



ASUH-KCC SG CONSTITUTION

Associated Students of the University of Hawai'i - Kaua'i Community College

Kaua'i Community College - 3-1901 Kaunuaia Hwy., Lihue, HI 96766-9500

PREAMBLE

We, the students of the University of Hawai'i - Kaua'i Community College, in order to stimulate the understanding of a democratic government and to develop responsible participation in meaningful activities, college affairs and matters of community interest; enrich student life through the development and implementation of extracurricular programs and activities; provide accountable, representative, stable voice for all students; improve educational quality, do establish this Constitution of the Associated Students of University of Hawai'i - Kaua'i Community College Student Government.

ARTICLE I IDENTITY

Section 1 Name

The name of this organization shall be the Associated Students of the University of Hawai'i - Kaua'i Community College SG, officially called (SG)

Section 1 Objective

To encourage students to engage in purposeful activities in order to make positive contributions to the College and to the community at-large.

Section 1 Colors

The official colors shall be green and gold.

ARTICLE II NON-DISCRIMINATION

Section 1 Non-Discrimination Act

SG and its sub-units will not discriminate in any proceeding because of race, religion, color, national origin, sex, sexual orientation, or political activity.

ARTICLE III ORGANIZATION

Section 1 Government of ASUH-KCC SG

There shall be a SG, which shall consist of the Senate. The senate shall be composed of an executive board and division senators. Qualified members shall elect the SG.

Section 2 Regular Membership

Students enrolled at Kaua'i Community College or within the University of Hawai'i System having paid the student activities fees of the home campus

shall be members of SG with voting privileges in regular elections, special elections and on senate committees.

Section 3 Other Membership

Memberships without voting privilege may be created by the Senate.

**ARTICLE IV
EXECUTIVE BOARD**

Section 1

Members of the Executive Board

The Executive Board shall be composed of officers serving as: President, Vice President, Secretary, Treasurer, Human Resource Manager and Advisor.

Section 2 Qualifications

- A. The Executive Officers of SG shall be composed of students enrolled in at least six (6) or more credits per semester at the time of nomination and each current semester thereafter.
- B. Candidates must have completed a minimum of one semester, carrying at least six (6) credits prior to election.
- C. SG Officers must maintain a minimum GPA of 2.0 at the time of nomination and throughout the duration of office.

Section 3 Powers of the Executive Board

The Executive Board is the administrative body of SG. It shall carry out the objective of SG as stated in the Constitution, ARTICLE I, Section 2.

- A. The Executive Board shall:
 - 1. Develop and adopt Bylaws as necessary.
 - 2. Formulate and submit annual budget to the Senate for final approval within SG. The Executive Board can also appropriate such funds for college activities in accordance with the budget.
 - 3. Conduct open or, at their discretion, closed meetings for the purpose of hearing of grievances, counseling, and conflict resolutions at an informal, non-binding level.
 - 4. Prepare the agenda for Senate meetings.
 - 5. Ensure proper procedural compliance and documentation of all public meetings and information.
 - 6. Perform all other duties assigned specifically to the Executive Board or its members by the Constitution and Bylaws.

Section 4 Duties and Responsibilities of the President

- A. Act as the chief executive officer and be the liaison which represents SG and the student body with the administration.
- B. Has authority to temporarily perform duties of and act as Treasurer, Vice President, and Secretary of SG should such action become necessary to maintain normal operations in absence of the executive officer.
- C. Preside over the general assembly.
- D. Represent SG in meetings with any individual, group or corporations wherein agreements are discussed with the advisor or designee present.
- E. Have authority to call a special meeting of the Executive Board and/or Senate provided that notice of such meeting is provided to all Senate

- members at least forty-eight (48) hours in advance.
- F. Have the authority to create committees and appoint a chair for each.
- G. Initiate and oversee financial reconciliations and ensure that an audit of the treasury and all other SG books are completed prior to the term of office expiration date and that copies of such audit are presented to members of the Senate.
- H. Present to the General Assembly any information available on the state of SG whenever possible and may make recommendations to the General Assembly on matters judged to be necessary and expedient.
- I. Have authority to make a pro-tempore not to exceed thirty days or fill any vacancy position with approval of a simple majority of voting (50% + 1) General Assembly members at a Senate meeting.
- J. In absence of the Treasurer, be authorized to co-sign SG requisitions and budgetary requests respectively with the college administration representative.
- K. A nonvoter ex-officio chair of all SG committees of the General Assembly.
- L. Be the SG officer responsible for daily business operations.
- M. Consult with the executive board before any appointments are made.
- N. Assist the Treasurer in fulfillment of audit requests and requirements.
- O. Appoint a Parliamentarian and/or Sergeant-of-Arms.
- P. Meet at least once a semester with the Vice Chancellor for Student Affairs to voice student concerns and issues.
- Q. Have the authority to call an open forum twice per semester from any member of SG. The request must be made at least one (1) week in advance. The report is to be typed and signed.
- R. Serve as a member of the Student Activity Board.
- S. Present a President's report at least once a month at the General Assembly meeting.

Section 5 Powers and Duties of the Vice President

- A. Serves as presiding officer pro tempore in the absence of the President and performs such other duties as required.
- B. Perform duties of and act as the President should such action becomes necessary to maintain the normal operations of SG.
- C. Assist the President in coordinating the objectives of all committees in an effort to achieve the aims of the College and to win the goodwill of the community.
- D. Monitor each Standing Committees and other SG committees through regular contact with the chair of each committee.
- E. Ensure that the chair of each committee is informed of the internal operations of SG and is aware of the actions of other committees internal and external to SG.
- F. Be an Ex-Officio member of all committees of the Senate without a vote via appointment by the SG President.
- G. Serve as a member of the Student Activity Board.
- H. Coordinate at least one (1) major community service project per academic year with the support of the Senate.
- I. Facilitate the annual SG election and candidate recruitment.
- J. Administer the Oath of Office to Senator-Elects at the beginning of their term.
- K. Maintain office hours as required.

- L. Shall be responsible for the yearly registration and re-activation of all Kaua'i Community College Registered Independent Student Organizations (RISO).
- M. Shall perform other duties as assigned by the President and stated in the Constitution and Bylaws.

Section 6 Powers and Duties of the Secretary

- A. Be the officer charged with responsibility to maintain records and proceedings and be the chief correspondent for SG.
- B. Assume responsibility and initiate coordination, recording and distribution of official minutes of all SG Senate and Executive Board meetings.
- C. Act as the correspondence agent representing SG with the media and student organizations.
- D. Is authorized to appoint a secretary pro tempore of meetings in the Secretary's absence.
- E. Perform other duties as assigned by the President and the Constitution and Bylaws. Shall upload or post the approved minutes to the SG website or designated campus board.
- F. Serve as the correspondence liaison for SG Executive Board with the student body and administration.
- G. Maintain accurate records of SG, Senate, Judicial Board and Executive Board proceedings and initiate actions to manage and secure all correspondence files.
- H. Provide committee chairpersons of SG a list of the members of each committee together with all documents and instructions related.
- I. Create and provide for the SG President or presiding officer, at the beginning of each meeting, the orders of business and agenda for that day.
- J. Read all the petitions and correspondence that may be called for by the assembly at Senate meetings.
- K. Bring to each meeting a copy of the SG Constitution, By-Laws, the Standing Rules of the organization, and a listing of the membership of the General Assembly, all Standing and special committees.
- L. The Secretary shall provide to all Executive Board and General Assembly members, and make available to the Student Body, the detailed minutes of each General Assembly meeting no more than 48 hours after said meeting.
- M. The Secretary shall provide to all executive Board and General Assembly Members the Agenda for each General Assembly Meeting no less than 24 hours before the start of each meeting.
- N. Carry on all official correspondence for SG.
- O. Serve as a standing member and official recording officer of the Student Activity Board.
- P. Maintain office hours as required.
- Q. Perform other duties as assigned by the President and the Constitution and Bylaws.

Section 7 Powers and Duties of the Treasurer

- A. Be the financial officer of the SG.

- B. Works with the advisor and fiscal officer of the administration and manages all financial transactions in an approved manner.
- C. Prepares requisitions and pcard purchases upon receiving signed and approved proposals for all bills of SG and all activities authorized under the Constitution and Bylaws.
- D. Be co-signature, with the administration representative, on all SG requisitions, pcard purchase and budgetary documents.
- E. Maintain accurate records and maintaining internal controls for all financial transactions.
- F. Prepare and make available a financial report on the current budget, expenditures, and balance to the General Assembly.
- G. Assume responsibility for acting as liaison to represent SG in all audits and provide copies of audit reports and reconciliations to the Senate and Administration.
- H. Perform other duties as assigned by the President and stated in the Constitution and Bylaws.

Section 8 Powers and Duties of the Human Resource Manager

- A. Manages all correspondence for the Executive Board and Senate with the college administration, faculty, Registered Independent Student Organizations, and the University of Hawai`i System and others, which are considered public records.
- B. Maintain personnel files and records of activities, accomplishments, and time expenditures of all active SG members.
- C. Develop recruitment activities and programs to provide active membership and continuity of leadership.
- D. Shall serve as Sergeant-at-Arms at all Senate meetings.
- E. Maintains and upkeeps the SG official website and designated campus boards.
- F. Perform other duties by the President and the Constitution and Bylaws.
- G. Manage and determine stipend amounts every semester for each eligible member.

**ARTICLE V
ASUH-KCC SENATE**

Section 1 Members of the Senate

The Senate shall be composed of elected Executive Board and Senators. The President will serve as Chairperson of the Senate and shall have the voting power only in cases of a tie as described in the latest edition of Robert's Rules of Parliamentary Procedure.

- A. Eleven Senators shall be elected to represent SG students in six academic divisions.
- B. The senate shall assign student representation to new divisions created by the College Administration.
- C. The six divisions and At-Large presently recognized are:
 1. Business Education – 1 Representative (*Accounting, Business, Culinary Arts, Hospitality and Tourism, etc.*)
 2. Health Education & Public Service – 1 Representative (*Early Childhood Education, Massage Therapy, Medical Assisting, Medical Office Receptionist, Nurse's Aide, Practical Nursing, Registered*

*Nursing
etc.)*

3. Language, Arts & Humanities – 1 Representative (*Hawaiian Botany, Liberal Arts, Polynesian Voyaging., etc.*)

4. Science & Math – 1 Representative (*Geographical Information Systems, Marine Option, Natural Science, Plant Biology & Tropical Agriculture, Sustainability. etc.*)

5. Trades Technology - 1 Representative (*Automotive Technology, Cisco Certified Networking, Creative Media, Carpentry Technology, Electrical Installation & Maintenance Technology, Electronics Technology. etc.*)

6. At-Large – 1 Representative (*Distance Education, Hawaiian Studies, Minority, Veterans, Students with Disabilities. etc.*)

Section 2 *Qualifications of Senators*

A. Senators must be registered full or part-time students of SG carrying a minimum of three (3) credits per semester and have paid the established home campus student activity fees for the duration of the Senatorial term.

B. Senators must maintain a cumulative GPA of 2.0 at the time of nomination and throughout the duration of office.

Section 3 *Duties and Powers of the Senate*

The Senate is the legislative body of SG. It shall carry out the objectives of ASUH-KCC as stated in the Constitution.

A. Duties of the Senate are:

1. Attend all Senate meetings and SG sponsored functions.

2. Maintain direct communication with their division electorate and general membership and represent those concerns to the Senate.

3. Serve on SG committees, boards, and other college or university committees as appointed or elected.

4. Survey students from their area of representation on a regular basis.

5. Complete one service project per semester.

6. Attend all meetings of SG/board/assembly, with a minimum of unexcused absences.

7. Conduct one forum or social activity per semester to gather opinions, ideas, concerns, and interests for students.

8. Maintain office hours.

B. Powers of the Senate are:

1. To develop and adopt SG Bylaws as necessary.

2. Provided three-fourths (3/4) of the Senate concur, they may override vetoes exercised by the SG President.

3. Advise and consent on appointments made by the President.

4. Investigate, hear, and report on matters especially referred by the College Administration.

5. Sole authority to approve annual budget of income and expenditures as submitted by the Executive Board prior to submission to the College Administration; to appropriate funds for college activities in accordance with the annual budget.

6. Assert complete control and authority over all SG monies and properties.
- C. Duties of Senate Committee Chairs
1. Sometimes referred to as “Directors”, “Senators”, or “Representatives.”
 2. Various selection processes are used: 1) elected by the student body; 2) direct appointment by the president and/or executive board; 3) from amongst members of the Senate or Student Assembly; 4) by interview process with student activities or student life staff.
 3. Maintain office hours as required.
 4. Be responsible for managing budget items in their area of responsibility.
 5. Disburse or request funds to be disbursed in accordance with SG and/or policy.
 6. Sample of titles include:
 - Legislative Affairs
 - Academic Affairs
 - Minority Student Affairs
 - Women’s Affairs
 - Veteran’s Affairs
 - LGBTQ+ Affairs
 - Non-Traditional Student Affairs
 - Election Commission
 - Public Relations Committee

**ARTICLE VI
COORDINATOR AND/OR ADVISOR**

Section 1 Powers and Duties of the Coordinator and/or Advisor

- A. Be knowledgeable about college and university policies, guidelines, regulations, and procedures and relay relevant information to SG.
- B. Shall sign all proposals submitted and approved by the Senate.
- C. May prepare, in the absence of the Treasurer, all Senate approved requisitions and Pcard purchases.
- D. Attend all meetings of SG, including the Executive Board.
- E. Verify eligibility of students to serve on SG.
- F. Typically, is hired or assigned by the college or university.
- G. Approval of salaries, wages and/or stipends.
- H. Express the views of the faculty and the administration.
- I. Should not inhibit students from representing themselves to the President, Chancellor, administration, faculty, or staff of the college or university.

**ARTICLE VII
NOMINATIONS FOR OFFICE,
ELECTION, VACANCIES AND RESIGNATIONS**

Section 1 Nominations

- A. Procedure:
 1. Candidates for each office may be nominated by submitting a

“Letter of Intent” to run for office to the Advisor not less than seven (7) calendar days prior to the elections.

Section 2 Elections

- A. The Elections Committee shall consist of at least four (4) members to make rules, supervise, and control letters of intent, campaigns, and elections for positions in the Executive Board and Senate.
- B. The Elections Committee shall make rules and regulations as necessary to conduct the elections at least ten (10) days prior to the elections, as stated in the Constitution.
- C. Elections and Petitions of all Officers and Senators shall be by secret ballot by all eligible voters and will be held on two (2) consecutive school days within the same week.
- D. A candidate for each office shall be elected by votes cast by SG members either by division as division Senators and/or total membership for At-Large Senators.
- E. The candidates involved can request a recount.
- F. Members of the Elections Committee who are not candidates for office of that election will tabulate ballots; results will be posted immediately.
- G. SG election for the Executive Board and Senators shall be held during the month of April for the following academic year.
- H. Special Elections may be held within the first four (4) weeks of the fall/spring semester.

Section 3 Vacancies and Resignations

- A. In the event that any SG Officer or Senator elected during the spring semester cannot serve during the following semester for whatever reason, that office shall be filled during a special election in the fall semester, or appointment by the President with advice and consent of the Senate.
- B. Senate vacancies shall be filled by equal divisional representation appointed by the President with the advice and consent of the Senate.
- C. If the elected officer resigns from any position, then the appointment by the President to fill that position will be made subject to the concurrence of the Senate.

**ARTICLE VIII
CAMPUS COMMITTEES AND
REGISTERED INDEPENDENT STUDENT ORGANIZATIONS**

Section 1 Standing and Ad Hoc Committees

- A. The president shall appoint members of the Executive Board and the Senate to serve on the following standing and/or ad hoc committees and others as created.
 - a. Assessment Committee – 1 representative
 - b. Board of Regents Excellence in Teaching – 2 representatives
 - c. Campus Safety and Operations – 1 representative
 - d. College Council – 2 Representatives
 - e. Commencement Committee – 2 representatives
 - f. Health and Wellness and Ohana – 1 representative
 - g. International Education – 1 representative
 - h. Library Advisory Board – 1 representative
 - i. Marketing – 1 representative

- j. Sustainability – 1 representative
- B. Other Committees
- a. Board of Regents Excellence in Teaching – 2 representatives
 - b. SG Election Commission – 2 representatives
 - c. Student Conduct Committee – 4 representatives
 - d. UHCC Strategic Planning Council – 2 representatives

Section 2 *Special Ad Hoc Committees*

- A. The President may appoint Special and Ad Hoc Committees whenever the need for special action, investigation, or reports arises.

Section 3 *Registered Independent Student Organizations (RISO)*

- A. All student clubs and organizations must register each academic year with the Student Life Coordinator in accordance with the Kaua'i Community College Policy Number 5-1 governing such organizations.
- B. All new student clubs and organizations wanting to attain registered status must complete all necessary RISO application forms for approval from the Student Life Coordinator.
- C. Each RISO group desiring funding subsidies from SG must submit a formal RISO Proposal Application outlining expenditures and justifications.
- D. Only members authorized to act on behalf of their respective organizations may sign the RISO Application packet.
- E. All funding requests must go through the bill process and be approved by the senate.
- F. Each RISO group applying for funding for off-island travel must follow and adhere to Kaua'i Community College requirements and restrictions regarding travel procedures and any additional requirements of SG. Travel authorization must be obtained before travel occurs.
- G. Appropriations shall not be awarded for salaries, wages, costs of fundraising events, membership drives, club dues, daily operations, and equipment purchases.
- H. SG funding is used to support RISO groups that provide services and programs directed towards the benefit of students and the college community as a whole.
- I. Each RISO group receiving subsidies from SG must submit a summary to SG after completion of the activity or function within thirty (30) working days.
- J. Any RISO group receiving funding from SG is strongly encouraged to contribute voluntary hours to SG for the purposes of providing service to SG, Kaua'i Community College, or the general community.
- K. Each RISO group applying for SG funds shall make its books and financial

statements available to the SG upon request and be subject to audit.

- L. All unencumbered funds shall revert to the SG upon completion of the project.
- M. All recipients of SG funds must publicly credit SG in all publicity releases related to the program funded. Credit line shall read, "Funded (in part) by Student Government" and the said credit line shall be printed in a font no smaller than 12 point.
- N. Accommodations shall be made, whenever feasible, for an SG representative to attend and evaluate funded programs to ensure that those programs adhere to stated purposes and programming.
- O. SG reserves the right to propose and enact new regulations and guidelines as needed regarding RISO funding without prior notice.

**ARTICLE IV
UNIVERSITY OF HAWAI'I
STUDENT CAUCUS**

Section 1 *Definition*

- A. The University of Hawai'i Student Caucus (UHSC) is a statewide coalition of University of Hawai'i College Campuses formed to establish communication and cooperation to address common system-wide issues and participate in legislative actions.

Section 2 *Authority*

- A. SG endorses and ratifies support for UHSC with concurrent support of other University of Hawai'i College Campuses to guarantee representation therein and authorize its charter with the University of Hawai'i Board of Regents.

Section 3 *Delegates*

- A. The SG President shall appoint two (2) students from SG upon approval of the Senate to serve as authorized voting delegates of UHSC.

Section 4 *Powers and Duties*

- A. Execute all responsibilities as a member of UHSC.
- B. Represent the interests of the Executive Board and Senate of SG
- C. Communicate all relevant UHSC business to the Executive Board and the Senate of SG.
- D. Perform duties as designated by the Executive Board, Senate and the Constitution and Bylaws.

**ARTICLE X
QUORUM FOR MEETINGS, EXECUTIVE
BOARD, SENATE, COMMITTEE, AND RULES OF ORDER**

Section 1 **Executive Board Meetings**

A. The President shall call meetings of the Executive Board as needed.

Section 2 **Senate Meetings**

A. The President shall call meetings of the Senate no later than one (1) week after the elections and will thereafter meet at least three (3) times each month at the time and place agreeable to all Senators.

B. Any business brought before the Senate should be on the meeting agenda. Copies of the agenda, minutes submitted for approval, and any necessary documentation shall be provided at least twenty-four hours in advance of a meeting. However, if an issue arises in which time is of the essence, a member of the Senate, may motion for it to be added to the agenda before the agenda is approved. The item may be added to the agenda if the motion obtains Senate approval by a two-thirds (2/3) majority vote.

Section 3 **Committee Meetings**

A. Committees shall be called as needed and thereafter at the discretion of the Chairperson or as the need arises.

Section 4 **Quorum**

A. 2/3 of the current Senate shall constitute a legal quorum for the purpose of doing business in the name of SG. In the event of unexpired terms and vacancies, the majority present shall constitute a quorum.

Section 5 **Rules of Order**

A. Simple courtesy and Robert’s Rules of Order for Parliamentary Procedure, latest edition, shall govern the deliberations and proceedings of the Senate, subject only to the special rules, which are established by this Constitution or by its Bylaws.

ARTICLE XI
AMENDMENTS, ORIGINATION
IN SENATE AND PETITION

Section 1 **Origination in the Senate**

A. The Constitution may be amended by “A Bill to Amend the Constitution”. A two-thirds (2/3) majority of the members assembled is required to approve the amendment by the Senate.

B. The bill to amend the Constitution shall be submitted to referendum of the SG within ten (10) days thereafter. Majority of votes cast by SG is necessary for the ratification to amend the Constitution.

Section 2 **Petition to Amend the Constitution**

A. The eligible voters of SG may present a “Petition to Amend the Constitution” to the Secretary of the Senate, a petition containing majority of eligible voters.

B. A two-thirds (2/3) vote of the Senate assembled ratifying such “Petition to Amend the Constitution” shall be sufficient to effectuate the Amendment.

Section 3 **Approval**

- A. Upon approval of two-thirds (2/3) of the members of the Senate assembled, the Constitution shall be submitted within ten (10) days to a referendum of the Student Body eligible to vote.
- B. Majority of all votes cast affirmatively is necessary for ratification of the Constitution and certification by the Chancellor of Kaua'i Community College.

ARTICLE XII JUDICIAL BOARD

Section 1 *Definition*

- A. The Judicial Board adjudicates to advise members and components of SG during conflict and dispute by reviewing rules and issuing findings based on interpretations of the Constitution and By-Laws.

Section 2 *Authority*

- A. The board is established by the members of SG to assist in proper and fair operation of governance.

Section 3 *Powers and Duties*

- A. The powers and duties of the Judicial Board are:
 - i. Mediate conflict within or involving SG, organizations and/or members thereof in a non-binding capacity at the request of the Senate President or the Senate.
 - ii. Conduct a judicial review based upon the rules of the Constitution and By-Laws and the Student Conduct Code at a hearing, which all parties have been given fair opportunity to represent themselves.
 - iii. Perform all duties designated by the Constitution and Bylaws.
 - iv. The findings of the Judicial Board shall be voted on by the Senate.

Section 4 *Membership*

- A. Judicial Board
 - i. The board is comprised of five (5) members; The Chairperson and four (4) SG members.
- B. SG Advisor
 - i. A faculty member shall be selected from applications by the board as non-voting member to act in advisory capacity.

Section 5 *Offices*

- A. The chairperson shall:
 - i. Be selected from the five (5) appointed members.
 - ii. Be responsible for the board functioning according to the Constitution and Bylaws.
 - iii. Coordinate the activities under the jurisdiction of the board.
 - iv. Convene and preside at all board reviews.
 - v. Conduct informal meetings for the purpose of training and familiarization with SG, the Constitution, Bylaws, and the Student Conduct Code.

Section 6 *Judicial Review, Quorum and Rules of Order*

- A. The chairperson shall:
 - Judicial review is public unless a closed review is requested by either the

complainant or defendant and agreed to by the Chairperson based on a need to prevent defamation of character at which time access will be limited accordingly.

- B. Request for a hearing will be submitted in writing by a complainant to the Chairperson who must respond in writing within three (3) days. If the Chairperson declines to hold a hearing within seven (7) days after initial request, the complainant has a right to present his/her request for a vote of the full board at a closed segment of a meeting which the Chairperson must call to order within seventeen (17) days of the initial request.
- C. Defendants must be notified by the Chairperson of a hearing and charges of specific violations three (3) school days before the hearing at which time they may request the hearing be closed.
- D. Notice will be given in writing to the President, Vice President, and all concerned parties and/or individuals affected or required to provide evidence or testimony a minimum of three (3) school days before a review. A signed written statement by individuals necessary but unable to attend may be submitted to a board member in response to written questions relevant to specific charges.
- E. Reviews will be held at Kaua'i Community College at a date, time and place established by the Chairperson.
- F. Findings must be based upon interpretation of the Constitution and Bylaws and the Student Conduct Code and can only address specific violations based on testimony or written evidence presented at the hearing.
- G. Each student member will be granted one (1) vote on each decision requiring an action.
- H. The Chairperson shall vote only to break a tie, not including reoccurring unanimous abstentions in which case a neutral finding will be issued.
- I. Suspected substantial violations of the Student Conduct Code will be forwarded in writing to the Chancellor for possible action by the Student Conduct Committee.
- J. Findings of open reviews become public not more than three (3) school days after the review and must be forwarded to the President and Vice President. Findings of closed reviews shall be forwarded to the President and Vice President; thereafter disclosures must provide anonymity to protect individual character.

Section 7 **Quorum**

- A. Quorum for judicial review is three (3) members.

Section 8 **Rules of Order**

- A. Robert's Rules of Order revised will be the parliamentary authority.

ARTICLE XIII

SG PROSPECT EVALUATION BOARD

Section 1 **Definition**

- A. The Prospect Evaluation Board is a sub-committee of SG that will review vacancy applications and interview potential SG recruits.

Section 2 **Authority**

- A. The board is established by selected members of SG Student that has no

relation to upcoming recruits for proper and fair evaluations.

Section 3 Powers and Duties

- A. Conduct interviews for potential SG members.
- B. Review vacancy application forms of potential recruits.
- C. Select and recommend potential recruits to the executive board.

Section 4 Composition of Prospect Evaluation Board

- A. Comprised of four (4) members; The chairperson, two senate members and the SG advisor.

Section 5 Duties of the Chairperson

- A. The chairperson shall be the Human Resources Manager. If no Human Resources Manager is available, then the president shall appoint three members from the senate to serve on the sub-committee.
- B. Be responsible for the board functioning according to the Constitution and Bylaws.
- C. Coordinate activities under the board.
- D. Convene and preside at all prospect reviews.
- E. Conduct a report to the SG about prospect reviews.
- F. Shall select members of SG to serve on the Prospect Evaluation Board.
- G. Appoint members to interview prospects.

Section 6 Prospect Evaluation Board

- A. Prospect Evaluations will always be conducted in private and will be reviewed and conducted at Kauai Community College at a date, time and place established by the chairperson.
- B. Each student member is allowed one (vote) on each decision requiring an action.
- C. The chairperson shall vote only to break a tie, not including reoccurring unanimous abstentions in which case a neutral finding will be issued.
- D. Board members will present their notes from their interviews with prospects.
- E. Members shall not have any connection to the prospect and have an unbiased conclusion towards the prospect.

Section 7 Quorum

- A. Quorum for Evaluation Board review is three (3) members.

Section 8 Rules of Order

- A. Robert's Rules of Order revised will be the parliamentary authority.



ASUH-KCC SG CONSTITUTION

Associated Students of the University of Hawai'i - Kaua'i Community College

Kaua'i Community College - 3-1901 Kaumuali'i Hwy., Lihu'e, HI 96766-9500

Bylaws

- A. SG members are allowed (2) two unexcused or (4) four excused absences before SG will consider expulsion of the member from the board.
- B. Registered Independent Student Organizations (RISO) liaisons must attend one club meeting per month and report back on the club's activities to the SG Board.
- C. RISO proposals must send a presenter not elected to SG because of conflict of interest.
- D. Students interested in serving as a UH Caucus delegate must submit a written 1 (one) page essay to be reviewed and voted on by SG members at the end of the academic appointment.
- E. Establishment of Student Activities Board.
 1. The Student Activities Board shall be a separate operated entity of SG.
 2. It will operate under its own charter and conduct business including but not limited to concerts, contests, performances, social activities, festivals, sports, community events, forums, demonstrations, and awareness events.
 3. The Senate shall have the power to approve the annual programming budget and any other requests for funding proposed by the Student Activities Board.
 4. The Chair is responsible to the Senate for the proper operation of the Student Activities Board.