



Student Activities Board Charter

We, the students of the University of Hawai'i - Honolulu Community College, by the authority of the Board of Regents of the University of Hawai'i, in order to provide students with opportunities to express themselves, collaborate with the community, celebrate in unique talents of all students, and purchase items to create student events and services to enrich the student experience on campus, hereby establish this Constitution for the students of the University of Hawai'i - Honolulu Community College.

ARTICLE I: NAME

1. The name of this organization is Honolulu Community College Student Activities Board (HCC SAB).

ARTICLE II: PURPOSE

1. The purpose of Honolulu Community College Student Activities Board is to:
 - a. Host student events and services to enrich the student experience.
 - b. Be mindful of the holistic needs of students including but not limited to; social, cultural, artistic, recreational, health, academic and life skills.
 - c. Encourage campus pride
 - d. Build an inclusive community
 - e. Celebrate the unique talents of students
 - f. Provide leadership development opportunities
 - g. Creates incredible student leaders

ARTICLE III: MEMBERSHIP

1. Board Members
 - a. Includes student fee-paying students currently enrolled at Honolulu Community College.
 - b. Board members have voting rights.
2. Affiliate Members
 - a. Include, but are not limited to those who identify as part of the Honolulu Community College student community, such as:
 - i. Non fee-paying students at Honolulu Community College, such as non-credit students
 - ii. Previously enrolled students and alumni of Honolulu Community College

- iii. Student employees at Honolulu Community College
- b. Affiliate members do not have voting rights but can be included in all organization activities.

ARTICLE IV: EQUAL OPPORTUNITY

1. In conjunction with State and Federal laws, the Honolulu Community College Student Government may not discriminate in any endeavor based solely on sex, race, religion, color, national origin, sexual orientation, physical ability, or political affiliation.

ARTICLE V: BOARD MEMBER DUTIES

1. Board Members
 - a. Board members may vary in the number and may be added as needed to reasonably address Student Activities Board responsibilities.
 - b. Board members are active members who regularly attend meetings and accept responsibilities.
 - c. Board members have support roles.
2. SAB Chair
 - a. SAB Chair represents the organization as needed.
 - b. SAB Chair facilitates the meeting.
3. Fiscal Manager
 - a. Fiscal Manager tracks the Student Activities Board budget for event planning.
 - b. Fiscal Manager should learn the appropriate rules, regulations and processes required for accurate fiscal transactions.
 - c. Fiscal Manager assists all other student leaders in understanding fiscal related matters.
4. Qualifications
 - a. Members must be in verified good standing academically and behaviorally.
5. Selection
 - a. Members will be chosen through an application and interview process.
 - b. Process will involve advisors and student leaders on the selection board.
6. Advisors
 - a. The designated campus advisor may be assisted by additional faculty/staff.

ARTICLE VI: MEETINGS

1. Meetings are to be held on a weekly basis during the academic year.
2. A minimum of four (4) monthly meetings should be held.
3. All meetings are open to all members unless prohibited by policy or law.

4. Quorum for meetings is 50% + 1 of the Regular Members.
5. Meetings will be led by a facilitator who leads discussion with the goal of reaching decisions with full consensus. Majority voting may be used when necessary.

ARTICLE VII: FINANCES

1. The organization is responsible for the administration and allocation of the student fees in the best interest of the students of Honolulu Community College.
2. This must be in compliance with all University of Hawaii policies.
3. Fee allocation procedures will be specified in writing.

ARTICLE VIII: PURCHASING

1. The student leaders should be conscientious to provide all required documentation.
2. The organization will be conscientious to choose events, service, supplies and materials that are appropriate.

ARTICLE IX: AMENDMENTS

1. Recommended amendments must be made at a regular meeting and may not be voted on by the Regular Members until the subsequent meeting.
2. Amendments that the Regular Members approve will be presented to the organization for confirmation by majority vote.
3. The constitution may be amended by a vote of the majority of voters.