

**ASSOCIATED STUDENTS OF
KAPI'OLANI COMMUNITY COLLEGE
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.

ARTICLE I. - NAME

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

ARTICLE II. - PURPOSE

The purpose of this organization shall be to develop implement programs and activities which promote active participation in co-curricular activities that are responsive to the needs and interests of the students. ASKCC is chartered by Kapi'olani Community College to fulfill this purpose.

ARTICLE III. - MEMBERSHIP

Section A. Active Membership

All students of Kapi'olani Community College shall be members of ASKCC upon payment of their student activities fees for the current semester.

Section B. Other Membership

Membership other than that described in section A of this article may be granted by majority vote of the Student Congress. Majority vote is defined as 50% plus one vote of the members present. Quorum is required for majority vote.

ARTICLE IV. – INDEPENDENT GOVERNING BODIES

Section A. The Student Congress of ASKCC

The Student Congress shall be an autonomous governing body of ASKCC, governed by this charter. The official colors of the Student Congress shall be monarch blue and white.

Section B. Board of Student Publications (BOSP)

The BOSP shall be an autonomous governing body of the ASKCC, governed by its own charter.

Section C. Board of Student Activities (BOSA)

The BOSA shall be an autonomous governing body of the ASKCC, governed by its own charter.

ARTICLE V.- FINANCES

Section A. Finances

1. The student activity fee shall be divided as follows:
 - o 75% for the Board of Student Activities
 - o 25% for the Student Congress
2. The BOSP shall prepare its own budget, which will be funded by a separate BOSP fee.
3. The 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.
4. All budgets shall be subject to review and approval by the chancellor or designee.
5. Furthermore, the budgets for BOSP, BOSA, and the Student Congress shall be publicized and reviewed to minimize duplication and overlap, and to allow for consultation with above bodies for adjustments and possible reallocation by the chancellor or designee.

Section B. Accountability

All governing bodies of the ASKCC 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 the Student Congress or the chancellor.

ARTICLE VI. - STUDENT CONGRESS OF ASKCC

Section A. Membership

1. There shall be one (1) student representative from each student club that is recognized by the Board of Student Activities by the deadline for club registration as set by the

BOSA for the fall semester and one (1) student representative from each of the boards of the ASKCC.

2. There shall be a number of at-large seats available to the members of the ASKCC. This number of at-large seats shall be no less than (10) ten positions open for elections or equal to the current number of registered clubs and Boards recognized by the Board of Student Activities at the end of the previous academic year, if that number is greater than ten.

Section B. Qualifications

1. All official Student Congress members, elected at-large members as well as appointed RIO and CSO representatives, must be currently enrolled at Kapi'olani Community College, and shall maintain enrollment in at least six (6) credits at Kapi'olani Community College.
2. Additionally, these representatives must maintain at least a 2.0 grade point average (GPA). No representative may begin a term with a GPA lower than 2.0. If a representative fails to meet these minimum requirements at any time during the term of office, they must inform their advisor(s) immediately and submit their resignation in writing at the next ASKCC Student Congress regular business meeting.
3. All ASKCC Student Congress officers must meet the following enrollment criteria: (a) be enrolled in at least six (6) credits at Kapi'olani and (b) be home-based at Kapi'olani.

Section C. Advisor

The chief student affairs officer shall serve as a consultant to the Congress and have ex-officio membership. The advisor shall also have ex-officio membership. If a faculty member is invited to become an advisor, he/she shall also have ex-officio membership.

To increase coordination and collaboration between and among BOSP, BOSA and Student Congress, a Student Engagement coordinator position will be created to provide oversight and serve in an advisor capacity to the student boards.

Section D. Powers and Duties

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

1. The Congress shall advocate for the best interests of the Kapi'olani Community College students.
2. The 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 student rights) and shall have representation on committees and councils of the College.

3. The Congress shall keep the student body apprised of all matters addressed by the Congress and operate in a transparent and open manner.
4. The 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.
5. For students participating in clubs, boards, committees, and other student organizations and activities, the Congress in collaboration with BOSA, BOSP and Student Engagement coordinator shall provide leadership development through credit and/or non-credit classes and attendance at conferences and workshops.
6. The Congress shall promote the welfare and development of active and responsible students through involvement in co-curricular activities.
7. The 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 status as a covered veteran.
8. The Congress shall have the power to develop special student focused projects and provide funding that fulfills unmet student needs.
9. The Congress shall provide opportunities for students to engage in ethical, sustainable and responsible community involvement by offering opportunities for increased civic engagement.
10. The Congress shall elect its officers as described in Article VI, Section D of this charter.
11. The Congress may remove its members as described in Article XI of this charter.
12. The Congress shall fulfill its duties and powers in an ethical manner.
13. The Congress shall be operated in accordance with Robert's Rules of Order (the most current edition).

Section E. Elections of Members At-Large

1. Nominations

All students desiring to run for elected membership to the Congress shall file the official nomination form with the Dean of Students' Office before being listed on the

ballot. The deadline for the submission shall be one (1) calendar week before the elections.

2. Elections

- a. Elections for members at-large shall be held during the month of March for the following academic year (except in the first year of force of this revised charter). A special election shall be held in November to fill vacancies in the at-large membership of the Congress. If positions become available after the special election, the chair may fill these vacancies with appointments, which must be approved by a majority vote at a regular business meeting
- b. The elections shall be by secret ballot.
- c. Write-in ballots shall not be allowed.
- d. Elections shall be decided by the plurality voting method.
- e. The results of the elections shall be filed with the secretary for the Congress and the Dean of Students' Office.
- f. The elections shall be planned and conducted by a three-person election committee appointed by the chair of the Congress, and approved by a majority vote of the Congress. No member of the election committee shall be permitted to be a candidate in the election.
- f. 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 chancellor in consultation with Student Congress will consider a new election and/or will meet with the elected officers to determine who will serve on the Student Congress.

Section F. Term of Membership

Members of Congress shall serve for the duration of the academic year. If a member resigns her/his position, is otherwise unable to complete her term, or is recalled or removed, a replacement may be elected in a special election, or if it is past the time of permissible special elections, then an appointment may be made by the chair, requiring a majority vote by the Congress.

Section G. Leadership Scholarship

All members in good standing will be eligible to apply for a leadership scholarship of up to \$500 per semester based on performance. The Congress advisors and consultant will meet and review and award applications based on the following criteria:

1. The applicant must have served on at least two committees for the semester in question and be home-based at Kapi'olani Community College (Congress or Kapi'olani Community College committees as Congress representative).
2. The applicant must have assisted or chaired at least two Congress events for the semester in question.

Leadership scholarships for the fall semester must be made by 12/30 and for the spring semester by 5/30.

ARTICLE VII. - OFFICERS

Section A. Chair

The Chair of the Student Congress shall:

- a. Be responsible for convening meetings of the Congress.
- b. Prepare the meeting agendas.
- c. Make Congress committee nominations with a majority confirmation vote of the Congress.
- d. Be spokesperson for the Congress in all matters appearing before the Congress.
- e. Be required to make a report to the Congress at the end of each semester.
- f. Shall assume other duties as directed by the Congress and generally belonging to the office of Chair.
- g. Be a voting student member of the Congress.
- h. Be enrolled in at least six (6) credits at Kapi'olani Community College.
- i. Be home-based at Kapi'olani Community College.
- j. Be in good academic standing with a cumulative grade point average (GPA) of 2.0 or higher.

Section B. Vice Chair

The Vice Chair of the Student Congress shall:

- a. Perform all duties generally belonging to that office.

- b. Be responsible for assisting the treasurer in preparing the Congress' annual budget, financial statements, and requisitions.
- c. Conduct meetings and assume all of the duties of the Chair in the absence of the Chair.
- d. Be responsible for preparing necessary reports as directed by the Congress.
- e. Serve as the chair of the Special Project/Activities Committee
- e. Be a voting student member of the Congress.
- f. Be enrolled in at least six (6) credits at Kapi'olani Community College.
- g. Be home-based at Kapi'olani Community College.
- h. Be in good academic standing with a cumulative grade point average (GPA) of 2.0 or higher.

Section C. Secretary

The Secretary of the Student Congress shall:

- a. Be responsible for keeping permanent records of the Congress.
- b. Record and distribute copies of the minutes and pertinent materials to all members.
- c. Assist the Chair in notifying all members of the meetings.
- d. Be responsible for preparing necessary reports as directed by the Congress.
- e. Work with the Public Relations officer to keep the students informed of Congress actions and events.
- f. Be authorized to appoint a Secretary pro tempore in the case of absence (not extended absence).
- g. Be enrolled in at least six (6) credits at Kapi'olani Community College.
- h. Be home-based at Kapi'olani Community College.
- i. Be in good academic standing with a cumulative grade point average (GPA) of 2.0 or higher.

Section D. Treasurer

The Treasurer of the Student Congress shall:

- a. Be responsible for the regular review of all Congress financial records.
- b. Prepare the Congress' annual budget, financial statements and requisitions with assistance and consultation of the Vice-Chair.
- c. Be responsible for preparing necessary reports as directed by the Congress, including a fiscal report by June 30th.
- d. Be the Chair of the Budget & Finance Committee
- e. Be a voting student member of the Congress.
- f. Be enrolled in at least six (6) credits at Kapi'olani Community College.
- g. Be home-based at Kapi'olani Community College.
- h. Be in good academic standing with a cumulative grade point average (GPA) of 2.0 or higher.

Section E. Public Relations Officer

The Public Relations Officer of the Student Congress shall:

- a. Be responsible for all correspondence related to the Office of Public Relations.
- b. Send out information to all concerned bodies.
- c. Release of information to the press and be in direct contact with the college newspaper, the Kapi'o.
- d. Seek out information and support from students and faculty.
- e. Be responsible for preparing all necessary reports as directed by the Congress.
- f. Be a voting student member of the Congress.
- g. Be enrolled in at least six (6) credits at Kapi'olani Community College.
- h. Be home-based at Kapi'olani Community College.

- i. Be in good academic standing with a cumulative grade point average (GPA) of 2.0 or higher.

Section F. Sergeant-at-Arms

The. Sergeant-at-Arms of the Student Congress shall:

- a. Maintain meeting protocols
- b. Be the official consultant for Robert's Rules of Order (latest edition)
- c. Train the Congress in the use of Robert's Rules of Order
- d. Be a voting student member of the Congress.
- e. Be enrolled in at least six (6) credits at Kapi'olani Community College.
- f. Be home-based at Kapi'olani Community College.
- g. Be in good academic standing with a cumulative grade point average (GPA) of 2.0 or higher.

Section F. Election of Officers

The Congress shall elect its officers from its membership at its initial meeting. If any vacancies should occur in any of the offices, a special meeting shall be called at which time Congress members will elect a student member to fill the vacancy.

Section G. Term of Office

1. The Officers shall serve for the duration of the academic year.
2. No Congress members shall serve as an officer of the Congress in the same office for more than two consecutive terms, unless the office is not contested by another Congress member.
3. 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.

ARTICLE VIII. - MEETINGS

Section A. Quorum

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

Section B. Meetings

1. **Regular Meetings:** The Congress shall hold regular meetings at least twice a semester during the academic year.
2. **Special Meetings:**
 - a. Special meetings of the Congress may be called by the Congress Chair, or upon written request by any four (4) members of the Congress, or upon an approved motion for Recall From Office (See Article XII). All 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.
3. **Budget Meeting:** Each year, no later than April, the budget for the next fiscal year shall be completed and approved by the Congress. This budget may be amended by the new Congress with the approval of the chancellor.
4. All above mentioned meetings shall be open to the student body, all employees of Kapi'olani Community College, and the general public.

ARTICLE IX. - COMMITTEES

Section A. Committees

The Congress may establish such committees as it deems necessary to carry out specific functions. Current Standing Committees include, but are not limited to:

Legislative
Elections
Budget/Finance
Rules
Co-curricular
Academic
Sustainability
Judicial
Technology

Committee appointments will be nominated by the Chair and confirmed by the Congress by a majority vote.

Section B. Special Committees

From time to time, Congress may establish special committees as are necessary to carry out the work and development of the Congress, upon approval by majority vote. The Chair shall dissolve said committee when it has completed its duties, upon approval by majority vote.

Section C. Committee Chairs

The Committee Chair shall:

- a. Be responsible for conducting committee meetings.
- b. Prepare and distribute committee reports and other pertinent material to the Secretary.
- c. Be home-based at Kapi‘olani Community College.

ARTICLE X.- STUDENT CONGRESS FINANCES

Section A.

The Congress shall be allocated 25 percent of the student activity fee revenues received by the college for the academic year (fall and spring semesters).

Section B.

The Congress 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 Kapi‘olani Community College.

Section C.

The Congress shall administer its allocated funds in accordance with BOR University policies and procedures.

ARTICLE XI. - RECALL

Section A.

The members of the Congress are subject to recall with the presentation of a petition bearing the signatures of 5 percent of the students of Kapi‘olani Community College specifically showing cause why said member should be subject to recall.

Section B.

The Congress shall present in writing to the member against whom recall has been initiated any and all charges levied against him or her at least five (5) school days prior to any action by the Congress at a hearing.

Section C.

A two-thirds (2/3) majority vote of the Congress members present at the hearing shall be required to recall any member of the Congress. The chancellor shall be advised of the Congress' action in writing.

ARTICLE XII. - REMOVAL FROM OFFICE

Section A Democratic Action of Congress Initiates Hearing

1. Removal From Office action must be initiated by a voting Congress member by making a motion in a general business meeting for a Removal From Office hearing in a Special Meeting, and seconded by another voting member of the Congress.
2. The accused member must be named in the motion and include the cause for the action in writing.
3. A two-thirds (2/3) majority vote of the Congress members present at the hearing shall be required to remove any member of the Congress.

Section B Requirements Prior to Hearing

1. The member named for the Removal From Office hearing shall be notified in writing by the Congress Chair of the date, time and place of the Special Meeting at least five (5) school days prior to any action by the Congress..
2. A hearing must be set for a Special Meeting at least two weeks and no more than four weeks from the time of the initial motion for the Removal From Office hearing.

Section C Hearing Requirements

1. The named member will have an opportunity to rebut the charges against her/him and bring witnesses if s/he desires.
2. If the named member fails to appear for the Special Meeting hearing, the action can move forward.
3. Following the hearing, a motion for Removal From Office may be made by a voting member of the Congress, and must be seconded by a voting Congress member. Discussion may continue at the discretion of the Congress Chair.
4. For the Removal From Office motion to pass it must receive a 2/3 vote of the members present.
5. Quorum is required for the Removal From Office vote to be valid.
6. The chancellor shall be advised of the Congress' action in writing.

