

**UNIVERSITY OF HAWAI‘I STUDENT CAUCUS (UHSC)  
BYLAWS**

**5/20/2017**

**The UHSC Bylaws will remain in effect until a new version has been officially ratified.**

**ARTICLE I – MEMBERSHIP**

**Section 1: Membership**

- A. Initial member campus student governments shall be Hawai‘i Community College, Honolulu Community College, Kapi‘olani Community College, Kaua‘i Community College, Leeward Community College, University of Hawai‘i-Maui College, University of Hawai‘i-Hilo, University of Hawai‘i-Mānoa Associated Students of UH, University of Hawai‘i-Mānoa Graduate Student Organization, University of Hawai‘i-West O‘ahu, and Windward Community College.
- B. All future UH System campuses with eligible campus student governments shall have the right to participate as members with the same rights, duties, and responsibilities provided for herein.
- C. The UHSC may invite participation from other UH System organizational entities such as the Employment Training Center, UH Centers, other campus-level student governments, etc. as non-voting observers. In order for this to take effect, there must be simple majority vote by the UHSC in favor of allowing said body into the UHSC.

**Section 2: Future Member Campuses**

- A. The UHSC maintains the right to induct future member campuses that are eligible, in accordance with Board of Regents Policy RP 7.204(I-III), to the UHSC.
- B. The UHSC further maintains the right to allow other student governance bodies, that do not classify as eligible, a seat on the UHSC as non-voting members on the UHSC.

**Section 3: Member Conduct Policy**

- A. Members General Conduct
  - i. When wearing the UHSC logos, members are representing the UHSC and must follow the policies and procedures put forth by the UHSC Constitution and Bylaws.
  - ii. The UHSC encourages its elected and appointed members to be active participants in the UH community and beyond.

- B. Should not misrepresent the opinion of the UHSC.
  - i. In ambiguous situations, members should preface whether they are speaking for the UHSC or giving personal opinions.
  - ii. Member conduct can affect the perceptions of the UHSC.
- C. Media Relations/External Affairs
  - i. The Chair delegates appropriate parties to speak on behalf of the UHSC.
  - ii. All information disclosed to the media must be done so in accordance with the UHSC policies.
  - iii. If the media asks a member for information, that member must notify the Chair of the request.
- D. Procedures to Resolve Violations of the Member Conduct Policy

The procedure to resolve member conduct policy is:

- i. Submission of written complaint by any UHSC member sent to the UHSC advisor to be disseminated to the Executive Council (EC).
- ii. The EC will notify the respondent of the complaint in writing.
- iii. Within five working days of that notification a meeting will be scheduled with the respondent for the earliest day possible. The meeting may be attended remotely via phone or online conferencing.
- iv. Discussion between the respondent and the EC will determine the validity of the complaint.
- v. After discussion has closed, the EC will conduct a secret ballot vote without the respondent present. A minimum 2/3's of the EC must be present for the vote and a majority is required to establish that the complaint is valid.
- vi. If the complaint is found to be not valid, all minutes and records regarding the complaint will be redacted so that the respondent has all name and position references removed.
- vii. If the complaint is found to be valid, the respondent may be asked to resign from the UHSC in accordance with the guidelines outlined in Article II section 2(D).

## **ARTICLE II – ORGANIZATION OF CAUCUS**

### **Section 1: The Caucus**

- A. The Caucus shall be the official representative body of the students of the University of Hawai'i System.

- B. The Caucus shall consist of all voting members from each member campus.
- C. Each member campus student government shall appoint two student delegates and one alternate from their respective student constituencies to the UHSC.
  - i. The respective campus student governments shall appoint their student delegates through methods specified by each campus student government in accordance with their constitutions.
  - ii. Minutes or completed UHSC forms to confirm and verify the qualifications of student delegates from the respective campuses shall be submitted to the UHSC advisor.
- D. The powers and duties of the Caucus shall be:
  - i. To be directly responsible for the general welfare of the UHSC and for enforcement of the Constitution and Bylaws, and to promote participation in UH system affairs;
  - ii. To have final authority over the UHSC funds, property, and other assets;
  - iii. To approve an annual budget and review expenditure reports;
  - iv. To ratify the result of the UHSC elections;
  - v. To give recognition for outstanding service to the UH community;
  - vi. To make all resolutions and committees proper for the conduct of the UHSC consistent with the Constitution and Bylaws;
  - vii. To establish any other policies and procedures governing its operations;
  - viii. To exercise the powers of any individual position of the UHSC that is unable to perform its duties until such time as the functionality of that position is restored;
  - ix. To set yearly organizational goals, determine objectives to such goals, create action plans, and evaluate actions and goals;
  - x. To provide for instruction and training for incoming members system-wide;
  - xi. To conduct an annual conference to equip college students with the skills needed to participate effectively in institutional governance, lobbying, and community service;
  - xii. To work in cooperation with the University Administration to promote the mission, goals, objectives, and action plans of the University for the benefit of students;
  - xiii. To develop, select, and take actions appropriate to fulfilling the purpose of the UHSC as described in Article III of the constitution; and

## Section 2: Delegates

- A. Each member campus is responsible for appointing their UHSC delegates within 30 days before the start of the academic year or upon vacancy.
- B. If a member campus does not appoint a UHSC delegate, that campus forfeits its voting power in the UHSC until such time that a delegate is appointed.
- C. Each delegate shall hold their position until such time as she or he resigns or is otherwise removed from her or his position by the Caucus or their respective campus government.
- D. The UHSC reserves the right to remove a UHSC delegate from her or his position on the Caucus.
  - i. A Caucus delegate shall be removed from her or his position if found by the Caucus to have committed any of the following offenses:
    - a. Violation of the Student Conduct Code,
    - b. Any intentional abuse of financial authority or misuse of funds,
    - c. Dereliction of duties.
- E. The UHSC shall be charged to reach a decision on the matter.
- F. Any decision by the UHSC to have a delegate removed from her or his position shall be approved by the Caucus by a two-thirds (2/3rds) vote.
- G. The delegate shall be given fourteen (14) calendar days' notice of the meeting and the vote to take place. The meeting may be attended remotely via phone or online conferencing. Any appeal of the Caucus' decision shall be made at this meeting to the Caucus. If the Member cannot make this meeting, the meeting shall be postponed once for at least fourteen (14) calendar days to allow for the Member's attendance.
- H. Should the Caucus vote to have the Member removed, the Chair shall notify the Member's campus within three (3) days of the decision.
- I. The decision of the Caucus shall be final.
- J. All student delegates to the UHSC shall be enrolled students in good standing as defined by their respective campus student governments.
- K. Student Delegates to the UHSC shall be appointed to one-year terms, and may be removed or replaced at any time by the campus student government upon submission of official notice via minutes, correspondence, revised UHSC forms, etc. The respective campus student government shall fill any vacancy in student delegates as outlined in this document.
- L. It shall be the responsibility of all student delegates to the UHSC:

- i. To attend meetings regularly or send proxy representation;
- ii. To maintain contact with their campus student governments to promote the flow and exchange of information about all UHSC business, system-wide issues, and concerns of students;
- iii. To represent, identify, articulate, and advocate for the general and expressed interests of their campus' student constituencies and student governments;
- iv. To identify, discuss, and arrive at recommended solutions to major campus issues, with emphasis on those problems impacting students system-wide;
- v. To participate actively in the planning, conduct, and evaluation of any UHSC-sponsored instruction, training, and conferences;
- vi. To encourage their campus student governments to host the UHSC meetings at their campus in accordance with the UHSC Hosting Document; and
- vii. To maintain and uphold qualifications as outlined in this document.

### **Section 3: Meetings**

- A. Regular meetings of the UHSC shall be held a minimum of six times each year; however, when practical, monthly meetings should be conducted.
- B. Meetings of the UHSC shall rotate among the member campus student governments to afford student delegates the opportunity to visit other member campuses.
- C. The UHSC shall provide funding to the individual campuses for the hosting of UHSC meetings as outlined in the Constitution and in accordance with the hosting guidelines set forth by the UHSC.
- D. Notification of all regular UHSC meetings shall be published twenty-one (21) calendar days in advance.
- E. Special meetings may be called, when deemed necessary by the Chairperson, or upon request of six member campuses. Special meetings do not require twenty-one (21) calendar days' advance notice of meeting.
- F. Quorum for all meetings of the UHSC shall be a simple majority of the eligible member campus student governments or six of the eligible member campus student governments, whichever is greater.
  - i. A member campus student government may be represented by proxy for the purpose of establishing quorum.

- ii. Such proxy shall be in writing signed by the campus student government president and campus student life advisor, and submitted to the Chairperson and/or advisor of the UHSC.
- G. Absence of campus representatives at meetings shall prompt the Chairperson of the UHSC to initiate communication with those representatives and the campus student governments to promote future participation for the next meeting.
  - H. Quorum for the Executive Council shall be a simple majority of its voting membership.
  - I. All meetings of the UHSC shall be open to the public except when in executive session as allowed by parliamentary authority.

**Section 4: Advisory Board**

The Caucus may establish an advisory board in a manner set forth by the Caucus.

**ARTICLE III – OFFICERS**

**Section 1: Officers**

The UHSC shall elect from and among its voting membership the following officers of the UHSC: Chairperson, Vice-Chairperson, Secretary, Treasurer, Executive At-Large for O‘ahu, and Executive At-Large for the Neighbor Islands.

**Section 2: Election of Officers**

The positions of Chairperson, Vice-Chairperson, Secretary, Treasurer, Executive At-Large for O‘ahu, and Executive At-Large for the Neighbor Islands shall be elected through a general election of the membership of the UHSC.

General elections shall take place on a yearly basis in the fall semester:

- A. Elections shall take place at the first meeting of the school year in order to elect officers at the beginning of the Fall semester.
- B. Elections of officers will also be held upon the vacancy of any of the officer positions.

**Section 3: Officer Qualifications**

- A. Any member appointed to the UHSC shall be eligible to hold one of the officer positions.
- B. The Executive At-Large Representative for O‘ahu shall be elected from among the representatives of member campus student governments located on the island of O‘ahu.
- C. The Executive At-large Representative for the Neighbor Islands shall be elected from among the representatives of member campus student governments not located on the island of O‘ahu.

#### **Section 4: Officer Term of Office**

The officers of the UHSC shall serve one-year terms with elections to be conducted no later than the first meeting of each school year. Officers may be removed or replaced at any time by a two-thirds vote of the UHSC. The UHSC shall fill any vacancy in officer positions.

#### **Section 5: Duties and Responsibilities of Officers**

The officers of the UHSC and their duties and responsibilities are as follows:

##### **A. Chairperson**

- i. The Chairperson shall be the chief executive officer of the UHSC and shall preside over all bodies and meetings of which she/he is chair;
- ii. The Chairperson shall vote in the Executive Council or Caucus only in the case of a tie;
- iii. The Chairperson shall represent the UHSC and all subgroups thereof in all official dealings with the University system administration, faculty, and other organizations, firms, and persons unless otherwise provided for in the Constitution and Bylaws or by specific Executive Council or Caucus appointment;
- iv. The Chairperson shall serve as the chair of the UHSC;
- v. The Chairperson shall serve as the chair of the Executive Council;
- vi. The Chairperson shall appoint all committees or other representatives with the approval of the UHSC;
- vii. The Chairperson shall prepare meeting agendas for Caucus meetings and Executive Council meetings in collaboration with the Executive Council;
- viii. The Chairperson shall serve as liaison with the University Administration;
- ix. The Chairperson shall serve as spokesperson for the UHSC in all matters pertinent to the interest and jurisdiction of the UHSC;
- x. The Chairperson shall perform all other duties generally belonging to the office; and
- xi. The Chairperson shall turn over all documents and property belonging to the UHSC to the advisor within thirty (30) days following their departure or removal from office.

##### **B. Vice-Chairperson**

- i. The Vice-Chairperson shall perform the duties and responsibilities of the Chairperson in case of the Chairperson's absence, vacancy, or disability for the duration of such;

- ii. The Vice-Chairperson shall perform duties as determined by the Chairperson;
- iii. The Vice-Chairperson shall conduct elections for the Chairperson when a vacancy arises;
- iv. The Vice-Chairperson shall assist the Chairperson in the duties of that office;
- v. The Vice-Chairperson shall perform all other duties generally belonging to the office; and
- vi. The Vice-Chairperson shall turn over all documents and property belonging to the UHSC to the advisor within thirty (30) days following their departure or removal from office.

#### C. Secretary

- i. The Secretary shall maintain accurate and complete files of the minutes of all meetings of the UHSC Executive Council and Caucus and all committees thereof;
- ii. The Secretary shall keep safely and open for the inspection of all the UHSC members, all records and documents of the UHSC, its officers, agents, and Executive Council;
- iii. The Secretary shall publish and distribute minutes of all UHSC meetings;
- iv. The Secretary shall have the responsibility of informing the Executive Council and Caucus of meeting dates, supplying meeting agendas and minutes as prescribed in this document;
- v. The Secretary shall perform other such duties as may be assigned by the Chairperson, the Executive Council, or the UHSC; and
- vi. The Secretary shall turn over all documents and property belonging to the UHSC to the advisor within thirty (30) days following their departure or removal from office.

#### D. Treasurer

- i. The Treasurer shall handle all financial matters of the UHSC not otherwise provided for by the Constitution and Bylaws or by appointment of the Caucus or the Executive Council;
- ii. Any cash funds which may be established and designated by the UHSC in accordance with University financial procedures shall be in the custody of the Treasurer;
- iii. The Treasurer shall work with the staff advisor in maintaining a system of accounting for all funds of the UHSC;

- iv. The Treasurer may present a report on financial transactions on the UHSC budget as needed at Caucus meetings;
- v. The Treasurer shall present a detailed report on all expenditures at the termination of her or his term of office;
- vi. The Treasurer shall complete financial reports as requested by the UHSC;
- vii. The Treasurer shall be a member of the committee on Facilities and Budget;
- viii. The Treasurer shall perform other such duties as may be assigned by the Chairperson, Executive Council, or the UHSC; and
- ix. The Treasurer shall turn over all documents and property belonging to the UHSC to the advisor within thirty (30) days following their departure or removal from office.

E. Executive At-Large for O‘ahu

- i. The Executive At-Large for O‘ahu shall maintain open and regular communications with all student delegates and member campus student governments within O‘ahu;
- ii. The Executive At-Large for O‘ahu shall assist in the coordination of the efforts of the UHSC actions within O‘ahu as necessary;
- iii. The Executive At-Large for O‘ahu shall represent on the UHSC Executive Council the interests and concerns of the member campuses on O‘ahu as necessary;
- iv. The Executive At-Large for O‘ahu shall perform other such duties as may be assigned by the Chairperson, Executive Council, or the UHSC; and
- v. The Executive At-Large for O‘ahu shall turn over all documents and property belonging to the UHSC to the advisor within thirty (30) days following their departure or removal from office.

F. Executive At-Large for the Neighbor Islands

- i. The Executive At-Large for the Neighbor Islands shall maintain open and regular communications with all student delegates and member campus student governments on the Neighbor Islands;
- ii. The Executive At-Large for the Neighbor Islands shall assist in coordinating the efforts of the UHSC actions on the Neighbor Islands as necessary;
- iii. The Executive At-Large for the Neighbor Islands shall represent on the UHSC Executive Council the interests and concerns of the member campuses on the Neighbor Islands;

- iv. The Executive At-Large for the Neighbor Islands shall perform other such duties as may be assigned by the Chairperson, Executive Council, or the UHSC; and
- v. The Executive At-Large for the Neighbor Islands shall turn over all documents and property belonging to the UHSC to the advisor within thirty (30) days following their departure or removal from office.

G. Past Officers

- i. The Past-Officers shall advise their successors on matters of the state of the UHSC and the relationship with the UH system Administration and assist in the transition of leadership.

**Section 6: Resignation or Removal of an Officer**

A. Vacancy of the office of Chairperson

- i. Upon the vacancy of the office of Chairperson, the Vice-Chairperson shall assume all the duties and obligations of the Chairperson.

B. Vacancy of an office other than Chairperson

- i. Should the position of an officer other than the Chairperson become vacant, the UHSC shall elect any qualified UHSC member to fill the vacant position.
- ii. Any vacancy shall be filled within thirty (30) calendar days. A special meeting of the Caucus may be held in order to achieve this directive.

C. The Caucus reserves the right to remove an officer from her or his position.

- i. An Officer shall be removed from her or his position if found by the UHSC to have committed any of the following offenses:
  - a. Violation of the Student Code of Conduct
  - b. Any intentional abuse of financial authority
  - c. Dereliction of duties
  - d. Unexcused absence of two meetings
- ii. The UHSC shall be charged to reach a decision on the matter. Any decision by the UHSC to have an Officer removed from her or his position shall be approved by the Caucus by a two-thirds (2/3rds) vote.
- iii. The Officer shall be given fourteen (14) calendar days notice of the meeting and the vote to take place. Any appeal of the UHSC's decision shall be made at this meeting to the UHSC. The meeting may be attended remotely via phone or online conference. If the officer cannot make this meeting, the meeting may be postponed once for at least fourteen (14) calendar days to allow for the officer's attendance.

iv. The decision of the UHSC shall be final.

#### **ARTICLE IV – EXECUTIVE COUNCIL**

- A. The UHSC Executive Council shall be composed of all elected officers as provided for by the Constitution and Bylaws.
- B. The Executive Council shall also be voting members of the Caucus with the exception of the Chairperson, except in the case of a tie.
- C. It shall be the responsibility of the Executive Council to confer as necessary between meetings of the UHSC to act on behalf of the UHSC on items requiring urgent and/or prompt action.
  - i. In executing this responsibility, the Executive Council shall represent and reflect the general and expressed interests of the UHSC.

#### **ARTICLE V - RULES OF ORDER**

##### **Section 1: Voting**

Voting on all matters requiring a vote shall be decided by majority vote of members present, except when stated otherwise. Each member campus present shall have one registered vote by a delegate or delegates. If a proxy representative is designated, the campus government shall indicate whether the proxy functions as a general/blanket proxy or on specified issues listed in the agenda. In cases where there are two delegates of a member campus present, both delegates must agree on a single position to cast their member campus' vote; otherwise, if the two delegates are not able to agree, then the non-agreement will be registered as an abstention. Ties in voting shall be deemed as failure of the item voted upon. When necessary, voting may occur via email provided that all voting delegates are included in the email communication and such a vote does not conflict with any other provisions of the UHSC Constitution and Bylaws.

##### **Section 2: Parliamentary Authority & Ground Rules**

All meetings of the UHSC shall be conducted in accordance with facilitative leadership and/or parliamentary procedure. Facilitative leadership shall be used as the principal method of conducting meetings. On all matters requiring a formal vote "Robert's Rules of Order, Newly Revised" shall be the parliamentary authority.

Ground Rules for all meetings of the UHSC shall be as follows:

- A. All opinions and ideas representing both favorable and dissenting views of discussion shall be respected.
- B. All campus members present shall be given an equal opportunity to participate in all discussions. Members shall promote the understanding of all views rather than focus on defending their own.

- C. Opposition and critical analyses shall only be directed toward the UHSC related deliberations, and may not target or attack individuals.
- D. Prior UHSC decisions may be applied to current deliberations but shall not be used as justification for maintaining the status quo, or as discrimination toward any future outcome.
- E. The UHSC members who oppose the outcome from a group deliberation may not sabotage its implementation.

### **Section 3: Purpose & Format**

All meetings of the UHSC shall revolve around the following three primary purposes:  
 team collaboration; task coordination & planning; and campus support giving.

- A. **Team Collaboration** involves group problem solving, issue analyzing and creative thinking. Agenda items under this purpose shall involve viewing problems, issues, projects and programs from the many perspectives of the member campuses. Members shall question, challenge and support each other in analyzing causes of, and solutions to, problems or issues raised. An example where conflict is welcomed shall be created and thus, encourage opportunities for members to offer feedback and other perspectives to each other. Agenda items include such issues as encouraging more student participation on campus; combating budget cuts; responding to proposed increases in tuition or fees; offering feedback on proposed University policies; and lobbying for student-relevant issues.
- B. **Task Coordination & Planning** focuses on task-oriented projects that need to be done. Agenda items under this purpose shall involve providing updates on current and upcoming projects that require coordination among the campus student governments because the projects affect and impact other campuses. Members shall seek and obtain assistance and/or support in implementing projects as well as solicit feedback to make final planning decisions. Agenda item examples include such projects as soliciting volunteers to staff and/or coordinate a lobbying vigil; brainstorming names of possible presenters for upcoming training workshops; planning the annual conferences and trainings; and deciding on the format and presentation for a briefing with the Board of Regents or University Administration.
- C. **Campus Support Giving** affords time for the UHSC members to share and receive feedback and support on issues confronting their campus student governments and/or student constituencies. Campus representatives shall be time to: share a highlight or success of their campus student government so that others may learn; briefly share a challenge or concern that they would like to receive support or feedback on; and report on something the campus or student government is planning, doing, or involved in that may affect, benefit, or impact other campuses or student governments.

**ARTICLE VI – COMMITTEES**

The UHSC may create and/or provide for such committees as it deems necessary to fulfill its duties. The UHSC shall approve all appointments of committee chairs and committee members. The following work groups which may constitute as committees may be used as a means to organize issues coming before the UHSC each month: Academic Policy & Planning; Facilities & Budget; Student Life; Student Government Operations.

- A. **Academic Policy & Planning** deals with matters related to course offerings; program of study requirements; grading policies; instructional services; academic regulations; instructional quality; faculty evaluation; etc.
- B. **Facilities & Budget** deals with matters related to the University’s operating and capital improvement budgets; long range planning; facility use policies; campus master plans for facilities; tuition; parking; food service; etc.
- C. **Student Life** deals with matters related to clubs and organizations; student housing; student activities; registration; student affairs and student services; academic advising; counseling services; financial aid; etc.
- D. **Student Government Operations** deals with matters related to issues and concerns around student government, student publications, student leaders training, etc.; as well as on the need changes to the operations of the UHSC.

**ARTICLE VII – RATIFICATION & AMENDMENT**

**Section 1: Ratification**

Official ratification of these Bylaws requires a two-thirds (2/3) majority vote from the UHSC and final approval from the UHSC Advisor.

**Section 2: Amendment**

All motions to amend the Bylaws must be proposed through the UHSC during scheduled delegation meetings. Any amendments must be submitted in writing to the UHSC at least ten (10) school days before the monthly delegation meeting. Amendments shall take effect upon two-thirds (2/3) majority vote of the UHSC Delegation, and approval of the UHSC Advisor.

**Composed by the UHSC Delegation 2016-2017 on: 10/29/2016 on 10/29/2016.  
Adopted and amended by the UHSC Delegation 2016-2017 on: 5/20/2017.**

\_\_\_\_\_  
UHSC Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
UH President

\_\_\_\_\_  
Date