

**UNIVERSITY OF HAWAI'I - WEST O'AHU  
CHARTER OF THE STUDENT ACTIVITY FEE BOARD**

**ARTICLE I – NAME AND PURPOSE**

**SECTION 1. NAME**

The name of this organization shall be the University of Hawai'i - West O'ahu (UHWO) Student Activity Fee Board, officially abbreviated SAFB or referred to as the Board.

**SECTION 2. PURPOSE**

The Student Activity Fee Board is hereby established to provide student input on the allocation of the student activity fee to ensure that the allocation and use of these funds maximally benefit co-curricular programs and activities on the University of Hawai'i - West O'ahu Campus.

**ARTICLE II – AUTHORITY AND CONSTITUENCY**

**SECTION 1. AUTHORITY**

The Student Activity Fee Board is a chartered student organization, which has been officially delegated the authority to fulfill the purpose stated in Article I, Section 2 of this document. The legal title to all funds and property of the Student Activity Fee Board shall be vested in and rests with the Chancellor, in the same manner other property is subject to University administrative procedures and policies. Legal authority for all policies, procedures, and actions of the Student Activity Fee Board or any of its individuals rests with the UHWO.

**SECTION 2. CONSTITUENCY**

The Student Activity Fee Board shall respond to the needs of all fee-paying students by providing financial support of co-curricular program and activities, including, but not limited to, intercollegiate athletics, intramural sports, the university theatre, registered independent student organizations and University departments and programs.

**ARTICLE III – MEMBERSHIP**

**SECTION 1. COMPOSITION**

The Student Activity Fee Board shall be composed of voting members who shall be appointed by the Vice Chancellor for Student Affairs from a list of recommendations submitted by the Screening Committee. Membership shall be appointed as follows:

- A. Three (3) student members;
- B. One (1) UHWO Faculty or Staff; and
- C. The following individuals shall be afforded non-voting membership to the Student Activity Fee Board:
  - 1. Representatives from Facilities, Food Services and Events (as needed)
  - 2. Student Activity Fee Board – Alternate Members
  - 3. The Student Life Coordinator (SLC) or designee, to act in an advisory capacity

## SECTION 2. ELIGIBILITY FOR BOARD MEMBERSHIP

- A. Any part-time or full-time student enrolled at University of Hawai'i – West O'ahu and paying the student activity fee shall be eligible for appointment to the Board. Students must be in good academic and disciplinary standing (free of any academic or disciplinary probation) at the time of their appointment, and throughout their term. Failure to maintain good academic or disciplinary standing, may be grounds for removal.
- B. Any student who meets the eligibility as stated in Section 2.A, is eligible, however students may be elected or appointed to only ONE (1) Chartered Student Organization per Fiscal and Academic Year.
- C. Any part-time or full-time University of Hawai'i – West O'ahu employee (faculty or staff) shall be eligible for appointment to the Board.

## SECTION 3. POWER AND DUTIES

It shall be the responsibility of the University of Hawai'i – West O'ahu Student Activity Fee Board to:

- A. Formulate and establish such policies as may be needed to govern the allocation of the student activity fee;
- B. Review and make recommendations to the Vice Chancellor for Student Affairs in regard to the allocation of the student activity fee monies to requesting agencies for programs, facilities and/or services of primary benefit to students;
- C. Before the end of the fiscal year, review the financial status and prepare an operational budget for the next fiscal year no later than May 31st of each year. Subject to annual approval by the Vice Chancellor for Student Affairs;

- D. The Board shall identify individuals to share in completing the following functions and duties which may include:
- Preside over all Board meetings;
  - Appoint all committees with Board approval;
  - Prepare an agenda in collaboration with the Board;
  - Record, publish and distribute minutes of all Board meetings;
  - Maintain accurate record of the Board's finances;
  - Regularly submit financial statements for Board accounts;
  - Assist in processing authorized disbursements via regular University fiscal procedures;
  - Assist in the preparation of the Board's annual budget;
  - Serve as a spokesperson for the Board in all matters pertinent to the interest and jurisdiction of the Board; and perform other duties as needed
- E. Solicit and review the requests of Registered Independent Student Organizations for financial support of its programs, facilities and/or services.
- F. Develop a post event audit system to insure that the student activity fee is appropriately spent;
- G. Annually evaluate the student activity fee to determine that it is adequate and equitable and to forward its recommendations to the Vice Chancellor for Student Affairs and the Chartered Student Organizations;
- H. Hold open meetings and publicize a minimum of three weeks in advance of the Board's schedule of planned hearings, deliberations, and decision-making sessions, and to encourage active participation of all students;
- I. Create and provide such committees as it shall deem necessary in fulfilling its duties and shall ratify all appointments made by the Student Activity Fee Board.

#### SECTION 4. TERM OF OFFICE

All voting members shall be appointed to two-year terms to begin May 15 or sometime soon thereafter. Terms shall be staggered so that the terms of no more than half of the membership will expire in any given year.

Voting members shall not serve for more than two consecutive terms. Alternate members shall complete the term of office for the respective vacated positions to which they are appointed.

The Board shall identify from and among its membership individuals to complete the functions and duties as needed.

## **ARTICLE IV – SCREENING COMMITTEE**

### **SECTION 1. COMPOSITION**

The screening committee shall be composed of three (3) student representatives from the Chartered Student Organizations and the Student Life Coordinator (SLC) or designee to act in an advisory capacity as an ex-officio, non-voting member.

### **SECTION 2. QUALIFICATION**

Any student enrolled at the University of Hawai‘i – West O‘ahu and paying the student activity fee shall be eligible for appointment to the Screening Committee.

### **SECTION 3. DUTIES**

It shall be the responsibility of the Screening Committee to solicit and recruit potential members for the Student Activity Fee Board and to recommend to the Vice Chancellor for Student Affairs, candidates for positions on the Board.

### **SECTION 4. ORGANIZATION AND TERM OF OFFICE**

The Student Life Coordinator (SLC) or designee on the screening committee shall insure that the members of the Screening Committee are appointed no later than January 30 of each year and shall be responsible for convening the first meeting of the Committee no later than January 30 each year. At its first meeting, the Committee shall elect a chairperson from among its membership. The SLC or designee shall serve as the secretary to record minutes and maintain records of deliberations.

Members of the Screening Committee shall serve for one (1) year terms and may be reappointed for additional terms.

### **SECTION 5. RECRUITMENT OF BOARD MEMBERS**

The Screening Committee shall seek nominations for Board Membership from the University community at large and from representative bodies, organizations or other constituencies of the University of Hawai‘i – West O‘ahu campus.

The Committee shall publicize the number of vacancies, eligibility requirements, nomination procedures, deadlines and other relevant information through normal campus publicity mediums.

By April 30 each year, the Committee shall recommend to the Vice Chancellor for Student Affairs candidates for voting positions on the Board. In addition, a list of alternatives shall also be recommended for appointment. Alternates shall complete the term of office for respective vacated positions and shall be eligible for seating as voting members as described in Section 3 of Article V.

If the Committee is unable to generate a list of candidates by the April 30 deadline, then the Vice Chancellor for Student Affairs will appoint volunteers.

## SECTION 6. APPOINTMENT OF BOARD MEMBERS

The Vice Chancellor of Student Affairs shall appoint all voting and alternate members to the Board from the list of recommendations submitted by the Committee.

## ARTICLE V – MEETINGS

### SECTION 1. TIME AND PLACE

All regular meetings of the Board are open to the public and shall be held at least once a month during the academic year. The time and place shall be designated by the Board and publicized to the student body through the campus newspaper, website and public posting at least five (5) business days prior to the meeting. Executive Sessions of the Board may be called by the Board chairperson or upon the written request of two (2) Board members.

### SECTION 2. QUORUM

Quorum for all Board meetings shall be a simple majority of the voting members.

### SECTION 3. VOTING

Voting on all matters shall be decided by a simple majority vote except where stated otherwise. Ties in voting shall be deemed as a failure of a motion.

Alternate members as described in Section 5, Article IV who are in attendance at a Board meeting may be seated as regular members for that meeting in substitution for absent regular members. In the event there is more than one alternate member present, alternate members shall be seated according to the order they were originally recommended for appointment to the Vice Chancellor for Student Affairs. Furthermore, alternate members shall sit for respective absent positions (e.g., alternate student members sitting for absent student members and alternate UHWO employees sitting for absent UHWO employees). The minutes of meetings shall clearly state substitutions.

#### SECTION 4. PARLIMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised shall be the parliamentary authority of the Board.

#### **ARTICLE VI – AMENDMENTS**

##### SECTION 1. PROPOSAL

A proposed amendment to this Charter shall be made in writing and filed with the Board. At the next regular meeting, the amendment shall be discussed and a date for a meeting shall be set for public review and response.

The Board shall vote on the proposed amendment either immediately at the conclusion of the meeting concerning amendments to the Charter or at the next regular meeting. A two-thirds (2/3) vote of the Board shall be necessary to approve the amendment for referral to the Vice Chancellor for Student Affairs for final adoption.

##### SECTION 2. ADOPTION

Any amendment to this Charter shall become effective upon the approval of the Vice Chancellor for Student Affairs at the University of Hawai'i - West O'ahu.

#### **ARTICLE VII – VALIDITY**

In the event that any specific portion of this document is declared a violation of State or Federal law, or in violation of any policy/regulation as set by the Board of Regents, all other provisions shall remain in force and effect. The Student Activity Fee Board shall take appropriate and necessary action within ninety (90) days to correct the provision(s) in violation.

#### **ARTICLE VIII – ENACTMENT**

This Charter shall become effective upon approval by the Vice Chancellor for Student Affairs of the University of Hawai'i – West O'ahu. This Charter shall be binding upon the Student Activity Fee Board and shall supersede any existing policies of any previous allocation procedures for the Student Activity Fee.

Reviewed:  
UHWO Approved: