor for Student Affairs who will consult with the Faculty and Student Services Advisors.

Section C. Duties and Responsibilities

1. All legislative powers of ASUHWO shall be vested in the Senate as prescribed by this Constitution.
2. The Senate shall have authority over all ASUHWO funds, property and other assets.
3. A quorum vote of all Senate members present shall be required to enact ASUHWO legislation.
4. The Senate shall determine the rate for appropriate fees, subject to approval by the UHWO Chancellor, the UH President and the University of Hawai'i Board of Regents.
5. The Senate shall submit an annual budget to the ASUHWO President for approval. If Presidential approval is not secured, the budget may be enacted with 2/3 vote of the entire Senate. Before any expenditures may be made, the budget must also be approved by the Vice Chancellor for Student Affairs. The Senate shall expend funds consistent with applicable policies and procedures of the University.
6. The Senate shall approve all appointments made by the President with majority vote of the entire Senate.
7. The Senate shall establish special committees as needed.
8. Members of the Senate shall attend all meetings. Members of the Senate who miss two or more meetings with unexcused absences shall be automatically terminated. However, if mitigating circumstances can be demonstrated, the member may be reinstated with 2/3 vote of the remaining members of the Senate.

Section D. President

1. The President shall preside over all Senate meetings.

2. The President shall be the official representative of ASUHWO and shall serve as the liaison between students and the administration.
3. The President shall be responsible for Senate meeting schedules and agendas.
4. The President shall have the power to make appointments to fill positions that become vacant, with majority confirmation of the Senate.
5. The President shall establish special commissions as needed.
6. The President shall vote only in the event of a tie.

#### Section E.

##### Vice-President

1. The Vice-President shall assume the duties of the President in the absence of the President.
2. The Vice-President shall coordinate all committees of the Senate.
3. Should the office of the President become vacant, the Vice-President shall assume that office for the remainder of the President's term.
4. The Vice-President shall perform other duties as assigned by the President.

#### Section F.

##### Treasurer

1. The Treasurer shall serve as chairperson of the Budget and Finance Committee.
2. The Treasurer shall keep all financial records of ASUHWO and submit a written financial report to the Senate at regular intervals established by the Senate and to the President upon request.
3. The Treasurer shall be responsible for the expenditure of all funds according to policies, procedures and practices adhered to by UHWO.
4. Financial records shall be open for review by members of ASUHWO and the UHWO administration.
5. The Treasurer shall perform other duties as assigned by the President.

Section G.

Secretary

1. The Secretary shall be responsible for recording and documenting all Senate business.
2. The Secretary shall be responsible for the maintenance and safekeeping of all records of ASUHWO.
3. All documents, after being approved by the Senate, shall be open for review by members of ASUHWO and the administration.
4. The Secretary shall perform other duties as assigned by the President.

Section H.

Senators

1. At least one Senator shall be classified in each of the major academic divisions of the University of Hawai'i - West O'ahu.
2. Each class level will be represented by one Senator.
3. Additional positions may be created to provide representation for constituents with majority vote of the entire Senate.
4. Senators shall perform duties as assigned by the President.

**ARTICLE V. STUDENT CAUCUS REPRESENTATIVES**

Section A. Representatives of the Student Caucus shall include the two (2) Ambassadors and one (1) Alternate Ambassador of the ASUHWO, to be appointed by the Senate with a 2/3 majority vote. Caucus members may not be members of the Senate.

Section B. Qualifications

1. All members of the Student Caucus shall be members of ASUHWO during the semester in which they are appointed for position and must be enrolled for at least six (6) credit hours on campus at UHWO. This status must be maintained throughout the term of office.
2. All members of the Student Caucus shall be in good standing and shall have a minimum UHWO grade point average of 3.0 at the time of appointment and throughout the term of office. For new students who have not yet completed a semester at UHWO, a minimum grade point average of 3.0 must have been achieved at the institution(s) attended prior to admission to UHWO. If the grade point average falls below 3.0, the member's position will be automatically terminated. Appeals for reinstatement due to mitigating

circumstances may be made to the Vice Chancellor for Student Affairs who will consult with the Student Services Advisors.

**Section C. Duties and Responsibilities**

1. The Student Caucus Representatives vote must directly embody the views of the ASUHOW.
2. The Student Caucus Representatives shall create, promote, and maintain positive inter-university relations.
3. Should the position of Ambassador become vacant, the Alternate Ambassador shall assume that office for the remainder of the Ambassador's term.
4. Representatives to the Student Caucus shall attend all Student Caucus meetings. At least one Student Caucus Representative must attend each ASUHOW Senate meeting. Representatives to the Student Caucus who miss two or more meetings with unexcused shall be automatically terminated. However, if mitigating circumstances can be demonstrated, the member may be reinstated with 2/3 vote of the remaining members of the Senate.

**ARTICLE VI. COMPENSATION**

**Section A. Compensation**

1. Compensation issued to ASUHOW Senate and Student Caucus members demonstrating continuous fulfillment of assigned position(s) and requirement(s), can take form but are not limited to: monetary allowance, tuition assistance, and supply coverage. The type of compensation will be determined at the beginning of the academic year and will be issued at the end of the academic year.
2. ASUHOW Senate and Student Caucus are permitted stipends, as deemed appropriate by the Budget and Finance Committee as approved by the Vice Chancellor for Student Affairs at the start of the school semester. Stipend allocation will be determined at the beginning of the academic year for the entire school year.

**ARTICLE VII. STANDING COMMITTEES**

**Section A. Budget and Finance Committee**

1. At least two members of the Senate shall make up the Budget and Finance Committee in addition to the Treasurer who acts as the chairperson.

2. The Budget and Finance Committee shall be responsible for the expenditure of all funds according to policies, procedures and practices adhered to by UHWO.
3. Financial records shall be open for review by members of ASUHWO and the UHWO administration.

Section B. Student Activity Committee

1. At least two members of the Senate shall make up the Student Activity Committee.
2. The Student Activity Committee is responsible for identifying a chair and a co-chair for each Senate organized event.
3. The Student Activity Committee shall provide a report to the Senate as required.

Section C. Legislation Committee

1. At least two members of the Senate shall make up the Legislation Committee.
2. The Legislation Committee is responsible for developing policy changes, Constitution amendments, and the development and sustainment of the by-laws.
3. The Legislative Committee shall provide a written report to the Senate as required.

**ARTICLE VIII. TERMS OF OFFICE**

Section A. No member of the ASUHWO may hold more than one (1) elective office in the ASUHWO Senate at any given time.

Section B. Length of Office

1. All regularly elected members of the Senate shall serve terms of one academic year, beginning June 1 and end May 31.
2. Specially elected or appointed members shall serve the remaining portion of the academic year ending May 31.
3. No member may serve for more than four terms of office in the Senate.

## **ARTICLE IX. NOMINATIONS AND ELECTIONS**

### **Section A. Nominations**

1. The list of candidates shall be published in the student newsletter, and posted on bulletin boards or other conspicuous places on campus no less than ten (10) school days prior to the election.
2. No person may run for more than one (1) office.
3. Candidates must certify that if elected, they will be able to serve the entire term of office and perform all appointed duties.
4. All deadlines and dates for filing nomination forms shall be established and publicized by the elections commission.

### **Section B. Regular Elections**

1. All members of ASUHWO shall be eligible to vote.
2. All ASUHWO elections shall be conducted by secret ballot.
3. Regular elections shall be held during the month of April.
4. Those candidates who receive the majority of votes casted shall be elected.
5. In the event of a tie, the Faculty Advisor will be responsible for determining the best candidate for the position.

### **Section C. Special Elections**

1. In the event the membership of the Senate falls below the required number for a quorum, the Vice Chancellor for Student Affairs shall call for a special election to fill the vacant seats.
2. If a quorum exists but vacancies remain following a regular election, the Senate shall call for a special election to fill those vacancies for the remainder of the term.
3. The Vice Chancellor for Student Affairs shall be authorized to call for special elections if circumstances arise necessitating such action.

Section D.

Vacancies

1. In the event that the Office of the President is vacant following a regular election and a quorum exists, the members of the Senate shall select an acting president until the office is filled by special election.
2. If vacancies remain following a special election and a quorum exists, the vacant positions will be filled by Presidential appointment with the unanimous confirmation of the Senate.

**ARTICLE X.**

**MEETINGS AND QUORUMS**

Section A.

Meetings

1. All meetings of ASUHWO and recognized clubs shall be conducted in the spirit of the current State Sunshine Law for meetings of Boards and Commissions.
2. The Senate shall meet a minimum of three (3) times each semester and at least one (1) time during the summer months. These regular meeting times shall be determined by the President, and members of ASUHWO shall be informed of such times and place in writing.
3. Meeting shall be conducted according to Robert's Rules of Order.
4. Special meetings may be called by the President with three (3) working days advance written notice.
5. The President or Vice-President must be present to conduct meetings.

Section B.

Quorum

1. A majority of Senate members must be present to form a quorum at all meetings.

**ARTICLE XI.**

**INITIATIVE, REFERENDUM, RECALL**

Section A.

Any ASUHWO member may initiate or repeal legislation, or recall a Senate member by submitting a petition which states the requested action and which bears the signatures and names of a minimum of five percent of the ASUHWO membership.

Section B.

The petition shall be submitted to the Senate, who will take steps to call for a special election whereby ASUHWO members may vote on the proposed action.



Section C. Legislation may be enacted or repealed, and Senate members may be recalled upon a majority vote of the ASUHWO membership.

## **ARTICLE XII. ASUHWO ADVISORS**

Section A. A Faculty Advisor shall be appointed by the Vice Chancellor for Student Affairs or his/her designee upon consultation with the Senate.

Section B. The Vice Chancellor for Administrative Services shall serve as advisor to the Treasurer, and the Budget and Finance Committee regarding all financial matters.

Section C. The Student Services Advisor shall be appointed by the Vice Chancellor for Student Affairs upon consultation with the Senate.

## **ARTICLE XIII. AMENDMENT PROCEDURES**

Section A. This Constitution may be amended by one of the following methods:

1. The Senate may propose amendments for approval by the ASUHWO membership. Before amendments may be presented for ratification, two (2) public hearings must be held (one day, one evening) where testimony from ASUHWO members will be accepted. Notice of the hearings must be posted a minimum of ten (10) school days in advance of the hearings. Following the hearings, a 2/3 vote of the Senate is required before the Senate proceeds with ratification of the amendment.
2. A petition for amendment signed by at least five percent (5%) of the members of ASUHWO shall be presented to the Senate, who shall then take the necessary steps to present the proposed amendments to the ASUHWO membership for ratification. However, the ASUHWO Senate shall reserve the right to restate the proposed amendment, provided its intent and meaning are not changed.

Section B. Ratification

1. This Constitution and future amendments thereto shall be ratified upon the unanimous vote of the Senate up on final approval of the Advisor(s) and Vice Chancellor for Student Affairs.

majority vote of those who participate in the ratification election, provided that the number of affirmative votes cast represents at least 30% of the entire ASUHWO membership, and upon final approval by the Chancellor.

2. Ratification elections will be held following a minimum of ten (10) school days of advance written notice to the membership.

Ratified by the Students of the University of Hawai'i - West O'ahu, September 23, 1991.

Approved by Senior Vice-President and Chancellor Edward Kormondy, October 7, 1991.

Amended by the Student of the University of Hawai'i - West O'ahu, December 7, 1994.

Amendments approved by Senior Vice-President and Chancellor Kenneth Perrin, February 14, 1995.

Amended by the Students of the University of Hawai'i - West O'ahu, October 23, 1998.

Amendments approved by Interim Chancellor Joanne E. Clark, November 19, 1998.

Amended by the Students of the University of Hawai'i - West O'ahu, August 9, 2012.

Amendments approved by the Executive Assistant to the Chancellor Denise Iseri-Matsubara, August 21, 2012.