

ASSOCIATED STUDENTS OF THE UNIVERSITY OF HAWAII AT MĀNOA
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REVISED RULES 2019

PART I: AUTHORIZATION

Rule 1 Authorization

- 1-1 *Revised Rules 2019* shall serve as the authority containing guidelines and procedures not provided by the ASUH Constitution and Bylaws.
- 1-2 *Robert's Rules of Order, Newly Revised*, most current edition, shall govern in cases in which they are not inconsistent with the Constitution, Bylaws, and the Rules.

Rule 2 Amendments and Revisions

- 2-1 Any amendment to these Rules shall be in the form of a Revision and shall require a two-thirds roll call vote in order to be adopted.

Rule 3 Interpretation

- 3-1 The President shall interpret these rules, subject to the interpretation of the Internal Affairs Committee Chairperson.
- 3-2 Any member of the ASUH Senate may offer an interpretation via a motion on the floor of the Senate. Such a motion requires a majority roll call vote to be passed.
- (a) An interpretation passed following Rule 3-2 shall be the official interpretation of the ASUH Senate until such time that a new interpretation is passed following Rule 3-2.

Rule 4 Suspension of Rules

- 4-1 Any rules of the Senate may be suspended by a two-thirds roll call vote of the Senate. In a roll call vote to suspend a rule or rules, an Abstention shall count towards the Nays, but will be recorded in the minutes as an Abstention.
- (a) When a motion to suspend a rule or rules has been offered and then seconded, the member offering the motion will be allowed two minutes to briefly explain why he or she is calling for the motion. Immediately following the explanation, a vote must be taken without any debate or discussion.

PART II: EXECUTIVE OFFICERS

Rule 5 Executive Officers

- 5-1 The Executive Officers of the Senate shall be the President, Vice-President, Secretary, and Treasurer.
- 5-2 With the exception of the President, the Executive Officers shall possess the same rights and privileges as Senators with respect to serving in committees, discussing questions, offering measures, and voting. The President will only speak an opinion while the chair is yielded to another member of the Senate, may not offer motions, and may only vote in the event of a tie.
- 5-3 The Executive Officers shall not be executive board members of any other Board of Regents Chartered Student Organization.
- 5-4 In the event of vacancy in the offices of Vice-President, Secretary, or Treasurer, the Senate may appoint, with a two-thirds roll call vote, a Senator to temporarily assume and discharge the duties of the vacant office.

LAST REVISED ON OCTOBER 22, 2019.

In the event of vacancy in the office of President, the Vice-President shall temporarily assume and discharge the President's duties until a new President is elected.

5-5 In the temporary absence, late arrival, or early departure of the Secretary during a General Senate or Executive Committee meeting, the Chair may appoint a member of the Senate to temporarily assume and discharge the duties of the Secretary for said meeting.

Rule 6 *Duties of the President*

6-1 The President shall assume and discharge the following duties:

- (a) Chair meetings of the General Senate and Executive Committee
- (b) Maintain official contact with University administration, faculty, and other organizations, firms, or persons or appoint a representative with Senate approval
- (c) Give reports on issues in which the President officially represents the ASUH
- (d) Make or revoke all appointments with the approval of the Senate
 - 1) All appointments to positions outside the ASUH Senate must be posted at least two business days prior to the Senate's vote for approval. Such appointments shall take place only after recommendations have been received from the Internal Affairs Committee.
 - 2) The President may issue recess appointments between General Senate meetings to fill any position, excluding those on the Student Court, provided that public notice is posted. The appointment must be ratified by the Senate at its next meeting in order to be upheld.
- (e) Place all qualified measures at their appropriate positions on the agenda
- (f) Excuse absences, late arrivals, and early departures via unanimous consent following the procedure outlined in 19-1(a)
- (g) Cosign expenditure vouchers in the absence of the Treasurer
 - 1) This duty can only be delegated to the President upon Senate approval.
- (h) Commit measures and issues of student concern to Senate committees during meetings of the Executive Committee or the General Senate
- (i) Address relevant problems that Senators have brought to attention

6-2 The President may designate a member of the Senate to serve as their spokesperson in the temporary absence or vacancy in the office of the External Affairs Chairperson.

Rule 7 *Duties of the Vice-President*

7-1 The Vice-President shall assume and discharge the following duties:

- (a) Serve as a non-voting ex-officio member of all standing committees unless otherwise indicated by specific appointment
- (b) Call General Senate and Executive Committee meetings to order in the temporary absence of the President and preside over said meetings
- (c) In the temporary absence of the President, excuse absences, late arrivals, and early departures via unanimous consent following the procedure outlined in 18-1(a)
- (d) Execute other executive duties as directed by the President
- (e) Oversee leadership development in the Senate
- (f) Follow awards for service procedures outlined in Rule 18-4(h)
- (g) Give reports on issues in which the Vice-President officially represents the ASUH

Rule 8 *Duties of the Treasurer*

8-1 The Treasurer shall assume and discharge the following duties:

- (a) Serve as a voting member of the Finance and the Investments and Long Range Planning Committees
- (b) Cosign all expenditure vouchers with the ASUH Advisor

- (c) Prepare an operating budget with the Finance Committee for Senate approval
 - 1) The budget shall be available to Senators upon request.
- (d) Maintain updated ledgers
 - 1) The ledgers shall be updated and available to Senators upon request as well as at every General Senate and Finance Committee meeting.
- (e) Review reports from parties that received funding from the ASUH and submit such reports to the Finance and Investments and Long Range Planning Committees when they are available
- (f) Submit financial reports upon request

Rule 9 Duties of the Secretary

9-1 The Secretary shall assume and discharge the following duties:

- (a) Record General Senate and Executive Committee meeting minutes.^{11 SEP 1} The Secretary must ensure that there are no formatting, grammatical, typographical and Hawaiian diacritical mark errors. Any errors shall be corrected in documents that require codification which include, but are not limited to: minutes, bills, resolutions, rule revisions, etc.
- (b) File all standing committee meeting minutes
- (c) Take attendance and announce the number of members present at General Senate and Executive Committee meetings
- (d) Call roll when required for a vote and announce the results of said vote
- (e) Maintain records of Senate attendance
- (f) Work with the ASUH Advisors to perform a GPA check of each Senator after each semester and an academic credit check of each Senator on or around the drop and withdrawal deadline of each semester to ensure compliance with Article III, Section A and Article IV, Section A of the ASUH Constitution
- (g) Codify measures into their final form, sign measures, forward measures to the President for signature, and submit measures to the ASUH office staff within five (5) business days of the measure being passed by the Senate to be uploaded to the ASUH website
- (h) Codify and submit all Executive Committee and General Senate meeting minutes to the ASUH office staff within five (5) business days after the meeting minutes have been approved to be uploaded to the ASUH website.
- (i) Submit draft minutes to all Executive Committee and General Senate meetings.
 - a. If the Secretary cannot provide draft minutes from the previous meeting and any additional unfinished minutes, they must notify the President in writing within twenty-four (24) hours prior to the meeting date and time.

PART III: CHAIRPERSONS, VICE-CHAIRPERSONS, AND SPECIFIC INTERNAL POSITIONS

Rule 10 Chairpersons and Vice-Chairpersons

- 10-1 The Chairperson and Vice-Chairperson of each ASUH standing committee shall be elected members of the ASUH Senate and appointed members of said standing committee.
- 10-2 The Chairperson and Vice-Chairperson of any ASUH standing committee shall not be an executive board member of any other Board of Regents Chartered Student Organization.
- 10-3 In the temporary absence of the Chairperson or Vice-Chairperson, the President may appoint an interim Chairperson or Vice-Chairperson with Senate approval.

Rule 11 Duties of the Chairperson

11-1 The Chairperson shall assume and discharge the following duties:

- (a) Call and preside over their respective standing committee meetings
- (b) Coordinate committee meetings and ensure that meeting notices are posted at least two business days in advance
- (c) Investigate concerns and issues pertinent to their committee and oversee the completion of tasks necessary to bring a solution to fruition
- (d) Give reports on issues in which the Chairperson officially represents the ASUH
- (e) Submit monthly performance evaluations of each committee member to the Treasurer for the purpose of determining award for service eligibility
- (f) Excuse absences, late arrivals, and early departures via unanimous consent following the procedure outlined in 18-2 (a)
- (g) Oversee the submission of committee meeting minutes by the Vice-Chairperson to the ASUH office staff within five (5) business days

1) Committee meeting minutes must include attendance.

11-2 The Chairperson may appoint a committee member other than the Vice-Chairperson to take meeting minutes.

- (a) In such a case, the Vice-Chairperson remains responsible for ensuring that committee meeting minutes are submitted to the ASUH office staff within five (5) business days

11-3 Within their respective standing committees, Chairpersons shall not offer motions, shall only state an opinion while the chair is yielded, and shall vote last in the roll call.

Rule 12 *Duties of the Vice-Chairperson*

12-1 The Vice-Chairperson shall assume and discharge the following duties:

- (a) Take attendance, type minutes, and record committee members' votes at committee meetings
 - 1) Votes to recommend a measure to the General Senate for approval shall be recorded on a roll call sheet.
 - i) The format for the roll call sheet shall be determined by the President and approved by the Executive Committee.
 - ii) Each roll call sheet shall be attached to its corresponding standing committee report prior to filing.

12-2 The Vice-Chairperson shall assist the Secretary in ensuring all formatting, grammatical, typographical, and Hawaiian diacritical mark errors are corrected in documents that require codification which include, but are not limited to: minutes, bills, resolutions, rule revisions, etc.

- (b) Submit approved committee meeting minutes to the Secretary and the ASUH office staff within 4 business days of the committee meeting at which said minutes were approved for the purpose of updating the website
- (c) Submit standing committee reports at General Senate meetings and to the office staff within 4 business days of the committee meeting for the purpose of updating the website
- (d) Give reports on issues in which the Vice-Chairperson officially represents the ASUH
- (e) Submit monthly attendance and performance evaluations of each committee member to the Treasurer for the purpose of determining award for service eligibility
- (f) Preside over the committee in the temporary absence of the Chairperson
 - 1) In such a case, the acting Chairperson may appoint a voting member to temporarily assume and discharge the duties of the Vice-Chairperson with the consent of the committee.
- (g) Attend all Executive Committee meetings with full membership and voting rights in the absence of the Chairperson

Rule 13 *Solicitor General*

13-1 The Solicitor General shall be appointed or removed by the President with the approval of the Senate

13-2The Solicitor General shall assume and discharge the following duties:

- (a) Oversee all cases and potential petitions in the ASUH Student Court
- (b) Appeal all Student Court cases that adversely affect the ASUH
- (c) Determine the legal implications of potential Student Court decisions as an Amicus Curiae
- (d) Serve as the Senate's official representative before the Student Court

13-3When vacant, the office of the Solicitor General shall fall under the powers and duties of the President.

Rule 14 *Duties of the Reviser of Rules*

14-1The Reviser of Rules shall be an elected member of the ASUH Senate and a member of the Committee on Internal Affairs.

- (a) When vacant, the role of Reviser of Rules shall fall under the powers and duties of the Internal Affairs Chairperson.

14-2The Reviser of Rules will be nominated by the Committee on Internal Affairs and appointed by the President.

- (a) The Reviser's appointment must be approved by the Senate through a 2/3 vote.
- (b) Any member of the Committee on Internal Affairs may qualify to be the Reviser of Rules.

14-3The Reviser of Rules shall assume and discharge the following duties:

- (a) Number and renumber rules in addition to existing and new sections
- (b) Rearrange sections
- (c) Change reference numbers within rules to reflect changes in numbering
- (d) Correct grammatical, typographical, formatting, and Hawaiian diacritical mark errors given that meaning, sense or purpose is not altered.

Rule 15 *Campus Delegates*

15-1All delegates serving on campus-wide delegations must submit a monthly report to the Committee on Internal Affairs by the last day of the month.

15-2Delegates are responsible for reporting information relevant to the undergraduate student body which include, but are not limited to, academic and student affairs.

15-3Delegates and the Internal Affairs Chairperson and Vice Chairperson must maintain communication regarding delegate work and information at least once a month. 15-1All delegates serving on campus-wide delegations must submit a monthly report to the Committee on Internal Affairs by the last day of the month.

15-4Information to be shared with Internal Affairs and the Senate will be dependent on the nature of a delegate's responsibilities and role on their assigned campus-wide committee.

15-5Types of information disclosed in reports shall include, but are not limited to, current discussion, accomplishments, future plans that impact the undergraduate student body, and mobilization of Senate.

15-6Any delegate who is not an elected member of the Senate and fulfills their responsibilities, as deemed by the Internal Affairs Chairperson and Vice Chairperson, with the guidance of the Committee on Internal Affairs, will be eligible for an award for service equivalent to the monetary value of fifty dollars (\$50) per semester.

15-7Failure to fulfill responsibilities of a campus-wide delegate will result in a written and verbal warning on the first offense, loss of award for service for the second offense, and recommendation for termination of appointment to the President on the final offense at the discretion of the Committee on Internal Affairs.

PART IV: MEMBERS OF THE SENATE

Rule 16 *Duties within Primary Committees*

16-1 Senators shall serve as a voting member on exactly two standing committees, which are to be considered each Senator's primary committees. Voting members shall assume and discharge the following duties within their primary committees:

- (a) Rate the Chairperson and Vice-Chairperson for the purpose of determining award for service eligibility
- (b) Participate in discussion and complete duties as directed by the Chairperson in a timely manner
- (c) Attend meetings, considering only academics, work, or other extraneous circumstances as hindrances for requesting to be excused
 - 1) A Senator's presence, absence, late arrival or early departure at primary committee meetings shall count towards his or her award for service eligibility.
- (d) Give reports on issues in which the members officially represent the ASUH

16-2 Only membership in primary committees shall be considered for purposes of determining and meeting quorum.

Rule 17 *Secondary Membership within Committees*

17-1 Membership in any other ASUH standing committee shall be as a non-voting ex-officio member and considered secondary to primary committee membership.

- (a) Secondary membership in any standing committee shall not be considered for purposes of determining and meeting quorum.
- (b) An ex-officio member's presence, absence, late arrival, or early departure at committee meetings shall not count towards his or her award for service eligibility.
- (c) Chairpersons and Vice-Chairpersons shall not rate ex-officio members. Ex-officio members shall not rate the Chairperson and Vice-Chairperson

PART V: COMMITTEES

Rule 18 *Executive Committee and Duties*

18-1 The Executive Committee shall be composed of the Executive Officers, Standing Committee Chairpersons and Senators-at-Large.

18-2 The Executive Committee shall assume and discharge the following duties:

- (a) Coordinate the administration of all ASUH Senate programs, services, and activities
- (b) Hear awards for service and other Senate-related appeals
- (c) Hear Senate measures for First Reading
- (d) Hear complaints made against Senators or Executive Officers and decide the appropriate course of action
- (e) Respond to matters of immediate concern when the General Senate is not, or is unable to be, in session

Rule 19 *Other Committees and Duties*

19-1 There shall be the following Standing Committees, whose Chairpersons, Vice-Chairpersons, and members shall be appointed by the President and approved by the Senate. Said committees shall assume and discharge their respective duties listed below as well as any other duties that may be required by the Senate:

- (a) Campus Life
 - 1) Coordinate and extend programs, events, and services that help foster a welcoming and unified university community to ASUH constituents

(b) Elections

- 1) Coordinate the ASUH General and Special Elections
- 2) Coordinate a voter registration drive
- 3) Revise Polling Marshal procedures, candidate packets, and election rules as necessary
- 4) Secure locations and electronic devices with Internet access to serve as polling booths
 - i) The logistics and implementation of polling booths shall be at the discretion of the Elections Committee.
- 5) Advertise polling booth locations and hours of operation through means such as, but not limited to, Ka Leo, KTUH, e-mail, the ASUH website, and tabling

(c) External Affairs

- 1) Research and prepare testimony concerning issues pertaining to the ASUH
- 2) Represent the official positions of the ASUH in accordance with adopted Resolutions at official functions in the absence of the President
- 3) Create and maintain an accurate public image of the ASUH Senate and maintain open communication with media outlets
- 4) Maintain the ASUH website as outlined in Rule 59

(d) Finance

- 1) Receive, investigate, and make recommendations on measures pertaining to the appropriation of ASUH funds and the financial affairs of the ASUH
- 2) Oversee RIO funding procedures and recommend RIOs to receive funds in accordance with Rules 43-47
- 3) Review and recommend the disposition of all financial requests made to the ASUH Senate

(e) Internal Affairs

- 1) Recruit qualified undergraduate students for nomination for vacant student representative positions
- 2) Review and revise the ASUH Constitution in accordance with the conditions provided under Article XII, Section A with the consent of the President
- 3) Review and revise the Rules of the Senate
- 4) Make recommendations regarding amendments to the above documents before a vote may be taken in the Senate
- 5) Investigate all complaints against Executive Officers or Senators in an objective and timely manner in accordance with Rules 30-32
- 6) Maintain correspondence with Presidential appointees to student representative positions

(f) Investments and Long Range Planning

- 1) Monitor, report, and make recommendations regarding the investment portfolio to the Senate
- 2) Review transactions conducted in the administration of the ASUH Stadium Stock Fund and make recommendations to the Senate
- 3) Create and review recommendations for the long-term welfare of the ASUH as an organization by incorporating monetary and organizational considerations

(g) Student Affairs

- 1) Address non-academic on-campus resident student issues on campus through resolutions and collaboration with University administration and departments
- 2) Coordinate and extend ASUH programs that help foster a university community to ASUH constituents
- 3) Receive, investigate, and make recommendations on complaints, grievances, problems, and proposals that are related to the non-academic concerns of the University

(h) Undergraduate Academic Affairs

- 1) Receive, investigate, and make recommendations on complaints, grievances, problems, and proposals that are related to the academic concerns of the University
- 2) Address academic student issues on campus through resolutions and collaboration with University administration and departments
- 3) Facilitate ASUH scholarships and grants and provide award recommendations to the General Senate

19-2 Only current members of the ASUH Senate may be appointed to Standing Committees.

19-3 The Chairperson and Vice-Chairperson of the Internal Affairs Committee shall be considered non-voting ex-officio members of the Elections Committee and are to attend any Elections Committee meetings in which rules are to be interpreted or changed.

19-4 The Treasurer shall serve on the Finance and Investments and Long Range Planning Committees.

19-5 Ad Hoc Committees

- (a) With the approval of the Senate, any Senator may propose an ad hoc committee to perform a task.
- (b) The purpose and tenure of the ad hoc committee shall be at the discretion of the Senate.

PART VI: ATTENDANCE AND AWARDS FOR SERVICE

Rule 20 Attendance

20-1 Regarding Attendance

(a) General Senate and Executive Committee Meetings

(1) In order for an absence, late arrival or early departure from a Senate or Executive Committee meeting to be excused, a member must notify the Secretary in writing of a planned absence, late arrival or early departure at least one hour prior to the start of said meeting. The President, or in the temporary absence of the President, the Vice-President, and Secretary shall excuse the absence, late arrival or early departure.

(2) If the absence, late arrival, or early departure is not justified following (a), in order to be excused a member must justify the absence, late arrival or early departure in writing to the Secretary. The Executive Committee will determine whether the absence, late arrival or early departure is excused or unexcused via a majority voice vote upon presentation of the written excuse.

(3) If an absence, late arrival or early departure as justified following (b) is deemed unexcused, the member may appeal the decision to the Senate, who may excuse the absence, late arrival or early departure with a two-thirds vote. This appeal must be made at the Senate meeting following the Executive Committee meeting during which the absence, late arrival or early departure was deemed unexcused.

(4) A member arriving after their name has been called but before the entire roll has been called may inform the Senate of their arrival before the number of members present is announced. Any member who does not inform the Senate of their arrival before the number of members present is announced shall be considered late.

(5) A member leaving before Open Forum shall be considered departing early.

(b) Standing Committee Meetings

(1) In order for an absence, late arrival or early departure from a Standing Committee meeting to be excused a member must notify the Chair or Vice-Chair in writing at least one hour prior to the start of the Standing Committee meeting. The Chair and Vice-Chair shall excuse the absence, late arrival or early departure.

(2) If the absence, late arrival, or early departure is not justified following (a), in order to be excused a member must justify the absence, late arrival or early departure in writing to the Chair or Vice-Chair. The Standing Committee will determine whether the absence, late arrival or early departure is excused or unexcused via a majority voice vote upon presentation of the written excuse.

(3) If an absence, late arrival or early departure as justified following (b) is deemed unexcused, the member may appeal the decision to the Executive Committee, who may excuse the absence, late arrival or early departure with a two-thirds vote.

(4) A member arriving after their name has been called but before the entire roll has been called may inform the Standing Committee of their arrival before the number of members present is announced. Any member who does not inform the Standing Committee of their arrival before the number of members present is announced shall be considered late.

(5) A member leaving before Open Forum shall be considered departing early

(c) ASUH Workshops

(1) Senators must attend all workshops that include, but are not limited to, leadership development, Chairperson and Vice-Chairperson workshops, and legislative planning.

(2) In order for an absence, late arrival or early departure from a workshop to be excused, a member must notify the Vice President or workshop host (who is designated by the Vice President) in writing at least one hour prior to the start of the workshop. The Vice President and/or designated host shall excuse the absence, late arrival or early departure.

(3) If the absence, late arrival, or early departure is not justified following ~~(b)~~ (2), in order to be excused, a member must justify the absence, late arrival or early departure in writing to the Vice President and/or designated host. The Vice President and/or designated host will determine whether the absence, late arrival or early departure is excused or unexcused upon presentation of the written excuse.

(4) If an absence, late arrival or early departure as justified following ~~(c)~~ (3) is deemed unexcused, the member may appeal the decision to the Executive Committee, who may excuse the absence, late arrival or early departure with a two-thirds vote.

(5) A member arriving after their name has been called but before the entire roll has been called may inform the Vice President and/or designated host of their arrival before the number of members present is announced. Any member who does not inform the Vice President and/or designated host of their arrival before the number of members present is announced shall be considered late.

(d) Meeting and Workshop Absences, Late Arrivals and Early Departures

(1) Any combination of three unexcused late arrivals and/or unexcused early departures shall count towards one unexcused absence.

(2) Any combination of three excused late arrivals and/or excused early departures shall count towards one excused absence.

(3) Four excused absences shall count towards the equivalent of one unexcused absence.

(4) After the third unexcused absence, a member may be subject to disciplinary action by the Executive Committee.

(5) A member's absence, late arrival or early departure at a meeting not announced in writing at least two business days in advance or a workshop not announced in writing at least one week in advance cannot be counted towards attendance or performance for the purposes of determining eligibility for awards for service.

(6) Ad hoc committee meeting shall not count towards attendance.

20-2 Regarding On-Leave Status

- (a) Senators must notify the Executive Committee if they wish to leave for the summer and the duration of the "on-leave" status shall be no longer than the UH-Mānoa summer period (from the end of finals to the first day of instruction).
- (b) Senators may apply for "on-leave" status for no longer than one month per semester if they feel they cannot make meetings due to other issues.

Rule 21 *Awards for Service*

21-1 Awards for Service Eligibility

- (a) Senate Members may be awarded an Award for Service each calendar month to compensate for his/her/their time dedicated to serving on ASUH. In order to be eligible for an Award for Service, the Senate Member must:

(1) Complete and submit a Rating Sheet

i) If the Senate member is a Chairperson or Vice Chairperson of a Committee, he/she/they must submit ratings of the President, Vice President, Treasurer, Secretary, Chairperson and Vice Chairperson of the Committees the Senate Member is appointed to AND the members of the Committee that he/she/they is a Chairperson or Vice Chairperson of.

ii) If the Senate member is neither a Chairperson or Vice Chairperson of a Committee, he/she/they must submit ratings of the President, Vice President, Treasurer, Secretary, Chairpersons and Vice Chairpersons of the Committees the Senate Member is appointed to.

(2) Attend 75% of the total meetings and workshops of the calendar month.

i) The total meetings and workshops include meetings held by the Senate, Executive Committee, Standing Committees of which the Senate Member is a voting member, Chairperson, and or Vice-Chairperson of, and workshops held by the Vice President or their designated host.

ii) Meetings and workshops counted towards attendance are outlined in Senate Rule 19 *Attendance* and Senate Rule 22 *Meetings*.

(3) Meet “Satisfactory” rating

i) The rating of a Senate Member is determined by the ratings provided by the Senate from the month’s Rating Sheets. It is the average of the ratings provided of the Senate Member.

ii) “Satisfactory” rating is 70% or more of the highest rating possible.

(b) An Award for Service of a Senate member may be forfeited if:

(1) The Senate Member fails to submit a rate sheet by the end of each calendar month.

(2) The Senate Member submits a rate sheet earlier than the fifth to the last day of the month, unless written permission is given by the Treasurer.

(3) The Senate Member fails to attend 75% of meetings and workshops per month.

(4) The Senate Member does not meet "satisfactory" rating.

(5) The Senate Member is a Chairperson or Vice Chairperson and meeting attendance was not submitted by the end of each calendar month.

(6) The Senate Member is a Chairperson or Vice Chairperson and the meeting minutes was not submitted within five (5) business days of each meeting of their Committee.

(c) An appeal is a form of a pardon. A Senate Member may appeal decisions regarding his/her/their Award for Service for any reason they see fit, notwithstanding a Senate Member’s violation of Rule 20-1(a). This includes decisions such as but not limited to: changed, denied, or forfeited awards.

(1) Appeals must be written and signed by the appealing Senate Member.

i) Appeals must be submitted within 90 days of the date on the Awards for Service Memorandum.

(2) Appeals must be submitted to and heard by the Executive Committee during its scheduled meetings.

i) A decision may only be appealed once to the Executive Committee.

ii) A majority roll call vote is required in order to uphold or overturn any decision regarding Awards for Service.

iii) The Awards for Service memorandums and Senate attendance records must be available to the Executive Committee when hearing an appeal.

(3) Appeals that have been heard by but denied in the Executive Committee may be submitted to and heard by the Senate during its scheduled meetings.

i) A decision may only be appealed once to the Senate.

ii) A two-thirds roll call vote of the Senate is required to overturn the decision of the Executive Committee.

iii) The Awards for Service memorandums and Senate attendance records must be available to the Senate when hearing an appeal.

(4) See Rule 20-2(c)(2)(v).

21-2 Regarding Awards for Service Procedures

(a) Documentation of Meeting and workshop Attendance is needed to determine Award for Service Eligibility.

(1) An attendance log will be created by the Operations Manager and be used to accurately record meeting attendance each month.

i) General Senate and Executive Committee Meeting Attendance will be recorded by the Secretary.

ii) Standing Committee Meeting Attendance will be recorded by the Committee Chairperson.

iii) Workshop Attendance will be recorded by the Vice President or their designated host.

iv) Attendance logs at the end of each month must be made available to the Treasurer to determine monthly attendance of each Senate Member and his/her/their eligibility for an Award for Service.

(2) Attendance logs must be complete by the end of each calendar month.

i) See Rule 20-1(b)5.

(3) For the purpose of counting attendance:

i) One unexcused absence shall be assigned a value of one.

ii) One excused absence shall count as one-quarter of one unexcused absence.

iii) One unexcused tardy shall count as one-third of an unexcused absence.

iv) One excused tardy shall count as one-twelfth of an unexcused absence.

v) One unexcused early departure shall count as one-third of an unexcused absence.

vi) One excused early departure shall count as one-twelfth of an unexcused absence.

(4) If a Senate Member is serving on an ad-hoc committee, they may exercise the option to substitute ad-hoc attendance for any accumulated Committee attendance for the month.

(5) If a Senate Member is "on-leave," they will not receive an award for service and will not be counted towards quorum for meetings. On-leave status would not be a penalty, it would be leave without pay and not considered a dereliction of duty.

i) See Rule 19-2 Regarding On Leave.

(b) Documentation of Senate Member Ratings is needed to determine Award for Service Eligibility.

- (1) A Rating Sheet will be created by the Vice President and approved by the Executive Committee.
- (2) Rating Sheets must be made available to the Senate to fill out throughout the last 5 days of the month.
 - i) With written permission from the Treasurer, a rating sheet may be submitted earlier than the last 5 days of the month.
 - ii) If the rating sheet(s) was made available less than the last 5 days of the month, the Treasurer must propose to the Senate a 5-day period of when the rating sheet(s) for that month can be filled out and submitted. A majority vote is needed to approve of the new period/deadline and who the change applies to.

(3) Rating Sheets must be submitted by Senate Members by the end of each calendar month.

- i) See Rule 20-1(b)1.
- ii) If a Senate member changed positions and/or committees during an Award for Service period, Senate Members may provide ratings of the most recently appointed President, Vice President, Treasurer, Secretary, Chairpersons, Vice Chairpersons and committee members of that month.

(4) Spaces for qualitative written feedback shall be available under each member rated in the rate sheet.

- i)) All feedback should reflect conduct becoming of a member of the ASUH Senate and any senator in violation of the rules will be held accountable in accordance with university student conduct policies.

(5) Rating Sheets must evaluate and request ratings for the following subjects areas, but is not restricted to the specific language below:

For a Committee Member Rating the President:

- 1) Effectively chaired Senate meetings
- 2) Maintained contact with Chartered Student Organizations
- 3) Ensured all measures and issues were handled quickly and effectively.

For a Committee Member Rating the Vice-President:

- 1) Effectively carried out the available duties of the President in the President's absence or executed executive duties as directed by the President.
- 2) Has served ex-officio on all standing committees and has overseen their activities.
- 3) Oversaw leadership development in the Senate.

For a Committee Member Rating the Treasurer:

- 1) Ensured ASUH accounts were managed correctly.
- 2) Prepared a timely operating budget and ensured the Senate stayed within its budget allocation
- 3) Promptly submitted awards for processing.

For a Committee Member Rating the Secretary:

- 1) Recorded accurate minutes of Senate meetings and submitted them in a timely manner.
- 2) Kept correct track of attendance and voting results.
- 3) Prompt and accurate codification of measures.

For a Committee Chair or Vice-Chair Rating the Committee Members:

- 1) The committee member has completed his or her appointed duties in a timely manner.
- 2) The committee member has participated in discussion or has worked in other projects.
- 3) The committee member was reasonably available.

For a Committee Member and Vice-President Rating the Committee Chair:

- 1) Held sufficient meetings to handle all business referred to their committee.
- 2) Submitted Standing Committee Reports and reported the committee's actions at Senate meetings.
- 3) Ensured that meetings were well-planned.

For a Committee Member and Vice-President Rating the Committee Vice-Chair:

- 1) Effectively carried out the duties of the Chairperson in the Chairperson's absence.
- 2) Ensured committee minutes were typed accurately and submitted in a timely manner.
- 3) Took attendance and recorded votes at meetings.

(6) Ratings provided through the Rating Sheet will be compiled by the Office Staff into a "Ratings Summary."

i) The Ratings Summary must be made available to the Treasurer to determine Ratings of each Senate Member and his/her/their eligibility for an Award for Service.

ii) The Ratings Summary must also be made available to the Vice President, Treasurer and Rated Member as a means to provide performance feedback.

(c) Awards for Service shall be issued to Senate Members correctly and timely as possible.

(1) Each month, the Operations Manager and Office Staff are responsible for producing the Ratings summary and making it available to the Treasurer by the 10th day of the month.

(2) Once available, the Treasurer is responsible for producing an "Awards for Service Memorandum."

i) Deadlines to submit appeals regarding decisions relating to Awards for Service for each month shall be specified on the Awards for Service Memorandum. See Rule 20-1(c)1 through 4.

ii) The Executive Committee must review and approve the Awards for Service Memorandum prior to submission to the Operations Manager for fiscal processing.

A) All discussion and decision-making regarding the Awards for Service Memorandum shall occur in Executive Session during an Executive Committee meeting, procedures of which are outlined in Rule 23.

B) All discussion and decision making occurring in Executive Session regarding the Awards for Service Memorandum must be audio recorded, but must not be recorded in writing for the meeting minutes and must remain confidential within the ASUH Senate.

C) During this procedure, any member of the Executive Committee may move to amend the Awards for Service Memorandum.

a) All amendments shall be subject to the approval of the Executive Committee via a 3/4 (three-quarters) majority roll-call vote.

b) The Awards for Service Memorandum may only be amended to deny Senate member(s) their entire award for service for that month. No other amendments to the Award for Service memorandum through this process are permitted.

c) Final approval of the Awards for Service memorandum is subject to a 3/4 (three-quarters) majority roll-call vote by the Executive Committee.

D) Notwithstanding any rule to the contrary and notwithstanding the absence of a written record of the aforementioned roll-call vote in the meeting minutes, the aforementioned mandatory audio recording, and no other record, shall serve as the official record of all discussion and decision making occurring in Executive Session regarding the Awards for Service Memorandum.

E) Substantive amendments to the Award for Service memorandum after initial approval by the Executive Committee, except those made to correct for internal errors, must be re-approved by the Executive Committee through the same process outlined above.

F) Following the Treasurer's submission of the draft Awards for Service memorandum to the Executive Committee, the Executive Committee has 14 days to make amendments to and approve the awards for service memo. If the Executive Committee does not approve the memorandum within those 14 days, the Awards for Service memorandum is automatically transmitted to the Operations Manager for fiscal processing.

iii) Awards for Service shall be “en route” in Kuali Financial Systems no later than 15 days after the Awards for Service memorandum is transmitted to the Operations Manager

iv) The Operations Manager and Office Staff is responsible for posting a copy of the Memorandum in the ASUH Office.

v) Denial of award due to internal errors on the memorandum do not need to be appealed. The memorandum shall be amended following the procedure outlined in Rule 20-2(c)(5).

- (3) The Operations Manager must submit the appropriate fiscal documents to the University’s Fiscal Office within five (5) business days of the date of the Memorandum.
- (4) Once approved, the Treasurer and/or Office Staff is responsible for completing and submitting the appropriate documentation on Kuali Financial Systems and submitting the documents.
 - i) Awards for Service shall be “en route” in Kuali Financial Systems by the 15th day of the month.
- (5) An Awards for Service Memorandum must be amended if it does not accurately reflect the month’s conditions (standing committee placements, attendance, ratings summary, Senate Rules, etc.)
 - i) The Treasurer is responsible for producing an “Addendum” and making it available to the Operations Manager, Office Staff and Senate immediately. The deadline of the appeals must also be changed and added onto the addendum document to reflect the change based on the date of the Addendum.
 - ii) A copy of the Addendum should be attached on top of the Awards for Service Memorandum in the ASUH Office for that month.
- (d) Awards for Service must be pro-rated under these circumstances:
 - (1) To appropriately grant awards for service in accordance with the Senate Budget, awards must be pro-rated for the months of May and August.
 - i) In May, the current Senate will be awarded for the days that they serve, up until the last General Senate meeting. The incoming Senate will be awarded starting from their first General Senate meeting. The incoming Senate will be awarded for the interim period between the end of the spring semester and the beginning of summer session. Once summer session begins, Senate members requesting “on-leave” status will officially be “on-leave.”
 - ii) In August, the Senate Members present over summer will be awarded for the days that they served, up until the first day of the Fall Semester. Senate members that are not “on-leave” will be awarded for the interim period between the summer session and the beginning of the Fall semester. Senate members that are “on-leave” will be awarded for the days that they serve, starting on the first day of instruction.
 - (2) Awards for Service shall be pro-rated for the months that Senate Members are elected in Special Elections, officially leave the Senate, or are “On-Leave.”
 - i) See Rule 19-2 regarding On-Leave.
 - ii) A Senate Member must submit a signed letter stating official resignation of their position and the date of resignation effective to the President in order to determine official leave from ASUH.

PART VII: MEETINGS

Rule 22 *Meetings*

22-1 Public notice of Senate and Standing Committee meetings, including date, time and place must be posted on an ASUH Board by noon at least two business days in advance.

(a) All electronic work requests for meetings are allowed.

22-2 Senate, Executive Committee, and Standing Committee meetings may not be held on state holidays.

(a) Senate and Executive Committee meetings may not be held on weekends.

22-3 Senate, Executive Committee and Standing Committee meetings must be held on the University of Hawai'i at Mānoa Campus.

Rule 23 *Executive Session*

23-1

- (a) Any body of the Senate, including itself, may move into Executive Session at any meeting with a two-thirds roll call vote. In a roll call vote to move into Executive Session, an Abstain shall count towards the Nays, but will be recorded in the minutes as Abstain.
- (b) When a motion to move into Executive Session has been offered and seconded, the member offering the motion will be allowed two minutes to briefly explain why he or she is calling for the motion, but no debate may take place. Immediately following the explanation, a vote must be taken without any further discussion.
- (c) Personal histories and rate sheets may not be discussed unless in Executive Session.
- (d) Rate sheets and all discussions pertaining therein shall be kept confidential. The only part of the rate sheets that may be released shall be the Satisfactory/Unsatisfactory rating. Said rating shall only be released to the Treasurer for awards for service purposes.
- (e) Members of the Senate shall have the right to remain when the Senate enters Executive session.
- (f) Members of the Executive Committee shall have the right to remain when the Executive Committee enters Executive session.
- (g) The Vice-President, voting members, Chairpersons, and Vice-Chairpersons of a Standing Committee shall have the right to remain when said Standing Committee enters Executive session.

Rule 24 *Quorum*

24-1 Quorum shall be defined as greater than one half of members of the body.

Rule 25 *Debate and Decorum*

25-1

- (a) Those present at Senate, Executive Committee and Standing Committee meetings shall maintain decorum while said body is in session.
- (b) Any person who wishes to speak may take the floor for debate only after being recognized by the chair. Anybody taking the floor for debate without being recognized by the chair will be considered out of order.
- (c) A recognized person may only address the Chair with his/her comments. Any comments addressing persons other than the chair will not be tolerated, and the speaker will be considered out of order.
- (d) Profanity and personal attacks shall not be allowed in either written or verbal remarks. A speaker making comments containing profanity shall be considered out of order.
- (e) If a speaker continues to speak out of order, the Chair may expel the speaker from the chamber.

25-2

- (a) Speakers wishing to take the floor shall abide by all Senate Rules.

- (b) Speakers shall be allowed two minutes for their first speaking turn on any topic and thirty seconds for each additional speaking turn on any topic. An agenda item shall be considered a single topic.
- (c) A speaker's time may be extended by the Chair upon unanimous consent. If there is any objection from a Senate member, then a speaker's time may only be extended upon a two-thirds voice vote of the Senate.
- (d) Speakers may be limited to two speaking turns per topic by the Chair.

25-3

- (a) All senators and executive members of ASUH must not eat; consume any tobacco products, alcoholic beverages, and other illegal substances during senate proceedings.
- (b) All senators and executive members of ASUH must not do homework or non-senate related work during senate proceedings.
- (c) All senators and executive members of ASUH must silence cell phone and beepers may not talk on their cell phone or text message during senate proceedings in the senate chambers.
- (d) The president may exempt any member of the senate with extenuating circumstances or remove members for blatant repeated infractions.

Rule 26 *Voting*

26-1

- (a) In order to vote in a roll call vote, a member must cast their vote before the Secretary announces the result of the vote.
- (b) During a roll call vote all members present must be seated in the chamber.
- (c) After the announcement by the Secretary of the results of the vote, members may not be allowed to change their vote.
- (d) Members may only vote Aye, Nay or Abstain. Any other vote by a member will be noted as Abstain.
- (e) Abstains shall count towards neither the Ayes or Nays, and should only be used in the event of a conflict of interest.
 - 1) A conflict of interest is a direct personal or monetary interest that is not common to other members of the Senate. Conflicts include both paid and unpaid activities, which include but not limited to: internships, employment or membership in a Registered Independent Organization (RIO). These conflicts of interest will be disclosed to the Senate on the Conflicts of Interest Form, as pursuant to Rule 57-1.
 - 2) All members of the Senate must fill out a conflict of interest form provided in the acceptance packet, prior to taking office. Should a new conflict arise Senators must disclose that information to the Office Staff within 7 business days
 - 3) Forms shall be held by office staff and made available to Senate members upon request.
 - 4) Lack of information is not a proper reason to abstain.
- (f) In the event that there are more Abstains than Ayes and there are more Abstains than Nays, the Senate must vote again. During this vote, members may not Abstain.
- (g) The President must vote Aye or Nay in the event of a tie.
- (h) Senate approval requires a majority voice vote.
- (i) Whenever unanimous consent is called for, any member may call for a majority voice vote instead.

Rule 27 *Agenda*

27-1

- (a) The standard agenda format below in (d) shall be used for Senate meetings.
- (b) The Senate may move to divert from the agenda. A majority voice vote is required for this motion to succeed. This motion may only be made after roll has been taken.
- (c) It shall be the presiding officer's duty to place all qualified measures at their appropriate position on the agenda.

(d)

I. OPENING

- A. Call to Order
- B. Roll Call
- C. Reading and Approval of Minutes
- D. Official Correspondence

II. REPORTS

- A. Executive
 - 1. President
 - 2. Vice-President
 - 3. Treasurer
 - 4. Secretary
- B. Administrative
 - 1. Advisor
 - 2. Operations Manager
- C. Judicial Branch
 - 1. Student Court
- D. Standing Committees
 - 1. Campus Life
 - 2. Elections
 - 3. External Affairs
 - 4. Finance
 - 5. Internal Affairs
 - 6. Investments and Long-Range Planning
 - 7. Student Affairs
 - 8. Undergraduate Academic Affairs
- E. Other Committees

III. SPECIAL ORDERS

IV. UNFINISHED BUSINESS AND GENERAL ORDERS

V. NEW BUSINESS

VI. OPEN FORUM

VII. CLOSING

- A. Announcements
- B. Adjournment

- (e) Once the President has issued the agenda for a meeting items may only be added to the agenda by a motion to suspend the rules, requiring two-thirds roll-call vote of the Senate.

Rule 28 Special Orders

28-1

- (a) A Special Order is made with the stipulation that any rules interfering with its consideration at the specific time shall be suspended except those relating to: Adjournment or recess, questions of privilege, conflicting Special Orders that were made previously, a question that has been assigned priority over all other business.
- (b) When a motion to bring a Special Order to the floor has been offered and seconded, the member offering the motion will be allowed two minutes to briefly explain why he or she is calling for the motion, but no debate may take place. Immediately following the explanation, a vote must be taken without any further discussion.
- (c) A Special Order must be brought to the floor by a two-thirds roll call vote.
- (d) A Special Order may only be accepted by the Senate by a two-thirds roll call vote.
- (e) Revisions may not be adopted by a Special Order.

Rule 29 *Open Forum*

29-1

- (a) Formal decision making may not take place during open forum.
- (b) Speakers with written testimony will be given priority.

PART VIII: MEASURES

Rule 30 *Measures*

30-1

- (a) A measure is any Bill, Resolution, or Revision.
- (b) A Bill is a measure for action or appropriation with a specific date by which funds must be expended and money amount. Bills require a majority roll call vote to be adopted.
- (c) An Act is a Bill which has been passed by the Senate in accordance with these Rules and is therefore binding on the Senate. Any amendments to an Act must be made with a two-thirds voice vote. In order for the amendments to take effect, the Act must be re-adopted by a two-thirds roll call vote. No Act may be considered for Amendment unless all members present have been presented with a typed copy of the Act.
- (d) A Revision is a measure which amends or revises these rules, and requires a two-thirds roll call vote to be adopted. A completely new set of Rules must also be offered in the form of a Revision.
- (e) A Resolution is a formal statement of a decision or expression of opinion adopted by the Senate with no appropriations of money involved and requires a majority roll vote to be adopted.
- (f) A measure shall be delivered for introduction no later than one business day before an Executive Committee meeting.
- (g) Measures delivered less than three days before an Executive Committee meeting shall be included in the Senate packet at the office staff's discretion, however the introducers are responsible for ensuring that each Senate member and guest receives a copy of the measure before it is brought to the floor. No action, including any of the two readings, may be taken on a measure unless all members present have been presented with a typed copy of the measure.
- (h) All measures that appropriate funds to non-ASUH organizations shall provide a clause that requires the organization to submit a follow up report. The follow up report shall include information regarding finances if any appropriations had been made in said measure to said organization.
- (i) All measures must go through First and Second Reading unless they are put on Special Orders.
- (j) Measures can only be considered official and accepted by the Senate when accompanied by the printed name and an underlined signature of at least one senate member. More than one member may sign onto a measure. The first underlined name shall be considered the primary introducer of the measure. Senate members cited as introducers of a bill must sign the bill prior to its introduction to the Senate.

Rule 31 *Readings*

31-1

- (a) First Reading shall be constituted by having the presiding officer refer all measures by number and title to the appropriate committee(s) at an Executive Committee meeting. This can be done via:
 - 1) Single Referral – One committee will consider the matter.
 - 2) Joint Referral – Two or more committees will consider the matter simultaneously.
 - 3) Subsequent Referral – The measure being considered will be referred to one committee first, and then being reported out of that committee, will subsequently be referred to a second committee.
- (b) Second Reading of measures shall occur on the floor of the Senate.

- 1) Second Reading of measures shall not occur unless the measure has been reported out of committee, or the measure is recalled from said committee via a two-thirds roll call vote.
- 2) Following the Order of Business, the presiding officer shall announce each measure.
- 3) A member may move for adoption. If seconded, the Senate may discuss the motion before voting.
- 4) Upon approval, each measure shall take precedence over any previously passed legislation that may conflict with it.

Rule 32 *Committee Referrals*

32-1

- (a) Once a measure is referred to a committee, said committee has the responsibility of said measure.
- (b) The committee to which the measure is referred may:
 - 1) Report the measure out via a Standing Committee Report, recommending approval as originally referred to the committee.
 - 2) Report the measure out via a Standing Committee Report, recommending approval with amendments proposed by the committee in the Standing Committee Report.
 - 3) Defeat the measure.
- (c) The Senate may not take action on any measure referred to a committee unless the committee reports the measure out via a Standing Committee Report, or the Senate votes to discharge the committee from further consideration and onto the floor for Second Reading via a two-thirds roll call vote.

PART IX: SPECIAL PROCEDURES

Rule 33 *complainers and Disciplinary Procedures*

33-1 These procedures shall serve as the guidelines for complaints leveled against Executive Officers or Senators, and for appropriate action.

Rule 34 *Complaints*

34-1

- (a) A complaint is a written letter received by the ASUH Office detailing a specific incident involving an Executive Officer or Senator.
- (b) Grounds for a complaint include the following:
 - 1) Violation of the Constitution
 - 2) Violation of the Senate Rules
 - 3) Conduct unbecoming of a member of the ASUH Senate
 - 4) Negligence
 - 5) Excessive unexcused absences
 - 6) Failure to carry out duties as described in the Senate Rules

Rule 35 *Procedures*

35-1

- (a) Once the ASUH Office has received a complaint the President shall convene an Executive Committee Meeting in accordance with Rule 19-1. The accused shall also receive a copy of the complaint.
- (b) At the meeting the complaint will be distributed and referred to the Internal Affairs Committee, which will have no less than five (5) and no more than ten (10) instructional days to investigate

and interview all involved parties and report back its findings to the Executive Committee on whether or not there is evidence to proceed with a hearing.

- (c) Internal Affairs will meet in Executive Session when preparing its report to protect the confidentiality of the accused, accuser, and any witnesses.
- (d) If the President is accused, the Vice-President shall serve as the presiding officer. The presiding officer may vote.
- (e) If the Committee on Internal Affairs deems that a complaint has enough factual basis to warrant an investigation, a hearing will convene made up of the Committee on Internal Affairs and the Solicitor General who will serve as an ex-officio member, advising concerning the external implications of rulings. The Committee on Internal Affairs must reach a final judgment by a majority vote within ten (10) instructional days.
- (f) If the member involved in the hearing is a part of the Internal Affairs Committee or is the Solicitor General then they will be removed from the committee and quorum will be recalculated based on the number of remaining members.
- (g) If any party is unsatisfied with the verdict, the Student Court will be referred to try the case. All relevant documents will be submitted to the Student Court. The Student Court is asked to schedule and execute a hearing within in one calendar month.
- (h) The Student Court will have the final decision.
- (i) Any party may appeal to the full Senate within ten (10) instructional days of the Executive Committee's decision.

35-2

- (a) The body shall convene with minutes being taken by the Secretary.
- (b) Copies of the original complaint and the Committee on Internal Affairs report shall be distributed to the members of the committee, the plaintiff and defendant.
- (c) The accuser shall take the stand and deliver their statement.
- (d) The committee shall have the opportunity to question the accuser.
- (e) Any witnesses for the accuser shall be able to take the stand and be questioned by the committee.
- (f) The accused shall take the stand and deliver their statement.
- (g) The committee shall have the opportunity to question the accused.
- (h) Any witnesses for the accused shall be able to take the stand and be questioned by the committee.
- (i) The accuser shall take the stand and the accused will have the opportunity to question the accuser. (Special Complaint Hearing Decorum shall apply).
- (j) The accused shall take the stand and the accuser will have the opportunity to question the accused. (Special Complaint Hearing Decorum shall apply).
- (k) Final questions from the committee through the chair can be asked of either the accuser or accused.
- (l) Closing statements will be allowed by the accuser and accused.
- (m) The committee shall enter executive session at the end of step (l) and begin deliberations. The committee is charged with rendering a decision the day of the hearing. The defendant and plaintiff will be asked to leave the room, regardless of their position on the Senate.
- (n) Once a decision has been reached, the accused and accuser shall be notified to return to the hearing chambers to be present at the verdict.
- (o) If no decision is reached by the end of the day of the hearing, the committee shall be considered 'split' and a vote will take place on whether to convene another hearing or not.

35-3

- (a) All questions and statements MUST be directed through the chair.
- (b) Questions by the accuser to the accused or the accused to the accuser shall be directed to the chair only. Refusal to direct questions through the chair will result in forfeiture of questioning ability.
- (c) Questions by the committee members shall also be directed through the chair.
- (d) The chair shall have the authority to call a recess when he or she deems it necessary.

35-4The Committee on Internal Affairs shall impose a penalty by a majority vote if the accused is found guilty of violating the Rules of the Senate.

PART X: PERSONNEL PROCEDURES

Rule 36*Personnel Procedures*

36-1 These personnel procedures shall serve as a guideline for most of the personnel actions of the ASUH in hiring student assistants.

Rule 37*Administration*

37-1 The Operations Manager shall be responsible for the proper supervision of these procedures, with the aid of appropriate members of the Senate appointed by the President and confirmed by the Senate via a majority voice vote.

Rule 38*Creation of Positions*

38-1

(a) The Senate may create any additional personnel positions to meet administrative and/or legislative programs and/or services needed, by the enactment of a bill. Said bill shall include a job description to include:

- 1) Job title
- 2) Date of job description preparation
- 3) Summary of the nature of work
- 4) Supervising body
- 5) Hiring body
- 6) Student Employment approved classification
- 7) Student Employment approved wage or salary
- 8) Period of employment (not to extend beyond fiscal year)
- 9) Workload (including hours per week)
- 10) Job duties
- 11) Minimum qualifications
- 12) Desired qualification
- 13) Application procedures and deadline

Rule 39*Recruitment*

39-1 All positions shall be announced for a period of two calendar weeks prior to interviewing. At a minimum, posting a job description on the ASUH bulletin board and Student Employment bulletin board shall be done.

Rule 40*Interviewing*

40-1 Prior to interviewing, the appropriate screening body shall prepare questions and a rating sheet to objectively evaluate the applicants.

40-2 The rating sheet shall be divided into three main areas of selection:

- (a) Minimum or mandatory qualifications
- (b) Desirable qualifications
- (c) Overall rating

40-3 Each applicant will be numerically scored for each criterion as determined by the screening body.

Rule 41 *Selection*

41-1 The screening body shall select and recommend an applicant based upon the results of the rating sheets and the decisions of the members present. Rating sheets shall be retained by the operations manager as confidential material.

41-2 The ASUH Senate shall by a majority roll call vote make final approval of all personnel appointments. All applicants shall be notified by written notice of the final Senate approval within ten working days.

Rule 42 *Supervision*

42-1 The Operations Manager shall supervise and evaluate each employee in consultation with the President or a designee. Performance evaluation of each employee shall be conducted at the end of each semester.

Rule 43 *Disciplinary Action*

43-1 The ASUH Senate shall comply and adhere to Departmental, University, and State disciplinary procedures and policies.

PART XI: PROPER FORMAT OF ASUH SENATE DOCUMENTS

Rule 44 *Hawaiian Orthography*

44-1 All measures and official correspondence shall adhere to the Hawaiian Orthography, including the 'okina and kahako, as listed in the *Pukui-Elbert Hawaiian Dictionary*, most current edition.

Rule 45 *Proper Format for ASUH Senate Documents*

45-1 All Senate documents shall adhere to the following color system

- (a) Agenda shall be on salmon.
- (b) Senate Minutes, Senate Acts (after being converted from Senate Bills), Revisions and unapproved Standing Committee minutes (for use only in the Standing Committee) shall be on white.
- (c) All Executive Committee minutes and approved Standing Committee minutes shall be on blue.
- (d) Senate Bills, for First and Second reading, shall be on green.
- (e) Senate Resolutions, for First and Second reading, shall be on pink.
- (f) Standing Committee Reports shall be on canary.

45-2 Senate Measures and Minutes (from the Senate, Executive Committee, Standing Committees, and ad hoc committees) that have not been approved must clearly state on every page that they have not been accepted by the Senate.

PART XII: RIO FUNDING PROCEDURES

Rule 46 *Registered Independent Organization Funding*

46-1 The following Rules establish the guidelines for Registered Independent Organization Funding.

Rule 46 *Committee Authorization*

47-1 Responsibility for the initial screening and consideration process for all applications for RIO Funding shall rest with the Finance Committee, who will then bring forth their Committee recommendations to the Senate for approval.

Rule 48 *Funding Provisions*

- 48-1 ASUH funding is used to support the RIOs which provide services and programs directed towards the benefit of full-time classified undergraduate students and the University community as a whole.
- 48-2 The Senate's decision to appropriate funds is determined by many factors, including, but not limited to, the significance of the program, the possibility of success, the availability of funds, and the history of past funding.
- 48-3 The ASUH Funding Policies are enacted to ensure a fair funding process that eliminates inconsistencies, and to assure applicants of ASUH's intent to allocate funds on behalf of needs, interests, and goals of the University community.

Rule 49 *Requirements*

49-1

- (a) Only those organizations that are registered with Student Life and Development (SLD) and operated in accordance with the "Administrative Policies Governing Registered Independent Organizations (RIOs) at the University of Hawai'i at Mānoa" are eligible for funding.
- (b) Each RIO requesting funding may request and receive an RIO Funding Application Packet from the ASUH office during designated periods.
 - 1) A completed application shall detail the objectives, aims, and purposes of the program(s), including the intended benefits to the undergraduates of UH Mānoa, for which the funds are being requested. Further, all requirements as listed in the application packet must be fulfilled in order for the application to be considered.
 - 2) Only members authorized to act on behalf of their respective organizations may sign the application funding.
- (c) At least one authorized representative of the RIO must appear before the Finance Committee for an application interview. The interview shall be scheduled when the completed application is submitted. Failure to appear at the scheduled interview will result in no further consideration being given to the funding request.
 - 1) Sitting members of the finance committee will recuse themselves from the presentation and decision making processes of RIOs to which that committee member maintains an active status and/or is an active member.
 - 2) Elected members of ASUH, regardless of their committee assignments, will abstain from presenting before the finance committee during the RIO interview process if an RIO they are a member of is requesting funding.
- (d) All funding requests must go through the bill process and be approved by the Senate.
 - 1) For the purposes of RIO funding only, approved amounts for advertising expenditures will be appropriated from the RIO funding account.
- (e) RIOs applying for funding for off-island travel expenses must follow and adhere to the University requirements and restrictions regarding travel procedures, and any additional requirements of the ASUH. Travel authorization must be obtained before travel occurs.

49-2

- (a) Appropriations shall not be awarded for salaries, wages, costs of fundraising events, membership drives, club dues, daily operations, and equipment purchases.
- (b) Unless otherwise provided for by the Senate, expenditures included prior to the passage of the bill will not be considered part of the authorization and will not be eligible for funds from the designated account.
- (c) According to University policy, the ASUH "will not disburse any funds from RIO funding programs that are intended to actually benefit a sectarian program or activity of an RIO." (Memorandum of Agreement between Albert Simone, President, University of Hawai'i; Warren

Price III, State Attorney General; Kirk Cashmere, ACLU Hawai'i staff attorney; May 1989.) To comply with the provisions of the Memorandum of Agreement, the ASUH Senate shall apply the 3-prong Lemon test (*Lemon v. Kurtzman* 403 U.S. 602).

- 1) Does the program have valid purpose?
- 2) Does the primary effect of the program advance religion?
- 3) Will the program create an excessive entanglement of church and state?

When reviewing an application, line "1" should be determined as being true, and lines "2" and "3" as being false. In order for the application to be considered for approval. If the appropriation fails to meet any portion of the test as determined by the ASUH Senate, until circumstances warrant otherwise, that particular program shall not be eligible for funding.

- (d) All appropriations shall be subject to statutory limitations.

49-3

- (a) All recipients of ASUH funds shall comply with the University's Fiscal Management Policy. Upon approval of funds, specific instructions regarding disbursement procedures will be provided in the RIO Award Packet.
- (b) Each recipient of ASUH funds shall complete the necessary disbursement forms as specified in the RIO Award Packet, which shall include the necessary forms and instructions for their completion.
 - 1) Only members who are authorized by their organization may submit and sign disbursement forms.
 - 2) Completion and submission of paperwork must occur no later than the posted deadlines.
 - 3) RIOs can receive funds by methods approved by the operation manager. These methods will be outlined in a packet supplied to the RIOs after they receive funding approval.
- (c) The appropriated amount within a line item shall not be exceeded nor be transferred to another line item.
- (d) Any RIO receiving funding from ASUH must contribute mandatory service hours to ASUH for the purpose of providing service to the ASUH, the University, or the general community.
- (e) Specific funding procedures and details regarding RIO funding of the given semester are at the discretion of the Finance Committee and will be provided in the RIO funding packet.

49-4

- (a) Each and every RIO applying for ASUH funds shall make its books and financial statements available to the ASUH upon request and be subject to audit.
- (b) All unencumbered funds shall revert to the ASUH upon completion of the project.
- (c) All recipients of ASUH funds must publicly credit ASUH in all publicity releases related to the program funded. Credit line shall read "Funded (in part) by ASUH" and the said credit line shall be printed in a font no smaller than 12 point.
- (d) Accommodations shall be made, whenever feasible, for an ASUH representative to attend and evaluate funded programs to ensure that those programs adhere to stated purposes and programming.
- (e) All RIO funding applications will be accepted in the ASUH office until the posted deadlines.
- (f) The Post-Evaluation form that is included in the RIO Award Packet must be submitted to the ASUH office along with all the other necessary forms and documents prior to moneys being released.

Rule 50 Agreement

50-1 All applicants agree and meet the policies set forth by the University and the ASUH. Any questions from these policies shall be directed to the ASUH Treasurer or the Finance Committee.

PART XIII: GENERAL AND SPECIAL ELECTION RULES

LAST REVISED ON OCTOBER 22, 2019.

Rule 51 *Authority and Control*

- 51-1 These rules are established by the ASUH Senate in accordance with the ASUH Constitution and shall be effective until such time as may be revised or repealed.
- 51-2 Per the Constitution, the Elections Committee shall conduct all ASUH elections, and announce elections results. The chairperson of the Elections Committee (“Chief Elections Officer”) shall oversee all elections procedures and appeals and shall exercise such responsibilities as may be provided by these rules.
- 51-3 Any senator or executive member who is running in the current elections shall be prohibited from serving on the Elections Committee.
- 51-4 The candidates shall follow the Elections Rules, ASUH Constitution, and policies governing Registered Independent Organizations (RIO).
- (a) Failure to submit any required documentation by the specified deadline shall result in a candidate’s disqualification, except in cases in which the seat in question is uncontested.
 - (b) Ignorance of the rules is no defense to elections infraction.

Rule 52 *Elections Committee Pre-Elections Responsibilities*

- 52-1 The Elections Committee shall exhaust all means deemed necessary by the Chief Elections Officer to effectively publish all vacancies within the Senate.
- 52-2 The Chief Elections Officer shall set and review the Elections Regulations and shall publish an Elections Packet, including the Elections Schedule, Elections Rules, and Elections Regulations, before the nomination period begins.
- 52-3 Subsequent to nomination deadline, a list of all verified candidates will be published not less than ten school days before the elections.
- 52-4 The Elections Committee shall schedule a mandatory candidate orientation for all candidates within five school days of nomination deadline.

Rule 53 *Nominations*

- 53-1 In accordance with Article III, Section B; Article IV, Section A; and Article VIII, Section D of the ASUH Constitution, individuals seeking nomination must meet the following eligibility requirements:
- (a) Nominees for any position must be full-time, classified undergraduate students, possess a minimum grade point average of 2.00, and have paid the ASUH membership fee.
 - (b) Nominees for Treasurer must have satisfactorily completed at least two semesters of accounting courses or their equivalent.
 - (c) Nominees for any College Senator seat must be members of the corresponding college represented in the ensuing semester.
- 53-2 Nominations for President, Vice President, Secretary, Treasurer, and Senators-At-Large made by submitting a petition listing the signatures, printed names, colleges, and University of Hawai‘i identification numbers of at least twenty-five full-time, classified undergraduate students to the ASUH Office.
- (a) Nominees for any position must be full-time, classified undergraduate students, possess a minimum grade point average of 2.00, and have paid the ASUH membership fee.
 - (b) Nominees for Treasurer must have satisfactorily completed at least two semesters of accounting courses or their equivalent.
 - (c) Nominees for any College Senator seat must be members of the corresponding college represented in the ensuing semester.

53-3 Nominations for all College Senator seats shall be made by submitting a petition listing the signatures, printed names, colleges, and University of Hawai'i identification numbers of at least twenty-five full-time, classified undergraduate students enrolled in the respective college to the ASUH Office.

53-4 Prospective nominees unable to meet the requirements outlined in 52-2 or 52-3 but still seeking elected office may request for a nomination on the floor of the Senate per the ASUH Constitution Article 8, Section A, from a current member of the Senate, excluding the Presiding Chairperson.

(a) Members of the Senate who wish to floor nominate an individual must provide the Chief Elections Officer the name, major, position(s) desired, and student identification number one (1) day prior to the release of the candidate list.

(b) The disposition of all floor nomination requests shall be left to the discretion of the Senate.

53-5 In the event that a vacant position is without candidates, nominations may be made subsequent to the nomination deadline by the Elections Committee and Operations Manager who must jointly verify the prospective nominee's eligibility.

53-6 Candidates may concurrently run for one executive position (President, Vice President, Secretary, Treasurer, or Senator-At-Large) and one College Senator position.

Rule 53 *Campaigning*

54-1 Harassing voters is prohibited.

54-2 Door-to-door campaigning is prohibited in all UH Mānoa residence halls.

54-3 Physical campaigning and campaign materials within a computer lab is strictly prohibited during the campaigning period determined by the Chief Elections Officer.

54-4 Overt and direct abuse of influence over the voting process is strictly prohibited.

54-5 All candidates shall file an income and expenditure form within five school days following the close of elections, regardless of whether any money was spent.

54-6 Campaign material must have department and/or UH Facilities Management approval prior to posting.

54-7 Tampering with or otherwise manipulating opponents' campaign material is strictly prohibited.

54-8 Registered Independent Organizations; Chartered Student Organizations, excluding ASUH; other student organizations; and faculty shall not be prohibited from endorsing and supporting candidates but shall be subject to the Senate Elections Rules and the Chief Elections Officer's interpretation of these rules.

(a) Candidates must have written permission from organizations and individuals to use their endorsement on campaign materials.

Rule 55 *Voting Procedures*

55-1 Every full-time, classified undergraduate student who has paid the ASUH membership fee, including the candidates themselves, shall be entitled to vote once for each vacant executive officer seat, once for each vacant Senator-At-Large seat, and once for each vacant senator seat in his or her primary college.

55-2 Each eligible voter shall receive up to two emails, one pertaining to elections for vacant executive officer and Senator-At-Large seats and the other pertaining to elections for vacant senator positions within his or her primary college.

(a) Each email shall contain a one-time use code which shall be required to access the corresponding web ballot.

Rule 56 *Tabulation Procedures*

56-1 The web page operator shall secure all web ballots and tabulate votes based on the Elections Committee's instructions.

- (a) Tabulation shall be completed within two school days after the closing of the elections period.
- 56-2 A valid vote is any vote accepted by the website.
- 56-3The website will not accept invalid votes so there should be no invalid votes, invalid ballots, or spoiled ballots.
- 56-4In the event of an emergency that impedes the legal process of the vote, the ASUH retains the right to recommend and enact appropriate solutions.
- (a) The solution must be approved by the ASUH Executive Committee.
- 56-5Candidates must receive a minimum of two votes to be considered elected.
- 56-6A tie vote shall be defined as an equivalent number of valid votes between the top contenders for the same office. If a tie vote is determined, a runoff election will be held within two weeks.
- 56-7The web page operator, in possession of all ballot results, will produce the total elections results, which shall consist of the following:
- (a) Number of valid votes cast
(b) Number of total ballots
- 56-8The Operations Manager and Chief Elections Officer shall retrieve, from the Web Page Operator, a hard copy of the finalized elections results, which may be examined by the public upon special request.
- (a) Elections results shall be filed with and preserved by the Operations Manager and shall not be destroyed until the time for an appeal has passed.
- 1) If an appeal of any sort is made, the records shall be held until such time as the questions have been resolved.
- 56-9The unofficial elections results shall be made available to the public at least two business days prior to the deadline for appeals by the Operations Manager and the Chief Elections Officer.
- 56-10The Senate shall ratify the elections results at the next General Senate meeting after the posting of unofficial elections results, in accordance with Article VIII, Section B, Subsection 2 of the ASUH Constitution.

Rule 57*Appeals*

- 57-1All appeals of elections results shall be submitted in writing to the Elections Committee by the deadline specified by the Elections Schedule.
- 57-2All appeals must specifically state the offender(s) and violation(s) and can only be filed by ASUH members.

Rule 58*Hearings*

- 58-1A hearing shall be conducted within five business days following the deadline for submitting appeals. The accused shall be notified and given a copy of the appeal. The hearing date shall be posted on the ASUH bulletin board at least 24 hours prior to the hearing. At the hearing, the accused may be present and the accuser shall present all evidence and witnesses supporting their position. The accused may do the same. The Trier of Facts shall consist of the Chief Elections Officer or designee, the Elections Committee Vice-Chairperson or designee, and the SLD Director or designee.
- 58-2Upon completion of the hearing (not to exceed five business days), the Trier of Facts shall deliberate in executive session and within two business days following the conclusion of the hearing, render written findings and an order. The findings and order shall be posted on the ASUH bulletin board.
- 58-3The accused or the accuser may file a written appeal within two business days of the posting with the ASUH Student Court. If the penalty appealed impacts awards for service, a written appeal must be sent to the Executive Committee before going to the Court.
- 58-4The finding of fact and order of the Student Court will be the final judgment.

Rule 59 *Penalties*

59-1 Penalties may range from a written reprimand, a letter of apology, loss of award for service, disqualification, or a referral to the Dean of Students Office.

Rule 60 *Elections Schedule*

60-1 The Elections Committee must set the schedule in accordance with the rules established by the ASUH Constitution (see Article VIII). The schedule must contain the following items with respective deadlines:

- (a) Nomination period start and end dates
- (b) Temporary Registered Independent Organization (RIO) form due date
- (c) Final day for floor nominations at ASUH General Meeting and final day to submit elections applications
- (d) Campaign period start and end dates
- (e) Candidate withdrawal deadline
- (f) Elections start and end dates
- (g) Elections appeals and removal of elections materials deadline
- (h) Campaign Spending Report due date
- (i) Unofficial results posted on or prior to date
- (j) Deadline to accept or decline position (pending ratification)

60-2 The Elections Schedule shall be based around the following days:

- (a) The General Election packet shall be available to all full-time undergraduate students who are eligible to run for office on the first Monday of March. The General Elections Schedule will be based around this and in compliance with the ASUH Constitution.
- (b) Election packets for the Fall Special Election and Spring Special Election, if necessary, will be available on the first day of each semester.

PART XIV: OTHER

Rule 61 *Chartered Student Organization/External Funding*

61-1 The ASUH senate reserves the right to disburse funds to any one of the University of Hawai'i at Mānoa's other five (5) Chartered Student Organizations.

61-2 The ASUH senate reserves the right, with regards to External / CSO funding, to subject those said organizations to an application and/or screening process of which all rules and/or procedures may be created by the Committee on Finance and/or an Ad-Hoc committee appointed solely for rule and procedure creating purposes. i.e. SAPFB/ASUH RIO funding, CCB/Activities Committee

Rule 62 *ASUH Website*

62-1 The External Affairs Committee Chairperson is responsible for the oversight of the website. Website funding can be obtained through a Senate Bill or established in the budget.

- (a) The website is required to contain the ASUH Constitution and the Senate Rules.
- (b) The office staff, including but not limited to the student manager and the operations manager, shall be trained to update the website as needed.
- (c) The website shall be updated by the office staff to include all Senate Bills and Resolutions prior to the committee meetings that they are referred to.
- (d) The website shall be updated by the office staff to include all Senate Bills and Standing Committee Reports prior to the general meeting that the bill or resolution will be introduced at.
- (e) The website shall be updated by the office staff to include all executive, general, and committee meeting minutes within 2 business days after the minutes have been codified.
- (f) The website shall be updated by the office staff to include all Senate Acts and Resolutions within 2 business days after senate acts and resolutions have been codified and submitted to Office Staff.

- (g) The website may also be used for publicity and other information as determined by the External Affairs Chairperson. Publicity and other information includes, but is not limited to, meeting announcements, student events, and outreach programs, pending that everything on the website is related to ASUH Business.
- (h) Complaints of misuse or failures to comply with this rule shall be directed towards the Internal Affairs Chairperson.

Rule 63 Rule of Executive Authority in the absence of the President of ASUH

63-1

- (a) The Vice-President shall call General Senate Meetings and Executive Committee Meetings to order in the temporary absence or disability of the President and preside over said meeting.
- (b) The Internal Affairs Chairperson shall call General Senate Meetings and Executive Committee Meetings to order in the temporary absence or disability of the President and Vice-President and preside over said meeting.
- (c) The Treasurer shall call General Senate Meetings and Executive Committee Meetings to order in the temporary absence or disability of the President, Vice-President, and Internal Affairs Chairperson and preside over said meeting.
- (d) The Secretary shall call General Senate Meetings and Executive Committee Meetings to order in the temporary absence or disability of the President, Vice-President, Internal Affairs Chairperson, and Treasurer and preside over said meeting. The Secretary will also appoint a member of the Senate to perform the duties of Secretary during said meeting.
- (e) The External Affairs Chairperson shall call General Senate Meetings and Executive Committee Meetings to order in the temporary absence or disability of the President, Vice-President, Internal Affairs Chairperson, Treasurer, and Secretary and preside over said meeting. The External Affairs Chairperson will also appoint a member of the senate to perform the duties of Secretary during said meeting.

Rule 64 Public Testimony

64-1

- (a) Interested persons shall have an opportunity to submit testimony on agenda items of ASUH committee meetings.
- (b) For a person to give oral testimony at an ASUH meeting, the person must sign up on a list designated for oral testimony. He/she must give his/her name, the organization (if applicable) he/she represents, and the agenda item he/she wishes to speak on.
- (c) The order of which interested persons will speak will be based on the sign up list. There will be one list for constituents of the ASUH Senate and another list for all other who wish to testify.
- (d) Time for testimony will be designated at the beginning of each meeting or before each old business, special order, and new business agenda items. This decision will be made at the discretion of the presiding officer.
- (e) Each person will receive 3 minutes to speak and time will be taken by the Internal Affairs Chairperson or appointed delegate.
- (f) Constituents of the ASUH Senate will have first priority for oral testimony. All others may speak after all interested constituents have had a chance to speak.
- (g) If a person is unable to be present for the meeting he/she wish to testify at, he/she may submit written testimony. If the written testimony is submitted 24 hours in advance it will either be read by the presiding officer during the meeting at the designated testimony time for the appropriate agenda item or be distributed to all senate members present at the meeting. This decision will be at the discretion of the presiding officer.
- (h) If testimony is submitted late, it will be designated as so and all on time testimony will take priority.

Rule 65 *Senate Recognition*

65-1 Students who serve on Senate will be recognized for their service.

- (a) A Recognition Certificate will be awarded at the completion of a term of a Senate Member.
- (b) A Graduation Sash will be awarded to Senate members who complete at least one (1) term on Senate.
- (c) A term is complete when a Senate member retains their elected position until the crossover of that Senate or until graduation (should it occur prior to the crossover).

65-2 Design guidelines of Senate recognition items may be determined by the Senate

65-3 Issues regarding Senate Recognition will be reviewed by the Vice President and Internal Affairs Committee.