

**UNIVERSITY OF HAWAI'I - WEST O'AHU
CHARTER OF THE CAMPUS CENTER 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) Campus Center Board, officially abbreviated CCB or referred to as the Board. For the purposes of this Charter, the term "Campus Center" shall refer to its buildings, programs and services. The Campus Center currently consists of the building named Campus Center, this and future buildings shall constitute the Campus Center, which serves as the community center of the University of Hawai'i – West O'ahu, herein referred to as "UHWO", for all members of the West O'ahu campus community - - students, faculty, staff, alumni, and eligible public.

SECTION 2. PURPOSE

The purposes of the UHWO-CCB are to provide governance for the Campus Center and its programs as follows:

- A. Ensure that the Campus Center shall:
1. Serve as the community center for the West O'ahu campus through its facilities, programs, and services.
 2. Serve as the focus and unifying force in the life of all members of the West O'ahu campus community.
 3. Serve as the center of college community life and as a laboratory of citizenship, training students in social responsibility and leadership in our democracy.
- B. Grant responsibility and authority to the Campus Center Board-Activities Council to provide educational, recreational, cultural, and wellness activities for the West-O'ahu campus community.
- C. Formulate, approve, and oversee the short-term and long-term budgets for the Campus Center operations, services, and programs.

ARTICLE II – AUTHORITY AND CONSTITUENCY

SECTION 1. AUTHORITY

The Campus Center 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 Campus Center 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 Campus Center Board or any of its individuals rests with the UHWO.

SECTION 2. CONSTITUENCY

The Campus Center Board and its programs are provided for the benefit of all members of the West O‘ahu campus community.

1. Active -- Any fee-paying undergraduate or graduate student.
2. Affiliate -- Faculty and staff.
3. Alumni -- Any person who has received a degree from the University of Hawai‘i West O‘ahu
4. Associate -- Any other non-student who pays the Campus Center fee in order to participate in Campus Center programs and services. Associate members shall have the privilege of enrollment in or attendance at all Campus Center Board sponsored activities at the student rate.

ARTICLE III – MEMBERSHIP

SECTION 1. COMPOSITION

The Campus Center 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; one (1) may be a student employee of the Campus Center.
- B. Two (2) members (UHWO Faculty/Staff and/or Alumni/Community); and
- C. The following individuals shall be afforded non-voting membership to the Campus Center Board:
 1. The Director of the Campus Center
 2. Campus Center 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. POWERS AND DUTIES

Campus Center Board shall serve as the governance body of the Campus Center and shall maintain and preserve all necessary records of operations, programs, and services.

It shall be the responsibility of the University of Hawai‘i West O‘ahu Campus Center Board to:

- A. Participate in the recruitment, selection, and review of the Director of the Campus Center through the appropriate administrative channels of the UHWO.
- B. 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;
- C. 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
- D. Expend funds entrusted to the Board, subject to limitations, restrictions, and conditions imposed or which may be imposed upon the Board by UHWO and by relevant Federal and State laws, rules, and regulations.
- E. Establish such charges and prices for use of facilities and services and participation in programs as may be deemed prudent and necessary, subject to limitations, restrictions, and conditions imposed or which may be imposed upon the Board by UHWO and by relevant Federal and State laws, rules, and regulations.
- F. Annually evaluate the campus center 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;

- G. 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;
- H. Create and provide such committees, councils, boards, and other agencies as it shall deem necessary in fulfilling its duties and shall ratify all appointments made by the Campus Center Board.
- I. Exercise such powers not herein specifically assigned, subject to the approval of the Vice Chancellor of Student Affairs.

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 campus center 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 Campus Center 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 twice (2) 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 6. ANNUAL MEETING

There shall be a Campus Center Board Annual Meeting each May at which the outgoing Campus Center Board and Activities Council members shall be recognized and the new Campus Center Board and Activities Council members shall be seated. The outgoing President of the Campus Center Board shall convene the new Board for the purpose of initiating the process of electing the officers of the new Campus Center Board.

SECTION 7. PARLIMENTARY AUTHORITY

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

ARTICLE VI – APPOINTED STAFF

SECTION 1. ANNUAL APPOINTMENTS

All Campus Center Board program staff positions shall be filled annually by the procedures set forth in the Bylaws.

SECTION 2. OTHER APPOINTMENTS

All other positions shall be filled as needed following the procedures set forth in the Bylaws.

ARTICLE VII – FINANCES

SECTION 1. CAMPUS CENTER OPERATIONS FEE

The UH Board of Regents has established a per capita UHWO student mandatory fee for the Board. Revenue derived from this fee shall be deposited in a University account as required by law.

SECTION 2. OTHER REVENUE

All non-fee revenue earned by or given to the Board shall be deposited in a University account as required by law.

SECTION 3. GRANTS AND AWARDS

In accordance with established University policies and procedures, the Board may accept grants and awards from individuals or organizations.

SECTION 4. UNIVERSITY ADMINISTRATIVE SUPPORT

The Board may receive administrative support for all its programs, in consideration of the open distribution and the availability of other programs and services to all segments of the UHWO community, or as otherwise determined in consultation with the University administration.

SECTION 5. RESPONSIBILITY

The Board shall be responsible for annual and long-term budgeting and for the expenditure of its funds, subject to annual approval by the Vice-Chancellor for Student Affairs or a designee. All expenditures shall be made in accordance with established University policies and procedures.

ARTICLE VIII – 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 IX – 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 Campus Center Board shall take appropriate and necessary action within ninety (90) days to correct the provision(s) in violation.

ARTICLE X – 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 Campus Center Board and shall supersede any existing policies of any previous allocation procedures for the Campus Center Board.

Reviewed:
UHWO Approved:

Ratification 4.7.2014