



UNIVERSITY OF HAWAII AT HILO STUDENT ASSOCIATION
2007-2008 BY-LAWS

THESE BY-LAWS WILL HEREBY BE IN AFFECT STARTING FROM THE DATE OF APPROVAL BY THE UHHSA SENATE, AND WILL REMAIN IN AFFECT UNTIL THE UHHSA SENATE APPROVES A REVISION OF THESE BY-LAWS.

ARTICLE ONE
SENATE DUTIES

Section A. Full Senate Duties

1. Obtain minutes from previous meeting at least a day in advance to review.

Section A. Executive Officers

1. President shall:

- a. Not express opinion in senate meetings while presiding.
 - i. If there is an urgency to express opinion on any topic while presiding over senate meetings he or she must motion to pass the gavel over to the Vice-President in order to continue presiding.
 - ii. This may only occur in the event of a 2/3 vote in favor of the motion.
- b. Meet regularly with the Chancellor & Vice-Chancellors.

2. Vice President shall:

- a. Act as the Sergeant at Arms:
 - i. Be responsible for maintaining order during meetings.
 - ii. Keep track of time constraints during meetings.
- b. Act as the RISO Chairman who shall:
 - i. Be updated on the RISO status.
 - ii. Be available for RISO exec members to meet with.
 - iii. Attend Campus Center CSO and RISO training sessions.
- c. Meet regularly with the Vice Chancellors.
- d. Meet regularly with the Chancellor & Vice-Chancellors.

3. Treasurer shall:

- a. Be in charge of maintaining current budgets.
- b. Assist RISO's with co-sponsoring opportunities.
- c. Create all requisitions for purchasing.
- d. Attend all Campus Center RISO and CSO training sessions.

4. Data-Director shall:

- a. Be in charge of formatting the agenda for all senate meetings, and it shall be finalized at the Executive Meeting.

- b. Be responsible for organizing senate records and files on the UHHSAs computers.
- c. Collaborate with, Maintain and update the UHHSAs website weekly.
- d. Work with the Public Relations committee to create promotional works and advertisement for the UHHSAs Senate.

5. Executive Senator shall:

- a. Be the liaison between the senators and the Exec Board.
 - i. Schedule regular meetings with all fellow senators.
 - ii. Present any information gathered from individual senator reports to the full senate.
- b. Meet regularly with various UH Hilo administrators.
- c. Meet regularly with the Chancellor & Vice-Chancellors.

Section B. Senators

1. College of Arts & Science (CAS)
 - a. Attend Faculty Senate for the CAS meetings.
 - b. Meet regularly with the Dean of CAS, currently Randy Hirokawa.
2. College of Agriculture, Forestry & Natural Resource Management (CAFNRM)
 - a. Attend Faculty Senate for the CAFNRM meetings.
 - b. Meet regularly with the Dean of CAFNRM, currently Dr. Steiner.
3. College of Business & Education (CoBE)
 - a. Attend Faculty Senate for the CoBE meetings.
 - b. Meet regularly with the Dean of CoBE.
4. Ka Haka ‘Ula O Ke’elikolani College of Hawaiian Language (KCHL)
 - a. Attend Faculty Senate for the KCHL meetings.
 - b. Meet regularly with the Dean of KCHL.
5. College of Pharmacy (CoP)
 - a. Attend Faculty Senate for the CoP meetings.
 - b. Meet regularly with the Dean of CoP.
6. Senators at Large
 - a. Meet regularly with the University Administrators, for example
 - i. Dean of Student Development
 - ii. Director of Auxiliary Services
 - iii. Financial Aid Director
 - iv. Head Librarian
 - v. Theatre Manager
 - vi. Department Chair(s)
 - b. Regular university administrator meetings should be reported to the Executive Senator.

ARTICLE TWO MEETINGS

Section A. Executive Meetings

1. Purpose

- a. Discuss topics that require extra senate attention and care.
- b. Executive discussions are to be consolidated for the full senate discussions.
- c. Create, finalize & approve the agenda for the senate meetings.
- d. Official minutes are not required of this meeting but a full report is to be presented at each weekly senate meeting reflected in the agenda.
- e. The Executive Senator will give a report about the executive meeting at each respective full senate meeting.

2. Members

- a. Attendance is mandatory for all executive officers.
- b. Executive meetings are open to the full senate.
- c. Executive meetings are not an open forum.

Section B. Senate Meetings

1. Agenda Format

- a. Roll Call
- b. Approval of Minutes & Agenda
- c. Recognition of Guests & Presentations
 - i. 5 minutes limit for presentation.
 - ii. 5 minutes for questions and discussion after each presentation.
 - iii. Only 3 presentations involving guests per meeting.
- d. Executive Reports
 - i. 5 minutes per report.
- e. Committee Reports
 - i. A limit of 3 reports per meeting.
 - ii. 5 minutes per report.
- f. Unfinished business
 - i. A limit of 5 items on the agenda.
 - ii. 5-10 minutes of discussion per item.
- g. New Business
 - i. A limit of 10 items on the agenda.
 - ii. 5-10 minutes of discussion per item.
- h. Agenda Items
 - i. Make sure to re-cap before adjourning.
- i. Announcements
 - i. A limit of 5 items.
 - ii. No more than 3 minutes per item.

- j. Total time allowed
 - i. In the event that there is a maximum amount of guests, reports and agenda items and they are discussed to the fullest extent of time allotted; meetings may run approximately three and a half hours long.
 - ii. The goal of the senate should be to adjourn meetings within two hours.

2. Guests

- a. Guest presentations shall be limited to three per meeting.
- b. First come first serve basis
 - i. Executive board may re-consider the aforementioned rule based on time constraints on a case-by-case basis.

3. Financial Bills

- a. Must be presented to the executive committee a week prior to senate vote.
- b. Minutes from this meeting must be approved the week after senate vote and attached to any fiduciary submissions, according to Campus Center policy.

4. Committee & Executive Reports

- a. Reports must be typed up and printed out before the meeting begins
 - i. If not given to the Data Director before meeting is called to order the report is void and not to be allowed on the agenda
 - ii. Reports will include presenter's name, description and date of meeting. If not included the report is void.

5. Roberts Rules/Parliamentary Procedure

- a. Meetings are conducted in accordance to the Roberts Rules of Order/Parliamentary Procedure

ARTICLE THREE COMMITTEES

Section A. Standing

- 1. Standing committees will be recognized as defined in parliamentary procedure.
 - a. Campus Facilities & Services
 - b. Public Relations
 - c. Sustainability
 - d. Elections
 - e. Office

Section B. Ad-Hoc

- 1. Ad-hoc committees will be recognized as defined in parliamentary procedure.

ARTICLE FOUR
OFFICE

Section A. Senate Member Etiquette

1. UHHSAs shall abide by all posted guidelines in UHHSAs office.

ARTICLE FIVE
PARLIAMENTARY AUTHORITY

Section A. Rule Violations

1. Inability to comply with posted guidelines and/or UHHSAs Constitution & By-Laws will hereby be noted as an unexcused absence.
2. Each violation will be recorded by the Data Director, and logged by the Executive Senator & Vice President for each individual, pending full senate agreement and approval.
3. The Executive Senator will present any violations to the senate.
4. A total of 10 senate-approved violations are grounds for removal from the UHHSAs senate.

ARTICLE SIX
SENATE TRANSITION

Section A. Computers Access

1. Data Director must reset or share administrative passwords to all UHHSAs computers & equipment.

Section B. Keys & Access

1. All keys that UH Auxiliary services are not responsible for, must be given to the upcoming UHHSAs senate with full description of what each key unlocks.

Section C. Inventory Listing

1. Outgoing UHHSAs Senate must provide incoming senate with an itemized list of UHHSAs Property:
 - a. Equipment ie. computers, walky-talkie's, sound system
 - b. Computer Programs/Accessories
 - c. Files, (physical and digital) Forms, and Templates
 - d. Office Supplies
2. All computer accessories are to be inventoried.
3. Copies of UHHSAs inventories should be submitted to Campus Center for consistency purposes.

Section D. Senate Responsibilities, Process & Procedures

1. Outgoing UHHSAs shall:
 - a. Continue to collaborate with the new UHHSAs to be sure that they are competent in their responsibilities, and comfortable in their positions.

- b. The cooperation & collaboration described is not limited to the previous UHHSAsenate's term.
2. The UHHSASenate will conduct approximately 1 month of shadowing for the incoming senate. This will ensure that both previous and current UHHSAsenators will attend at least two meetings together (ensemble).
3. The President shall explain the duties of the presiding officer.
4. Vice President shall explain the requirements of acting Sergeant At Arms, and RISO Chairperson.
5. The Data Director shall be available to clarify procedure, and assure competence in the completion of Senate Minutes, Agendas, and Bills.
6. The Treasurer shall work with the new senate to be sure that guidelines for UHHSASenate, Campus Center, and Business Office are understood.
7. The Senate shall meet with their respective incoming senators to share insight gained while holding their respective positions.

Section E. Transition Retreat

1. The UHHSASenate shall hold a retreat in April with the incoming senate members, outgoing, and those who are remaining on the senate for the subsequent year.
2. This retreat is intended to allow the senate to begin to learn how to work together before the new members take office.