Kapiolani Community College
Board of Student Activities
Charter/Constitution

ARTICLE I- Name
The name of this organization shall be the Board of Student Activities of Kapiolani Community College. The official abbreviation shall be “BOSA”.

ARTICLE II- Purpose
The Board of Student Activities shall advise the Coordinator of Student Activities and the College Administration in the planning and implementation of co-curricula educational, cultural, social, recreational and other student activities and programs.

ARTICLE III- Authority
The Board of Student Activities of Kapiolani Community College is chartered by Kapiolani Community College to fulfill the purpose stated in Article II of this document. The College delegates certain duties and powers to the Board of Student Activities as stated in this Charter.

ARTICLE IV- Membership

Section A: Composition
The Board of Student Activities shall consist of nine (9) voting members appointed by the Director of Student Services upon recommendation from the Board of Student Activities, or in its absence, through consultation with other governing bodies of the Associated Students of Kapiolani Community College (ASKCC).

1. There shall be six (6) voting student members.
2. There shall be three (3) voting college faculty or staff members.
3. The Student Activities Advisor shall be an ex-officio member.

Section B: Term of the Membership

1. Term of membership shall begin at the appointment date announced by the Dean of Student Services and shall expire at the first meeting of the BOSA for the following academic year unless the member is reappointed.
2. Members appointed to fill the unexpired term of any board 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 the Board shall be filled through appointment by the Dean of Student Services upon recommendation of the Board of Student Activities or in the absences of a Board, through consultation with the other governing bodies of the ASKCC.

Section D: Eligibility

1. Student members must be enrolled for a minimum of six (6) credit courses at the college.
2. Student members must be in good academic standing, cumulative grade point average (GPA) 2.0 or higher.
3. All full-time faculty and staff members of the college shall be eligible for Board membership.

ARTICLE V- Powers and Duties

Section A: The Board shall review and approve annual program plans prepared by the Coordinator for Student Activities. Such plans may be based on the academic or fiscal year, as appropriate.

Section B: The Board shall be responsible for reviewing, revising, and recommending student rates and charges, which are an integral part of the Student Activities Program to the administration.

Section C: The Board shall before the end of each fiscal year, review its financial status and prepare it operational budget for the fiscal year, subject to review and approval by the Chancellor of Kapiolani Community College. The budget shall be based upon 85% of the revenues received from the Student Activities Fee, including carryover funds if available.

Section D: The Board shall be responsible for establishing, reviewing, and revising all commission and honorariums, which may be provided for its programs. Furthermore, it shall have power to delay and/or suspend commissions and honorariums for just cause.

Section E: The Board may remove its members and appointees as described in Article X of this Charter/Constitution.

ARTICLE VI- Officers

Section A: Chairperson

The Chairperson of the Board of Student Activities will be presiding officer. The Chairperson will be responsible for convening meetings of the Board, preparing agenda, making BOSA Committee appointments being spokesperson for the Board in all matters having appeared before the BOSA, and will assume other duties as directed by the BOSA and generally belonging to the office of Chairperson. The Chairperson shall vote only in the event of a tie.

Section B: Vice-Chair/Treasurer
The Vice-Chairperson/Treasurer will be responsible for the regular review of all Board financial records; submission of financial statements of the Board and preparation of the Board’s annual budget, with the assistance of the Secretary and in consultation with the chairperson. The Vice-Chairperson/Treasurer will perform all other duties generally belonging to the office. The Vice-Chairperson/Treasurer shall be a voting student member of the Board and shall conduct meetings in the absence of the Chairperson.

Section C: Secretary

The Secretary of the Board of Student Activities will be responsible for keeping permanent records of the Board, notifying all members of meetings, assisting the Vice-Chairperson/Treasurer in preparing the Board’s annual budget, and preparing necessary reports as directed by the Board. The Secretary shall be a voting student member of the Board.

Section D: Election of Officers

The Board of Student Activities shall elect its officers 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 the Board will elect a student member to fill the vacancy.

Section E: Term of Office

1. The Officers shall serve immediately following their election by the Board and serve until the first meeting of the new Board for the following year.

2. No Student member of the Board 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 Board of Student Activities shall constitute a quorum. A quorum is needed for official actions of the board.

Section B: Meetings

1. Regular Meetings: The Board shall hold regular open meetings at least once a month during the regular academic year.

2. Special Meetings: Special meetings of the Board maybe called by the BOSA Chairperson, upon written request by any three (3) members of the BOSA. All Board 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 Board of Student Activities.

4. All above mentioned shall be open to the student body, all employees of Kapiolani Community College, and the general public except when the BOSA goes into an executive session to discuss confidential and sensitive matters.
ARTICLE VIII- Committees

Section A: Committees

The Board of Student Activities 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 Board of Student Activities. The Chairperson shall dissolve said committees when they have completed their duties.

ARTICLE IX- Finances

Section A: The Board of Student Activities shall be allocated eighty-five percent (85%) of the Student Activity Fee revenues received by the College for the academic Year.

Section B: Unexpended surplus funds earmarked for the Board of Student Activities may be carried over to the next academic year or fiscal year to other governing bodies of the ASKCC by recommendation of the Board of Student Activities to the Chancellor.

Section C: The Board of Student Activities shall be responsible for both annual and long-term budgeting and expenditure of its allocated funds, subject to annual review and approval by the Chancellor of Kapiolani Community College.

Section D: The Board of Student Activities shall administer it allocated funds in accordance with State of Hawaii, University and Kapiolani Community College’s policies and procedures.

ARTICLE X- Recall

Section A: The members of the Board of Student Activities are subject to recall for the following reasons:

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

Section B: The Board of Student Activities 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) school days prior to any action by the BOSA 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 BOSA. The Chancellor shall be advised of the Board’s action in writing.

ARTICLE XI- Amendments

Section A: Proposal of Amendments

Amendments to this Charter/Constitution maybe proposed by motion of the Board of Student Activities or by petition bearing the signatures of 5% of the student of Kapiolani Community College.

Section B: Procedures

When an amendment is proposed either by motion of the BOSA or receipt of a petition, the Board 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 the Board deems appropriations.

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 Board of Student Activities at a meeting within four weeks after the giving of appropriate notice, shall be declared approved for referral to the Chancellor.

ARTICLE XII- Enactment

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

Approved: ___________________________ 05/10/07
Leon Richards, Chancellor    Date