

**BYLAWS OF THE HAWAII PACIFIC UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION**

**TITLE I
FORMAT FOR THE SGA BYLAWS**

- A. The following system shall be numerical format of the SGA Bylaws.
- B. There shall be nine (9) titles, each dealing with related and similar topics, and each composed of a number of numerically designated chapters, as follows:
- Title I - Format for The Bylaws
 - Title II - Purpose
 - Title III - Code of Conduct
 - Title IV - Executive Branch
 - Title V - Legislative Branch
 - Title VI - Judicial Branch
 - Title VII - Honors and Awards
 - Title VIII - SGA Training/Retreat
 - Title IX - Handbooks

**TITLE II
PURPOSE**

These rules serve the as the general guidelines for all parts of Student Government as should be treated as secondary and supplemental to the Student Body Constitution.

**TITLE III
CODE OF CONDUCT**

- A. All members of Student Government must uphold the following principles:
1. **Professionalism.** Maintain a professional and respectful manner of conversation, debate and action as a representative of Student Government.
 2. **Integrity.** Do not use a position for the benefit of an outside source or receive outside compensation for personal profit.
 3. **Duty.** Faithfully uphold the Constitution and other rules of Student Government, attend meetings and fulfill the requirements of held positions.
 4. **Fairness.** Act objectively and give equal consideration to all sides in an argument or matter.
 5. **Leadership.** Serve as a role model in all actions and behavior, regardless of position or rank.

B. Code of Ethics

1. Overview

- a. Power to discipline members of Student Government Association (SGA) is given to the Student Senate by Article II, Section 3, Article III, Sections 9 and 10, and Article IV, Section 4 of the SGA Constitution. While the Constitution provides a mechanism for discipline, it does not define reasons for discipline. This Code of Ethics is designed to provide guidance to members of SGA. It is not all-encompassing and an Ethics Review Board may be convened to investigate allegations arising from an accusation of unethical behavior.
- b. The Code of Ethics of the SGA of Hawaii Pacific University (HPU) exists in order to define the expectations of the elected and appointed members of SGA while ensuring proper accountability to the student community. This section shall be a set of binding rules that serve to reduce ambiguity relating to the obligations of these elected and appointed positions.

2. Gifts

- a. The acceptance of gifts may constitute a conflict of interest. Therefore, all members of SGA are strictly prohibited from accepting any gift (regardless of its monetary value), including, but not limited to, meals, entertainment, travel and lodging from any HPU student, faculty or staff if this gift is based on the recipient's status as an SGA member and not available to the entire student population not smaller than a degree program population. Furthermore, in regards to gifts from other sources, all members of SGA are strictly prohibited from accepting gifts worth \$10 or more and from accepting gifts aggregating \$20 or more from any one source in the same SGA session. Any gift with a dollar value of \$1 or more must be counted towards these totals. For valuation purposes, the price of a ticket to any event has the face value of the ticket. If the ticket does not have a face value, the price is set as the highest face value of any ticket at that event.
- b. Some exceptions to the prohibitions of this section are as follows:
 - i Anything which a member pays market value or does not use and promptly returns to the donor;
 - ii Gifts from relatives;
 - iii Gifts based on personal friendship, unless the gift was provided because of the member's position within SGA;
 - iv Food, refreshments, lodging and other benefits resulting from outside activities not connected to the duties of an SGA member if such benefits have not been offered or enhanced because the official position of the member and are customarily provided to others in similar circumstances;
 - v Benefits customarily given by a prospective employer;
 - vi Awards/prizes from public contests;

- vii Anything paid for by Hawaii Pacific University;
- viii Free attendance at an event if the member speaks at the event or if attendance at the event is related to the member's official duties; honorariums are permitted.
- ix Opportunities and benefits available to all HPU students;
- x A plaque, trophy or other item that is substantially commemorative in nature and is intended solely for presentation and display;

3. Travel

- a. Official travel is defined as any travel that is paid for by HPU or any travel in which a member pays their own expenses but is attending an event representing HPU and/or SGA.

4. Supplies

- a. Supplies for SGA are provided at HPU expense for the sole purpose of supporting the SGA mission. Members are strictly prohibited from using consumable SGA resources for personal purposes not related to constituent related activities.

5. Campaign Activities

- a. Members are free to engage in SGA campaign activities provided they do so on their own time, outside of SGA spaces, and without using SGA resources. Members may not be required to do campaign work as a condition of SGA participation. All candidates are required to comply with all campaign regulations as stated in the SGA election packet. Campaign activities may not be combined with non-HPU activities.

6. Discrimination

- a. Members of SGA are strictly prohibited from discriminating against any student on any basis. All constituents are to be treated equally. The only exception to the discrimination policy is that members may give preference to their own constituents over non-constituents. In this instance, members should refer the non-constituent to the appropriate member of SGA.

7. Member Interaction

- a. Members will refrain from interfering with the constituency of another member. Members shall not engage in detailed interaction related to SGA issues with non-constituents without informing the appropriate member/s. Members shall not plan events specific to one or more constituencies that could reasonably expect to involve a majority of non-constituents without the approval of the appropriate member.

8. Attendance

- a. Members of the senate are to uphold their responsibilities to attend all senate business meetings, committee meetings, and programs or events associated with the senate as outlined under Bylaws Title V, A., 3., a.

9. Allegations

- a. Any member with authority to bring action in a Senate meeting may bring allegations against any member subject to this code of ethics. The allegation must be submitted in writing in the form of resolution.

10. Ethics Review Board

- a. The entire SJC will review allegations to determine if there is sufficient evidence to proceed to an ethics review board.
- b. Should the SJC determine there is sufficient evidence to proceed, an Ethics Review Board shall be convened to hear allegations arising from an accusation of unethical behavior. The board shall consist of one (1) member of the Legislative Branch, one (1) member of the Executive Branch, and one (1) non-SGA student. The board shall be chaired by one (1) member of the Student Judicial Council (SJC) to exclude the clerk. The three-member board will hear the case and make a determination. The chair of the board will determine the consequences, if any, with the advice and consent of the entire Student Judicial Council. Members of SGA can request to be excluded from selection for the Ethics Review Board for legitimate cause as determined by the Chief Justice of the SJC. Members selected must disclose potential conflicts of interest in writing to the chair of the particular ethics review board prior to the convening of the board.
- c. The members representing the Legislative and Executive branches will be selected randomly. The chair will be selected by the SJC by the method they deem appropriate. Members named in the allegations are not eligible to serve on the board for that particular case.
- d. The non-SGA student will be selected by the office of the Dean of Students.

11. Definitions

- a. Ethics Review Board: An *ad hoc* group of stakeholders convened to hear allegations arising from an accusation of unethical behavior.
- b. Member: Any elected or appointed member of Student Government Association (SGA) of Hawaii Pacific University (HPU).

TITLE IV
EXECUTIVE BRANCH

A. Executive Structure

1. Student Body Vice President

a. Constitutional Support

- i. Per Article III Section 4 of the Student Government Association (SGA): “Shall be directly responsible to the President and shall serve in in such a role as the president deems appropriate.”

b. Roles

- i. Shall serve as the primary alternate to attend University committees, gatherings, or special forums as requested;
- ii. Shall speak, in a meeting in which the Student Body President is in attendance, only during exigent circumstances, previously planned, or when directed;
- iii. Shall serve as the primary witness or record keeper in meetings between the Student Body President and administration;
- iv. Shall speak only with a message consistent with the policies of the Student Body President, so long it is not in conflict with the acts of the Senate or Constitution;
- v. Shall meet with the Vice Presidents of the University and the Provost regularly, but no less than monthly, and report all matters discussed to the Student Body President if necessary;
- vi. Shall, with the advice of the President and/or Senate, have the authority to recruit/appoint a Chief of Staff, assistants, members, and/or participants to aid in his/her duties;
- vii. Shall be held liable for the actions of his/her Chief of Staff, assistants, members, and/or participants under his/her purview;
- viii. Shall be responsible for acquiring meetings, networks, funds, and/or resources to improve the efficiency of the SGA;
- ix. Shall advise the other executive officers/directors and recommend creation of executive committees;
- x. Shall attend all President Council meetings;
- xi. Shall advise the Student Body President on all student affairs;
- xii. Shall advertise and recruit students to the SGA;
- xiii. The Vice President shall succeed to the Office of the President in the event that the President *resigns, is removed,* or cannot complete a full term of office;
- xiv. Should the Vice President replace the President, the new President (formerly the Vice President) shall appoint a new Vice President with a 2/3 majority approval of the Senate;

- xv. Shall keep the Executive Cabinet and President informed of all Senate activities, when necessary;
- xvi. To monitor and, at all times, have knowledge of the disposition and progress of each bill and resolution which the Student Government has sent to the university administration for approval; in addition, to keep other officials of the Student Government Association abreast of this information.

2. Executive Chief of Staff

a. Constitutional Support

- i. Per Article III Section 11(e): “The President may appoint a Chief of Staff to the Student Body President (Chief of Staff) without the consent of the Senate, who shall report directly to the Student Body President, and supervise and coordinate the activities of the members of the President’s Council. The Chief of Staff shall serve at the pleasure of the President.”

b. Roles

- i. The Chief of Staff shall be the administrative officer for the other executive offices; Shall notify the Student Body President of SGA activities and events via the Vice President;
- ii. Shall serve as the primary alternate and liaison in lieu of the Vice President if, and only if, the Vice President and the President are unable to attend University committees, gatherings, or special functions;
- iii. Shall support the Vice President on all projects and duties.

3. Executive Advisors

a. Constitutional Support

- i. Per Article III Section 3 of the SGA the President may establish additional non-officer positions as advisors. These non-officers are therefore named “Directors” as deemed necessary to fulfill duties with-in the office of the President.

b. Academic Innovation (AI)

- i. Per Article III Section 3 of the SGA Constitution, the AI Director shall serve as an non-officer under the Executive branch;
- ii. Shall serve as needed by the Student Body President;
- iii. Shall directly report to the Student Body President and/or officer/member acting in lieu of the Student Body President;
- iv. Shall serve in such a role as the Student Body President deems appropriate, so long as it is not in conflict with the acts of the Senate, per SGA Constitution;
- v. Shall serve as a AI advisor to the Student Body President and the Senate;
- vi. Shall serve as the AI liaison between the SGA and the university administration;

- vii. Shall, with the advice and consent of Student Body President and/or Senate, have the authority to recruit assistants, members, and/or participants to aid in his/her duties;
- viii. Shall be held liable for the actions of the assistants, members, and/or participants under his/her purview;
- ix. Shall be responsible for informing the SGA Legislative Branch of academic resources and improvements that would affect students.

4. Officers

- a. Treasurer
 - i. Per Article III Section 5 of the SGA Constitution
- b. Public Relations
 - i. Per Article III Section 6 of the SGA Constitution
- c. Deputy Public Relations
 - i. Shall serve as the primary alternate and liaison in lieu of the Public Relations officer if, and only if, the Public Relations officer is unable to attend University committees, gatherings, or special functions;
 - ii. Shall be responsible for the primary duties of the Public Relations officer;
 - iii. Shall support the Historian on all projects and duties.
- d. Historian
 - i. The Historian shall serve as an officer under the Executive branch;
 - ii. Shall serve as needed by the Executive, Legislative, & Judicial branch;
 - iii. Shall serve as the liaison between SGA and HPU alumni university relations;
 - iv. Shall document, promote, and archive SGA activities;
 - v. Shall review and suggest updates to the SGA website;
 - vi. Shall assist the Treasurer in acquiring Alumni donations for the SGA;
 - vii. Shall assist the Secretary and/or Treasurer in the documentation and reporting duties;
 - viii. Shall collaborate with all necessary parties in the production of the SGA newsletter and/or media endeavors.
- e. Deputy Historian
 - i. Shall serve as the primary alternate and liaison in lieu of the Historian if, and only if, the Historian is unable to attend University committees, gatherings, or special functions;
 - ii. Shall be responsible for the aforementioned duties of the Historian;
 - iii. Shall support the Historian on all projects and duties.

5. Procedure for Violations of Duties of Office

- a. In the event that an Executive branch member fails to complete any duty of his/her office, the member is subject to removal from office.
- b. Removal from office is left to the discretion of the Student Body President or respective cabinet head.

6. President's Council

- a. Constitutional Support

- i. Per Article III Section 11 of the SGA.
- b. The following positions will comprise the representation within the Student Body President's Council and shall attend meetings deemed necessary by the Student Body President.
 - i. Vice President
 - ii. Student Body President's Chief of Staff
 - iii. Treasurer
 - iv. Speaker of Senate
 - v. ~~CAB Chair~~_(SB 04-1)
 - vi. ~~SOEAC Chair~~_(SB 02-1)
 - vii. Advisors as deemed necessary
- c. Rules of Procedure
 - i. Shall be dictated by the Student Body President.
- d. Meetings
 - i. Shall be conducted with general decorum; however, the Student Body President may enact adjusted rules of order based on need;
 - ii. General decorum will be defined by the Student Body President and the Speaker of the Senate.
- e. Minutes
 - i. Shall always be taken during official business meetings;
 - ii. Shall be the responsibility of the member designated by the Student Body President.

B. Executive Communications

- 1. Web
 - a. Website or social media content must be approved by the Student Body President or designated officer.
 - b. Technological malfunctions must be reported to the SGA IT Director within 24 hours.
- 2. Email
 - a. All official officers or members acting on behalf of the Executive Branch or Student Body President must have a signature block for all e-mail communications.
 - b. The signature block shall be in the format below, unless designated otherwise by the Student Body President:
 - Name**
 - Title
 - Major (Optional
 - Office or "Student Government Association"
 - Hawai'i Pacific University
 - Phone number
 - Return email

- i. For example:



John E. Doe
Executive Assistant
Office of the Student Body President
Hawai'i Pacific University
808-544-1403
jdoe1@my.hpu.edu

3. Telephone

a. Official calls on personal devices:

- i. Making/receiving phone calls to/from SGA officers:
 - 1) Use collegiate decorum and personal etiquette unless designated by the Student Body President.
- ii. Making/receiving official calls to individuals not in SGA, SGA members must:
 - 1) Identify themselves (title optional).
 - 2) Identify the office in which they are representing or calling on behalf of.

C. Executive Communications

1. No Executive Member shall miss any applicable Student Government committee meeting without due cause.
2. No elected Executive Member shall miss a meeting of the Senate without due cause. Any elected Executive Member missing more than two (2) meetings per semester without due cause, or accumulating a total of four (4) unexcused absences per session shall be recommended for removal from office by the Student Body President or the Student Senate. Failure to submit a formal report for two (2) consecutive weeks shall be counted as one (1) unexcused absence, which shall count towards the total count of missed meetings.
3. All Executive Members are required to send in a formal report by the established deadline to the Speaker of the Senate and the Senate Secretary for the creation and timely distribution of the agenda.

TITLE V LEGISLATIVE BRANCH

A. Student Senate Rules and Procedures

1. Minutes

- a. The Speaker of Student Senate shall be the presiding officer of Student Senate meetings.
- b. Minutes of every Senate meeting shall be kept. The minutes shall be a brief and accurate documentation of the proceedings of Senate. Titles shall be included. The minutes shall be posted on the web page no later than two business days after the meeting they reflect.

- c. After the roll has been called and if quorum is present, the minutes of the preceding meeting shall be presented and approved with any errors corrected.
- d. The order of business/format at Student Senate meetings is illustrated in Appendix A.
- e. Student Senate may, by a two-thirds (2/3) vote, take up a question out of its proper order

2. Roberts Rules of Order

- a. When a Student Senate member desires to speak, that member shall address the Speaker by raising a hand, and shall not proceed until the Speaker recognizes that member as having the floor.
- b. No member shall interrupt another in debate without the floor-holding member's consent, except where a motion is in order. To obtain this consent, that member shall first address the Speaker.
- c. For purpose of debate, the points that may be used include, but are not limited to the following:
 - i. POINT OF ORDER calls upon the Speaker for a ruling and enforcement of the regular rules if a member feels a transgression of proper procedure has occurred. The decision of the Speaker may be appealed.
 - ii. POINT OF INFORMATION requests or clarifies facts pertinent to the business at hand, not opinion, interruption, or intent. The request or clarification is directed to the Speaker or through the Speaker to another member.
 - iii. PARLIAMENTARY INQUIRY requests the Speaker's opinion on a matter of parliamentary procedure as it relates to the business at hand and does not involve a ruling. The Speaker may seek the advice of the Legislative Coordinator.
 - iv. QUESTION OF GERMANITY is asked when a member feels that the statements of the speaking member do not apply to the current business at hand.
 - v. QUESTION OF PERSONAL PRIVILEGE is asked when a member feels that any member has been defamed or insulted by the speaking member's comments.
- d. For said points, the floor-holding member interrupted shall retain privilege of the floor.
- e. Any ruling of the Speaker may be appealed. A majority or a tie vote sustains the decision of the Speaker. The Speaker may not vote to create a tie.

3. Standard of Senate Conduct

- a. Senators shall attend all senate business meetings, committee meetings, and programs or events associated with the senate. Absences are excused if conflicts occur due to class schedule, scholarship requirements, illness, or emergency. Such conflicts must be communicated to the Speaker of the Student Senate. Senators are allowed two unexcused absences per semester.
- b. All Senators are required to perform four (4) office hours per week per semester, except as noted in subparagraphs 3i and 3ii below. If this requirement is ignored,

the Senator's membership may be called to question by the Speaker. The Senator in question may be subject to disciplinary action.

- i. Students who receive the equivalent of 100% tuition coverage including, but not limited to, 100% VA benefits, full-time employee status of HPU, etc., are exempt from performing office hours without fear of repercussion, though they are highly encouraged to keep office hours. Student loans shall not be included when determining the percentage of tuition coverage.
- ii. Due to the nature of student schedules and demands for time by various groups, teams, and other commitments, Senators may attend Registered Student Organization meetings or events within their respective constituency as a replacement of office hours. Any adjustment must be reported to the Speaker of the Senate only after the SGA Advisors have been notified.
- c. For any matter of procedure not expressly covered by these Rules of Procedure, Robert's Rules of Order Newly Revised shall be the parliamentary authority.
- d. Senators are encouraged to wear the issued SGA polo or alternate appropriate dress, i.e. business casual, to all Senate meetings, excluding emergency or additional meetings.
- e. No motion, outside of a motion to go into executive session, to suspend these rules shall be in order.

4. Legislation Processes

- a. See Legislative Documentation Act dated 06 March 2012, Appendix B of these Bylaws.

B. Senatorial Structure & Functions

2. Legislative Assembly

- a. Shall be a purely advisory organization for the benefit of the Student Senate. No official action may be taken in the name of the Legislative Assembly. In no case may the Legislative Assembly undermine the authority or ultimate responsibilities of the Senate.
- b. Specific structure, conduct, and composition of the Legislative Assembly is delineated in Appendix C of these Bylaws.

3. Secretary/Office Manager

- a. Shall be responsible for overall cleanliness, order, and general professional appearance of the SGA Office (SGO). His/her specific duties include, but are not limited to the following:
 - i. Maintaining and distributing keys to Student Government officers, as necessary for the performance of their duties;
 - ii. SGO manager conducts furniture checks to ensure that all furniture is working properly and returned to its correct place;
 - iii. The SGO manager checks and maintains the computers weekly, and submits work orders for any office computer and IT related malfunctions;

- iv. Receives and approves/denies reservations for SGA office conference space;
- v. The SGO manager is responsible for ordering supplies and butcher paper for the executive boards and reporting any issues/repairs to facilities.
- b. An alternate to the secretary will be appointed to the Senate on the same agenda as the appointment of the Secretary of the Senate. The alternate must be a standing senator to ensure they will already be present in case of an absence of the residing secretary. If the Secretary of the Senate Alternate is absent during a business meeting, that member is responsible to find a replacement for his/her position and notify the Speaker of the Senate before the start of the meeting. The alternate will not have any secretarial responsibilities unless the residing secretary is absent. The alternate must presume all responsibilities of the Secretary of the Student Senate until the residing secretary returns.
 - i. The Secretary of Senate alternate may appoint a Secretary pro tempore of a business meeting.
 - ii. In the case that there is a vacancy in the Secretary of the Senate position, all Senators except the Speaker of the Senate will rotate through the secretary position each business meeting until the vacancy is filled.

4. Legislative Coordinator

- a. The Legislative Coordinator, under the direction of the Speaker shall:
 - i. Advise the Speaker of the Senate, committee chairs, and members of the Legislature on matters of parliamentary procedure;
 - ii. Attend all Legislative business meetings;
 - iii. Act as the bridge between the Speaker of the Senate and all members of SGA regarding legislation before Senators bring legislation to the floor for a vote;
 - iv. In the absence of the Speaker, act as Speaker Pro Tempore of the Senate;
 - v. Serve as the Vice Chair of the Legislative Assembly and the Chair of the Legislative Steering Council within the Legislative Assembly;
 - vi. If a Senator holds the position, the Senator shall not lose any privileges by virtue of him/her also holding this title.
- b. The Legislative Coordinator shall be appointed by the Speaker of the Senate with concurrence of Senate as evidenced by a 2/3 majority vote.

C. Standing/Special Committees Structure and Functions

1. Standing Committee Membership

- a. *Rights.* All Senators shall have the right to attend any standing committee and possess voting rights in them. The chairs of committees shall not vote on business of the committee except when the votes are evenly divided.
- b. *Non-Senator Membership.* Any member of the student body shall acquire voting rights within a standing committee upon attendance of the second of two consecutive meetings, with the exception of the Finance and Oversight Committee.

- c. *Seats.* The Speaker of the Senate and the chairs of standing committees (attending a committee of which they are not the director) shall possess the right to vote in any committee provided they meet the same requirements as non-Senators.
- d. *Recording.* The Committee Secretary, or appointed designee, shall call attendance at standing committee meetings and take minutes. It shall be the duty of the vice chairs to assist in the administration of the committee wherever necessary.
- e. *Assignments.* Senators shall be assigned to one standing committee as their primary focus. Such individuals are free to participate in any other committee provided they maintain satisfactory involvement in the committee of their assignment.
- f. *Derby Hat Rules.* Non-Senator students, upon the second of two consecutive absences, shall lose their voting rights, but may regain them with attendance at two more consecutive meetings in a session or by a majority vote of the committee.
- g. *Attendance.* Any committee member not in attendance at a regular committee meeting without first clearing it with the committee chair shall be assessed one-half (1/2) of an absence. All excused absences must be approved by the chair prior to the committee meeting

2. Meetings of Standing Committees

- a. *Frequency.* All committees must meet a minimum of every two weeks during the Fall and Spring Semester.
- b. *Schedules.* The location of the below standing committees shall be held in the SGA office or a location determined by the Committee Chair. All standing committees shall submit their designated meeting times to the Legislative Assistant within two weeks of the start of the semester. These meeting times must be publicly posted.
- c. *Open Session.* All meetings of the standing committees shall be held in open session and open to any interested individual, unless, by majority vote, the committee resolves to enter executive session.
- d. *Quorum.* Quorum for all standing committees shall be 50% of all voting members plus one.
- e. *Special Meetings.* The chair may call special meetings if two business days' notice has been given to all committee members. The Speaker of the Senate may call and chair a special meeting of any committee into session at any time, provided quorum can be met, but the actions must be reported at the next Senate meeting and approved by the next regular meeting of that committee.
- f. *Parliamentary Authority.* The rules and procedures contained in the most current edition of Robert's Rules of Order: Newly Revised shall be the final authority in case which these Bylaws of Student Government do not address.

3. Standing Committees Listing

- a. Finance and Budget
 - i. *Purpose.* The Finance & Budget Committee oversees a semester (funds depending on enrollment) budget provided by Student Activity Fee

that all students pay. It is the committee's responsibility to ensure that these funds are allocated in a manner that will benefit the stability of Student Government to effectively represent ALL students at Hawaii Pacific University. The Finance and Budget Committee researches, reports, and makes recommendations to the Senate regarding funding bills.

- ii. *Management and Project Chairs.* SGA Treasurer shall be the only eligible member to hold the Chair. A Senator shall hold the position of vice-chair.
 - iii. *Composition.* The member of the Finance and Budget committee shall be any members of Senate and any non-elected members of HPU. At a minimum, the standing committee will be comprised of the following: (2) members of the Legislative Branch and (1) member of the Executive Board.
 - iv. *Conduct.* Additional processes and procedures for the Finance and Budget Committee are outlined in Appendix D of these Bylaws.
- b. Signature Programs
- i. *Purpose.* There are two purposes of the Signature Program Committee. The first purpose is the creation and implementation of Student Government programs that look to increase the awareness of and contribution of the SGA to the HPU student body at large. These programs shall be known as "Signature Programs." The second purpose shall be the cultivating and continuation of existing Signature Programs.
 - ii. *Management and Project Chairs.* Any member of SGA can hold chair of the Signature Programs Committee.^(SB 01-2) Any member of the student body shall be vice chair of the Signature Programs Committee.^(SB 01-2) At minimum, three positions shall be appointed in the committee of the Senate, which shall also serve as project chairs: a vice chair to assist in ensuring all members are meeting their obligations and any other duties delegated by the Chair.
 - iii. *Composition.* The members of Signature Programs Committee shall be any member of Senate and any non-elected members of HPU. At a minimum, the standing committee will be comprised of the following: (3) members of the Legislative Branch.
- c. Constitution ^(SB 3-1)
- i. *Purpose.* To serve as an oversight committee for all amendments, statutes, and bylaws before the Committee Chair brings the bill to the floor for the Senate to vote.
 - ii. *Management and Project Chairs.* During the first Legislative meeting of the Fall Semester, the Speaker of the Senate will call for the creation of the Constitutional Committee. Only members of the Executive and Legislative branches of the Student Government Association may Chair this committee.
 - iii. *Composition.* At minimum, the special committee will be comprised of the following: (3) members of the Legislative Branch and (1) member of the Executive Branch.

- d. Ethics (SB 01-13)
 - i. *Purpose.* To serve as an oversight committee for the creation of the SGA Code of Ethics. The Ethics Committee also makes recommendations to the full Senate following investigations stemming from allegations of violations of the Code of Ethics.
 - ii. *Management and Project Chairs.* Any elected member of the Student Senate can hold the chair of the Ethics Committee. Any member of the Student Senate may be a member of the Ethics Committee. Appointed Senators may participate as members of the committee, but may not hold the chair.
 - iii. *Composition.* The member of the Ethics Committee shall be any members of Senate and any non-elected members of HPU. At a minimum, the standing committee will be comprised of the following: (3) members of the Legislative Branch.
- e. Communication (SB 01-1)
 - i. *Purpose.* The purpose of the Communication Committee is to create, collect, disseminate, and archive information that is important to the Student Government Association. The committee strives to increase recognition and promote awareness of the Student Government Association.
 - ii. *Management and Project Chairs.* During the first Legislative meeting of the Fall semester, the Speaker of the Senate will call for the creation of the Communication Committee. Only the PR Director may Chair this committee. If the PR Director position is vacant, any member of the Executive or Legislative branch may Chair the committee.
 - iii. *Composition.* At minimum, the committee will be comprised of the following: (3) members of the Legislative Branch and (1) member of the Executive Branch.

4. Special Committees Listing

- a. Elections. See Article VII of the Constitution of the Hawai'i Pacific University Student Government Association.
- b. Graduation Stoles
 - i. *Purpose.* Shall distribute SGA graduation stoles to the SGA graduating seniors each Fall and Spring semester, who satisfying the eligibility requirements.
 - ii. *Management and Project Chairs.* One (1) month prior to graduation during both the Fall/Spring semesters, the Speaker shall request to the Senate the implementation of a special committee, named the "Graduation Stole Committee."
 - iii. *Composition.* The special committee will be comprised of the following: (1) member from the Executive Branch, One (1) member from the Student Judicial Council, and (2) members from the Student Senate (SB 04-1)
 - iv. *Eligibility.*
 - a) Members of the SGA receiving a graduation stole must be graduating the semester the stole is issued.

- b) Graduation stole recipients must have served the Student Senate, Executive Branch, Student Judicial Council and/or an officer of the SGA for at least two semesters.
 - c) Other SGA members who do not fulfill all the eligibility requirements, but have shown outstanding participation in the organization shall have the right to be recognized after nomination, support of the Graduation Stole Committee, confirmation of the Student Senate.
 - d) All persons satisfying the aforementioned requirements shall receive an SGA graduation stole purchased from the SGA general budget upon approval by the Graduation Stole Committee.
- v. *Finalization.*
- a) The committee shall compile a list of applicants and vote yay or nay on each applicant.
 - b) Committee shall forward a proposal to the Speaker for review.
 - c) The Speaker shall add the proposal to the agenda for vote.
 - d) The Secretary shall contact, via email, SGA graduation stole recipients; courtesy copying the SGA Advisor(s). Recipients shall receive stoles at the pinning ceremony or, if unable to attend pinning, pick up the stoles from the designated SGA Advisor.
 - e) Once the special committee has completed all assigned tasks, the special committee shall dissolve.

5. Committee Chairs

- a. The Chair of each committee shall abide by the SGA Constitution and Bylaws. The Chair shall conduct a committee member orientation at his, or her, first committee meeting of the semester and as deemed necessary. The Chair shall be responsible for correspondence with the Speaker.
- b. Qualifications
 - i. Shall be elected by each of their respective committees.
 - ii. If no Committee Chair has been elected, the Speaker has the authority to appoint a member of the Senate who meets the qualifications for Chair of the Committee.
 - iii. The Chair shall have and maintain, while in office, a cumulative GPA of no less than 2.5 on a 4.0 scale.
 - iv. The Chair shall be enrolled for no less than nine undergraduate or three graduate credit hours per semester while in office.
 - v. The Chair shall be in good conduct standing as determined by the University.
- c. Duties, Powers, and Responsibilities
 - i. The Chair shall attend an SGA Training program/retreat prior to the first meeting of the SGA as well as all Legislative Assembly meetings scheduled by the Speaker.
 - ii. The Chair shall have the right to set the original agenda of the committee meetings.

- iii. The Chair may call mandatory committee meetings in addition to regularly scheduled committee meetings with one week prior notification, unless objected to by two-thirds of the committee within 48 hours of notification.
 - iv. The Chair will make all reports to the Senate.
 - v. The Chair shall suggest new/amended committee bylaws to the Senate.
 - vi. The Chair shall compile an annual report for the committee to be handed over to the Speaker by the final meeting of the Senate of the year for which he, or she, holds office.
 - vii. The Chair shall conduct a workshop at the SGA Retreat dealing with the details of the committee.
- d. Committee Vice Chair
- i. The Vice Chair of the committee may be appointed at the Chair's discretion. He, or she, must be a voting Senator. The Chair may remove him or her at any time. The Vice Chair will assume all duties, obligations and privileges of the Chair upon the absence of the Chair.
- e. Committee Secretary. Shall be appointed by the Chair. They shall be responsible for the keeping minutes of each meeting, recording attendance including presence of quorum, and sending this information to the Legislative Secretary within 48 hours of approval by the committee.
- f. The committee shall not proceed unless quorum exists, inclusive of the Chair.

TITLE VI JUDICIAL BRANCH

The Student Judicial Council will abide by and uphold the "Rules of the Judiciary of the Student Government Association of Hawai'i Pacific University" during their terms of office.

TITLE VII HONORS AND AWARDS

A. Honorary Senator.

1. Purpose. The status of Honorary Senator shall be given to honor and recognize the accomplishments of significantly dedicated individuals that have not served on the Student Senate.
2. Benefits. This award shall recognize the individual's accomplishments. Honorary Senators will have none of the rights and privileges of Senators.
3. Requirements. The title of Honorary Senator may be bestowed upon any individual that has exceptionally served HPU, the campus community and/or Student Government.
4. Nomination and Awarding. Any student Senator may nominate an individual, and the Speaker of the Senate shall keep a list of nominations. Nominations for this honor must be presented as a resolution to the Student Senate and must be confirmed by a majority vote of the Student Senate.

B. Senator Emeritus.

1. Purpose. The status of Senator Emeritus shall be given to honor and recognize the accomplishments of significantly dedicated individuals who have served in Student Government and Student Senate.
2. Benefits. This award shall recognize the individual's accomplishments and grant them speaking rights in the Student Senate at any time.
3. Requirements. Candidates must have served for a minimum of three years in Student Government and have provided exceptional service to HPU and the community.
4. Nomination and Awarding. Any student Senator may nominate an individual, and the Speaker of the Senate shall keep a list of nominations. Nominations for this honor must be presented as a resolution to the Student Senate and must be confirmed by a two-thirds vote of the Student Senate.

C. Awards.

1. Awards shall be voted on by two meetings prior to "Awards Ceremony." Awards will be handed out at the last legislative meeting of the term or during the Awards Ceremony (SB 05-1), with exception of the Graduation Stole Committee, which will follow bylaws Title V, Section C, 4, c. 4), d).
 - a. Senator of the Year. This award is bestowed upon one Student Senator per session for exceptional accomplishments, conduct and dutiful attendance in the Student Senate. The winner shall be chosen by the Student Senate.
 - b. Executive Board Member of the Year. This award is bestowed upon one Executive Board member per session for exceptional accomplishments, conduct and dutiful execution of his/her job in Student Government. The winner shall be chosen by the Executive Board.
 - c. Committee of the Year. This award is bestowed upon one Student Government Standing Committee per session for exceptional accomplishments, conduct and dutiful execution of their purpose. The winner shall be chosen by the Student Senate.
 - d. Graduation Stole. See Title V, Section C, 4, c.

TITLE VIII SGA TRAINING/RETREAT

A. SGA Training

1. All members of Student Government shall be required to complete the course of training presented at the Student Government Training Retreat prior to the start of the new term and refresher training at the start of the 2nd half of the term (see Section B below). Exceptions will be made only on a case-by-case basis and only the SGA Advisor(s) may allow any absences.

2. With the exception of item e of paragraph 3 below, an executive representative shall be responsible for the training of Student Government members. Training related to the Finance and Budget Committee, as well as the annual budget will be given by the Treasurer.
3. The Student Government training course shall consist of the following elements:
 - a. Explanation of basic parliamentary procedure and Robert's Rules of Order;
 - b. Structure of Student Government (SGA Constitution and Bylaws);
 - c. Explanation of writing resolutions, amendments, and bylaws (Legislative Documentation Act);
 - d. Explanation of expectations of the position and disciplinary procedures (SGA Constitution);
 - e. Explanation of the Finance and Budget Committee, as well as the annual budget;
 - f. Where SGA came from and why your position matters;
 - g. Written statement of goals the individual will strive to reach during their tenure;
 - h. Explanation of the governing documents of Student Government (SGA Constitution and Bylaws)
 - i. Proper and appropriate use of media tools and sharing of information (Google Docs, bills, resolutions, social media, HPU email).
4. Upon successful completion of Student Government training held at the Training Retreat and completion of refresher training, each member must sign an affidavit attesting to his or her knowledge of the material covered.

B. Training Retreat

1. The nature of this event will be to train the incoming members of student government and to provide refresher training for continuing/re-elected SGA members.
2. Whenever possible, this event will take place prior to the start of the Fall semester. In the event the training cannot be held prior to the start of the Fall semester, every effort will be made to complete the training before the end of September.
3. In the event a Student Government member is appointed after the Training Retreat, the new member is responsible for completing the training within two weeks of taking the Oath of Office with the executive representative.
4. If an SGA member cannot attend retreat, it is mandatory that the member completes the SGA training with an appointed executive representative.
5. Appointments for Executive Board members and approval of the budget may be made during the Senate meeting held at the Training Retreat. No other forms of business will be voted upon during the Training Retreat.

TITLE IX HANDBOOKS

A. Handbooks.

1. Student Government shall publish a handbook for the materials of its training course, with other important and relevant information.

B. Senate/Chair Binders.

1. Senators/Chairs of standing committees must keep their general information organized in binders provided by Student Government. Senators/Chairs may keep the binders on their person, but must hand them to the Secretary at the end of their term.

C. Permanent File. A copy of the minutes and agendas for each meeting of the Student Senate, including reports of all committees, proposed and passed resolutions, rulings of judicial committees, and any other Student Government documents shall be kept on permanent file in the Student Government archives.

D. Open to the Public. All records of the archives shall be open to full examination by the public. The Secretary shall provide copies of any record.

E. Reference Use. No person shall remove material from the archive for any reason except copying or temporary review in the Student Government office.

APPENDIX A
SENATE MEETING AGENDA TEMPLATE



STUDENT GOVERNMENT ASSOCIATION

[School Year e.g. 2019-2020] Session

Order of Business

[Day of Week, Month, Day, Year]

Location: [Insert Location]

Type of Meeting: Senate Meeting

Presiding: Speaker [Last Name]

Invitees:

A) Call to order

B) Roll call

Quorum: [# senators present] out of [total # of senators]

1. **[First Last]:** Speaker of Senate
2. **[First Last]:** Student Body President
3. **[First Last]:** Student Body Vice President
4. **[First Last]:** Treasurer
5. **[First Last]:** Chief of Staff to the President
6. **[First Last]:** Public Relations Director
7. **[First Last]:** Deputy PR Director
8. **[First Last]:** Historian
9. **[First Last]:** Senator, Business Senator
10. **[First Last]:** Senator, Business Senator
11. **[First Last]:** Senator, Health and Society Senator
12. **[First Last]:** Senator, Health and Society Senator
13. **[First Last]:** Senator, Natural and Computational Sciences Senator
14. **[First Last]:** Senator, Natural and Computational Sciences Senator
15. **[First Last]:** Senator, Liberal Arts Senator
16. **[First Last]:** Senator, Liberal Arts Senator
17. **[First Last]:** Senator, College of Professional Studies
18. **[First Last]:** Senator, College of Professional Studies
19. **[First Last]:** Senator, Graduate Senator
20. **[First Last]:** Senator, Veterans Senator
21. **[First Last]:** Senator, International Students Senator
22. **[First Last]:** Senator, Hawaii Loa Campus
23. **[First Last]:** Senator, Downtown Campus

24. **[First Last]:** Senator, Military
25. **[First Last]:** Senator, Athletics

C) Introduction of Guests

D) Approval of minutes from the previous meeting: [Month, Day, Year]

E) Approval of this meeting's agenda: [Month, Day, Year]

F) Special Orders

G) Advisor Report

H) Executive Reports

1. **[First Last]:** Speaker of Senate
I) [Insert notes]
2. **[First Last]:** Student Body President
I) [Insert notes]
3. **[First Last]:** Student Body Vice President
I) [Insert notes]
4. **[First Last]:** Treasurer
I) [Insert notes]
5. **[First Last]:** Chief of Staff to the President
I) [Insert notes]
6. **[First Last]:** Public Relations Director
I) [Insert notes]
7. **[First Last]:** Deputy PR Director
I) [Insert notes]
8. **[First Last]:** Historian
I) [Insert notes]

I) Senator Reports

1. **[First Last]:** Senator, Business Senator
a. [Insert notes]
2. **[First Last]:** Senator, Business Senator
a. [Insert notes]
3. **[First Last]:** Senator, Health and Society Senator
a. [Insert notes]
4. **[First Last]:** Senator, Health and Society Senator
a. [Insert notes]
5. **[First Last]:** Senator, Natural and Computational Sciences Senator
a. [Insert notes]
6. **[First Last]:** Senator, Natural and Computational Sciences Senator
a. [Insert notes]
7. **[First Last]:** Senator, Liberal Arts Senator
a. [Insert notes]

8. **[First Last]:** Senator, Liberal Arts Senator
 - a. [Insert notes]
9. **[First Last]:** Senator, College of Professional Studies
 - a. [Insert notes]
10. **[First Last]:** Senator, College of Professional Studies
 - a. [Insert notes]
11. **[First Last]:** Senator, Graduate Senator
 - a. [Insert notes]
12. **[First Last]:** Senator, Veterans Senator
 - a. [Insert notes]
13. **[First Last]:** Senator, International Students Senator
 - a. [Insert notes]
14. **[First Last]:** Senator, Hawaii Loa Campus
 - a. [Insert notes]
15. **[First Last]:** Senator, Downtown Campus
 - a. [Insert notes]
16. **[First Last]:** Senator, Military Senator
 - a. [Insert notes]
17. **[First Last]:** Senator, Athletics Senator
 - a. [Insert notes]

J) Committee Reports

1. Finance and Budget

- a) Meeting Time: [Day of the week, start time – end time]
- b) Chairperson: Treasurer [Last Name]
Vice Chairperson: [First Last]
Secretary: [First Last]
Member: [First Last]
- III) Report:

- [Insert Text]

2. Constitution Committee

- a) Meeting Time: [Day of the week, start time – end time]
- b) Chairperson: Treasurer [Last Name]
Vice Chairperson: [First Last]
Secretary: [First Last]
Member: [First Last]
- III) Report:

- [Insert Text]

3. Signature Programs

- a) Meeting Time: [Day of the week, start time – end time]
- b) Chairperson: Treasurer [Last Name]
Vice Chairperson: [First Last]
Secretary: [First Last]
Member: [First Last]
- III) Report:

- [Insert Text]

4. Communication Committee

a) Meeting Time: [Day of the week, start time – end time]

b) Chairperson: Treasurer [Last Name]

Vice Chairperson: [First Last]

Secretary: [First Last]

Member: [First Last]

III) Report:

- [Insert Text]

5. Ethics Committee

a) Meeting Time: [Day of the week, start time – end time]

b) Chairperson: Treasurer [Last Name]

Vice Chairperson: [First Last]

Secretary: [First Last]

Member: [First Last]

III) Report:

- [Insert Text]

K) Open Comment Session

- a. [Insert text]

L) Unfinished Business

- a. [Insert text]

M) New Business

- a. [Insert text]

N) Announcements

Date of next regular meeting: [Day of the week, Month, Day, Year]

SGA Vacancies

SGA Upcoming Events

i. Short Range (0-3 weeks)

ii. Mid-Range (4-6 weeks)

iii. Long Range (7-9 weeks)

[Insert other announcements]

O) Adjournment

What to say to...

- Bring business (a **main motion**) I move that [or "to"]
- Lay aside temporarily I move to **lay** the question **on the table**
- Close debate I move the **previous question**
- Limit or extend debate I move that debate be **limited/extended** to ...
- Postpone to a certain time I move to **postpone** the motion to ...
- Modify wording of motion I move to **amend** the motion by ...
- Kill main motion I move that the motion be **postponed indefinitely**
- Close meeting I move to **adjourn**

**APPENDIX B
LEGISLATIVE DOCUMENTATION ACT**

200. Legislative Statutes

201. The Legislative Documentation Act. 06 March 2012.

201.1 Therefore, be it enacted that:
All legislation submitted to the Student Government Association will be placed in the following format:

IN THE STUDENT GOVERNMENT ASSOCIATION OF HAWAII PACIFIC UNIVERSITY:

SR (or) SB (session) 01 (example)

Short Title: SHORT TITLE
Sponsors: SPONSORS
DD MM YY

A BILL/RESOLUTION TO [long title follows]

BILL OR RESOLUTION FOLLOWS HERE

201.2 The format for any bill or resolution replacing the text “Bill or Resolution follows here” in 201.1, submitted to the Student Senate or House of Representatives contained within the legislative format shall be:

WHEREAS, [type the problem to be addressed here (extended purpose)];

WHEREAS, [explain the problem to be addressed here];

WHEREAS, [type reasons for addressing the problem here].

THEREFORE, BE IT ENACTED/RESOLVED BY THE STUDENT SENATE OF HAWAI’I PACIFIC UNIVERSITY THAT:

[type the name of the title, section and any further divisions of the code to be amended or describe the action to be taken here]:

[(if a change to the code) copy text of the code with deletions stricken through, and additions underlined here]

AND BE IT FURTHER ENACTED/RESOLVED THAT:

[repeat format of last section for any additional changes that need be made to the code or actions that must be taken]

201.3 At the end of any piece of legislation, the following shall appear, to be initialed and dated by the Speaker of the Senate, Chairperson of a committee or Legislative Assistant of a committee:

SR(or)SB (session) 01 (example)
Certified correct and proper:
Initial _____ Date _____

201.3.1 After the passage of any piece of legislation two lines under the certification as outlined in 201.3 the following Presidential approval shall be placed, using 12 point font, Times New Roman:

Presidential Approval: _____ Date _____

- 201.3.2 After the passage of any piece of legislation, the numbers along the left side of the document shall be deleted before forwarding it on to its proper mandate(s).
- 201.4 The following guidelines and regulations shall be used when submitting legislation in the Legislative Format to either the Student Senate:
- 201.4.1 Top line (“IN THE STUDENT GOVERNMENT...”) in all caps, 10 pt. font
- 201.4.2 SR(or)SB line bold, 12 pt. font: ex. SB 83 01, where 83 denotes the session number) and 01 denotes bill number (order in which bill is submitted, NOT passed). The Student Senate was begun in the 19--19-- academic year.
- 201.4.3 Short Title, Sponsors, and History, all caps, (excluding “Short Title:” and “Sponsors:”) 10 pt. font, “DATE” in format: DD MONTH YEAR, ex. 14 APR 2005
- 201.4.4 History section will contain date and the following: who introduced the bill or resolution, when it was sent to a committee, when it was passed by a committee, when it was sent to the Student Senate, when it was signed or vetoed by the President, when it was passed over a veto by the Senate. The individual(s) considered to be the chief sponsor(s) of any piece of legislation shall be listed in the History section as the individual(s) who introduce(s) the legislation into the Student Government Association.
- 201.4.5 Legislation Title, all caps 12 pt. font “A BILL(or)RESOLUTION TO”
- 201.4.6 Resolution or Bill, 12 pt. font, “WHEREAS” in all caps and bold, Resolve or Enact Statement, all caps, bold
- 201.4.7 Certification, 12 pt font, centered at bottom of page
- 201.5 A Bill shall be a piece of legislation that creates policy or controls or limits the actions of the Student Government Association and a Resolution shall be a piece of legislation that advises or makes a request of an outside organization on a particular topic or issue.
- 201.6 If a member of the Senate does not have the reasonable capability to put his or her legislation in the required format, the Speaker of the Senate shall place the desired legislation within the required format prior to introduction into the Student Government Association.
- 201.7 The following subsections of Ch 201 Sec 7 shall be used to regulate submission of legislation, recording of legislation and the SGA Statutory Codes.
- 201.7.1.2 Once passed in accordance with Constitutional standards, bills shall be filed as Student Government Association Statutes and resolutions shall be filed as Student Government Association Resolutions. If any legislation fails, the Senate version of any bill or resolution shall be filed in Senate records. The final passed version of any bill or resolution shall be filed in records for passed legislation (Student Government Association Statutes) and resolutions.
- 201.7.2 Bills, once passed, shall become SGA Statutes and shall be put into the following classifications:
- 201.7.2.1 100’s: General Administrative Statutes
- 201.7.2.2 200’s: Legislative Statutes
- 201.7.2.3 300’s: Financial Statutes

- 201.7.2.4 400's: Judicial Statutes
- 201.7.2.5 500's: Election Statutes
- 201.7.2.6 600's: General (Miscellaneous) Statutes
- 201.7.3 Financial Statutes shall not include the legislation of yearly SGA budgets or that of semester allocations. The Financial Statutes shall only include statutes regarding allocation and budgetary procedure and protocol.
- 201.7.4 Elections Statutes shall include the Elections Guidelines which shall be classified as "Chapter 401" of the Elections Statutes. The Student Senate reserves the right and power to create additional guidelines and regulations concerning Student Government elections and also to have those additional guidelines and regulations placed within the Statutory Code.
- 201.7.5 Each passed bill, or statute, shall be placed in its appropriate classification and given its appropriate chapter number by the Speaker of the Senate unless the passed bill states which statutory classification and chapter to which it shall belong. S/he shall have the authority to delegate this duty to any member of his or her staff.
- 201.7.6 Once passed a bill shall be known by its statute number (i.e. SB-83-01, if passed, shall be known as SGA Statute 201). All statutes shall include the date on which they were passed and each date on which they are edited or changed through legislative acts of the Student Government (i.e. "201. Legislative Documentation Act. ## AUG 2005. ## MAR 2008.").
- 201.7.7 Amendments to the Constitution must be submitted as bills to Student Government, but shall not be classified as statutes upon their approval.
- 201.7.8 When being placed into a statutory classification, statutes shall be taken out of their bill format, with each section of the bill being made a separate section within a chapter (i.e. 201.1. would include the first enacted portion of SB-83-01, 201.2 would include the second enacted section of SB-83-01, and so on). Sub-sections (i.e. 201.1.1. would include the first subsection of the first enacted section) shall be allowed. Using this example, 201.1.1., one would read or say "Chapter 201, section 1, subsection 1 of the SGA Statutes..."
- 201.7.9 The Student Senate shall have the power to revise, edit and otherwise change the SGA Statutory Codes.
- 201.7.10 If at anytime there remains no more room for additional chapters within the Statutory Codes and its classifications as listed above in 201.7.2, the following classifications shall be used:
- 201.7.10.1 700's: General Administrative Statutes
- 201.7.10.2 800's: Legislative Statutes
- 201.7.10.3 900's: Financial Statutes
- 201.7.10.4 1000's: Judicial Statutes
- 201.7.10.6 1100's: Election Statutes
- 201.7.10.7 1200's: General (Miscellaneous) Statutes
- 201.7.11 The use of the section sign (§) shall be considered an acceptable shorthand in referring to any chapter and/or chapter and section of the SGA Statutory Codes (example: Chapter 201.7.11 or §201.7.11).

- 201.8 A Legislative Format Template shall be provided to members of the Student Government Association and the Student Body of the University via the website of the Student Government Association.
- 201.8.1 The Legislative Format Template shall be placed in a section of the SGA website, which shall include, but not be limited to: the Constitution and the Bylaws and the SGA Statutory Codes.
- 201.9 This piece of legislation, the Legislative Documentation Act, shall be classified under the statutory codes as Chapter 201 in the Legislative Statutes of the Student Government Association.
- 201.10 The Legislative Documentation Act shall remain active as written and passed by the Student Senate and a part of the SGA Statutory Codes until such a time when the Student Senate revises, changes, or abolishes the Legislative Documentation Act.

202 Senate Agenda

- 202.1 All definitions of words in this chapter are the same as those defined by SGA Bylaws. "Agenda item" is defined as any legislation or announcement. Agenda item shall also include any officer and committee report made on a night other than those required by the SGA Constitution or Bylaws.
- 202.2 Any Senator or SGA Officer with an agenda item shall report to the Speaker of the Senate no later than noon on the day prior to the meeting. If there are documents or other files which complement the agenda item, copies of these accompaniments shall be presented to the Speaker as a set with the agenda item.
- 202.3 It shall be the responsibility of each Chairman to ensure that any business acted upon by his/her respective committee is forwarded to the Speaker in accordance with §202.2.
- 202.4 The Speaker shall distribute the meeting agenda to the SGA President/Vice President and all Senators no less than 24 hours before any Senate meeting. The Speaker include in the distribution of the meeting agenda any legislation or other new business that was submitted in accordance with §202.2. An e-mail sent to a valid HPU e-mail address shall be considered proper distribution under this section.
- 202.5 The Speaker shall not be required to distribute, display, copy, or in any other way disseminate items that have not been properly submitted for the agenda in accordance with §202.2.
- 202.6 Nothing in this Statute shall prevent any Senator from bringing new business to the attention of the body. However, any Senator who desires to bring legislation to the floor without first submitting it for the agenda shall be required to fulfill Article VIII, Section 6 of the SGA Bylaws (regarding making copies of legislation available at meetings).

203 Presentation of Legislation

- 203.1 Sponsors of a bill or resolution shall have a total of 10 minutes to present their legislation prior to moving for adoption. The time limit may be extended an additional 5 minutes with the consent of 2/3 the senators voting. Sponsors may choose (but are not required) to yield part of this time to the floor for points of information related to the bill.
- 203.2 This presentation time shall be for the purpose of explaining and clarifying the legislation. The Chairman of the meeting shall rule any attempts at debate or provocation out of order during this period.

203.3 At the conclusion of the time limit, the Speaker may allow the Sponsor to finish answering the current point of information. Any Senator may then be recognized to move the adoption of the legislation. Once the legislation has been moved, all normal rules of procedure apply and the Sponsor is given no additional rights or privileges in debate.

204 Announcements

204.1 Any Senator or Officer wishing to make an announcement must submit the announcement to the Speaker in accordance with §202.2. All announcements submitted this way shall be read from the podium. Any Senator who has an announcement not submitted in advance must use the time granted to him/her during closing discussion.

APPENDIX C
STUDENT GOVERNMENT ASSOCIATION LEGISLATIVE ASSEMBLY

A. Purpose.

1. *Purpose.* Shall be a purely advisory organization for the benefit of the Student Senate. No official action may be taken in the name of the Legislative Assembly. In no case may the Legislative Assembly undermine the authority or ultimate responsibilities of the Senate.

B. Membership.

1. The Speaker of the Senate shall be the Assembly Chair. The Legislative Coordinator shall serve as the Assembly Vice Chair.
2. In addition to the Assembly Chair and Vice Chair, the composition of the Legislative Assembly shall include the Secretary, Student Body Vice President, the Committee Chairs from all standing committees, as well as the Committee Chairs from all special committees while they exist.

C. Duties and Responsibilities

1. Assembly Chair

- a. Preside at meetings of the Student Legislative Assembly;
- b. Be responsible for the administration of the Student Legislative Assembly;
- c. Be the representative of the Student Legislative Assembly;
- d. Coordinate activities of SGA in the standing committees of the Senate;
- e. Propose policies, which complement the actions of the Executive Board, to the Committee Chairs that can be brought to the standing committees of the Senate; and
- f. Shall have the power of the Student Legislative Assembly when it is unable to meet. This power shall be called a 'Legislative Order', and all decisions made under this clause shall be ratified (by 2/3 vote) at the first meeting of the Student Legislative Assembly after the action is taken.

2. Assembly Vice Chair

- a. Assist the Assembly Chair in the performance of the Chair's duties;
- b. Head the Legislative Steering Council;
- c. Perform all duties of the Assembly Chair in the absence of the Chair;
- d. Become Acting Assembly Chair in the event that the Chair is removed from office, recalled or resigns; and
- e. Work to synchronize standing committees of the Senate.

3. Assembly Secretary

- a. Serve as the primary assistant to the Assembly Chair in all administrative and organizational matters, including drafting agendas for meetings, and as an advisor/assistant in all other areas deemed necessary by the Assembly Chair;
 - b. Bring to all Student Legislative Assembly and Steering Committee meetings the minutes book, constitution, bylaws, rules, membership list, agenda, records, ballots and any other supplies that are relevant to said meetings;
 - c. Remind all members of the regularly scheduled Student Legislative Assembly and Steering Committee meetings;
 - d. Keep an active roster of all Student Senators;
 - e. Keep and file permanent records of all documents and correspondence of the Steering Committee;
 - f. Keep and file records of the attendance of all members at all meetings;
 - g. Publicize all correspondences between the Student Legislative Assembly and its constituencies for all members of the Student Legislative Assembly, and forward them to external bodies when requested
4. Standing Committee Chairs
- a. All Chairs of Senate Standing Committees shall be voting members of this assembly;
 - b. Deliver monthly reports to the Legislative Coordinator of the activities of the respective standing committee of the Senate that he/she chairs;
 - c. Standing Committee Chairs shall develop legislative policies and initiatives, including new courses, which shall be brought to the Legislative Assembly.

D. Meetings

1. Throughout the year, the Student Legislative Assembly shall attend all meetings of the Senate.
2. Throughout the year, the Student Legislative Assembly shall hold monthly meetings. The Legislative Steering Council of the Student Legislative Assembly, after consultation with the Executive Council, will decide the dates of the monthly meetings of the Student Legislative Assembly.
3. At least one (1) weeks' notice must be given to all members of SGA and the HPU community of the monthly meetings of the Legislative Assembly. Throughout both the fall and spring academic semesters, the Legislative Assembly shall hold at least three (3) general monthly meetings.
4. A special meeting of the Legislative Assembly shall be defined as a meeting that is neither scheduled as one of the Legislative Assembly's monthly meetings nor is a continuation of one of its monthly meetings.
5. The Assembly Chair, after consultation with the Assembly Vice Chair, may call for a special meeting of the Legislative Assembly. At the written request of the members of

the Legislative Assembly, including the reason(s) for calling the meeting, the Chair will call for a special meeting of the Legislative Assembly.

6. At least 24 hours' notice must be given to all members of SGA and the HPU community of a special meeting of the Student Legislative Assembly. All discussion and voting at a special meeting will be limited to the reason(s) that the meeting was called.
7. Electronic meetings are prohibited; however, members of the Student Legislative Assembly attending meetings via video conferencing will be considered present at meetings, provided that they submit a statement to the Assembly Chair and Secretary, stating why they will be unable to attend the meeting in person, at least three business days in advance of the meeting in which the member plans to attend via video conference.

E. Legislative Steering Council

1. Management: The Legislative Coordinator shall head the Legislative Steering Council.
2. Purpose
 - a. It shall be the responsibility of the Legislative Steering Council to direct the Student Legislative Assembly in fulfilling its goals and duties;
 - b. It shall be the responsibility of the Legislative Steering Council to continuously assess the progress of the Student Legislative Assembly in the fulfillment of its goals and duties, providing frequent updates to the SGA Senate;
 - c. It shall be the responsibility of the Legislative Steering Council to ensure that the members of the Student Legislative Assembly fulfill their duties;
 - d. It shall be the responsibility of the Legislative Steering Council to meet with the chairs of the standing committees of the Student Legislative Assembly, assessing the overall productivity of each committee;
 - e. It shall be the responsibility of the Legislative Steering Council to sit on the Executive council, informing the council of the activities of the Student Legislative Assembly.

APPENDIX D FINANCE AND BUDGET COMMITTEE

Background:

Due to the upcoming change in how SGA will be funded, SGA must build a standing committee that will manage those changes. This will allow the SGA Treasurer to have additional help and bring transparency within SGA amongst elected officials and the student body.

Information and Guidelines

Purpose: The Finance and Budget Committee (FBC) oversees a per semester budget provided by Student Activity Fee that all students pay (funds depending on enrollment). It is the committee's responsibility to ensure that these funds are allocated in a manner that will benefit the stability of Student Government to effectively represent all students at Hawaii Pacific University. The FBC researches, reports, and makes recommendations to the Senate regarding funding bills.

Membership: The SGA Treasurer shall be the only eligible member to hold the Chair. A Senator shall hold the position of vice-chair. The members of the FBC shall be any member of the Senate and any non-elected members of SGA.

A. Budget Process

The budget allocation process will largely involve the FBC and an executive representative appointed by the SGA President.

Spring Semester

1) Preliminary Request

The FBC Chair will provide a numerical request along with a written justification of the forthcoming year's expenses. The executive representative will help assess the past and current financial conditions of Student Government Association, as well as any future fiscal changes that might need to be reevaluated. Necessary discussions regarding the preliminary allocation will be made by the executive representative with the current Student Body President.

2) Preliminary Allocation

The Student Body President and Executive representative will submit all preliminary allocations in the Spring semester of the following academic year.

Fall Semester

1) Final Request

The SGA Finance and Budget Committee will have the opportunity to submit any changes or increases of their original request during at this time to the executive representative. All budget requests and information must be turned in no later than the first Friday of classes. Further discussions are held with the Student Body President in preparation for the Final Allocation.

2) Final Allocation

The Executive representative submits final allocations to the Finance and Budget Committee for final review and discussion.

3) Student Senate Approval

The FBC Chair presents the proposed budget to the Senate no later than the second meeting of the Senate of the Fall Semester to allow sufficient time for any appeals to be made to the budget. Appeals should be made within 3 business days following initial presentation of the budget, and a response from the Finance and Budget Committee is due one business day later. At the next Senate meeting, the budget will be voted on. Use the following timeline as an example:

Friday, September 7th, 2012: Finance and Budget Committee presents the draft budget to the Senate

Wednesday, September 12th, 2012: all appeals are due to the FBC

Thursday, September 13th, 2012: responses to appeals are due from the FBC

Friday, September 14th, 2012: Senate votes on approval or disapproval of the proposed budget.

4) Student Body President Approval

The Student Body President signs his/her approval for the current year budget and the allocation process becomes official.

B. Recommendations/Alterations of Student Activity Fee Allocation Committee

- All proposed alterations of the student activity fee generated from within the SGA Student Senate must be referred to the Finance and Budget Committee for research and recommendations. All changes must be approved by a majority vote of the entire committee and must be added to the end of year committee report to the SGA Senate.
- An alteration of a recommendation from the FBC may be accomplished by a motion to alter a specific line item. This motion requires a second and either the consent of at least one member of the FBC or the consent of at least one-third (1/3) of the Senate. In the event that an item is moved to committee after the second read of the Student Fees recommendations it may only be done by a majority vote of the Senate.
- Subsequent to the approval of all line item allocations appearing on the Student Fees Budget, a roll call vote shall be taken to approve the entire Student Fees Budget.

- Student Activity Fee Recommendation Bills shall be sent to the Chair of SAFAC for consideration.
- The Student Activity Fee Recommendations made by the Senate must be published in the SGA Column of the Kalamalama, and other possible news outlets.