By-Laws for
Associated Students of the University of Hawai‘i-
Hawai‘i Community College
STUDENT GOVERNMENT

Mission Statement
We, the Associated Students of the University of Hawai‘i - Hawai‘i Community College are a committed group of individuals who look to accurately represent the views of the entire student body. We act as a liaison between campus administration, faculty, state legislature, and student organizations. We diligently serve with leadership, integrity, honor, and enthusiasm to ensure student success for the Hawai‘i Community College student body. We encourage participation in campus governance and the college community.

ARTICLE ONE: MEETINGS

Section A. Agenda, Reports and Minutes

1. Anything to be added to the agenda must be submitted via email to the President and Secretary no later than 48 hours prior to the meeting time.
   a. Submissions received after the 48 hour deadline may be added to the agenda at the discretion of the President and Secretary.
2. All submissions must be legible and properly completed.
3. The President must make the finalized agenda available to the Senate no later than 24 hours prior to the meeting time.
4. ASUH - HAWAII’I CC executive board must submit a weekly report to the full Senate for record of executive meeting discussion and attendance.
5. Minutes will be posted on the Hawai‘i CC website no more than 7 days after the meeting.
ARTICLE TWO: STANDING COMMITTEES

Section A. Committee Descriptions

1. Elections
   a. The committee shall plan, implement and coordinate any regular election or
      special election. This committee shall also be responsible for promoting
      ASUH-Hawai‘i CC throughout the entire year in order to ensure candidate
      competition for each of ASUH-Hawai‘i CC’s positions. This committee shall also
      be responsible for filling any open positions on the ASUH-Hawai‘i CC Senate as
      needed.

2. University of Hawai‘i Student Caucus
   a. The committee shall represent students by monitoring system-level issues,
      represent ASUH-Hawai‘i CC at caucus meetings, and host caucus meetings held
      at Hawai‘i Community College.

3. Public Relations
   a. The committee shall monitor all ASUH-Hawai‘i CC bulletin boards, assist
      ASUH-Hawai‘i CC - sponsored R.I.S.O's in their public relations, spread
      awareness of ASUH-Hawai‘i CC affairs, and manage a calendar of events.

4. Legislature
   a. The committee shall research and advocate for the student body at all levels of
      governance and work towards representing ASUH-Hawai‘i CC in a recognizable
      and professional manner.

5. Student Leadership Development
   a. The committee shall provide student leadership opportunities, training and
      resources that promote student leadership on campus and in the community.

Section B. Future Standing Committees

1. ASUH-Hawai‘i CC may create new standing committees when deemed necessary subject
   to three-fourths (3/4) majority vote of the Senate.
ARTICLE THREE: AMENDMENT AND RATIFICATION

Section A. Amendment
1. All motions to amend the by-laws must be proposed through the Senate during full Senate meetings.
2. Amendments proposed are made official upon the completion of the ratification process.
3. Any amendments must be submitted, in writing, to the ASUH-Hawai'i CC Senate at least ten (10) school days before consideration.
4. Official ratification requires a three-fourths (3/4) vote from the ASUH-Hawai'i CC Senate.

ARTICLE FOUR: STIPENDS

Section A. Stipends
1. Stipends enable ASUH-Hawai'i CC members to be exempt partly or wholly from waged or salaried employment in order to undertake the work required by their positions.
2. ASUH-Hawai'i CC Executive Members are allocated a stipend of $125 per month and all other Senate members are allocated a stipend of $125 per month.

Section B. Policies on Stipends
1. Stipend Payments
   a. Stipend payments will be paid based on attendance of training, meetings, events and completion of job duties.
2. Stipend increases
   a. A request to increase the stipend amounts shall be sent to the Vice Chancellor of Student Affairs.
   b. Stipend amount increases requires a 10% vote of the student bodies current enrollment. A simple majority of these votes must be in favor of the increased proposal.