

**Kaua`i Community College  
STUDENT ACTIVITIES COUNCIL  
CHARTER/CONSTITUTION**

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**ARTICLE I  
Name**

The name of this organization shall be the Student Activities Council of Kaua`i Community College. The official abbreviation shall be "SAC".

**ARTICLE II  
Purpose**

SAC shall be a separately operated entity of the ASUH-KCC Student Government. 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. The Senate of ASUH-KCC Student Government shall have the power to approve the annual programming budget and any other requests for funding proposed by the Student Activities Council. The Chair of SAC is responsible to the Senate for the proper operation of the Student Activities Council.

**ARTICLE III  
Authority**

The Student Activities Council of Kaua`i Community College is chartered by ASUH-KCC Student Government and Kaua`i Community College to fulfill the purpose stated in Article II of this document and delegates certain duties and powers to the Student Activities Council as stated in this Charter.

**ARTICLE IV  
Membership**

**SECTION A: Composition**

The Student Activities Council shall consist of (3) executive officers, (5) directors, and team members. SAC members shall be appointed by the Student Activities Coordinator or upon recommendation from the Student Activities Council, or in its absence, through consultation with the Associated Students of the University of Hawai`i – Kaua`i Community College Student Government (ASUH-KCC SG).

1. Each executive officer shall have one vote.
2. Each director shall have one vote.
3. Each team member shall have one vote.
4. The Student Activities Coordinator shall be a non-voting ex-officio member and may be represented by a designated appointee.
5. Faculty and staff may be eligible to serve as non-voting members of SAC.
6. Members of the community may be eligible to serve as non-voting members of SAC.

#### **SECTION B: Term of the Membership**

1. Term of membership shall begin at the appointment date announced by the Student Activities Coordinator and shall expire at the first meeting of the SAC for the following academic year unless the member is reappointed.
2. Members appointed to fill the unexpired term of any Council member shall serve the remainder of the unexpired term.
3. Members may be reappointed to serve a maximum of three consecutive terms.

#### **SECTION C: Vacancies**

Vacancies in the regular voting membership of SAC shall be filled through appointment by the Student Activities Coordinator upon recommendation of the Student Activities Council or in the absences of a Council, through consultation with ASUH-KCC SG.

#### **SECTION D: Eligibility**

1. Student members must be enrolled for a minimum of three (3) credit courses at the college.
2. Student members must be in good academic standing with a cumulative grade point average (GPA) 2.0 or higher.
3. Faculty and staff members of the college shall be eligible to serve as non-voting SAC members.
4. The community shall be eligible to serve as non-voting SAC members.

### **ARTICLE V Powers and Duties**

**SECTION A:** SAC shall review and approve annual program plans prepared by the Student Activities Coordinator with consultation by ASUH-KCC SG. Such plans may be based on the academic or fiscal year, as appropriate.

**SECTION B:** SAC shall before the end of each fiscal year, review its financial status and prepare its operational budget for the fiscal year, subject to review and approval by the Student Activities Coordinator. The budget shall be based upon a specific amount set aside and approved by ASUH-KCC Student Government.

**SECTION C:** SAC may remove its members and appointees as described in Article X of this Charter/Constitution.

## **ARTICLE VI Executive Officers and Directors**

### **SECTION A: Chairperson**

1. Serve as the presiding officer.
2. Responsible for convening all meetings of SAC.
3. Prepare all agenda and report on all activities approved by SAC.
4. Have the power to recommend, establish and appoint SAC Committees.
5. Serve as the spokesperson for SAC in all matters having appeared before SAC.
6. Assumes other duties as directed by the SAC generally belonging to the office of Chairperson.
7. Shall vote only in the event of a tie.

### **SECTION B: Vice-Chair/Treasurer**

1. Responsible for the regular review of all Council financial records; submission of financial statements of SAC and preparation of SAC's annual budget, with the assistance of the Secretary and in consultation with the chairperson.
2. Work closely with the ASUH-SG Treasurer to expedite its requisitions in a timely manner.
3. Perform all other duties generally belonging to the office.
4. Conduct meetings in the absence of the Chairperson.
5. Shall be a voting student member of SAC.

### **SECTION C: Secretary**

1. Responsible for keeping permanent records of SAC.
2. Notify all members of meetings and special events.
3. Assist the Vice-Chairperson/Treasurer in preparing SAC's annual budget, and preparing necessary reports as directed by SAC.
4. Shall be a voting student member of SAC.

### **SECTION D: Director of Public Relations & Promotions**

1. Responsible for informing the student body, faculty, staff and the community on the activities and functions sponsored by SAC (i.e. input notices of events on the Student Life website, mass e-mail, mass texting; use of media technologies: Facebook, Twitter and other technologies as they emerge).
2. Develop a recruitment and succession plan for new SAC members.
3. Shall be a voting student member of SAC.

### **SECTION E: Director of Public Education**

1. Responsible for planning and implementing workshops that will inform and educate students on topics recommended by SAC, ASUH-KCC Student Government or faculty members (i.e. positive relationships, domestic violence awareness, blood drive, activities proposed by the KCC Wellness Center).
2. Work closely with the Director of Public Relations & Promotions and the Director of Advertising & Graphic Designs to effectively market the proposed activity.
3. Shall be a voting student member of SAC.

#### **SECTION F: Director of Daily Events**

1. Responsible for SAC activities that require daily upkeep and maintenance of services that occur in the Student Life Center (i.e. Coffee Breaks, Karaoke).
2. Record, budget and initiate inventory requests to the SAC chairperson.
3. Shall be a voting student member of SAC.

#### **SECTION G: Director of Special Events**

1. Responsible for planning and implementing yearly or seasonal events as approved by SAC (i.e. Afternoon Recess, Earth Day, Movie Night).
2. Work closely with the Director of Public Relations & Promotions and the Director of Advertising & Graphic Designs to effectively market proposed activities and functions.
3. Shall be a voting student member of SAC.

#### **SECTION H: Director of Advertising & Graphic Designs**

1. Responsible for creating all promotional materials (i.e. flyers, banners, apex boards) to support and market all SAC sponsored activities and function.
2. Shall be a voting student member of SAC.

#### **SECTION I: Team Members**

1. Appointed or assigned to work with directors on specific activities, functions, tasks or projects approve by SAC.
2. Each Team Member shall be a voting student member of SAC.

#### **SECTION J: Election of Officers and Directors**

The Student Activities Council shall elect its officers and directors from its student membership at its initial meeting. If any vacancies should occur in any of the offices, a meeting shall be called at which time SAC will elect a student member to fill the vacancy.

#### **SECTION K: Term of Office**

1. The officers, directors and team members shall serve immediately following their election by SAC and serve until the first meeting of the new Council for the following year.
2. No Student member of SAC shall serve in the same office for more than two consecutive terms.

## **ARTICLE VII Meetings**

### **SECTION A: Quorum**

The presence of fifty percent (50%) of the number of voting members belonging to the Student Activities Council shall constitute a quorum. A quorum is needed for official actions of SAC.

### **SECTION B: Meetings**

1. Regular Meetings: SAC shall hold regular open meetings at least once a month during the regular academic year.
2. Special Meetings: Special meetings of SAC maybe called by the Chairperson, upon written request by any three (3) members of the SAC. All members will be duly notified of the time, place, and agenda.
3. Each year, not later than April, the budget for the next fiscal year shall be completed and approved by the Student Activities Council.
4. All above mentioned shall be open to the student body, and the general public except when the SAC goes into an executive session to discuss confidential and sensitive matters.

## **ARTICLE VIII Committees**

### **SECTION A: Committees**

The Student Activities Council shall establish such committees, as it deems necessary to carry out its purposes and functions.

### **SECTION B: Special Committees**

The Chairperson shall, from time to time, appoint special committees as are necessary to carry out the work and development of the Student Activities Council. The Chairperson shall dissolve said committees when they have completed their duties.

## **ARTICLE IX Finances**

**SECTION A:** The Student Activities Council shall be allocated an amount specified by ASUH-KCC Student Government through student activity fee revenues received by the college each academic year.

**SECTION B:** Unexpended surplus funds earmarked for the Student Activities Council may be carried over to the next fiscal year to other governing bodies of the ASUH-KCC SG by recommendation of the Student Activities Council.

**SECTION C:** The Student Activities Council shall be responsible for both annual and long-term budgeting and expenditure of its allocated funds, subject to annual review and approval by ASUH-KCC SG.

**SECTION D:** The Student Activities Council shall administer its allocated funds in accordance with State of Hawai'i, University and Kaua'i Community College's policies and procedures.

## **ARTICLE X Recall**

**SECTION A:** The members of the Student Activities Council are subject to recall for the following reasons:

1. Unexcused absences for more than three (3) consecutive meetings.
2. Unexcused absences for more than one half (1/2) the total number of regular and special meetings in any one semester.
3. Violation of the Kaua'i Community College Student Conduct Code.
4. The presentation of a petition bearing the signatures of 5% of the students of Kaua'i Community College.
5. Student Activities Council or ASUH-KCC SG members specifically showing cause why said member should be subject to recall.

**SECTION B:** The Student Activities Council shall present in writing to the individual against whom recall has been initiated any and all charges levied against him/her at least five (5) instructional days prior to any action by the SAC at a hearing.

**SECTION C:** A two-thirds (2/3) majority vote of the voting members present shall be required to recall any member of the SAC. The Student Life Coordinator shall be advised of SAC's action in writing.

## **ARTICLE XI Amendments**

### **SECTION A: Proposal of Amendments**

Amendments to this Charter/Constitution may be proposed by motion of the Student Activities Council or by petition bearing the signatures of 5% of the student of Kaua'i Community College.

**SECTION B: Procedures**

When an amendment is proposed either by motion of the SAC or receipt of a petition, SAC shall:

- 1. Give public notice by publishing the proposal in the campus newspaper and by posting in several conspicuous locations on campus.
- 2. Give notice to such other organizations as SAC deems appropriate.
- 3. Hold at least one open hearing three weeks after amendment procedures has been followed.

**SECTION C: Adoption**

Proposed amendments which received at least two-thirds (2/3) of the voting membership of the Student Activities Council at a meeting within four weeks after the giving of appropriate notice, shall be declared approved for referral to the Student Activities Coordinator.

**ARTICLE XII  
Enactment**

This Charter/Constitution shall become effective upon the approval by the Chancellor.

Approved: _____	_____
Helen Cox, Chancellor	Date

Approved: _____	_____
John Constantino, Student Life Coordinator	Date