

**REVISED CONSTITUTION OF THE  
UNIVERSITY OF HAWAII STUDENT CAUCUS (UHSC)**

Last Revised 05/14/2012

**ARTICLE I – NAME & PURPOSE**

**SECTION 1-1:           NAME**

This organization shall be known as the University of Hawaii Student Caucus, officially abbreviated UHSC.

**SECTION 1-2:           PURPOSE**

The University of Hawaii Student Caucus is hereby established within the University of Hawaii to advocate collectively for the interests and needs of students throughout the University system. The UHSC shall provide a cohesive and unified voice before the University of Hawaii Board of Regents, the University Administration, the Hawaii State Legislature, and other policy-making bodies.

The University of Hawaii Student Caucus shall represent member campuses relating to system wide issues and student concerns based upon the principles of mutual interest and collective strength. The UHSC shall work with campus student governments and student bodies serving to improve collective representation of students. At no time shall the UHSC exercise any authority over the campus student governments. As the advocate for students system wide, the UHSC shall facilitate communication and cooperation throughout the University system.

**ARTICLE II – AUTHORITY**

The University of Hawaii Student Caucus is the system-wide student association chartered by the University of Hawaii Board of Regents, pursuant to Chapter 7 of the BOR Policies specified in Sec. 7-4.

**ARTICLE III – MEMBERSHIP**

**SECTION 3-1:           COMPOSITION**

Initial member campus student governments shall be Hawaii Community College, Honolulu Community College, Kapiolani Community College, Kauai Community College, Leeward Community College, University of Hawaii-Maui College, University of Hawaii-Hilo, University of Hawaii-Manoa Associated Students of UH, University of Hawaii-Manoa Graduate Student Organization, University of Hawaii-West Oahu, and Windward Community College.

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.

**SECTION 3-2:           ELIGIBILITY FOR MEMBERSHIP**

Any Chartered Student Organization of the UH System campuses shall be eligible to participate in the UHSC as regular voting members.

The UHSC may invite participation from other UH System organizational entities such as the Employment Training Center, UH Centers, etc. as non-voting observers.

## **ARTICLE IV – ORGANIZATION OF CAUCUS**

### **SECTION 4-1: COMPOSITION**

Each member campus student government shall appoint two voting student representatives and one alternate from their respective student constituencies to serve as student delegates to the UHSC.

The University Administration shall assign an employee of the University to serve as staff advisor to the UHSC without vote and who executes duties as outlined in this constitution and/or University policies.

### **SECTION 4-2: QUALIFICATIONS OF STUDENT DELEGATES**

All student delegates to the UHSC shall be enrolled students in good standing as defined by the campus they are to represent. The respective campus student governments shall appoint their student delegates through methods specified by each campus student government in accordance with their constitutions.

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.

### **SECTION 4-3: TERM OF OFFICE**

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 confirmation forms, etc. The respective campus student government shall fill any vacancy in student delegates in accordance with Article IV of this constitution.

### **SECTION 4-4: DUTIES & RESPONSIBILITIES OF CAUCUS**

It shall be the responsibility of the University of Hawaii Student Caucus to:

- a) serve as the governing body of the organization;
- b) represent the general and expressed interests of the respective member campus student constituencies through their student governments;
- c) establish policies and procedures governing its operations;
- d) set yearly organizational goals, determine objectives to such goals, create action plans, and evaluate actions and goals;

- e) provide for instruction and training for incoming officers system wide;
- f) conduct an annual conference to equip college students with the skills needed to participate effectively in institutional governance, lobbying, and community service;
- g) work in cooperation with the University Administration to promote the mission, goals, objectives, and action plans of the University for the benefit of students; and
- h) develop, select, and take actions appropriate to fulfilling the purpose of the UHSC as described in Article I of this constitution.

**SECTION 4-5: DUTIES & RESPONSIBILITIES OF STUDENT DELEGATES**

It shall be the responsibility of all student delegates to the UHSC to:

- a) maintain contact with their campus student governments to promote the flow and exchange of information about UHSC business and the system wide issues and concerns of students;
- b) identify, articulate, and advocate for the general and expressed interests of their campus student constituencies and their campus student governments;
- c) identify, discuss, and arrive at recommended solutions to major campus life problems, with emphasis on those problems impacting students system wide;
- d) participate actively in the planning, conduct, and evaluation of UHSC-sponsored instruction, training, and conferences; and
- e) encourage their campus student governments to allocate funds to host UHSC meetings at their campus.
- f) maintain and uphold qualifications as outlined in Article IV of this constitution.

**ARTICLE V – OFFICERS**

**SECTION 5-1: COMPOSITION**

The University of Hawaii Student Caucus shall elect from and among its voting membership, the following officers of the UHSC: Chairperson, Vice-Chairperson, Secretary, Treasurer, Executive at-Large for Oahu, and Executive at-Large for Neighbor Islands.

**SECTION 5-2: QUALIFICATIONS**

Any voting member of the UHSC shall be eligible to hold one of the officer positions. All officers shall be representatives from member campus student governments. The Executive at-Large for Oahu shall be elected from among the representatives of member campus student governments located on the island of Oahu. The Executive at-large for Neighbor Islands shall be elected from among the representatives of member campus student governments not located on the island of Oahu.

**SECTION 5-3: TERM OF OFFICE**

The officers of UHSC shall serve for one-year terms with elections to be conducted no later than October each 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 5-4: DUTIES & RESPONSIBILITIES OF OFFICERS**

It shall be the duty of the Chairperson to: preside over all UHSC meetings; appoint all committees or other representatives with the approval of the UHSC; prepare the agenda in collaboration with the UHSC; serve as liaison with the University Administration; serve as spokesperson for the UHSC in all matters pertinent to the interest and jurisdiction of the UHSC; and perform all other duties generally belonging to the office.

It shall be the duty of the Vice-Chairperson to: perform the duties and responsibilities of the Chairperson in case of the Chairperson's absence, vacancy, or disability; conduct elections for chairperson when a vacancy arises; assist the Chairperson in the duties of that office; and perform all other duties generally belonging to the office.

It shall be the duty of the Secretary to: record, publish and distribute minutes of all UHSC meetings.

It shall be the duty of the Treasurer to: work with the staff advisor in maintaining a system of accounting for all funds of the UHSC; report on the status of expenditures and revenues; and complete financial reports as requested by the UHSC; and shall also be a member of the committee on Facilities and Budget.

It shall be the duty of the Executive at-Large for Oahu and for Neighbor Islands to: maintain open and regular communications with all student delegates and member campus student governments within their regions; coordinate the efforts of UHSC actions within their regions; and represent on the UHSC Executive Council the interests and concerns of the member campuses within their regions.

**SECTION 5-5: EXECUTIVE COUNCIL**

All officers of the UHSC shall constitute the Executive Council along with the staff advisor to the UHSC who serves without vote. 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. In executing this responsibility, the Executive Council shall represent and reflect the general and expressed interests of the UHSC.

**ARTICLE VI – MEETINGS**

**SECTION 6-1: TIME & PLACE**

Regular meetings of the UHSC shall be held a minimum of six times each year; however, when practicable, monthly meetings should be conducted. Meetings of the UHSC shall rotate among the member campus student governments to afford student delegates the opportunity to visit other member campuses. Special meetings of the UHSC may be called by the Chairperson or upon request of six member campuses. All meetings of the UHSC shall be open to the public except when in executive session as allowed by parliamentary authority.

## SECTION 6-2: QUORUM & ATTENDANCE

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. A member campus student government may be represented by proxy solely for the purpose of establishing quorum. Such proxy shall be in writing signed by the campus student government president and campus student life advisor, and submitted to the Chairperson or advisor of the UHSC.

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 by the next meeting. Quorum for the Executive Council shall be a simple majority of its voting membership.

## SECTION 6-3: VOTING

Voting on all matters requiring a vote shall be decided by a simple majority vote except where stated otherwise. Each member campus present shall have one vote registered by a delegate or delegates. In cases where two delegates of a member campus are present, both must agree on a single position to cast their 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.

## SECTION 6-4: 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; however, on all matters requiring formal vote, Robert's Rules of Order, Newly Revised shall be the parliamentary authority of the UHSC where not inconsistent with this constitution, ground rules, or other University policies.

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

- a) All opinions and ideas shall be respected and dissenting views shall be encouraged. As such, processes that solicit input and participation from everyone shall be designed and used.
- b) Everyone shall be given an opportunity to participate. Members shall monitor themselves. Those who tend to dominate talk first shall work on letting others participate and speak first. Those who tend to be silent shall work on speaking more often and expressing their views. When listening to others, members shall commit to understanding the views of others rather than focus on defending their own views.
- c) Opposing views and critical analyses are encouraged. These shall be directed toward the issue or project on the table, and not on the individuals. Attacks on individuals shall not be tolerated. As such, processes that foster members' attention toward the issue or project shall be designed and used.
- d) Organizational history and memory are valuable and celebrated since they are used as means for UHSC members to learn from past mistakes and/or successes. As such, organizational history and memory shall not be used as justification for maintaining the status quo or as explanation for keeping UHSC members stuck in the present or the past.

e) If after going through group deliberation, UHSC members do not agree with the group's outcome, then those UHSC members agree to not sabotage the implementation of that outcome.

## SECTION 6-5: PURPOSE & FORMAT

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

*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.

*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.

*Campus Support Giving* affords time for 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 VII – COMMITTEES

The UHSC may create and provide for such committees as it deems necessary in fulfilling its duties. The UHSC shall approve all appointments of committee chairs and committee members.

The following work groups which may constitute committees may be used as a means to organize issues coming before the UHSC each month: academic policy & planning; facilities & budget; student life; and student government operations.

*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.

*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.

*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.

*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 VIII – UNIVERSITY INSTITUTIONAL SUPPORT**

### **SECTION 8-1: ADVISOR**

The University shall assign an advisor to the UHSC upon consultation with UHSC in accordance with University Executive Policy stipulated in Sec E7.207 V.f.

### **SECTION 8-2: FINANCES**

The operation of the UHSC shall be financed through an adequate appropriation from the University Administration. All expenditures shall be made in accordance with University policies and procedures and as authorized by an annual budget approved by the University Administration. The staff advisor to UHSC shall maintain accurate, complete and current financial statements to properly account for all expenditures.

The UHSC may obtain additional finances through gifts, grants, endowments, campus allocations, fees, fundraising, etc.

### **SECTION 8-3: FACILITIES, EQUIPMENT, & OPERATIONS**

Facilities and equipment shall be made available to the UHSC to properly execute its purpose, goals, programs, and activities. Additionally, each member campus shall provide adequate support to its student representatives in order that they may properly carry out the duties of student delegates to UHSC.

## **ARTICLE IX – AMENDMENTS**

### **SECTION 9-1: PROPOSAL**

An amendment to this constitution shall be made in writing to the chairperson or advisor of the UHSC. At the next meeting of the UHSC, the amendment shall be discussed and timetable shall be set to allow for input from, and consultation with, campus student governments and campus student life staff advisors.

The UHSC shall vote on the proposed amendment at an authorized meeting following the deadline for input from campus student governments and campus student life staff advisors. A

two-thirds vote of the UHSC shall be necessary to approve the amendment for referral to the President or designee for final adoption.

**SECTION 9-2: ADOPTION**

Any amendment to this constitution shall become effective upon the approval of the President or designee.

**ARTICLE X – ENACTMENT**

This constitution shall become effective immediately upon approval by the President or designee. This constitution shall be binding upon the UHSC and shall supersede any existing policies, charter, constitution, or operating rules.

Approved by UH Student Caucus: November 23, 2002

Approved by University President Evan Dobbelle: May 13, 2003

Approved by UH Student Caucus: May 14, 2012