

**UNIVERSITY OF HAWAII AT MĀNOA  
STUDENT ACTIVITY AND PROGRAM FEE BOARD  
CHARTER**

**Article I - NAME AND PURPOSE**

**SECTION 1. NAME**

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

**SECTION 2. PURPOSE**

The SAPFB 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 Mānoa Campus.

**ARTICLE II - AUTHORITY AND CONSTITUENCY**

**SECTION 1. AUTHORITY**

The SAPFB is a chartered student organization, which has been officially delegated the authority to make recommendations to the Vice Chancellor for Students 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 programs and activities, including, but not limited to intramural sports, the university theatre, University registered independent organizations, University departments and programs.

**ARTICLE III - MEMBERSHIP**

**SECTION 1. COMPOSITION**

The SAPFB shall be composed of voting members who shall be appointed by the Vice Chancellor for Students 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 Student Life and Development (SLD) 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 activity and program fee paying student enrolled at the University of Hawaii at Mānoa 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 Mānoa 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 Chancellor for Students 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 ensure 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 Chancellor for Students and the Chartered Student Organizations;
- f. Hold open meetings and publicize a minimum of two 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 the board and can serve up to a two year term.

Voting members shall not serve for more than two consecutive terms. If a board member resigns or cannot complete their term of office alternate members will automatically be appointed to full time status. Alternate members shall complete the term of office for the respective vacated positions to which they are appointed.

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

- A. SAPFB Board Members are subject to censure and recall and shall be removed from his or her position for violation of student code, wrongdoing, failure to complete responsibilities, or incompetence.
- B. Any SAPFB Board Member may be considered up for recall upon petition of two or more members of the SAPFB or upon petition of seventy-five (75) UHM fee paying constituents.
- C. The petition shall be presented during a general meeting by the Chairperson and then referred to the Screening Committee. The Screening Committee shall be charged by the Board to reach a decision on the matter. Should the Screening Committee, for whatever reason, fail to do so, the Board shall take up the matter directly.
- D. A member of the SAPFB may be considered for removal by action of the Executive Officers. If the member being removed disputes charges, it shall be referred to the Screening Committee.
- E. Within five working days of being referred charges, the Screening Committee shall notify in writing, any charges the individual being called for recall is facing. A date must be agreed upon for a hearing of said charges. The committee shall also present a copy of the notice to the Chairperson.
- F. The Screening Committee shall hold a hearing during a closed session, During the hearing, the committee shall hear all testimony related to the charges. After the meeting, the committee will discuss in private and formulate their recommendations to the Chairperson. This recommendation may include recall of a member or censure.
- G. The committee shall present the recommendation in writing to the individual and to the Chairperson within two working days.
- H. At the following general meeting, SAPFB shall vote whether to accept the recommendation or to refer it back to the Screening Committee. A two thirds (2/3) vote is required for a recommendation of recall to pass.
- I. If recommendation of recall is accepted, the Chairperson shall notify the SAPFB Advisor or designee in writing of the decisions made by the board. The recall shall be effective upon approval of the SAPFB Advisor or designee and the Board decision shall be final.

- J. Shall the recommendation of recall not be accepted, a member of SAPFB will be considered for censure or removal by action of the Executive Officers. A simple majority vote of all board members is required for censure or removal to pass.

## **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**

- A. The chairperson shall preside over all Board meetings; appoint all committees with Board approval; prepare agenda in collaboration with the Board; serve as a liaison with the Office of Student Life and Development ; 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.
- B. 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 the minutes of all Board meetings.
- C. The treasurer shall work closely with the Office of Student Life and Development 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. With possibility of re-election of up to two (2) consecutive terms.

### **SECTION 5. RESIGNATION OR REMOVAL OF AN OFFICER**

1. Resignation of Chairperson
  - a. All resignations shall be submitted in writing to the SAPFB Advisor or designee.

- b. Upon resignation of the Chairperson, the Vice-Chairperson shall assume all duties and obligations of the chairperson.
2. Resignation of Vice-Chairperson and Treasurer
  - a. All resignations shall be submitted in writing to the Chairperson and the SAPFB Advisor or designee.
  - b. Should any Officer resign, the Board shall hold a special election to fill the vacant position.
  - c. All vacancies shall be filled within seven (7) days.
3. Removal of an Officer
  - a. An Officer shall be removed from his or her position for violation of student code, wrongdoing, failure to complete responsibilities, or incompetence.
  - b. Any Executive Officer may be considered up for removal upon petition of two or more members of the SAPFB or upon petition of seventy-five (75) UHM fee paying constituents.
  - c. The petition shall be presented during a general meeting by the SAPFB Advisor or designee. Officers are removed from office by a simple majority vote of the Board Members.

## **ARTICLE V – SCREENING COMMITTEE**

### **SECTION 1. COMPOSITION**

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

- a. Two (2) student members and one(1) APT/Faculty 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 SLD appointed by the SLD 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 at Mānoa 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 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 Chancellor for Students, candidates for positions on the Board. The Screening Committee shall also be charged to reach decisions on the matter of Board Member or Officer removal.

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

The SLD staff member on the Committee shall ensure that the members of the Screening Committee are appointed 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 and a secretary from among its membership. The secretary shall serve 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 at Mānoa campus. The Committee shall publicize the number of vacancies, eligibility requirements, nomination procedures, deadlines and other relevant information through normal campus publicity channels. The Committee shall recommend to the Vice Chancellor for Students 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 Chancellor for Students 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 to the chairperson.

#### **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 Chancellor for Students. 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. PARLIAMENTARY AUTHORITY**

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 Chancellor for Student for final adoption.

#### **SECTION 2. ADOPTION**

Any amendment to this Charter shall become effective upon the approval of the Vice Chancellor for Students at the University of Hawaii at Mānoa.

### **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 Chancellor for Students at the University of Hawaii at Mānoa. 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**

**1st Amended: 10-04-1988**

**1st Revised: 02-08-1990**

**UHM 1st Approved: 09-12-1990**

**2nd Revised: 12-12-2018**

**2nd Amended: 08-14-2019**

**UHM 2nd Approved: 11-21-2019**