

**The Student Activities Board at Leeward Community College
CHARTER**

The Board of Regents of the University of Hawai'i is established by the Legislature of the State of Hawaii in revised statues as its governing body. The Board of Regents delegates its authority to approve student government constitutions and constitutional amendments and budgets to the President or his or her designee (BOR policies, Ch. 7 Sec. 7-3a).


The Office of the Vice President for Community Colleges has further delegated that authority to the Chancellor of each institution (Vice President's guidelines).

The Constitution of the Associated Students of the University of Hawai'i at Leeward Community College was ratified by the newly student body elected 2009 – 2010 Student Government by a majority vote during the Spring 2009 elections. In Article VIII of The Constitution of the Associated Students of the University of Hawai'i at Leeward Community College states that The Student Activities Board (SAB) shall be a separately operated entity from the Student Government. It will operate under its own Charter and conduct business including, but not limited to: contests, performances, social activities, festivals, sports, concerts, community events, forums, demonstrations, and awareness events.

The Charter for the Student Activities Board at Leeward Community College was approved by the 2014 – 2015 Student Government and ratified by a majority vote during the Spring 2015 elections.

The Student Activities Board at Leeward Community College are subject to and will comply with all Federal and State laws, as well as University of Hawai'i Board of Regents rules and regulations.

The 2014-2015 ASUH-Leeward CC Student Government President, Trong Dang, the 2014-2015 Student Activities Board Co-Chairs Kayla Cadiz and Brandon Prohaska, and Chancellor, Manuel Cabral as cosignatories activate this Charter for the Student Activities Board at Leeward Community College.



Trong Dang
ASUH Leeward CC 2014-2015 President

9.30.15
Date



Kayla Cadiz
Student Activities Board 2014 -2015 Co-Chairs



Brandon Prohaska

9.30.15
Date



Manuel Cabral
Chancellor, Leeward CC

9/30/15
Date

Leeward Community College Student Activities Board

CHARTER

Article I: Name

- I. **Section 1:** The name of this organization shall be Student Activities Board or hereinafter referred to as SAB.

Article II: Purpose

- I. **Section 1:** The purpose of SAB shall be to enhance campus life through social, cultural, recreational, educational, and entertaining events. SAB provides volunteer opportunities for the interests of the student body and the Leeward Community College community. Leeward CC SAB is committed to the students by inspiring and promoting student ideas and engagement through educational and entertaining events. The SAB offers members to work as a team and assume leadership roles and responsibilities and develop communication skills.

Article III. Authority

- I. **Section 1:** The SAB is chartered by the ASUH-Leeward CC Student Government to fulfill the purposes set forth in Article II of this document. In order to facilitate the execution of the responsibilities therein, the ASUH-Leeward CC Student Government delegates certain authorities within proscribed parameters.

Article IV. Powers and Duties

- I. **Section 1.** The SAB shall have the authority to create new activities or to revise or discontinue existing activities under its authority. SAB shall host at least two events a semester.
- II. **Section 2.** The SAB shall review its fiscal status and prepare its operational budget for the coming year. The annual budget must be approved by the ASUH-Leeward CC.
- III. **Section 3.** The SAB shall have full authority to administer all finances relating to campus activities supported, in part or whole, by SAB funds.
- IV. **Section 4.** The SAB shall elect its officers as set forth in Article VII of this Charter and shall confirm all other member appointments to SAB funded activities.
- V. **Section 5.** The SAB shall have the authority to remove its members for just cause.
- VI. **Section 6.** The SAB shall report administratively to the Leeward CC Student Life Coordinator.

Article V – Finances

- I. **Section 1.** The SAB shall be allocated 35 percent of the Student Activity Fee revenues received by the college for the academic year (Fall and Spring semesters).
- II. **Section 2.** The SAB shall be responsible for both annual and long-term budgeting and expenditure of its allocated funds, subject to annual review and approval by the Student Government.
- III. **Section 3.** The SAB shall administer its allocated funds in accordance with State of Hawai'i, University of Hawai'i, and Leeward Community College's policies and procedure

Article VI: Membership

- I. **Section 1:** Eligible Leeward CC students must complete and submit the SAB application to be considered for appointment. At the time of appointment, SAB members must be registered in a minimum of 3 credits at Leeward CC and must have a minimum cumulative 2.0 GPA, to be maintained while in office.
- II. **Section 2:** The members of the organization shall consist of Co-Chairs, Secretary, Treasurer, Public Relations, Wai`anae Member, SAB Member and Intern Positions. Members are selected by a 2/3 majority vote of the SAB.
 - A. **Co-Chairs**
 - i. Act as presiding officer at all SAB meetings and be responsible for the preparation and distribution of an agenda at least 24 hours before a meeting.
 - ii. Act as spokesperson for the SAB in all matters having appeared before the SAB.
 - iii. Train, supervise, and, where necessary, call for the dismissal of any staff members.
 - iv. Maintain a productive and efficient operation throughout their term of office.
 - v. Meet all necessary and established deadlines to ensure events are both on time and within budget.
 - vi. Maintain the appropriate ethical standards as established by the Board and this document.
 - vii. Shall oversee the board to ensure weekly tasks are being completed via creating weekly tasks for members.
 - viii. Maintain collaborative relationships by meeting with members bi-semester (mid and end of the semester).
 - ix. Determine the stipends for the members based on the stipend criteria established by SAB.
 - x. During the new member process, places the tie breaker vote as necessary.
 - xi. Assume other duties as directed by the Board and generally belonging to the office of Chair

- B. Secretary**
 - i. Record and safeguard permanent records of the SAB, including general and executive meeting minutes. Update the archived minutes binder & Google Drive.
 - ii. Assist the Chair in notifying all members of meetings.
 - iii. Record and distribute copies of the minutes and any other pertinent materials to all members.
 - iv. Maintain organized event planning via checklists for each event by the Sunday before the event.
 - v. Prepare any documents and reports requested by the SAB.
- C. Treasurer**
 - i. Maintain the budget by tracking the event expenditures
 - ii. Present a current budget to the SAB during weekly meetings
 - iii. Update the Treasury Log binder and meet with the Student Life Coordinator for updates at least once a month to ensure accuracy
- D. Public Relations (PR) and Marketing**
 - i. Maintain marketing in the following forms but not limited to: Facebook, Instagram, website blog, email announcements sent to the Student Life Coordinator, tabling at the Concourse or other campus areas, and other forms may arise.
 - ii. Work with the graphic designer on creating printed and online materials for events and update the Past Events Binder & Google Drive.
- E. Wai`anae Member:**
 - i. Responsible for ensuring that SAB hosts events at Wai`anae every semester.
 - ii. Be the primary contact with the Wai`anae faculty and staff and set up the logistics for the events.
- F. SAB Member**
 - i. Provide support during meeting/planning as requested by chair.
 - ii. Be an active member during meetings by sharing ideas on events, staffing events, checking emails, and assisting with marketing.
- G. Interns: Maximum of 4 interns**
 - i. Is a non-voting member
 - ii. Support during meeting/planning as requested by the co-chairs
 - iii. Be an active member during meetings by sharing ideas on events, staffing events, and assisting with marketing.

Note: All positions are to hold at least 2.5 hours of office hours in the SAB office weekly. Other duties may be assigned to all positions. Probationary period for all members and interns is 30 days during the academic semester and 60 days during the summer.

Article VII. Officers

I. Section 1. Election of Officers

- i. The SAB shall elect its officers from among its membership annually, said elections to take place no later than May 31 each year.
- ii. Following interviews, the SAB shall give each nominee for each position due and deliberate consideration.
- iii. All officers shall be selected by a majority vote of the SAB, provided a quorum is present.

Article VIII: Committees

II. Section 1: Members are divided into committees for events by volunteering for a committee or being delegated a committee if absent in the meeting. Committees may vary depending on the event.

- i. **Entertainment:** Duties are to secure the entertainment for the event which includes but not limited to: Obtaining proper paperwork, sending all information via email or phone communication before the event, greeting them on the event day, checking in during and after the event, sending thank you letter. Gather supplies for games and prizes, coordinate the raffle times, and create the Emcee script
- ii. **Vendors:** Duties are to secure vendors for the event which includes but not limited to: Research appropriate vendors for the event, contact vendors to attend event, obtain paperwork, send all information via email or phone communication before the event, greet them on the event day, check in during and after the event, and send thank you letter. Purchase the food/drink for event if needed and coordinate pick up or delivery.
- iii. **Aesthetics:** Duties are to coordinate the aesthetics for the event which includes but not limited to: Create the event layout, purchase or coordinate the supplies for tabling, print out any forms needed for event, coordinate the decorations for the event, and to facilitate the decoration at the event when all other tasks are completed.
- iv. **Marketing:** Duties are to market the event which includes but not limited to: Create the blurb for social media and email it to the Student Life Coordinator for email blast announcements, post fliers on the bulletin boards, hang banners and pillar wraps when necessary. On event day post the A frames in various locations of the campus.

Article IX: Terms

- I. **Section 1. Terms and Membership** terms of office shall be as follows:
 - i. The terms of office for eight (8) student members shall be one year, to be appointed annually.
 - ii. Appointments shall be made no later than the 3rd Friday in April each year.
 - iii. The terms of membership shall begin the first day after the end of the spring semester, and shall end the last day of the following spring semester.
 - iv. Individuals appointed to fill unexpired terms shall serve for the remainder of that unexpired term.
 - v. No individual shall serve more than two (2) years unless voted by the SAB.
 - vi. The incoming SAB plans and meets during the summer.
- II. **Section 2:** The term of each intern shall be determined after their probationary period by the SAB.
- III. **Section 3:** Should a member's position become vacant, the following will take place:
 - i. Open recruitment
 - ii. An intern can apply for a member position
 - iii. Interviewed by the Student Activities Board with majority vote

Article X: Meetings

- I. **Section 1:** Regular meetings of the SAB shall be held once a week during the semester.
- II. **Section 2:** Each member/intern must notify the chair/co-chairs 24 hours in advance if they are unable to attend through email, phone call, groupme message, unless it is an emergency. If there is no notification, it will result in a warning. Two or more warnings may be submit to dismissal by the co-chairs.
- III. **Section 3:** Meeting etiquette includes but not limited to: respectful discussions, limited phone usage, active participation, and others as determined by each SAB.
- IV. **Section 4:** Special meetings of the SAB shall be held with the authority of chair/co-chairs. Chair/co-chairs must see if majority of the SAB can attend the meeting. Members/interns will be notified at least one week in advance. Each member/intern must notify the team and chair/co-chairs 24 hours in advance if they are unable to attend through email, phone call, groupme message, unless it is an emergency. If there is no notification, it will result in a warning. Two or more warnings may be submit to dismissal by the co-chairs.
- V. **Section 5: QUORUM** – One half (1/2) the Student Activities Board membership, plus one (1) or a fraction of one (1).

Article XI: Rules of Order

- I. **Section 1:** This SAB shall be governed by Roberts Rules of Order. All members vote and are able to agree, disagree or abstain. Any member is allowed to nominate/motion. The initial motion must be seconded by another member to move the motion through. Those who have questions or concerns are allowed to discuss during the discussion portion of the motion. A motion is carried by a 2/3 majority vote.

Article XII: Stipends

- I. **Section 1:** Individual stipends shall be calculated by level of service*:
 - i. Fall and Spring semesters: All members receive \$200 a semester.
 - ii. Summer stipend shall be 50% of the fall and spring semester

* NOTE: Stipends shall be determined by the Co-Chairs and are subject to reduction based on the stipend criteria.

Article XIII: Amendments

- I. **Section 1:** This constitution shall be amended by either of the following two ways after review from Student Government through a 2/3 majority vote of the Senate.
 - i. Two-thirds (2/3) majority of votes cast by at least five (5) percent of the members of the ASUH-Leeward CC (at the time of the election) during annual or special elections
 - ii. Signed approval by the Chancellor

Date Ratified: September 30, 2015



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at
Leeward Community College

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