

UNIVERSITY OF HAWAII AT MANOA
STUDENT ACTIVITY AND PROGRAM FEE BOARD

Article I - NAME AND PURPOSE

SECTION 1. NAME

The name of this organization shall be the University of Hawaii at Manoa (UHM) Student Activity and Program Fee Board, officially abbreviated SAPFB.

SECTION 2. PURPOSE

The Student Activity and Program Fee Board is hereby established to provide student input on the allocation of the student activity and program fee funds and to ensure that the allocation and use of these funds maximally benefit co-curricular programs and activities on the University of Hawaii at Manoa Campus.

ARTICLE II - AUTHORITY AND CONSTITUENCY

SECTION 1. AUTHORITY

The Student Activity and Program Fee Board is a chartered student organization, which has been officially delegated the authority to make recommendations to the Vice President for Student Affairs regarding the allocation and use of the student activity and program fee.

SECTION 2. CONSTITUENCY

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

ARTICLE III - MEMBERSHIP

SECTION 1. COMPOSITION

The Student Activity and Program Fee Board shall be composed of voting members who shall be appointed by the Vice President for Student Affairs from a list of

recommendations submitted by the Screening Committee. Membership shall be appointed as follows:

- a. Eight (8) students, at least one of whom shall be a graduate student;
- b. Three (3) BOR-appointees (faculty or APT); and
- c. The director of the Bureau of Student Activities (BSA) or designee to act in an advisory capacity as an ex-officio, non-voting member.

SECTION 2. ELIGIBILITY FOR BOARD MEMBERSHIP

Any part-time or full-time student enrolled at the University of Hawaii at Manoa and paying the student activity and program fee shall be eligible for appointment to the Board.

Any part-time or full-time faculty or APT staff member of the University of Hawaii at Manoa shall be eligible for appointment to the Board.

SECTION 3. POWER AND DUTIES

It shall be the responsibility of the UHM Student Activity and Program Fee Board to:

- a. Formulate and establish such policies as may be needed to govern the allocation of the student activity and program fee;
- b. Review and make recommendations to the Vice President for Student Affairs in regard to the allocation of the student activity and program fee monies to requesting agencies for programs, facilities and/or services of primary benefit to students;
- c. Solicit and review the requests of any department or University Registered Organization for financial support of its programs, facilities and/or services.
- d. Develop a post audit system to insure that the student activity and program fees are appropriately spent;
- e. Annually evaluate the student activity and program fee to determine that it is adequate and equitable and to forward its recommendations to the Vice President for Student Affairs and the Chartered Student Organizations;
- f. 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;

g. Create and provide such committees as it shall deem necessary in fulfilling its duties and shall ratify all appointments made by the Chairperson of the Student Activity and Program Fee Board.

SECTION 4. TERM OF OFFICE

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

Voting members shall not serve for more than two consecutive terms.

Alternate members shall complete the term of office for the respective vacated positions to which they are appointed.

ARTICLE IV - OFFICERS

SECTION 1. COMPOSITION

The Board shall elect from and among its membership, the chairperson, vice-chairperson and treasurer.

SECTION 2. QUALIFICATIONS

Only student members of the Board shall be eligible to hold the office of Board chairperson. In addition, no Board officer shall concurrently be executive officers of any other BOR-chartered student organization.

SECTION 3. POWER AND DUTIES

The chairperson shall preside over all Board meetings; appoint all committees with Board approval; prepare agenda in collaboration with the Board; serve as a liason with the Bureau of Student Activities; serve as a spokesperson for the Board in all matters pertinent to the interest and jurisdiction of the Board; and perform all other duties generally belonging to the office.

The vice-chairperson shall perform the duties of the chairperson in case of the chairperson's absence, vacancy or disability; conduct elections for a chairperson when a

vacancy arises; and record, publish and distribute minutes of all Board meetings.

The treasurer shall work closely with the Bureau of Student Activities staff to maintain an accurate record of the Board's finances, to regularly submit financial statements for Board accounts, to assist in processing authorized disbursements via regular University fiscal procedures, and to assist in the preparation of the Board's annual budget.

SECTION 4. TERM OF OFFICE

The officers of the Board shall serve for one (1) year terms with election no later than October 1.

ARTICLE V - SCREENING COMMITTEE

SECTION 1. COMPOSITION

The Screening Committee shall be composed of five (5) voting members and one (1) non-voting BSA staff member appointed as follows:

- a. Two (2) student members and one (1) non-student member from among the Board's voting members, appointed by the Board chairperson with Board approval;
- b. One (1) undergraduate student appointed by the ASUH Senate;
- c. One (1) graduate student appointed by the GSO Assembly;
- d. A staff member of the BSA appointed by the BSA Director to act in an advisory capacity as an ex-officio, non-voting member.

SECTION 2. QUALIFICATION

Any student enrolled at the University of Hawaii Manoa and paying the student activity and program fee shall be eligible for appointment to the Screening Committee, except that the student recommended by the ASUH or GSO shall not be a GSO shall not be a member of the ASUH Senate or GSO Assembly.

Any Board member who sits on the Screening Committee shall not accept nomination and election for office as a Board chairperson or Vice-chairperson in the ensuing year.

SECTION 3. DUTIES

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

SECTION 4. ORGANIZATION & TERM OF OFFICE

The BSA staff member on the 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 BSA staff member 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 Hawaii Manoa campus.

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

By April 30 each year, the Committee shall recommend to the Vice President for Student Affairs candidates for voting positions on the Board. In addition, a list of alternates 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 VI.

SECTION 6. APPOINTMENT OF BOARD MEMBERS

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

ARTICLE VI - MEETINGS

SECTION 1. TIME AND PLACE

Regular meetings of the Board shall be held at least once a month during the academic year with the time and place designated by the Board. Special meetings 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 V 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 President for Student Affairs. Furthermore, alternate members shall sit for respective absent positions (e.g., alternate student members sitting for absent student members and alternate BOR-appointees sitting for absent BOR-appointees). The minutes of meetings shall clearly state substitutions.

SECTION 4. PARLIMENTARY AUTHROITY

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

ARTICLE VII - 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 to allow for public input and reaction.

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 President for Student Affairs for final adoption.

SECTION 2. ADOPTION

Any amendment to this Charter shall become effective upon the approval of the Vice President for Student Affairs at the University of Hawaii at Manoa.

ARTICLE VIII - SEPARABILITY

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 UHM Student Activity and Program Fee Board shall take appropriate and necessary action within ninety (90) days to correct the provision(s) in violation.

ARTICLE IX - ENACTMENT

This Charter shall become effective upon approval by the Vice President for Student Affairs of the University of Hawaii at Manoa. This Charter shall be binding upon the Student Activity and Program Fee Board and shall supersede any existing policies of any previous allocation procedures for the student activity and program fee.

Adopted: 05-07-1982
Amended: 10-04-1988
Revised: 02-08-1990
UHM Approved: 09-12-1990