



STUDENT CONGRESS

ASSOCIATED STUDENTS OF KAPI'OLANI COMMUNITY COLLEGE - STUDENT CONGRESS CHARTER

PREAMBLE

We, the students of Kapi'olani Community College by authority of the Board of Regents of the University of Hawai'i, in order to promote the welfare and development of active and responsible citizens through involvement in co-curricular activities, do hereby establish this charter for the Associated Students of Kapi'olani Community College - Student Congress.

ARTICLE I. - NAME

This organization shall be known as the Associated Students of Kapi'olani Community College - Student Congress, hereinafter referred to as ASKCC-Student Congress, or as Student Congress.

ARTICLE II. - INTENT

Section A. Purpose

The purpose of this organization is to serve as the official voice representing the student body of Kapi'olani Community College on matters of governance of the College and the University of Hawai'i System. Student Congress advises and participates, through established communication channels, in college governance in matters relating to student life, programs, activities, and other matters deemed appropriate.

Section B. Mission

ASKCC-Student Congress is the official governing organization of the Kapi'olani Community College student body. Thriving in a multicultural and student-centered community, it is ASKCC-Student Congress's priority to increase student involvement, and address student issues and concerns.

Section C. Vision

ASKCC-Student Congress is a student driven organization committed to serving as an active resource for Kapi'olani Community College students, and advocating for the student body. Representing the student voice at the College, University of Hawai'i System, and community levels through a transparent process, ASKCC-Student Congress engage in matters at those levels to ensure continuity and success of the organization's values.

ARTICLE III. - STUDENT CONGRESS STUDENT FEE

Section A. Constituents

All students of Kapi'olani Community College shall be considered constituents of ASKCC-Student Congress upon payment of their Student Congress fee for the current semester.

Section B. Budget

1. Student Congress shall prepare its own budget funded by an independent Student Congress fee with consultation from the Student Congress Faculty Advisor. This budget shall be reviewed and approved during a Student Congress General Meeting, and a courtesy copy issued to the Vice Chancellor for Student Affairs, and Chancellor or designee.
2. Student Congress shall have the power to review and recommend all student fees assessed by the College to include tuition within Board of Regents policies relating to tuition and fees. To minimize duplication and overlap, all student fee budgets shall be publicized and reviewed to allow for consultation across all student fee budgets for adjustments and possible reallocation approved by Student Congress, and by the Chancellor or designee.

Section C. Accountability

Student Congress shall administer its allocated funds in accordance with Board of Regents University policies and procedures. All Chartered Student Organizations shall be subject to audits in accordance with the College's schedule for audits of non-general fund accounts. These may be annual audits at the discretion of Student Congress or the Chancellor or designee.

ARTICLE IV. - AUTHORITY AND RESPONSIBILITIES

In providing out-of-classroom opportunities for students to gain practical experience in the actual operation of an organization:

1. Student Congress shall advocate for the best interests of the Kapi'olani Community College students.
2. Student Congress Executive Officers shall remain both neutral and objective on all matters and must represent the needs and demands of its constituents.
3. Student Congress shall serve as a member of Kapi'olani Community College's Chartered Student Organization (CSO) and as a member of Kapi'olani Community College's Authorized Student Organization (AGO).
4. Student Congress shall have the power to review and make recommendations to the Chancellor in all areas affecting the student experience (such as college governance, academic regulations, curriculum development, instruction, support services, co-curricular activities and the student rights) and shall have representation on committees and councils of the College.
5. Student Congress shall keep the student body apprised of all matters addressed by Student Congress and operate in a transparent and open manner.
6. Student Congress shall foster relationships between groups and organizations and work cooperatively and/or collaboratively with students, faculty, staff, administration, community and other groups to further the interests of the students.
7. Student Congress members shall be eligible to attend professional development opportunities, pending the necessary funding for such commitments.

8. Student Congress shall promote the welfare and development of active and responsible students through involvement in co-curricular activities.
9. Student Congress shall provide an environment of non-discrimination on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court records, sexual orientation, or veteran status.
10. Student Congress shall provide support for students to engage in ethical, sustainable and responsible community involvement to increase civic engagement.
11. Student Congress shall elect its executive officers as described in Article VI of this charter.
12. Student Congress shall fulfill its duties and powers in an ethical and transparent manner.
13. Student Congress shall be operated in accordance with Robert's Rules of Order (the most current edition).
14. Student Congress shall identify up to two representatives and one alternate to attend UH Student Caucus Meetings on behalf of Kapi'olani Community College.

ARTICLE V. - MEMBERSHIP AND VOTING RIGHTS

Section A. Qualifications

1. All official Student Congress executive, general, and member-at-large members, as well as appointed RIO and CSO representatives and other student ex-officios, must be currently enrolled at Kapi'olani Community College, shall maintain enrollment in at least six (6) credits at Kapi'olani Community College, and have Kapi'olani Community College as their home campus.
2. Additionally, these representatives must maintain at least a cumulative institutional 2.0 grade point average (GPA). No representative may begin a term with a cumulative institutional GPA lower than 2.0. If a representative fails to meet these minimum requirements at any time during term of office, they must inform their

advisor(s) immediately and submit their resignation in writing at the next Student Congress general meeting or shall be subject to removal.

Section B. General Membership

1. General Members of Student Congress shall serve for the duration of the academic year ending at the end of the Spring term. If a member resigns his/her position, is otherwise unable to complete his/her term, or is removed, a replacement may be appointed by the President, requiring a majority vote by Student Congress.
2. Registered Independent Organizations (RIO) refers to a student organization, association, or club that has been formed to meet special interests of certain groups of students on campus that are recognized by the Office of Student Activities.

There shall be one (1) voting member from each RIO that is recognized by the Student Life Coordinator, regardless of the number of RIO members who attend Student Congress meetings.

3. Chartered Student Organizations (CSO) consists of the Board of Student Activities (BOSA), Board of Student Publications (BOSP), and Student Congress. These organizations are allocated funds from student fees and are recognized by the Board of Regents. There shall be one (1) student representative from BOSA and BOSP to serve as ex-officio member, therefore do not hold voting rights within Student Congress.
4. Member-At-Large (MAL) positions are either elected by the student body, or voted in by Student Congress. These positions are for students who want to hold a position as a voting member of Student Congress, and do not belong to a RIO, CSO, or other student organization, association, or club.

The number of Member-At-Large positions shall not exceed the current number of RIOs.

5. All other student organizations, associations, and clubs not specified above may serve as ex-officio members, therefore do not hold voting rights within Student Congress.

Section C. Executive Membership

1. Executive Members, or otherwise referred to as Officers, of Student Congress shall serve for the duration of the academic year ending at the end of the Spring term. If a member resigns his/her position, is otherwise unable to complete his/her term, or is removed, a replacement may be appointed by the President, requiring a majority vote by Student Congress.
 - a. The Executive Membership or Officers of Student Congress comprise of President, Vice President, Secretary, Treasurer, and Public Relations.
 - b. No Student Congress member shall serve as an officer of Student Congress in the same office for more than two consecutive terms, unless the office is not contested by another Student Congress member.
 - c. An elected officer who is unable to attend Student Congress meetings regularly, and who is unable to carry out the duties of his/her office shall submit a letter of resignation to the Student Congress Advisor or the remaining Student Congress Executive Officers, or be subject to removal.
 - d. Executive Officers hold voting rights with the exception of the President. The President must vote when there is a tie.

2. President:

- A. Be responsible for convening meetings of the Student Congress
- B. Prepare meeting agendas
- C. Identify Student Congress committee nominations with a majority confirmation vote of Student Congress
- D. Be the spokesperson for Student Congress in all matters appearing before the organization
- E. Be required to make a report to Student Congress at the end of each semester
- F. Shall assume other duties as directed by Student Congress and generally belonging to the President
- G. Must be able to dedicate approximately 20 hours a week

3. Vice President:

- a. Perform all duties generally belonging to that office
- b. Be responsible for assisting the treasurer in preparing Student Congress annual budget, financial statements, and requisitions
- c. Conduct meetings and assume all of the duties of the President in absence of the President
- d. Be responsible for preparing necessary reports as directed by Student Congress
- e. Must be able to dedicate approximately 20 hours a week

4. Secretary:

- a. Responsible for keeping electronic permanent records of Student Congress
- b. Record and distribute copies of the minutes and pertinent materials to all members
- c. Assist the President in notifying all members of the meetings
- d. Responsible for preparing necessary reports as directed by Student Congress
- e. Work with Public Relations officer to keep the students informed of Student Congress actions and events
- f. Authorized to appoint a Secretary pro tempore in the case of absence (not extended absence)
- g. Must be able to dedicate approximately 15 hours a week

5. Treasurer:

- a. Responsible for the regular review of all Student Congress financial records, in collaboration with the Faculty Advisor
- b. Prepare the Student Congress' annual budget, financial statements and requisitions with assistance and consultation of the Vice President
- c. Responsible for preparing necessary reports as directed by Student Congress, including fiscal reports.
- d. Must be able to dedicate approximately 10 hours a week

6. Public Relations Officer

- a. Be responsible for all correspondence related to the Office of Public Relations
- b. Send out information to all concerned bodies
- c. Release of the information to the press and be in direct contact with the college newspaper, The Kapi‘o News
- d. Seek out information and support from students and faculty
- e. Be responsible for preparing all necessary reports as directed by Student Congress
- f. Must be able to dedicate approximately 10 hours a week

Section D. Faculty Advisor

The Faculty Advisor is a 3-year term, subject to an annual review by Student Congress. The selection of the Faculty Advisor must be made by Student Congress. The process includes submitting an application to Student Congress, who will review all applicants, and finalist applicants are contacted for an interview with Student Congress, whom will make the final decision. As a courtesy, Student Congress submits their selection to the Vice Chancellor for Student Affairs, and the Chancellor or designee. The Faculty Advisor serves as an ex-officio member, therefore does not have any voting rights.

The faculty advisor is responsible for, but not limited to the following:

1. Communicate with the executive officers of Student Congress at least once a week
2. Communicate with the general members of Student Congress as requested and needed
3. Maintain records of:
 - a. Official minutes of General Meetings
 - b. RIO Funding Requests
 - c. Financial records
 - d. Resolutions
4. Navigating the campus culture and structure
5. Attend all meetings that Student Congress representatives that are invited to
6. Discern and strategize with the Executive officers regarding any student participation requests (committees, volunteer work, etc.) to ensure the primary function of the organization is maintained
7. The faculty advisor is required to maintain a relationship with other CSO advisors in order to promote collaboration and integration among the student organizations.

8. The faculty advisor shall identify professional development opportunities that would promote student leadership and development, and opportunities for faculty advisor professional development to better serve Student Congress.

Section E. Membership Status

1. Active Membership
 - a. Any Student Congress member or organization that has been consistently attending General Meetings.
2. Inactive Membership
 - a. Any Student Congress member or organization that has three or more consecutive absences at General Meetings.
 - b. Any Student Congress member organization that is considered as inactive members are ineligible to vote. Additionally, executive officers deemed as inactive shall revoke their office rights and duties.
 - c. Inactive members must reinstate their membership as active by attending two consecutive General Meetings after the initial date of being considered as inactive. The second consecutive meeting attendance reinstates the member as active, and shall have voting rights reinstated at the second consecutive meeting.
 - d. If negligence persists, inactive members are subject to removal in accordance to Article IX.

ARTICLE VI. - Elections and Vacancies

Section A. Procedures

1. Any Kapi'olani Community College student participating in the election process for an Executive Membership or Member-At-Large position shall comply with the rules and procedures set forth by the Election Committee and corresponding Election Packet which must include the following requirements:
 - a. Candidates must meet the minimum qualifications set forth by the Student Congress charter.
 - b. Candidates must complete an Election Packet in order to be considered for a Executive or Member-At-Large position.

- c. Elections shall be held in March and April.
- d. The elections shall be conducted online.
- e. Write-in ballots shall not be allowed.
- f. Elections shall be decided by the plurality voting method, with a minimum of 5% of the student body voting for a specific candidate.
- g. The results of the elections shall be filed with the Advisor and the Election Committee.
- h. The elections shall be planned and conducted by a three-person election committee appointed by the President of Student Congress, and approved by a majority vote of Student Congress.
- i. No member of the election committee shall be permitted to be a candidate in the election.
- j. The voting participation rate must be at least 5% of the students at the College to be valid. Should this rate not be achieved, The Vice Chancellor for Student Affairs in consultation with Student Congress will consider a new election and/or will meet with elected officers to determine who will serve on the Student Congress Executive Membership.

Section B. Student Congress Vacancies

1. Any Kapi‘olani Community College student who is nominated for a vacant position must have attended at least one general meetings prior to nomination.
2. In the event of vacant positions after the elections, nominations are accepted at the first general meeting of the next academic school year. Voting on vacant positions must be held at the second general meeting or thereafter which must be approved by a majority vote.
3. In the event of any other vacancies throughout the academic year, nominations are accepted at any general meetings which must be approved by a majority vote.

ARTICLE VII. - MEETINGS

Section A. Quorum

A quorum is needed for official actions of Student Congress. The physical presence of fifty percent plus one (50%+1) of the **eligible voting** members belonging to Student Congress shall constitute a quorum. Proxy votes will be allowed to all the members of Student Congress under specified criteria of Student Congress. Proxy votes will not substitute for the purposes of quorum.

Section B. Meetings

1. General Meetings:

- a. Student Congress shall hold general meetings at least once a month during the Fall and Spring terms.
- b. General meetings shall be open to the Kapi‘olani Community College student body.

2. Executive Meetings: Student Congress executive officers shall hold executive meetings at least once a month.

3. Special Meetings:

- a. Special meetings of Student Congress may be called by President, or upon written request by any four (4) members of Student Congress, or upon an approved motion for Removal of Member (See Article IX). All Student Congress members will be duly notified of the time, place, and agenda of these meetings.
- b. Special meetings through electronic means are also permissible.
- c. Special meetings to address an urgent, unanticipated vote are also permissible through email, in person when possible or other electronic means.
- d. Special meetings can be closed session exclusive to parties specified by the Student Congress membership, pending approval of Student Congress membership.

4. Budget Meetings:

- a. Each year, within four weeks of the election results released, the outgoing & incoming executive officers must meet to discuss the budget for the next fiscal year. The outgoing officers will provide recommendations while incoming executive officers are responsible for reviewing and approving the budget.

ARTICLE VIII. - COMMITTEES

Section A. Committees

Student Congress may establish committees as it deems necessary to carry out specific functions, which will work to preserve the integrity of Student Congress.

Section B. Committee Chair

The Committee Chair shall:

- a. Be responsible for conducting committee meetings.
- b. Prepare and distribute committee reports and other pertinent material to the Secretary and Faculty Advisor
- c. Be a Student Congress executive or general member.

ARTICLE IX. - REMOVAL OF MEMBER

Section A. Members Subject to Removal

All members of Student Congress are subject to removal for malfeasance, gross misconduct, failure to perform duties, violation of the provisions of the Student Congress Charter, or other means deemed inappropriate.

Section B. Prior to Hearing Requirements

1. Any voting member of Student Congress may initiate a Removal of Member motion during a general meeting, and must be seconded by another voting member. The accused member for removal must be named in the motion and include the reasoning for the motion.

2. If the motion passes, a Special Meeting must be scheduled at least two weeks, and no more than four weeks, from the time of the initial motion in order to conduct a hearing. Additionally, if motion passes, the accused member shall revoke his/her voting rights pending hearing decision and shall be considered as inactive. If the Removal of Member motion is against the President, then the Vice-President shall serve as the acting President during the duration of the hearing process. If the Removal of Member motion is against the Faculty Advisor, then the Vice Chancellor for Student Affairs shall serve as the acting Faculty Advisor during the duration of the hearing process.
3. The Student Congress member named for the Removal of Member hearing shall be notified in writing (electronic or physical copy) by the Student Congress Faculty Advisor of the date, time, and place of the Special Meeting at least five (5) calendar days prior to any action by Student Congress.

Section B. Hearing Requirements

1. The accused Student Congress member shall be given the opportunity to rebut the charges against him/her and bring witnesses or other sufficient evidence if he/she desires.
2. If the accused member fails to appear, without proper notification of absence, for the Special Meeting hearing, the action can move forward.
3. Discussions may continue at the discretion of the President.
4. The Chancellor, Vice Chancellor for Student Affairs, other CSO members and their respective faculty advisors, as well as other student leadership organizations that are deemed appropriate, shall serve as ex-officios during the special meeting who may provide recommendations to the Student Congress voting members.
5. Following the hearing, a motion for Removal of Member may be made by a voting member of Student Congress, and must be seconded by a voting Student Congress member.
6. For the Removal of Member motion to pass it must receive a majority vote of the members present.
7. Quorum is required for the Removal of Member vote to be valid.

8. Upon hearing decision, if a position is made vacant, then Student Congress must fill vacancy in accordance with Article VI.

ARTICLE XI. - AMENDMENTS

Section A. Proposal of Amendments and Adoption

Amendments to this charter may be proposed by any member of Student Congress or by petition bearing the signatures of 5 percent of the students of Kapi‘olani Community College.

Section B. Procedures

When an amendment is proposed by motion of Student Congress or by receipt of a petition at a general meeting, if the motion passes, Student Congress shall:

1. Give public notice by publishing the proposal in the campus newspaper or other official student information source and by posting in several conspicuous locations on campus including but not limited to electronic media.
2. Give notice to such other organizations as Student Congress deems appropriate.
3. Hold at least two (2) open hearings not less than one (1) week or more than three (3) weeks after notice provided the aforementioned has been given.
4. Proposed amendments that are approved at a general meeting shall be adopted by Student Congress at the subsequent general meeting.

ARTICLE XII. - ENACTMENT

This charter shall become effective upon the recommendation for adoption by Student Congress and upon approval by Student Congress and the Chancellor.

APPROVED: _____
Chancellor

APPROVED: _____
ASKCC Student Congress
President 2017-18

APPROVED: _____
ASKCC Student Congress
Vice President 2017-18

EFFECTIVE: _____
Date