MISSION

We, the Student Council of Hawai‘i Community College, are a committed group of individuals responsible for advocating for student rights and concerns, promoting student activities and enriching the entire student body as an enhancement to the overall learning experience. We diligently serve with leadership, integrity, honor and enthusiasm while providing experiences with consideration to cultural, social and educational interest.

‘O mākou ka ‘Aha Haumāna o Hawai‘i Community College. He ‘aha hui kanaka e kūpa’a a paipai mau ana i nā pono a me nā ‘oihana haumāna a me ka ho‘olakolako mau ʻana I ka nui haumāna i ‘oi a’e ka naʻauao. ‘Alaka‘i mākou me ka mana‘o pono, ka hanohano a me ka ‘eu ‘eu me ka no‘ono‘o pū ‘ana i ka pono mo‘omeheu, pilikanaka, a me pono naʻauao.

VISION

‘Ike aku, ‘ike mai, kōkua aku kōkua mai; pēlā iho la ka nohana ʻohana.
Recognize others, be recognized, help others, be helped; such is a family relationship.

ARTICLE I – IDENTITY

Section 1.1. Name

The name of this organization shall be the Hawai‘i Community College Student Council.

Section 1.2. Mascot

The official mascot shall be the ‘Io, Hawaiian Hawk.

Section 1.3. Colors

The official colors shall be maroon and white.

Section 1.4. Authority

Organized by permission of the Chancellor, the Student Council is the collaborative assembly of ASUH-HawCC and AFSA-HawCC, the Chartered Student Organizations (CSO) of Hawai‘i Community College (Hawai‘i CC), and is established by the Charters of those organizations.
Section 1.5. Governing Documents

These bylaws are part of the governing documents; which, along with the Charters, provide the fundamental rules that govern ASUH-HawCC and AFSA-HawCC.

ARTICLE II – STUDENT COUNCIL

Section 2.1. SCOPE

A. The Student Council is the governing body of the student body and shall have legislative powers.
B. The Student Council shall work collaboratively with the Advisor and report to the Hawai‘i CC Vice Chancellor for Student Affairs (VCSA).
C. The Student Council will engage in collaborative performances, assessments, and communications with the Advisor.
D. The Student Council shall be responsible for enforcing the governing documents.
E. The Student Council shall work cooperatively to fulfill its mission.
F. The Student Council shall submit an annual Campus Programming budget proposal to the Advisor for administrative approval no later than July 1 of each year. The Student Council shall have the authority to propose budget allocations to the VCSA through the Student Life Program and with the approval of the Advisor.

Section 2.2. Membership

A. The Student Council shall consist of sixteen (16) voting member Representative seats elected by the ASUH-HawCC student body. The seats will be divided into three (3) categories:
   1. Six (6) seats for Liberal Arts majors
   2. Six (6) seats for Career and Technical Education majors
   3. Two (2) seats for West Hawai‘i students
B. From the elected Representatives, the Student Council shall internally elect ten (10) officers:
   1. Student Government officers: President, Vice President, Vice President – West Hawai‘i, Secretary, and Treasurer.
   2. Student Activities Board officers: Chair, Vice Chair, Vice Chair – West Hawai‘i, Activities Secretary, and Activities Treasurer.
   3. West Hawai‘i students must fill West Hawai‘i seats.
C. The term in office shall be from June 1 to June 15 of the next year to allow for overlap. The term shall be divided into three (3) semesters: Summer, Fall, and Spring.
D. Members that fill a vacant seat shall serve the remainder of that term.
E. A Student Council member shall not serve on the Student Council for more than two (2) terms or any part thereof.
F. Student Council membership shall cease upon the event of a member’s resignation, disqualification, recall, removal, expulsion, or abandonment.

G. If membership drops below ten (10), all governing and legislative authority except appointment and approval of new members shall be suspended until at least two (2) new members are appointed and approved.

Section 2.3. Qualifications

A. Student Council members must be in good academic and disciplinary standing.
B. Student Council members must have a minimum cumulative GPA of 2.5.
C. Student Council members must be registered for at least six (6) credits at Hawaii CC.
D. Student Council members must be available for meetings, trainings, and events.
E. Unless otherwise stated in the governing documents, no member of the Student Council may hold more than one (1) elected or appointed office at any given time.

Section 2.4. Powers and Duties

A. All Student Council members will adhere to the governing documents and all responsibilities expressed therein.
B. The Student Council will make all rules and establish committees necessary and proper for the conduct of the Student Council, consistent with the governing documents.
C. The Student Council shall practice responsible and ethical fiscal stewardship of the mandatory student fees collected each year.
D. The Student Council has the obligation and responsibility to provide a student-centric, transparent government. To inform and encourage student participation, the Student Council shall make available to the general membership the governing documents, meeting agendas and minutes, and fiscal records.
E. The Student Council shall be responsible for the general welfare and development of the student body.
F. In support of the Student Council mission, the Student Council promotes awareness of issues, gains support for changes, initiates actions to create the desired campus environment, and implements co-curricular programs and services of interest to and beneficial to the student body.
G. The Student Council shall vote on all appointments.
H. Members of the Student Council will represent views of the student body only after first receiving approval from the Student Council.
I. All correspondence with the public must be submitted to the Advisor for review and approval prior to distribution.
J. The Student Council will organize, maintain, and preserve all records of submitted reports and Student Council official business.
K. Student Council members shall represent the general and/or expressed interests of the student body, recommend awards and recognition for superior service, and perform other duties as assigned.

L. All members are required to submit a report to the Student Council at the end of each semester.

M. All members are required to attend all Student Council and related meetings, trainings, and events.

N. Student Council members are expected to conduct themselves with leadership, integrity, focus, and engagement at all times.

O. Student Council members may serve as student representatives on at least one shared governance committee.

Section 2.5. Oath of Office

A. All members shall take, sign, and uphold the Oath of Office.

B. Oath of Office: I, (state your name), do solemnly swear that I will faithfully and impartially perform my duties and respectfully serve as a member of the Hawai‘i CC Student Council. I will work toward strengthening my leadership qualities and academic excellence. I will preserve and uphold the Charters and governing documents of the Student Council.

Section 2.6. Meetings

The Student Council shall hold meetings open to the general membership at least twice every month during the first (1st) and third (3rd) weeks.

Section 2.7. Quorum

Quorum is nine (9) members and must include at least two (2) Student Government officers, two (2) Student Activities officers, and two (2) Student Representatives.

Section 2.8. Resignation

A. A Student Council member may resign by submitting a letter of resignation at least two (2) weeks before her/his final day in office to the Advisor AND the Presiding Officer. In the event that officers have not yet been elected, the resigning member may submit the resignation to the Advisor only.

B. All Student Council property must be returned to the Advisor before the member’s last day in office. This includes but is not limited to: electronic copies of documents, copies of paper documents, required reports, all equipment and supplies belonging to the Student Council.
C. If a Student Council member resigns in lieu of removal, the member shall not be eligible for Student Council membership for a minimum of five (5) years from the date of resignation.

Section 2.9. Removal and Recall

A. A member may be removed for committal of malfeasance (wrongful misconduct by a public official), misfeasance (performance of a lawful act in an illegal or improper manner), or nonfeasance (failure to perform an act that is an official duty of a legal requirement of office).
B. The Student Council may remove a member for wrongful conduct, improper or illegal acts, and/or failure to carry out official duties with a 2/3 approving vote of the Student Council.
C. The student body may recall a Student Council member by submitting a petition to the VCSA or designee, which contains 20% of the signatures of the ASUH-HawCC student body.
D. If a member is removed from office, s/he is not eligible to hold a position within the Student Council in the future.

ARTICLE III – STUDENT COUNCIL EXECUTIVE BOARD

Section 3.1. SCOPE

The Student Council Executive Board is responsible for ensuring that the Student Council functions according to the governing documents.

Section 3.2. Membership

A. The five (5) officers of the Student Council Executive Board shall be: Council Captain, Council Assistant Captain, Council Assistant Captain for West Hawai`i, Council Secretary, and Council Treasurer.
B. The President and Activities Chair shall serve as the Council Captain.
C. The Vice President and Activities Vice Chair shall serve as the Council Assistant Captain.
D. The Vice President for West Hawai`i and the Activities Vice Chair for West Hawai`i shall serve as the Council Assistant Captain for West Hawai`i.
E. The Secretary and Activities Secretary shall serve as the Council Secretary.
F. The Treasurer and Activities Treasurer shall serve as the Council Treasurer.
Section 3.3. Powers and Duties

A. The Student Government and the Student Activities Board will alternate as the Executive Board for the Student Council. The officers that are serving as the Student Council Executive Board will be responsible for all Executive Board functions for that month.

B. The Student Activities Board will act as the Student Council Executive Board beginning in July and then every odd-numbered month thereafter.

C. The Student Government will act as the Student Council Executive Board beginning in August and then every even-numbered month thereafter.

D. The Executive Board shall coordinate meetings by securing locations, providing notices, preparing agendas, keeping order, tracking fiscal business, recording minutes, and delivering reports.

ARTICLE IV – STUDENT GOVERNMENT

Section 4.1. Powers and Duties

A. The Student Government advocates for the Community College and the student body at the campus, UH System, County, State, and Federal levels.

B. The Student Government provides representative input on policies and decisions affecting instruction and student services for the student body.

C. The Student Government will engage in collaborative performances, assessments, and communications with the Advisor.

Section 4.2. Meetings

The Student Government shall meet during the second (2nd) and fourth (4th) weeks of each month.

ARTICLE V – STUDENT ACTIVITIES BOARD

Section 5.1. Powers and Duties

A. The Student Activities Board is responsible for planning, organizing, directing, and evaluating a collegiate student activities program responsive to the students’ needs and interests.

B. The Student Activities Board will engage in collaborative performances, assessments, and communications with the Advisor.

C. The Student Activities Board will incorporate the Registered Independent Organizations (RIO) in its annual planning and implementation of activities.
Section 5.2. Meetings

The Student Activities Board shall meet during the second (2\textsuperscript{nd}) and fourth (4\textsuperscript{th}) weeks of each month.

ARTICLE VI – OFFICERS

Section 6.1. Definitions

Throughout this Article, the following generalizations apply:

A. Presiding Officer will refer to the President, Activities Chair, and Council Captain in their respective roles.
B. Meeting Vice Chair will refer to the Vice Presidents, Activities Vice Chairs, and Council Assistant Captains.
C. Meeting Secretary will refer to the Secretary, Activities Secretary, and Council Secretary.
D. Meeting Treasurer will refer to the Treasurer, Activities Treasurer, and Council Treasurer.
E. The term “related” shall be construed to mean the business specific to the organization for which the individual is an officer.

Section 6.2. Powers and Duties of the Presiding Officer (President, Activities Chair, and Council Captain)

A. The Presiding Officer is responsible for enforcing the CSO Charter and governing documents.
B. The Presiding Officer shall preside over all related meetings.
C. When chairing a meeting, the Presiding Officer shall vote only in case of a tie.
D. The Presiding Officer must assign a Student Council Representative to serve as the Secretary pro tempore if the Council Secretary is absent.
E. The Council Captain may make appointments. Appointments require a two-thirds (2/3) majority vote of the Student Council for approval.
F. Both the President and the Activities Chair are ex-officio members of all standing committees and ad hoc committees and shall have the power to vote.

Section 6.3. Powers and Duties of the Meeting Vice Chairs (Vice Presidents, Activities Vice Chairs, and Council Assistant Captains)

A. The Meeting Vice Chair shall assist and support the Council Captain in all presidential duties.
B. The Meeting Vice Chair will serve as the Sergeant-at-Arms to keep the meetings in order.
C. The Meeting Vice Chair shall mentor and train all new members.
D. The Meeting Vice Chair shall strive to boost group morale in and outside of meetings.
E. Duties specific to the West Hawai`i officers (Vice President for West Hawai`i and the Activities Vice Chair for West Hawai`i)
   1. The West Hawai`i officers will serve as the liaisons for students registered at the West Hawai`i campus.
   2. The West Hawai`i officers will gather information, feedback, and input from the student body of the West Hawai`i campus and inform the Student Council.

Section 6.4. Powers and Duties of the Meeting Secretary (Secretary, Activities Secretary, and Council Secretary)

A. The Meeting Secretary impartially and accurately prepares the related meeting agenda and records all minutes of the related meeting.
B. The Meeting Secretary maintains accurate and complete files of all minutes of all related meetings and all committees thereof and shall maintain records of all reports and documents submitted by all members.
C. The Meeting Secretary is charged with many of the intergroup communications required to coordinate meetings, events, and daily business.
D. The Meeting Secretary shall keep safely and open to all members of ASUH-HawCC all open records and documents of the related organization.
E. The Activities Secretary shall prepare an event calendar for the year and compile dates of all applicable meetings, programs, and events. The Activities Secretary may assign at least one (1) Council Representative to assist with the publication of the calendar.
F. Duties specific to the Council Secretary
   1. At the end of the assigned month, the Council Secretary must turn over all documents to the Council Secretary assigned to the next month.
   2. The Council Secretary shall draft and prepare letters of congratulations and acknowledgement as deemed appropriate. The Council Secretary may assign as least one (1) Council Representative to assist with the production of these letters.

Section 6.5. Powers and Duties of the Meeting Treasurer (Treasurer, Activities Treasurer, and Council Treasurer)

A. The Meeting Treasurer shall assist with the preparation of all fiscal documentation, including but not limited to purchase and travel paperwork.
B. The Meeting Treasurer shall keep monitor and record all related fiscal transactions and their statuses.
C. The Meeting Treasurer will provide a budget update at every regular related meeting.
D. The Meeting Treasurer shall keep safely and open to all members of ASUH-HawCC the fiscal records of the related organization.
E. The Treasurer shall be the chairperson of the Student Government Finance Committee and the co-chair of the Student Council Finance Committee.

F. The Activities Treasurer shall be the chairperson of the Student Activities Board Finance Committee and the co-chair of the Student Council Finance Committee.

G. Duties specific to the Council Treasurer
   1. At the end of the assigned month, the Council Treasurer must turn over all documents to the Council Treasurer assigned to the next month.

ARTICLE VII – STUDENT REPRESENTATIVES

Section 7.1. Duties and Responsibilities
A. Student Representatives must serve as Chairperson on at least one (1) committee and serve as a committee member on at least two (2) committees.
B. During the Fall and Spring semesters, each Student Representative shall conduct a minimum of one survey per month issued to at least fifty (50) members of the student body and submit a monthly report to the Student Council summarizing the results of the survey and the action being taken.
C. Student Representatives will assist in recruiting volunteers.

ARTICLE VIII – COMMITTEES

Section 8.1. Standing Committees
A. Finance Committee
B. Elections Committee
C. Legislative Committee
D. See CSO Charters for CSO-specific standing committees.

Section 8.2. Ad-Hoc Committees

The Student Council can create a committee to address a short-term goal. Legislation to create a committee shall include details regarding the purpose, chairperson, membership, length of service, and reporting procedures for the committee, and it shall be approved by the Student Council. The committee would be dissolved once its goal is accomplished.

Section 8.3. Membership
A. Committee chairs shall be appointed from the Student Council by the Student Council.
B. Committee members may include volunteers from the student body who are not part of the Student Council.

ARTICLE IX – MEETINGS
Section 9.1. Regular Meetings

A. Meetings will be held on a Hawai`i Community College Campus in designated meeting areas. Unless otherwise called for in the governing documents, members must attend in person with the exception of UH-sanctioned video-conferencing. No meetings shall be required during finals weeks, Christmas break, and Spring break.

B. The Meeting Secretary will publicize the notice of the meeting at least one (1) week prior to the meeting, including the date, time, and location.

C. The Meeting Secretary will create the meeting agenda. Agenda items must be submitted to the Meeting Secretary at least one (1) calendar week prior to the scheduled meeting date. The Meeting Secretary will provide the agenda to the Presiding Officer and Advisor for review at least four (4) school days prior to the meeting. The Meeting Secretary will publicize the agenda at least two (2) school days prior to the meeting. If there is no response from the Presiding Officer or Advisor, the Meeting Secretary will post the agenda as it was originally drafted. Agenda items cannot be added to the agenda after it has been posted; items received after the deadline will be put on the next meeting’s agenda.

D. The Meeting Secretary will draft the meeting minutes and distribute them to the elected members for correction no more than five (5) school days after the meeting. Members must submit any corrections to the Meeting Secretary within three (3) school days of its distribution.

Section 9.2. Special Meetings

A. A special meeting may be called by at least two (2) voting members to address business that requires urgent attention and can’t wait until the next regular meeting.

B. Notice of the exact time and purpose of the meeting must be communicated to all voting members via verbal and written communication at least twenty-four (24) hours prior to the desired meeting.

C. Quorum for a special meeting is the same as a regular meeting.

D. If the meeting involves any fiscal overrides of the allocated budget, the Meeting Treasurer must be present.

E. In the event that the meeting involves business specifically concerning the West Hawai`i campus, a West Hawai`i member must be present.

F. The members who call the special meeting are responsible for emailing the agenda to all members prior to the start of the meeting.

Section 9.3. Parliamentary Authority

Robert’s Rules of Order, current edition, is the parliamentary authority for all Student Council proceedings unless otherwise directed by the governing documents.
ARTICLE X –ELECTIONS

Section 10.1. General Elections

A. The sixteen (16) Student Council members shall be elected by plurality votes cast by ASUH-HawCC members.
B. Seven (7) Career Technical Education, seven (7) Liberal Arts, and two (2) West Hawai‘i members will be elected.
C. Records of all elections shall be filed and maintained by the ASUH-HawCC Secretary.
D. Elections will be conducted by the Elections committee according to the Election Rules.
E. Elections shall be held annually and completed at least two (2) week prior to the early registration period, except special elections.

Section 10.2. Election of the Officers

A. Student Government and Student Activities Board members shall be elected by a two-thirds (2/3) approval vote cast by Student Council members.
B. Once the term in office begins, the election of officers must be completed by July 1.

Section 10.3. Special Elections

A special election will be called as deemed necessary by the Elections Committee with the approval of the Student Council.

ARTICLE XI – VACANCIES

Section 11.1. Vacancies

A. In the event that the President cannot fulfill the duties of the President, the Vice President shall assume the office of the President.
B. In the event that the Activities Chair cannot fulfill the duties of the Activities Chair, the Activities Vice Chair shall assume the office of the Activities Chair.
C. All other vacant officer seats will be filled by internal election and shall require a two-thirds (2/3) approval vote of the Student Council.
D. All other vacancies will be filled by application and appointment or special election, unless otherwise specified in the governing documents.
E. Vacancies must be filled within thirty (30) calendar days. A seat that is vacant for thirty-one (31) days shall require a special election to be organized, executed, and completed within sixty (60) days of the seat becoming vacant.
F. In the event that a seat is vacant for sixty-one (61) days or more, the Student Council’s governing and legislative authority, except the appointment and approval of new members, shall be suspended until that seat is filled.
ARTICLE XII–FINANCES

Section 12.1. Finances

A. The Student Council shall uphold rules ensuring that the mandatory student fees are expended and accounted for properly within the Student Council.
B. The Student Council will be responsible for maintaining and carrying out the fiscal rules and records.
C. Collected fees shall be appropriately budgeted and expended for purposes related to the mission of the Student Council.

Section 12.2. Campus Programming Budget

A. The Student Council shall be responsible for allocating the Campus Programming Budgets of ASUH-HawCC and AFSA-HawCC.
B. Campus Programming for ASUH-HawCC shall be allocated to funding requests from campus departments and University programs.
C. Campus Programming for AFSA-HawCC shall be allocated to funding requests from RIO and other CSO.

ARTICLE XIII – ADVISING

Section 13.1. Student Council Advisor

A. The Student Life Coordinator or its appointee shall serve as the Student Council Advisor.
B. The Advisor shall serve in an advisory capacity, providing guidance, financial, and organizational advice as it pertains to the organization’s compliance with University of Hawai‘i and Student Council policies and regulations.
C. The Advisor shall have the authority to verify that all members meet the qualifications for office.

Section 13.2. Student Life Program

The Student Council is part of the Student Life co-curricular program (BOR Policy, Chapter 7), and, in compliance with University of Hawai‘i policy, is therefore subject to the policies and regulations of the Student Life Program and under the authority of the Student Life Coordinator and Vice Chancellor for Student Affairs or designee.
ARTICLE XIV – AMENDMENT

Section 14.1. Amendment

A. The student body may amend these bylaws by presenting a petition to the Student Council with signatures of a minimum of 10% of the ASUH-HawCC student body. The petition must contain justification for the suggested amendment. The Student Council reserves the right to edit, modify or change the amendment provided that such action does not change the meaning or intent of any portion of the document.

B. The Student Council may amend these bylaws. Such amendments require a two thirds (2/3) majority vote of approval within the Student Council. If approved, the amendment will be presented to the ASUH-HawCC student body for a vote.

C. Any amendments to the bylaws shall be presented during a regular or special election and shall require no less than 10% of the ASUH-HawCC student body to vote on the amendment and three fourths (3/4) approval of the voters.

D. Amendments to the bylaws shall be made within the text of the bylaws and shall be listed in Article XVI (Record of Revisions) by article, section, and date enacted. If a revision removes a section, that section shall be deleted and subsequent sections shall be renumbered accordingly.

E. Minor housekeeping and corrections (spelling, punctuation, etc.) may be made to the bylaws by the Executive Board without legislative action as long as such action does not change the meaning or intent of any portion of the Article. Corrections must be recorded and documented in Article XVI-Record of Revisions.

F. The translation of any portion of this document into `ōlelo Hawai`i may be completed and adopted by the Student Council by a simple majority vote. The translations should be inserted into the document and recorded in Article XVI (Record of Revisions).

ARTICLE XV – ADOPTION

Section 15.1. Adoption

The adoption of these bylaws shall require the approval of the current student body representatives and the student body. Approval shall require no less than 10% of the ASUH-HawCC student body to vote on the amendment and three fourths (3/4) approval of the voters. These bylaws shall take effect immediately upon final approval by the student representative, Advisor, VCSA, and Chancellor.
Record of Adoption:

___________________________________________  _______________________
Student Representative Date

___________________________________________  _______________________
Advisor Date

___________________________________________  _______________________
Vice Chancellor for Student Affairs Date

Ratification by AFSA-HawCC student body:
  Election date(s):
    Results:

___________________________________________  _______________________
Chancellor Date

ARTICLE XVI – RECORD OF REVISIONS

Record of Revision:

Article, Section, Date enacted: