



**Chaminade University**  
O F H O N O L U L U

VOLUME I

GOVERNANCE  
AND  
ADMINISTRATION

June 2023

Version 14.7

## **Table of Contents**

### **Volume I**

<b>1.1 HISTORY .....</b>	<b>5</b>
<b>1.1.1 Chaminade's Symbols .....</b>	<b>5</b>
<b>1.1.2 Presidents of Chaminade University .....</b>	<b>6</b>
<b>1.2 MISSION STATEMENT .....</b>	<b>6</b>
<b>1.3 CHARTER OF CHAMINADE UNIVERSITY.....</b>	<b>6</b>
<b>1.3.1 Articles of Incorporation (Charter).....</b>	<b>6</b>
<b>1.3.2 Bylaws of the Members of Chaminade University of Honolulu.....</b>	<b>10</b>
Revised 11/18/16 <b>1.3.3 Bylaws of the Board of Regents of Chaminade University of Honolulu .....</b>	<b>11</b>
<b>1.4 ADMINISTRATIVE STRUCTURE OF CHAMINADE UNIVERSITY</b>	<b>38</b>
<b>1.4.1 The President .....</b>	<b>38</b>
<b>1.4.2 Provost .....</b>	<b>39</b>
1.4.2.1 Senior Director of Information Technologies and Services ....	<b>Error! Bookmark not defined.</b>
1.4.2.2 Divisional Deans .....	40
1.4.2.2.1 Associate or Assistant Divisional Deans .....	42
1.4.2.2.2 Discipline Coordinators .....	42
<b>1.4.3 Vice President of Enrollment Management.....</b>	<b>42</b>
<b>1.4.4 Vice President of Student Affairs/Dean of Students .....</b>	<b>43</b>
<b>1.4.5 Vice President of Mission and Rector .....</b>	<b>43</b>
<b>1.4.6 Vice President of Advancement .....</b>	<b>44</b>
<b>1.4.7 Vice President of Finance and Facilities .....</b>	<b>44</b>
<b>1.5 ORGANIZATION CHARTS FOR CHAMINADE UNIVERSITY .....</b>	<b>45</b>
<b>1.6 INTERNAL GOVERNANCE OF CHAMINADE UNIVERSITY .....</b>	<b>45</b>

<b>1.6.1 Board of Regents Statement on Governance of Chaminade University .....</b>	<b>45</b>
<b>1.6.2 Faculty Senate .....</b>	<b>48</b>
1.6.2.1 Constitution of The Faculty Senate of Chaminade University .....	48
1.6.2.2 Bylaws of the Faculty Senate of Chaminade University .....	50
<b>1.6.3 Chaminade Student Government Association.....</b>	<b>54</b>
1.6.3.1 CSGA Constitution .....	54
1.6.3.2 Chaminade Student Government Association Bylaws .....	57
<b>1.6.4 Chaminade Student Allocation Board .....</b>	<b>72</b>
1.6.4.1 CSAB Constitution .....	72
1.6.4.2 Chaminade Student Allocation Board Bylaws .....	73
<b>1.6.5 Chaminade Student Programming Board .....</b>	<b>78</b>
1.6.5.1 CSPB Constitution .....	78
1.6.5.2 Bylaws Of The Chaminade Student Programming Board .....	79
<b>1.6.6 Alumni Association of Chaminade University of Honolulu .....</b>	<b>83</b>
1.6.6.1 Constitution of the Alumni Association of Chaminade University .....	83
1.6.6.2 Bylaws of the Alumni Association of Chaminade University of Honolulu .....	89
<b>1.7 INTERNAL COMMITTEES OF CHAMINADE UNIVERSITY.....</b>	<b>95</b>
<b>1.7.1 Administrative Councils and Committees.....</b>	<b>95</b>
1.7.1.1 Hui Haku – Senior Leadership Council .....	95
1.7.1.2 Hui Konohiki .....	96
1.7.1.3 Rector’s Council .....	98
1.7.1.4 Provost’s Cabinet .....	98
1.7.1.5 The Academic Council .....	99
1.7.1.6 Day Undergraduate Experience Steering Committee .....	100
1.7.1.7 Early Student Engagement and Success - Retention Committee .....	100
<b>1.7.2 Faculty Senate Committees (Standing) .....</b>	<b>101</b>
1.7.2.1 Steering Committee .....	101
1.7.2.2 Compensation and Budget Committee .....	101
1.7.2.3 Handbook Committee .....	101
1.7.2.4 Faculty Development Committee .....	101
1.7.2.5 Academic Policy and Planning Committee .....	101
1.7.2.6 General Education Committee .....	101
<b>1.7.3 Institutional Committees .....</b>	<b>102</b>
1.7.3.1 Rank and Tenure Committee .....	102
1.7.3.2 Peer Review of Tenured Faculty Committee .....	102
1.7.3.3 Grievance Review Committee .....	102
1.7.3.3 Academic Standards Appeals Board .....	102
1.7.3.4 Human Rights Committee .....	103

1.7.3.5 Student Welfare Committee .....	103
1.7.3.6 University Fringe Benefits Committee .....	103
1.7.3.7 Human and Animal Subjects Research .....	104
1.7.3.8 Library Advisory Committee .....	104
1.7.3.9 ADA Committee .....	<b>Error! Bookmark not defined.</b>
1.7.3.10 Emergency Coordination Team .....	104
1.7.3.11 Scholarship Committee .....	104
1.7.3.12 Compliance Committee .....	105
<b>1.7.4 Review and Sunset Provisions on Standing Committees of Chaminade University.....</b>	<b>105</b>
<b>1.8 UNIVERSITY POLICY AND PROCEDURES MANUAL .....</b>	<b>105</b>
<b>1.8.1 Purpose and Scope .....</b>	<b>105</b>
<b>1.8.2 Policies and Their Formulation .....</b>	<b>106</b>
<b>1.8.3 Responsibility .....</b>	<b>106</b>
<b>1.8.4 Organization of the Policy Manual .....</b>	<b>107</b>
<b>1.8.5 General Revision Policy .....</b>	<b>107</b>
<b>1.8.6 Other Official University Policy Documents .....</b>	<b>107</b>
<b>APPENDIX 1.3.3.1 CONFLICT OF INTEREST POLICY DISCLOSURE STATEMENT</b>	<b>108</b>

# **GOVERNANCE AND ADMINISTRATION**

## **Purpose, Organization, Governance and Administration of Chaminade University of Honolulu**

### **1.1 History**

Chaminade University is named after Father William Chaminade (1767-1850), a French Catholic priest who lived through the French Revolution and the rise and fall of Napoleon. During the Revolution the Catholic Church was persecuted: churches and church land were taken over by the state and clergy who did not cooperate were frequently executed. For five years Father Chaminade ministered to his people in secret, under the constant threat of death by the guillotine.

In 1817 Father Chaminade founded the Society of Mary (Marianists). A primary purpose of the Marianists is to educate leaders trained for a new age. Father Chaminade, having seen the excesses of the Enlightenment and of secular religions, taught that human reason is not enough and that faith and reason must be combined for human beings to reach their fullest potential. At the same time, he realized that the Catholic Church must become a more positive and egalitarian force for spiritual growth and material well-being in the modern world. The education of servant leaders who have a strong professional background and a mature faith and ethical sensibility are hallmarks of Marianist education. Today there are 111,000 students in Marianist schools and universities in 30 countries.

The Marianists first arrived in Hawaii in 1883. They assumed the leadership of St. Anthony's School in Wailuku, Maui; St. Joseph's School in Hilo; and St. Louis School in Honolulu. In September 1955, the Marianists opened St. Louis Junior College on the St. Louis School campus. Under the direction of the Reverend Robert R. Mackey, S.M., it provided a two-year liberal arts program. Two years later the college expanded its programs and became a four-year coeducational college with the name of Chaminade College of Honolulu. In 1967 Chaminade extended its services to the community with the establishment of an evening program. A decade later, Chaminade College became Chaminade University of Honolulu.

Chaminade University has close relations with two sister universities located on the U.S. mainland. The University of Dayton, founded by the Marianists in 1850, in Dayton, Ohio and St. Mary's University, founded by the Marianists in San Antonio, Texas, in 1852.

#### **1.1.1 Chaminade's Symbols**

Chaminade University's colors are royal blue and white. The flaming sword on the Chaminade seal symbolizes the twofold "word": the Word of God, the life of the soul; and the word of man, the life of the mind. It also represents the dual purpose of Chaminade: to guide students toward truth and faith and toward the aesthetic, cultural, and scientific truths of the human race; and to educate men and women endowed with the sense of their rich cultural heritage.

The University seal includes the words "Vita in Verbo" – Life in the Word. Chaminade is also identified with the rare Silversword plant, indigenous to Hawaii and found on Haleakala, a dormant volcano on the Island of Maui. The flowers of this exotic plant are said to resemble the Cross, the symbol of the Christian faith. Chaminade's athletic teams bear the name Silverswords.

The University logo depicts the Chapel of the Mystical Rose, an integral part of campus life. It is the site for worship and Christian fellowship, a place to nurture a maturing relationship with God and humankind.

### **1.1.2 Presidents of Chaminade University**

Rev. Robert R. Mackey, S.M., PhD	1955-1966
Rev. William F. Ferree, S.M., PhD	1966-1968
Bro. Robert Maguire, S.M., PhD	1968-1974
Rev. Charles J. Lees, S.M. PhD	1975-1977
Rev. David H. Schuyler, S.M., PhD	1977-1981
Rev. Raymond A. Roesch, S.M., PhD	1982-1989
Kent M. Keith, JD	1989-1995
Mary C. “Sue” Wesselkamper, DSW	1995-2008
Bro. Bernard J. Ploeger, S.M., PhD	2009-2017
Lynn M. Babington, Ph.D.	2017-

## **1.2 Mission Statement**

Chaminade University offers its students an education in a collaborative learning environment that prepares them for life, service and successful careers. Guided by its Catholic, Marianist and liberal arts educational traditions, Chaminade encourages the development of moral character and personal competencies, and a commitment to build a just and peaceful society. The University offers both the civic and church communities of the Pacific region its academic and intellectual resources in the pursuit of common aims.

## **1.3 Charter of Chaminade University**

### **1.3.1 Articles of Incorporation (Charter)**

STATE OF HAWAII  
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS  
BUSINESS REGISTRATION DIVISION  
1010 Richards Street  
Mailing Address P.O. Box 40, Honolulu, Hawaii 96810  
  
ARTICLES OF INCORPORATION  
CHAMINADE UNIVERSITY OF HONOLULU

The undersigned, desiring to form a non-profit Corporation under the laws of the State of Hawaii, certify as follows:

#### ARTICLE I

The name of the Corporation shall be Chaminade University of Honolulu.

#### ARTICLE II

The address of the Corporation's initial office shall be 3140 Waialae Avenue, Honolulu, Hawaii 96816.

#### ARTICLE III

The period of its duration is perpetual.

#### ARTICLE IV

The Corporation is organized as a private educational institution for the following purposes:

- (a) to educate people and to instruct and train individuals in religious and secular subjects for the purpose of improving or developing an individual's mental, spiritual, physical capabilities; to instruct individuals on subjects useful and beneficial to the community; to establish, maintain and operate institutions, schools and other entities and to establish rules and regulations to govern the institutions or schools; to fix the tuition charged for the courses of education given; to charge for board and other services as its students require; to direct and prescribe the courses of study and discipline to be observed in the institutions or school; to grant the diplomas or certificates usually granted by educational institutions in the State of Hawaii and in the United States of America to students who complete the courses of education offered, and in testimony thereof, to give suitable diplomas under the seal of the Corporation to the students, signed by the officers of the Corporation as directed by the Board of Regents; and to do all acts and things necessary, proper, useful or advantageous to effect the stated purposes in this Article IV for religious, charitable or educational purposes within the meaning of Internal Revenue Code S501 (c) (3), as amended.
- (b) the transaction of any or all lawful activities for which non-profit corporations may be incorporated under Chapter 415B, Hawaii Revised Statutes, within the meaning of Internal Revenue Code Section 501 (c) (3), as amended.

In furtherance of the purpose in this Article IV, the Corporation shall have all powers, rights, privileges and immunities, and shall be subject to all of the liabilities conferred or imposed by law upon corporations of this nature, and shall be subject and have all the benefits of all the general laws with respect to corporations consistent with the provisions of Chapter 415B, Hawaii Revised Statutes and Section 501 (c) (3) of the Internal Revenue Code, as amended.

#### ARTICLE V

The Corporation has Members. The Members shall consist of:

- (a) The Provincial of the Marianist Province of the United States;

- (b) Each of the other members of the Provincial Council of the Marianist Province of the United States in addition to the Provincial of the Marianist Province of the United States;
- (c) The President of Chaminade University of Honolulu;
- (d) The Chair of the Board of Regents of Chaminade University of Honolulu;

The Members have the authority to:

- (a) approve the merger or consolidation of the Corporation with another Corporation or entity,
- (b) approve the sale, lease, exchange, or other disposition of all, or substantially all, of the assets of the Corporation, other than in the usual and regular course of its business,
- (c) approve the partial or total dissolution of the Corporation,
- (d) amend these Articles of Incorporation pursuant to the procedures set forth by statute,
- (e) upon the recommendation of the Executive Committee, ratify nominees for the position of President of Chaminade University of Honolulu,
- (f) ratify nominees for the Board of Regents at any annual or special meeting of Members noticed for the election of Regents,
- (g) remove a Regent, with the exception of the President, with or without cause, at any annual or special meeting of the Members noticed for the removal of the Regents, provided, however, any vacancies may be filled by the Board of Regents in accordance with the Bylaws. The Members may consider the removal of a Regent other than the President on their own will or motion, upon the written request of the Chairperson of the Board of Regents or a member of its Executive Committee, or in response to written information provided to a Member, provided, however, that the Members shall have no obligation to consider to any degree the removal of a Regent. The Members shall maintain at all times the discretion to consider and weigh the factors they deem relevant in making a determination whether to remove a Regent, including but not limited to any information included in the Bylaws of the Board of Regents regarding expectations of Regents and University policies and procedures.
- (h) ratify the removal of the President from office upon action taken by the Board of Regents consistent with Article IV, Section 1 (c) 9 and forwarded to the Members by the Chair of the Board of Regents.
- (i) approve a request from the University President and the Board Chair to incur new (additional) indebtedness when the amount proposed, plus any existing indebtedness, exceeds 10 percent of the University's total assets as recorded in its most recent audit.

## ARTICLE VI

The Board of Directors shall be known as the Board of Regents, and the Directors shall be known as Regents. The number of Regents constituting the initial Board of Regents is five (5). The following are the names and residence street addresses of the initial officers and Regents:

<u>Name and Office</u>	<u>Residence Street Address</u>
John F. Bolin, President	22825 San Juan Road Cupertino, CA 95015
Robert G. Hoppe, Treasurer	22825 San Juan Road Cupertino, CA 95015
Herman J. Gerber, Vice President	3140 Waialae Avenue Honolulu, HI 96816
Raymond A. Roesch, Secretary	3140 Waialae Avenue Honolulu, HI 96816
Mario A. Roberti	1887 Kihi Street Honolulu, HI 96821

## ARTICLE VII

The Corporation is non-profit in nature, and shall not authorize or issue shares of stock. No dividends shall be paid and no part of the income or profit of the Corporation shall be distributed to its Members, Regents or officers. However, compensation may be paid in a reasonable amount to the Corporation's members, Regents, or officers for services actually rendered to the Corporation or as otherwise provided by law. Upon dissolution of the Corporation or the winding up of its affairs, the assets of the Corporation shall be distributed exclusively to the Marianist Province of the United States or its successors; if such distribution is not possible or feasible, then to the Chaminade Foundation, a non-profit corporation and legal presence of the General Administration of the Society of Mary in United States; if the foregoing options are not permitted or feasible, then the assets shall be distributed exclusively to charitable, religious, scientific, literary or educational organizations which would then qualify under the provisions of Section 501(c)(3) of the Internal Revenue Service Code of the USA and the regulations promulgated thereunder as they now exist or as they may hereafter be amended.

We certify under the penalties of Section 415B-158, Hawaii Revised Statutes, that we have read the above statements and that the same are true and correct.

IN WITNESS WHEREOF, we have hereunto signed our names this 14th day of April, 1989.

/s/ Raymond A. Roesch

/s/ Herman J. Gerber

Revised 3/21/02  
Revised 5/21/07  
Revised 11/18/16  
Revised 06/01/22

### ***1.3.2 Bylaws of the Members of Chaminade University of Honolulu***

#### ARTICLE I

**Name and Principal Office.** The name of this Corporation shall be Chaminade University of Honolulu. The principal office of the Corporation shall be located at 3140 Waialae Avenue, Honolulu, Hawaii 96816. The Corporation may have other offices, either within or without the State of Hawaii, as the Board of Regents may determine from time to time.

**Seal.** The Corporation shall have a common seal of such form and design as the Board of Regents shall determine from time to time.

#### ARTICLE II

**Eligibility.** The Members of the Corporation, (the “Members”) shall consist of:

- (a) The Provincial of the Marianist Province of the United States, who shall serve as Chair for Corporation meetings;
- (b) Each of the other members of the Provincial Council of the Marianist Province of the United States in addition to the Provincial of the Marianist Province of the United States. The Provincial will appoint one of these members to serve as Secretary;
- (c) The President of Chaminade University of Honolulu;
- (d) The Chair of the Board of Regents of Chaminade University of Honolulu;

**Transfer of Membership.** Membership in this Corporation is not transferable or assignable.

#### ARTICLE III

##### MEETINGS OF MEMBERS

**Annual Meeting.** An annual meeting of the Members shall be held at the principal office of the Corporation or at such other suitable place convenient to Members for such business as may properly come before the meeting. The meeting may be conducted by telephone, video conference or other electronic means. The annual meeting of the Members shall be called by the Chair of the Members of the Corporation.

**Special Meetings.** Special meetings of the Members may be called by the President of the University, the Chair of the Board of Regents, the Chair of the Members of the Corporation or not less than two (2) of the Members entitled to vote at the meeting. Special meetings shall be held at the principal office of the Corporation, or at such other suitable place convenient to all Members.

The meeting may be conducted by telephone, video conference or other electronic means. A special meeting may be chaired by any one of the Members mentioned above.

**Notice of Meetings.** Notice of any meeting of the Members of the Corporation shall be in writing and delivered personally or mailed/telecopied/mailed to each Member at the Member's address/phone number shown by the records of the Provincial of the Marianist Province of the United States at least two (2) days, but not more than fifty (50) days prior to the meeting by or at the direction of the Provincial or the President of Chaminade University or Chair of the Board of Chaminade University or other persons entitled to call the meeting. Notice by mail shall be deemed effective upon deposit in the United States Mail, addressed to the Member at the address as it appears on the records of the Provincial of the Marianist Province of the United States with postage prepaid. Notice by facsimile or by email is effective upon receipt. The failure to get notice shall not invalidate any action at a meeting of the Members of the Corporation if a quorum is present.

**Action by Members Without Meeting.** Any action required by law to be taken at a meeting of Members, or any action that may be taken at a meeting of members may be taken without a meeting if a consent in writing setting forth the action taken is signed by all Members entitled to vote on the subject matter.

**Quorum.** Except as otherwise provided by statute, the Articles of Incorporation, or these Bylaws, the presence at any meeting of Members, in person or by proxy, of a majority of the Members shall constitute a quorum. If a quorum is not present at any meeting of Members, a majority present may adjourn the meeting from time to time without further notice until a quorum is present. The act of a majority of Members present at a meeting at which a quorum is present shall be deemed the act of the entire membership of the Corporation.

**Voting.** At any meeting of Members, each Member present either in person or by proxy shall have the right to cast one (1) vote on each question. The majority of the votes entitled to be cast on a matter to be voted upon by the Members present, either in person or by proxy, at a meeting at which a quorum is present, shall be necessary for the adoption of the matter voted upon, unless a greater proportion is required by law, the Articles of Incorporation, or these Bylaws.

**Proxies.** At any meeting of Members, a Member entitled to vote may vote by proxy executed in writing by the Member or by his duly authorized attorney in fact. No proxy shall be valid after eleven (11) months of its execution, unless otherwise provided in the proxy.

## ARTICLE IV

### PURPOSE OF THE CORPORATION

### DUTIES AND AUTHORITY OF MEMBERS OF THE CORPORATION

and

### TRANSFER OR DISSOLUTION OF THE CORPORATION

The above are found in the Articles of Incorporation in Articles IV, V, VI and VII of that document. (See Section 1.3.1.)

Revised 5/21/07

***Revised 11/18/16***

### **1.3.3 Bylaws of the Board of Regents of Chaminade University of Honolulu**

#### ARTICLE I

#### BOARD OF REGENTS

**General Powers.** The affairs of the University shall be managed by the Board of Regents.

**Purpose and Authority.**

- (a) The purpose of the Board is to maintain the trust for preserving the identity and pursuing the mission of Chaminade University of Honolulu vested in the Board by the Members of the Corporation, the Articles of Incorporation as amended, and these Bylaws. To exercise this trust, the Board establishes and approves the plans and policies of the University, and oversees the accomplishment of these plans and policies.
- (b) The powers and duties of the Board of Regents shall include, but not be limited to, the following:
  - 1. to promote the purposes of the University in accord with changing needs of society and determine whether proposed changes in programs or the addition of new programs enhance or retard the basic purposes of the University;
  - 2. through appropriate Board committees, stimulate and approve plans for the development of all operations of the University for the promotion of its basic purposes;
  - 3. to select and evaluate the President subject to the selection procedures as set forth in these Bylaws, Article IV, Section 1;
  - 4. to advise on the appointment of all other executive officers recommended by the President;
  - 5. to promote the most judicious use of the assets of the University, approve the budget including tuition and fees, and assist in generating financial support for the university;
  - 6. to approve promotion and tenure of faculty members upon the recommendation of the President;
  - 7. to bind the Corporation through contracts;
  - 8. to relate the University to the local community and provide a responsiveness to the clientele being served;
  - 9. to grant and confer academic degrees upon those who, in the judgment of the Faculty, merit such distinction;
  - 10. to confer honorary degrees as recommended by the President;
- (c) As the ultimate policy-making body of the University the Board shall delegate executive authority to the President and delegate to the Faculty the right to formulate certain policies which affect the academic progress of the University.

- (d) The Board must approve sections of the Policy Manual of Chaminade University pertaining to legal documents, finances, contractual conditions of employment, or other sections of the Policy Manual as required by Federal or State law or at the request of the President of Chaminade University and/or the Chair of the Board of Regents.

**Members of the Board of Regents.**

- (a) There shall be at least three (3) and not more than forty (40) Regents.
- (b) At least one Regent shall be a resident of Hawaii and one shall be an alumnus or alumna of the University.
- (c) The President of the University shall be an ex-officio voting member of the Board of Regents.
- (d) The Chair of the Faculty Senate shall be an ex-officio voting member of the Board of Regents.
- (e) The Chancellor shall be an ex-officio voting member of the Board of Regents.
- (f) The Chair of the Board of Governors shall be an ex-officio voting member of the Board of Regents.
- (g) The Provincial Council of the Marianist Province of the United States will appoint up to two (2) of its members in addition to the Provincial to serve as Regents.
- (h) At least four (4) Regents or 10% of the total number of Regents whichever is larger shall be members of the Society of Mary

**Changing the Number of Regents.** The number of Regents may be increased or decreased, by amendment of these Bylaws, so long as the minimum number shall never fall below three (3) but no decrease shall have the effect of shortening the term of any incumbent Regent. The term of office of each Regent shall be three (3) years, or until a successor is duly appointed or elected. The terms shall be staggered in such a way that the terms of office of approximately one-third (1/3) of the Board of Regents shall expire each year.

**Nomination of Members of the Board of Regents.**

- (a) The Nominating Committee shall forward recommendations through the Chair of the Board of Regents and the President of the University for membership on the Board of Regents to Members of the Corporation for review and approval.
- (b) The Members of the Corporation at their annual or any special meeting noticed for the review of nominations of persons to serve as Regents shall consider recommendations forwarded to them by the Chair of the Board of Regents and President of the University and return those ratified to the Chair and President. Only recommendations ratified by Members of the Corporation may be forwarded to the Executive Committee.
- (c) The Executive Committee reviews the recommendations ratified by the Members of the Corporation and shall propose the names of prospective Regents to the full Board for review and selection.

- (d) After election by the Board of Regents, the Chair of the Board of Regents shall formally invite the prospective Regent to join the Board.
- (e) Terms of Regents shall begin after election by the Board.
- (f) A Regent may be re-elected to serve up to two (2) additional consecutive terms.

A Regent who has served three (3) consecutive terms may not be eligible for re-election until one year has elapsed after the end of their third term.

**Compensation.** No compensation shall be paid to Regents for services rendered as Regents. Regents may be reimbursed for actual expenses incurred in the performance of their duties.

#### **Honorary and Emeriti Regents.**

- (a) **Honorary Regents.** The Board of Regents may appoint Honorary Regents who have the right to attend all meetings of the Board. An Honorary Regent gives advice and counsel to the Board but does not have the right to vote.
- (b) **Emeriti Regents.** The Board of Regents may confer the title of Regent Emeritus to those who have distinguished themselves during their term of service on the Board. Typically, the award of this title occurs shortly after they have completed their service and is reserved to those who:
  - have served as a Regent for a significant length of time (typically at least 9 years);
  - have offered significant financial and/or other important forms of support during their term of service;
  - have indicated a desire to remain affiliated with and supportive of the University;
  - because of age or other reasons are unlikely to return to service on the Board.

In similar manner, the Board may confer the title Officer Emeritus (e.g. Chair Emeritus) upon Officers of the Board and/or the University President when they conclude their terms of office.

An Emeriti Regent is invited to participate in the meetings of the Board but does not have the right to vote.

- (c) Candidates for Honorary and Emeriti Regents are brought to the Board for election by its Chair after the Chair has reviewed the Nominees with the Nominating and Executive Committees.
- (d) Honorary and Emeriti Regents are not considered officers or employees of the University or persons having direction or management of the affairs of the University.

**Vacancies.** Any vacancy occurring in the Board of Regents by reason of death, disability, resignation or removal may be filled by an affirmative majority vote of the remaining Regents, even though less than a quorum of the Board of Regents. The name of the prospective Regent shall be submitted to the Members of the Corporation of Chaminade University of Honolulu for their approval. After approval by the Members of the Corporation, the Chair of the Board of Regents shall formally invite the prospective

Regent to join the Board. A Regent approved to fill such a vacancy shall serve for the unexpired term of that Regent's predecessor in office. Filling out the unexpired term of another does not count against the term limit specified in this Article.

**Regent Resignation.** Any Regent may resign from office at any time by delivering a written resignation to the Chair of the Corporation. Resignation shall be effective immediately upon hand delivery or receipt of facsimile/e-mail.

## ARTICLE II

### OFFICERS OF THE BOARD OF REGENTS

#### **Officers.**

- (a) The officers of the Board of Regents are a Chair, one or more Vice Chairs, and a Secretary, all of whom are elected by the Board of Regents from among its members.
- (b) Terms of office for the officers of the Board of Regents are for two years unless a shorter period is specified.
- (c) Officers of the Board may be re-elected to two consecutive subsequent terms.
- (d) The Chair or Vice Chair shall remain in office until a successor is duly elected or appointed.

**Duties of the Chair and Vice Chair.** The Chair shall preside at meetings of the Board of Regents and the members, be responsible for the operations of the Board of Regents, implement the conflict-of-interest policy of the University by ensuring that members of the Board and senior members of the administration provide adequate disclosure of outside interests and relations that might affect their fiduciary responsibilities to the University and shall have such other powers and duties as the Board of Regents assigns. The Vice Chair shall assist the Chair and perform the Chair's powers and duties in the Chair's absence and shall have such other powers and duties as the Board of Regents assigns.

**Duties of the Secretary of the Board of Regents.** The Secretary will be responsible for the minutes and shall be assisted by a professional staff member of the University appointed by the President who will act as associate secretary and take minutes of the meetings.

## ARTICLE III

### MEETINGS OF THE BOARD OF REGENTS

**Regular Meetings.** Regular meetings of the Board of Regents may be held without notice either within or without the state at such time and place as determined from time to time by the Board of Regents.

There shall be a minimum of three (3) regular meetings of the Board of Regents annually, on such date and place as may be designated by the Chair of the Board. The annual meeting of the Board shall be the spring meeting each year.

**Special Meetings.** Special meetings of the Board of Regents may be called by the Chair of the Board, or any three (3) Regents and shall be held within or without the state as determined by the Board of Regents.

**Notice of Special Meetings.** Notice of any special meeting of the Board of Regents shall be in writing and delivered personally or mailed/telecopied/e-mailed to each Regent at the Regent's address/phone number shown by the records of the University at least four (4) days prior to the meeting. Notice by mail shall be deemed effective upon deposit in the United States Mail, addressed to the Regent at the address as it appears on the records of the University with postage prepaid. Notice by facsimile or by e-mail is effective upon receipt. The failure to get notice shall not invalidate any action at a meeting of the Board of Regents if a quorum is present.

**Waiver of Notice.** Any notice required may be waived in writing signed by the Regent entitled to notice whether before or after the time stated and shall be deemed equivalent to receipt of timely notice. Signed waivers of notice or copies thereof, shall be placed in the minute book of the University. Alternatively, a Regent's attendance at any meeting shall constitute a waiver of notice to the meeting except when a Regent attends for the express purpose of objecting that the meeting is not lawfully convened.

**Action by Unanimous Written Consent.** Any action required or permitted to be taken at a meeting of the Board of Regents or any committee thereof, may be taken without a meeting if a consent in writing, setting forth the action taken, is signed by all members of the Board of Regents.

**Telephone Meeting.** Members of the Board of Regents, or members of any committee designed thereby, may participate in a meeting of the Board of Regents or any committee, by means of a telephone or video conference or similar communication equipment by means of which all persons participating can hear each other. Participation by such means shall constitute presence in person at such meeting, except where the Regent participates by such means for the express purpose of objecting that the meeting is not lawfully convened.

**Minutes of Meetings.** The Board of Regents shall keep regular minutes of its proceedings and the minutes shall be placed in the minute book of the University. Committees of the Board of Regents shall maintain a separate record of the minutes of their proceedings.

**Quorum.** A majority of the Board of Regents shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a majority of the Regents are present at any meeting, a majority of the Regents present may adjourn the meeting from time to time until a quorum shall be present. The act of a majority of the Regents present at which a quorum is present shall be deemed the act of the entire Board of Regents.

## ARTICLE IV

### EXECUTIVE OFFICERS OF CHAMINADE UNIVERSITY

#### **Section 1: Titles and Appointment**

- (a) The Provincial Superior of the Marianist Province of the United States is the ex officio Chancellor of the University for consecutive terms of three years or until he is no longer the Provincial Superior. The duties of the Chancellor are: to ensure and enhance the Marianist presence at the University; to be ex officio a member of the Board of Regents; to maintain official relationships with the Roman Catholic ecclesiastical hierarchy; and to preside at appropriate University functions.
- (b) The Executive Officers of the University shall be a President and those officials with the title of Vice President and other titles usually associated with major administrative positions in a university as approved by the Board of Regents on the recommendation of the President.
- (c) The Board of Regents shall choose the President of the University in the following manner:
  - 1. The Executive Committee of the Board of Regents shall appoint a Search Committee and select its Chairperson.
  - 2. The Chancellor of the University or his designee that serves as a member of the Executive Committee shall be a member of the Search Committee. In addition, the Chancellor shall appoint one other member of the Society of Mary to serve on the Search Committee.
  - 3. The Search Committee shall prepare a description of the position and a profile of the candidate.
  - 4. The description of the position and profile of the candidate shall then be ratified by the Executive Committee of the Board of Regents and by the Members of the Corporation before commencing the solicitation of candidates.
  - 5. The Search Committee for President shall provide its assessment and recommendations of a candidate or candidates first to the Executive Committee of the Board of Regents. The Executive Committee of the Board of Regents will in turn make a recommendation of a candidate(s) for President to the Members of the Corporation. The Members must approve the recommendation of a candidate(s) by a majority vote of the Members of the Corporation at a meeting of which a quorum is present. When approved by the Members, the Executive Committee shall submit the recommendation to the Board of Regents for election of the President.
  - 6. The President shall be elected by two-thirds vote of the total membership of the Board of Regents.
  - 7. The Search Committee shall give preference to qualified candidates who are members of the Society of Mary, but any such search may include candidates who are not members of the Society of Mary. The President shall be a Roman

Catholic and have the ability to provide leadership for Chaminade University as a Catholic and Marianist University.

8. The President of the University shall be designated pursuant to 1–7 above for an indefinite term of office/employment unless otherwise set in writing by the Board of Regents.
  9. The President may be removed from office at any time after the affirmative vote of two-thirds of the total membership of the Board of Regents calling for removal is forwarded by the Chair to the Members and, consistent with the Articles of Incorporation V, Section (h) (authority of the Members), the Members act to ratify this action.
- (d) It shall be the duty of the President to develop appropriate procedures for the selection of Executive Officers of the University in consultation with other elements of the University community.

## **Section 2: The President of the University**

- (a) The President of the University shall be the chief executive and administrative officer of the University and, as such, shall be responsible for the implementation of the policy decisions of the Board of Regents
- (b) The President shall be directly responsible to the Board of Regents for the administration of the University and shall have the authority to do all things necessary and proper to promote the basic purposes and general welfare of the University.
- (c) The President shall be an ex officio voting member of the Board of Regents and a member of the Executive Committee of the Board.
- (d) The President shall direct all the affairs of the University, maintain communications between Regents, faculty and other groups of the University community, consult with the Regents on major University appointments and make such appointments (unless the power to do so is limited or withdrawn by the Regents), and at all times keep informed of and in close contact with the state, interest and needs of the University, exercise a general superintendence of all University concerns and take such action as shall contribute to the quality of teaching and the advancement of knowledge.
- (e) The President may delegate his or her executive and administrative authority to other University officials, subject only to restrictions in these Bylaws or as established by the Board of Regents.
- (f) The President's duties shall include, but not be limited to, the following:
  1. To administer the affairs of the University as its chief executive by implementing the policies and regulation approved by the Board of Regents and in accord with the stated purposes of the University;
  2. To act as the official medium of communication for the University community and promote amity and unity among all;

3. To establish such committees, councils, boards, and similar bodies and appoint such officials and personnel as may be deemed necessary to promote or conduct any general or special function or purpose of any University activity or need;
4. To promote the general welfare and the academic well-being of the University by supervising the officials of the University, all its departments, and the student body;
5. To represent the institution to the general public;
6. To make an annual report to the Regents on the general condition of the University

### **Section 3: Treasurer of the University**

The Treasurer is the responsible financial officer of the University and shall have custody of the funds and securities of the University and shall keep full and accurate account of all receipts and disbursements and keep the books of account and render statements thereof and perform such other duties usually pertaining to the office of treasurer of a university and all other duties assigned or required by the Board of Regents or the President. The Treasurer shall report through the President to the Board of Regents.

The chief financial officer shall serve as the Treasurer of the University unless otherwise specified by the Board of Regents.

### **Section 4: Secretary of the University**

The Secretary shall have custody of the seal of the University and the books and records of the University as provided by the Board of Regents. The President of the University shall serve as Secretary of the University with authority to execute legal instruments unless otherwise specified by the Board of Regents.

### **Section 5: The Provost, Vice Presidents and Other Executive Officers**

- (a) The Provost, Vice Presidents and any other persons designated as Executive Officers of the University, under the direct supervision of the President, shall be in charge of major organizational units of University operations including academic and faculty affairs, student affairs, business affairs, developmental affairs, institutional planning and research, service agencies, and other organizational units which may be established from time to time with the approval of the Board of Regents.
- (b) Each Executive Officer of the University shall be responsible to the President for the administration of a designated organizational unit and shall be considered in a line relationship to the President.
- (c) Within the framework of the policies and procedures established by the Board of Regents, each Executive Officer of the University shall develop the necessary bylaws, operational manuals or guidelines for the operation of an organization unit, including appropriate job descriptions.
- (d) Such bylaws, operational manuals or guidelines must be submitted to the President for approval and, when so determined, to the Board of Regents.

## **Section 6: Rector**

The President, with the concurrence of the Chancellor of the University, shall appoint a Rector from among the members of the Society of Mary. The Rector reports to the President and is a member of the Hui Haku Senior Leadership Council. The Rector shall work to insure there is a vital and discernible Catholic and Marianist character to the life of the University.

## **Section 7: Advisory Councils and Committees**

- (a) The President and other Executive Officers of the University shall establish appropriate advisory councils and committees to assist them in the operation of their organizational units.
- (b) Guidelines for the procedural operation of each council or committee shall be prepared and submitted to the President for approval and, when so determined, to the Board of Regents.

**Officers as Members of the Board of Regents.** Other than the President, no other officer shall be a member of the Board of Regents.

## ARTICLE V

### EXECUTIVE COMMITTEE OF THE BOARD

**Composition.** The Executive Committee of the Board of Regents is composed of the Chancellor, Chair, Vice Chair, and Secretary of the Board, the chairs of the standing committees, and up to one (1) additional Board member appointed by the Chair of the Board of Regents. With the concurrence of the Executive Committee, the Chancellor may designate the Assistant Provincial or the Assistant for Education to serve on the Executive Committee in his place provided the designee is a Regent. The Chair of the Board of Regents shall chair the Executive Committee.

**Authority.** The Executive Committee, between meetings of the Board of Regents and while the Board of Regents is not in session, exercises all the powers of the Board in the management of the business and affairs of the University; provided, however, that the Executive Committee has no power to fill vacancies in the Board of Regents, to elect the officers of the Board of Regents, to appoint or terminate the President of the University, to amend the Bylaws, or to perform such other functions as may be reserved to the Board of Regents.

**Duties.** The duties of the Executive Committee shall include the following:

- (a) To identify trends and events that will have a major influence on the University's growth and development, and to make recommendations to the Board regarding policy, planning, and strategic issues affecting the University's future.
- (b) To monitor, review, and support the development, revision, and implementation of the University's Strategic Plan, including the development and integration of the academic plan, financial plan, recruitment/retention plan, development plan, and physical master plan.
- (c) To provide the President with advice and counsel regarding operational issues.

- (d) To maintain the Board's relationship with the Marianist Center of Hawaii and the Marianist Province of the United States.
- (e) To recommend to the Board the names of individuals to be given honorary degrees and other awards on behalf of the Regents.
- (f) To review the Bylaws of Board and make recommendations for any change in them.
- (g) To propose the agenda for the regular Board meeting.

**Quorum.** A majority of the members of the Executive Committee constitutes a quorum for conducting business, and a majority of the members of the Executive Committee present at any meeting constituting a quorum is required for any action.

## ARTICLE VI

### COMMITTEES AND STANDING COMMITTEES

**Committees.** The Board of Regents may create and appoint standing or special committees and may define the duties of each committee. The Board of Regents shall have the power at any time to change the number and members of any committee, to fill vacancies, and to discharge or dissolve any committee.

**Standing Committees.** The Board of Regents has the following standing committees:

- (a) Academic Affairs
- (b) Audit
- (c) Development
- (d) Facilities
- (e) Finance Committee
- (f) Mission and Identity
- (g) Nominating
- (h) Student Life

**(a) Composition of the Standing Committees.**

1. Standing committees are composed of at least three (3) members of the Board of Regents. The Chair of the Board of Regents, in consultation with its members shall prepare a slate of committee members to be presented to the Board at the spring meeting of each year.
2. The members of each committee are appointed by the Board. The Chair of the Board of Regents appoints the chair of each committee.
3. The President of the University shall be an ex-officio voting member of each committee.
4. Committees may include faculty, staff and/or student members at the discretion of the Regents who are members of the committee. Faculty members shall be selected from nominees recommended jointly by the President of the University and the President of the Faculty Senate. Student members shall be selected from nominees recommended jointly by the President of the University and the President of the Chaminade Student Government Association. Student members

will be able to vote in regular committee sessions but not in executive sessions. Staff members shall be selected from nominees recommended by the President of the University. Faculty, staff and student members will be able to fully participate and vote in regular committee sessions but not in executive sessions.

5. Membership on the Academic Affairs Committee shall include at least one University faculty member selected by those Regents who are members of the Committee and approved by the Chair of the Board of Regents and the President of the University.
6. Membership on the Student Life Committee shall include at least one University student selected by those Regents who are members of the Committee.
7. Membership on the Facilities Committee shall include as a voting member the Vice President of the Marianist Center of Hawaii. If the Vice President of the Marianist Center of Hawaii is also a Regent, his membership on this Committee counts towards meeting the required minimum number of members of the Board of Regents on this Committee.
8. The President, a Vice President, or other staff member shall serve as the liaison with each committee, assisting the committee in scheduling and preparing for each meeting.
9. The Board of Regents may assign duties to each standing committee in addition to those duties set forth below. The Board of Regents may consolidate or eliminate the standing committees, and may form special committees to address specific issues.
10. Membership of the Marketing Committee shall include members who are familiar with marketing strategy and have an understanding of Chaminade University's mission, values, challenges and opportunities.

### **Subcommittees of the Standing Committees**

Among the committees the Board of Regents may create Subcommittees of the Standing Committees. The Standing Committees have the following subcommittees:

1. Intercollegiate Athletics Subcommittee of the Student Life Committee
2. Investment Subcommittee of the Finance Committee

### **(b) Composition of the Subcommittees of the Standing Committees**

1. Subcommittees are composed of the Chair of the Standing Committee of which it is a Subcommittee, the President and at least two (2) other members of the Board of Regents.
2. The Chair of the Subcommittee, who need not be a Regent, is appointed by the Chair of the Board upon the recommendation of the Chair of its Standing Committee.
3. The Faculty Athletics Representative, the President of the Student Athletics Advisory Committee, the Vice President for Institutional Advancement, and the Dean of Students (Administrative liaison) serve as ex-officio members of the

Intercollegiate Athletics Subcommittee. In addition, the Faculty Senate President appoints a member of the faculty to the Subcommittee.

**(c) Duties of the Standing Committees.**

1. **ACADEMIC AFFAIRS COMMITTEE.** The duties of the Academic Affairs Committee are:
  - a. To review the mission, academic programs, and cultural structure of the University, including, but not limited to, published materials including brochures, catalogs, faculty handbook, and accreditation reports, as well as presentations by deans, program directors and coordinators, and students.
  - b. To review policy, planning, and strategic issues pertinent to the above-stated duties and responsibilities.
  - c. To review proposals on faculty and curriculum matters before final presentation to the full Board for approval.
  - d. To receive annual statements from the President or chief academic officer describing the directions in which the leadership wishes to guide the academic division of the University.
  - e. To periodically undertake self-studies of the Committee's duties, responsibilities, and operating style.
  - f. To oversee the University's execution of its Mission Statement and academic goals as they pertain to:
    - (i) Faculty tenure criteria
    - (ii) Faculty compensation
    - (iii) Faculty evaluation policies
    - (iv) Volume IV of the Policy Manual (Faculty Handbook)
    - (v) Faculty development
    - (vi) Academic programs
    - (vii) Student admission and academic standards
    - (viii) Commencement speaker
2. **AUDIT COMMITTEE** has the responsibility to oversee the University's financial practices, internal controls, financial management, and standards of conduct.

The Committee is responsible for

- a. assuring the Board that the statements reflect an adequate and full disclosure of the University's financial condition through the direction of the external audit;

- b. reviewing and understanding the process of preparing financial statements to reduce the risk of material misstatements in the statements;
- c. determining the adequacy of internal controls surrounding financial information systems;
- d. ensuring compliance with University's conflict of interest policy, purchasing policies and other policies related to standards of conduct and
- e. conduct oversight of the Emergency Procedures and Manual of the University

Members of the Committee should have familiarity with financial reporting, accounting practices, information technology systems and key fiscal issues in higher education. The Committee will meet at least twice each year including before and after the work of the external auditors.

The specific duties of the Audit Committee are:

- a. To recommend to the Board the independent accountant to perform the annual audit, to review the performance of the firm currently conducting the audit and determine the terms and conditions of the firm's continued appointment or to determine the need for a selection of a new firm.
- b. To review with the auditor prior to the start of the audit the scope and procedures for the audit and to discuss any special areas of concerns of the Audit Committee.
- c. To meet with the auditors after the audit is completed to review the financial statements, the report on the adequacy of internal controls or other findings and the auditor's management letter.
- d. To recommend to the Board the acceptance of the annual audit and management letter and response, and present the audited financial statements to the Board of Regents.
- e. To have oversight over internal control issues to ensure
  - reliability of financial reporting;
  - effectiveness and efficiency of operations;
  - effectiveness of the University in collecting pledges and meeting donor restrictions;
  - effectiveness in managing the University's endowments and investments;
  - compliance with applicable laws and regulations;
  - adequacy of and compliance with purchasing and other policies designed to ensure ethical and effective conduct of operations.
  - the adequacy of the Emergency Manual of the University
- f. To oversee the University's conflict-of-interest policy.

- g. To ensure that the information technology systems have adequate safeguards to protect them from outside interference and events and that they have been tested to ensure they perform as intended.
  - h. To bring to the attention of the Chair of the Board any issues that require audit attention.
- 3. DEVELOPMENT COMMITTEE has the responsibility of assisting in public relations and developing, maintaining and increasing community financial support for the University, including gift solicitation and deferred giving programs.

The duties of the Development Committee are:

- a. To provide leadership for University public relations and development programs.
  - b. To review the University's development programs for annual gifts and endowments, and to make recommendations to the Board of Regents.
  - c. To review development programs for capital fundraising campaigns, and to make recommendations to the Board of Regents.
  - d. To propose policy guidelines to the Board of Regents for the acceptance and recognition of memorial and naming gifts.
- 4. FACILITIES COMMITTEE is responsible for evaluating needs and reviewing plans for University facilities.

The duties of the Facilities Committee are:

- a. To periodically review the University's long-term physical master plan, including its PRU applications and building plans, and to make recommendations to the Board of Regents.
  - b. To review the University's capital improvement plan on a periodic basis, and to make recommendations to the Board of Regents.
  - c. To review the maintenance, operation and use of University buildings and grounds, and to make recommendations for improvements to the Board of Regents.
- 5. FINANCE COMMITTEE is responsible for evaluating the fiscal stability of the University, including financial planning and management, and the operating and capital budgets.

The duties of the Finance Committee are:

- a. To consider and make recommendations to the Board of Regents concerning the annual budget of the University.
  - b. To consider and make recommendations to the Board of Regents concerning student tuition, fees and other charges.
  - c. To advise the Board of Regents on all financial matters brought to the Committee's attention.

- d. To recommend appropriate investment policies to the Board of Regents for approval, and to supervise the investment of University funds subject to the overall direction of the Board of Regents. The Finance Committee has the authority to direct that an investment manager or managers be hired.
  - e. To review all major contracts in excess of \$250,000, acquisitions and sales of property, and to make appropriate recommendations to the Board of Regents on such contracts.
  - f. To review and recommend University long-range financial planning to the Board of Regents.
  - g. To evaluate the financial management of University affairs and make appropriate recommendations to the Board of Regents.
6. MISSION AND IDENTITY COMMITTEE has the responsibility for:
- a. Assisting Chaminade University (Chaminade) and its Board of Regents (the Board) in sustaining the mission and identity of Chaminade by reviewing the relationship between Chaminade and its Catholic and Marianist Heritage and contemporary stakeholders, including the Marianist Province and Catholic Diocese of Honolulu.
  - b. Assisting in gathering information and data from the Board Committees, the administration, faculty and students as to their progress in fostering and assessing the Catholic Marianist Identity of Chaminade's programs and operations.
  - c. Serving as a clearinghouse to receive and review reports from Chaminade's stakeholders, including the Board, administration, faculty and students on the measures they are taking and programs they are developing to strengthen Chaminade's Marianist and Catholic Identity.
  - d. Serving as a catalyst and making recommendation to the Administration and the Board on areas for growth and development of Chaminade's Catholic and Marianist Identity.
  - e. Providing opportunities for members of the Board to grow in their understanding of Chaminade's mission and the values and vision of Marianist and Catholic higher education.
  - f. Keeping abreast of University of Dayton and St. Mary's University programs and projects and the work of the Association of Marianist Universities that are being implemented to strengthen their Marianist and Catholic identity.
7. NOMINATING COMMITTEE is responsible for recruiting members for the Board of Regents and for the internal development and growth of the members.
- The duties of the Nominating Committee are:

- a. To prepare and submit to the Executive Committee and then the Board a list of candidates for nomination to the Board of Regents and the Board of Governors in accordance with the provisions of the Bylaws and operating policies of the Board of Regents.
  - b. To maintain a list of candidates for nomination to the Board of Regents and Board of Governors through a continuing search for individuals with special talents for service to the University.
  - c. To conduct an orientation program for new Regents with the assistance of the President of the University and to promote the continued education of Regents through seminars and meetings designed to address major issues and to include periodic evaluations of the Board itself.
  - d. To request self-assessments from individual Regents each year, and to submit an annual report to the Board regarding the overall effectiveness of Board operations and means for improvement.
  - e. To establish guidelines and recommend to the Board the names of individuals to be given honorary degrees and other awards on behalf of the Regents.
8. STUDENT LIFE COMMITTEE is responsible for evaluating non-academic matters affecting student life.

The duties of the Student Life Committee are:

- a. To consider and recommend to the Board of Regents the establishment or modification of policies related to the non-academic areas of student life such as campus ministry, athletics, health services, food services, residence life, student rights and responsibilities, student government, personal and group counseling, substance abuse, campus security, and international student advising.
- b. To act in a liaison capacity between the Board of Regents and representative student organizations on matters related to student life requiring Board consideration as determined by the President.

**(d) Duties of the Subcommittees**

- 1. INTERCOLLIGATE ATHELETICS SUBCOMMITTEE, a subcommittee of the Student Life Committee, has responsibility for:
  - a. Reviewing the University's Intercollegiate Athletics program, and, in particular, the policies which guide it;
  - b. Ascertaining that the University has adequate structures in place to ensure compliance with all NCAA Division II and Pacific West Conference regulations and requirements;

- c. Ascertaining that the University has made adequate provision for the safety, health and academic success of its student athletes;
- d. Recommending to the Board priorities for the support of the Intercollegiate Athletics Program;
- e. Consistent with the priorities set by the Board and Administration, provide guidance and assistance to fundraising efforts in support of Intercollegiate Athletics;
- f. Reviewing the manner in which Intercollegiate Athletics supports campus-wide wellness and fitness efforts and the achievement of our undergraduate student recruitment goals;
- g. Reviewing plans for promoting Chaminade's Intercollegiate Athletics Program on campus and in the community, in particular, with local high school athletics directors and coaches;

Generally, providing counsel to the administration on matters pertaining to Intercollegiate Athletics.

2. INVESTMENT SUBCOMMITTEE, a subcommittee of the Finance Committee, has the responsibility for:

- a. Oversight of investment policies and guidelines and their implementation, in particular, the selection of asset managers, custodians and consultants for the University;
- b. The setting of the asset allocation and spending policy;
- c. Monitoring of investment results; and
- d. Oversight of accounting and financial reporting of invested funds.

Ordinarily, the Subcommittee meets quarterly each year, in mid-February, mid-April, mid-August and mid-November, approximately six weeks after the end of the quarter to allow time for the preparation and distribution of the investment performance reports.

The duties of the Investment Subcommittee include:

- a. To develop an Investment Policy based on the requirements of the respective funds and the needs of the University and to recommend changes to the Investment Policy to the Board of Regents.

- b. To make recommendations to the Board to determine the asset classes to be used to invest the long-term funds of the University and the percentage allocation for each asset class.
- c. To select, as necessary, fund managers, custodians and consultants to formulate, implement and monitor the University's investment strategy.
- d. To monitor the level of assets held by each fund manager.
- e. To monitor the portfolio of investments to ensure their adherence to the guidelines established in the Investment Policy.
- f. To monitor the conformance of the investment managers to their stated strategy and to act on matters that might adversely affect compliance with the Investment Policy of the University.
- g. To monitor the performance of the investment managers and compare each to agreed peer and benchmarks to assess their relative performance.
- h. To discuss and review investment policies with the fund managers to convey the University's expectations and to confirm the approach to be taken to achieve these results.
- i. To make recommendations on how to vote on proxies for corporate governance and social issues.
- j. To provide periodic reports on investment performance to the Board of Regents.
- k. To review the level of investment expenses (e.g., fees paid to outside managers and custodians, report and brokerage fees).
- l. To ensure that appropriate safeguards are in place so that donor requirements are recognized and investment management is carried out in a manner consistent with those agreements.
- m. To advise and monitor the University's staff in its investment of short-term working capital.

## ARTICLE VII

### PROCEDURES FOR THE BOARD OF GOVERNORS

#### **Purpose and Duties**

**Membership.** The Board of Governors shall be composed of no more than 60 regular members and certain members ex-officio, who shall include the Chair of the Board of Regents, the President of the University, and the chief development officer of the University. Preference for membership will be given to business leaders and alumni who support the mission and vision of the University.

**Election.**

- (a) The regular members shall be elected for a term of five (5) years, to be decided by the Executive Committee of the Board of Regents by a majority vote of those present.
- (b) All candidates for membership on the Board of Governors shall be approved by the Board of Regents upon recommendation of the Board of Governors.
- (c) The Nominating Committee of the Board of Regents shall make nominations for the Chair of the Board of Governors, to be elected at any regular meeting of the Board of Regents. The Board of Governors elects all its other officers.

**Powers and Duties.** The Board of Governors shall be responsible for advising the President of the University and the Board of Regents regarding strategic planning, academic programs and the external relations of the University.

**Compensation.** No compensation or travel expenses shall be paid to members of the Board of Governors for service rendered as members of the Board of Governors.

**Meetings**

**Regular Meetings.** The Board of Governors shall meet a minimum of twice per academic year.

**Special Meetings.** The officers of the Board of Governors may call special meetings.

**Officers****Officers of the Board of Governors.**

- (a) The officers of the Board of Governors shall be a Chairperson, a Vice Chairperson, and a Secretary. The officers shall hold office for three years or until their successors are elected and qualified.
- (b) Vacancy in any office with the exception of the Chairperson shall be filled by the Board of Governors.

**Duties**

- (a) The Chairperson of the Board of Governors shall preside at all meetings of the Board of Governors and shall act as executive head of the Board when it is not in session and shall represent it officially on public occasions. He or she shall be an ex-officio member of the Board of Regents.
- (b) The Vice Chairperson shall act in the absence of the Chairperson.
- (c) The Secretary shall keep the minutes and manage the correspondence of the Board of Governors and perform other such duties as assigned by the officers of the Board of Governors.

**Rules of Procedure**

**Rules of Procedure.** Robert's Rules of Order, Revised, shall be the parliamentary authority for all matters of procedure not specifically covered in these procedures.

## **Amendments**

**Amendment.** These Bylaws may be altered, amended, or repealed, and new Bylaws may be adopted by a majority of two-thirds of the Regents present at any regular or special meeting, if at least thirty (30) days written notice is given of intention to alter, amend, or repeal, or to adopt new procedures at the meeting.

## **ARTICLE VIII**

### **CONTRACTS, CHECKS, DEPOSITS, AND GIFTS**

#### **Authorization to Execute Instruments.**

**Authority.** The President and/or Vice Presidents are authorized to execute any and all instruments necessary, proper or desirable for the purpose of conducting the business of the University.

**Financial Limit on Authority.** The President and/or Vice Presidents or in their absence, the Chair or Secretary of the Board may, on their own authority without specific Board review and approval, make financial commitments to third parties which are no more than \$250,000 in value per transaction. Commitments over \$50,000 and checks over \$25,000 require two signatures.

The University President and the Board Chair must seek the approval of the Members of the Corporation to incur new (additional) indebtedness if the amount proposed plus any existing indebtedness would exceed 10 percent of the University's total assets as recorded in its most recent annual audit.

**Statements and Receipts.** The President of the University shall cause to be prepared annual financial statements. The aforementioned financial statements shall be prepared in accordance with generally accepted accounting principles applied on a consistent basis and shall be submitted to the Board of Regents annually and filed with the Treasurer of the University.

**Contracts.** An officer of the University shall have authority to enter into and execute any contract or execute and deliver any instrument in the name of and on behalf of the University except as noted below. The Board of Regents, however, may limit an officer's authority in this respect and may appoint and authorize an agent or agents of the University to perform the same. The President may enter into and execute employment contracts with individuals and the Board may enter into and execute an employment contract with the President. All contracts of whatsoever nature must be in writing and the word "Contract" should appear in the title.

**Checks, Drafts, or Orders.** All checks, drafts, or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the University, shall be signed by an officer or agent of the University. An officer of the University is authorized to sign the above stated instruments. The Board of Regents however, may limit an officer's authority in this respect and may appoint and authorize an agent or agents of the University to sign the above instruments in the name of and on behalf of the University.

**Deposits.** Funds of the University shall be deposited, from time to time, to the University's credit, in banks, trust companies, or other depositories.

**Gifts.** The Board of Regents may accept on behalf of the University any contribution, gift, bequest, or device for any purpose of the University, subject to the requirements for accepting gifts adopted by the Board of Regents.

**Facsimile Signatures.** The Board of Regents may provide for the execution of checks by the printed, lithographed or engraved facsimile signature or signatures of the person or persons authorized to sign checks.

**Fidelity Bonds.** The Board of Regents may require that officers and employees of the University having custody or control of Corporate funds furnished adequate fidelity bonds. The fidelity bond premiums shall be paid by the University.

## ARTICLE IX

### BOOKS AND RECORDS

The Board of Regents shall keep correct and complete books and records of accounts and shall keep minutes of the proceedings of its Board of Regents and committees.

## ARTICLE X

### FISCAL YEAR

The University's fiscal year shall be July 1 through June 30.

## ARTICLE XI

### INDEMNIFICATION

**Agent.** "Agent" means any person who is or was a Regent, Officer, or other agent of the University, or is or was serving at the request of the University as a Regent, Officer or agent of another foreign or domestic corporation, partnership, joint venture, trust, or other enterprise, or was a Regent, Officer, or agent of a foreign or domestic corporation which was a predecessor corporation of the University or of another enterprise at the request of such predecessor corporation.

**Expense.** "Expenses" include, without limitation, attorneys' fees and expenses of a completed action or proceeding, whether civil, criminal, administrative, or investigative.

**Indemnification.** The University shall, subject to the provisions of this Article XI and applicable statutes, indemnify any person who was or is a party or is threatened to be made a party:

- (a) to any proceeding (other than an action by or in the right of the University) because the person is or was the University's Agent, against expenses, judgments, fines, settlements, and other amounts actually and reasonable incurred in connection with the proceeding if the person acted in good faith and in a manner the person reasonably believed the person's actions to be in or not opposed to the University's best interests and, with respect to any criminal proceeding, that person had no reasonable cause to

believe that the person's conduct was unlawful. The termination of any proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, of itself, shall not create a presumption that the person failed to act in good faith and did not reasonably believe the person's actions to be in or not opposed to the University's best interests, or that the person had reasonable cause to believe that the person's conduct was unlawful;

- (b) to any threatened, pending, or completed action by or in the right of the University to procure a judgment in its favor because the person is or was an Agent of the University, against expenses actually and reasonably incurred in connection with the defense or settlement of the action, if the person acted in good faith and reasonably believed the person's action to be in or not opposed to the University's best interests. No indemnification shall be made in respect of any claim, issue, or matter as to which the person shall have been adjudged to be liable for negligence or misconduct in the performance of the person's duty to the corporation unless and only to the extent that the court in which the action or suit was brought shall determine upon the application that, despite the adjudication of liability but in view of all circumstances of the case, the person is fairly and reasonably entitled to indemnity for such expenses which the court shall deem proper. To the extent that an Agent has been successful on the merits or otherwise in defense of proceeding referred to in sub-sections (a) or (b), or in defense of any claim, issue, or matter therein, the agent shall be indemnified by the corporation against expenses actually and reasonably incurred by the agent in connection therewith.

**Authorization.** The University shall make indemnification payment only as authorized in the specific case upon a determination that indemnification of the Agent is proper because the Agent meets the applicable standard of conduct set forth in sub-paragraphs (a) and (b) set forth above. Determination shall be made:

- (a) by the Board of Regents by a majority vote of a quorum consisting of Regents who were not parties to the proceedings; or
- (b) if a quorum is not obtainable, by independent legal counsel in a written opinion; or
- (c) by the members of the Corporation; or
- (d) by the Court.

**Advance Payment.** The Board of Regents may authorize payment of expenses incurred in defending any proceedings in advance of the final disposition of the proceedings upon receipt of an undertaking by or on behalf of the Agent to repay such amount unless it shall be ultimately determined that the person is entitled to indemnification by the corporation as authorization in this Article.

**Other Rights.** The indemnification provided by this Article is not exclusive of any other rights to which those seeking indemnification may be entitled by statute, bylaw, agreement, vote of members or disinterested Regents, or as to action in another capacity while holding such office and shall continue as to any person who ceases to be an Agent, and shall inure to the benefit of that person's heirs and personal representatives.

**Insurance.** The University may purchase and maintain insurance on behalf of any Agent of the University against any liability asserted against or incurred by the Agent.

**Liability Exception.** Any person who serves as an officer or Regent of the University without remuneration or expectation of remuneration shall not be liable for damage, injury, or loss caused by or resulting from that person's performance of, or failure to perform, duties of the position to which the person was appointed, unless the person is found to have been grossly negligent by a court or other forum of competent jurisdiction.

ARTICLE XII  
CONFLICT OF INTEREST POLICY FOR THE BOARD OF REGENTS  
AND SENIOR STAFF  
CHAMINADE UNIVERSITY OF HONOLULU

1. **SCOPE:** The following statement of policy applies to each member of the Board of Chaminade University, each non-regent committee or subcommittee member, the President and members of the Hui Haku Senior Leadership Council, and members of the Provost Cabinet (Covered Persons). This policy incorporates by reference the Conflict of Interest Policy Disclosure Statement.
2. **RESPONSIBILITY:** Covered Persons have an obligation to conduct all affairs of the institution in a manner consistent with their duties to the corporation under law and as required by the corporation. They are expected to meet the high standards of business ethics required of their role. All decisions are to be made solely on the basis of a desire to promote the best interests of the institution and those it serves, and to avoid conflicts of interests or the appearance of conflicts of interests.
3. **CONFLICTS OF INTEREST:** A conflict of interest involves a situation in which a covered person has a significant financial or personal consideration that may compromise, or have the appearance of compromising their duty/responsibility to the organization. Only material conflicts of interest are covered under this policy. A conflict of interest is material if an ordinary person would or could reasonably be perceived as taking it into account in making a decision. Potential conflicts of interest or arrangements raising conflict issues include, but are not limited to:
  - a. Having any affiliation with a business or profession providing goods or services to the University as defined in Section 4 of this policy.
  - b. Holding ownership interest in any real or personal property leased or purchased by the University.
  - c. Having direct or indirect financial interest in the University's commercial leases or other transactions.

- d. Providing preferential treatment to other Board members or the University's staff and faculty in exchange for goods and services.
- e. Receipt of gifts, gratuities or excessive entertainment from vendors or other groups or individuals involved in a business relationship with Chaminade or seeking same. With respect to gifts or gratuities not involving the above, the maximum value of any gift or gratuity is \$100.00.
- f. Using information received in your capacity for actual or potential personal, family or corporate gain.
- g. Pursuing a corporate opportunity, or having knowledge of a family member pursuing such opportunity, which would otherwise be available to the institution. (For purposes of illustration, an example of a corporate opportunity is becoming aware that the University would be interested in purchasing land for a building site and then purchasing the land or referring that opportunity to another.)
- h. Making or accepting payment for referrals.

Covered Persons may bring with them interests and affiliations that might raise actual or potential conflicts of interest. However, the potential impact of a conflict must be weighed against the useful and advantageous service that the member could provide to the University. Conflicts should be managed so as to ensure that unavoidable conflicts do not interfere with the integrity of the member's duties in the performance of University obligations. Potential conflicts should be disclosed to ensure that such conflicts are properly reviewed and resolved.

- 4. DISCLOSURE: The policy of Chaminade University requires that in the event the Covered Person must consider any transaction for the institution which also involves 1) a covered person or a related other (which shall be, for purposes of this policy, be a spouse, parent, siblings, children, grandparents and significant other, or member of his or her household or a hanai relationship) or 2) an organization with which a Covered Person is affiliated, such individual at the first knowledge of the transaction, shall disclose fully the precise nature of the interest or involvement.

Disclosure is further required of Covered Persons concerning all *relationships and business affiliations* that reasonably could give rise to a conflict of interest or the appearance of a conflict of interest involving the institution. This disclosure shall be updated at least annually or at the time of any event causing a change in a significant relationship, e.g. changes in affiliation/s. For the purpose of this policy, affiliation is understood to prevail if the Covered Person or a related other:

- a. Is an officer, director, trustee, partner, employee or agent of such

organization; or

- b. Is either the actual or beneficial owner of more than 5 percent of the voting stock or control interest of such an organization, or where it involves more than 10 percent of an individual's wealth; or
- c. Has any other direct or indirect dealing with such organization or other entity or individual from which he or she knowingly is materially benefited.

All disclosures required under this policy must be directed in writing to the Chair of the Board (for members of the Board of Chaminade University, and each non-regent committee or subcommittee member and President) or President (for members of the Hui Haku Senior Leadership Council, and members of the Provost Cabinet) who shall be responsible for the administration of this policy. Matters under this policy shall be reported to the responsible party (Chair of the Board or President for appropriate action. Information disclosed under this policy shall be held in confidence except when the best interest of the institution would be served by disclosing the information to the Board in executive session.

- 5. **RESTRAINT ON PARTICIPATION/RECUSAL:** Covered Persons who have declared or been found to have a conflict of interest or the appearance of a conflict of interest in any matter before the administration or the Board or its committees shall recuse themselves from participating in consideration of the proposed transaction, unless for special reasons the Board or administration requests information or interpretation from the person or persons involved. The Chair or appropriate official may also ask the person or persons involved to excuse themselves from the room at the time of vote or decision.

If there appears to be a direct violation of the conflict of interest policy and it has not been addressed through the existing channels, the President, or Chairperson of the Board (as appropriate) may make a determination or convene the Executive Committee to deliberate on the matter.

Any Covered Person who is uncertain about a possible conflict of interest in any matter, should request the Board Chair, committee Chair, or President as appropriate, to determine whether a possible conflict exists. If need be, the Board shall resolve the question by majority vote if time permits. If unable to address the matter timely, the Covered Person should treat the matter in the same fashion as if it were a possible conflict and therefore, as noted above, refrain from participating in the consideration of the proposed transaction. When appropriate, the question of potential conflict should be referred to University counsel for an opinion prior to determination.

- 6. **RECORDS:** Meeting Minutes or other appropriate notation shall reflect any recusals based on a conflict of interest (a direct conflict or the appearance of a conflict) and that the individual did not participate in the consideration of or vote

on the matter.

Reviewed by PLC 10/13/09

Approved by PLC 12/16/09

Adopted by the Board of Regents

ARTICLE XIII  
AMENDMENT OF BYLAWS

ARTICLE XIII  
AMENDMENT OF BYLAWS

**Amendment.** These Bylaws may be altered, amended, or repealed, and new Bylaws may be adopted. All amendments require the support of a majority of two-thirds of the Regents present at any regular or special meeting, if at least thirty (30) days written notice is given of intention to alter, amend, or repeal, or to adopt new procedures at the meeting. All amendments or other changes to the Bylaws require the ratification of the Members of the Corporation within thirty (30) days of approval by the Regents in order to be effective.

Secretary of the Board of Regents of Chaminade University

Revised 11/17/07

Revised 11/18/16

Revised 4/27/18

Revised 9/14/20

Revised 6/2/2021

Revised 6//2022

Revised 4/19/2022

## **1.4 Administrative Structure of Chaminade University**

The University Administration is separated into managerial Divisions, each with a Divisional Head:

- Academic Affairs and Information Services: Provost & Senior Vice President of Academic Affairs
- Enrollment Management & Student Success: Vice President, Enrollment Management & Associate Provost of Student Success
- Student Affairs: Vice President, Student Affairs & Dean of Students
- Institutional Advancement and Development: Vice President, Advancement
- Mission and Ministry: Vice President, Mission and Rector
- Finance and Facilities: Vice President, Finance & Chief Financial Officer
- Administration & Legal Counsel: Vice President, Administration & General Counsel
- Communications and Marketing: Vice President, University Communications & Marketing

### **1.4.1 The President**

The President is the chief administrative and executive officer of the University. The President serves for the term designated by the Board of Regents, which is renewable. The President is a member of and responsible to the Board of Regents for the execution of its policies and performs the duties and exercises the powers that are delegated by the Board of Regents. The President appoints the administrative officers of the University; makes recommendations to the Board of Regents regarding the granting of tenure and the promotion of faculty upon the recommendation of the Provost. The President is aided by an Executive Assistant and is assisted by administrative officers to whom the President delegates the academic, business, operations, student affairs, enrollment management, University advancement, mission and ministry, University relations, and alumni functions. The President is Chair of Hui Haku Senior Leadership Council and Hui Konohiki.

The President is responsible for the internal administration of the institution and the maintenance of unity of purpose among the officers and teaching staff. The President interprets the policies and purposes of the University to the faculty, students, alumni, and represents the University and its interests to the larger public.

The President directs the long-range planning efforts of the University, which each year culminates in a current version of the strategic plan.

The President keeps the Board of Regents informed on the state of the University, its plans and anticipated development as well as trends and problems in higher education. The President apprises the Board of the current and future financial needs of the University and secures the approval of the Board on all major policy statements.

The President serves as an ex-officio member of the Board of Regents' standing committees, except the Audit Committee, and is a member of the Corporation of Chaminade University of Honolulu.

The President is responsible for keeping current Volume I of the Policy Manual of Chaminade University.

See Chart 1.5 for University administrators and professional staff reporting to the President.

#### **1.4.2 Provost & Senior Vice President of Academic Affairs**

The Provost & Senior Vice President of Academic Affairs, who is appointed by the President, is the chief academic officer of the University and is first among Vice Presidents in the absence of the President. The Provost & Senior Vice President of Academic Affairs appropriately complements the President in the leadership of the University. The Provost's primary concern is with the educational program, with whatever may lead to the increased effectiveness and improvement of this program and with promoting among the various individual programs a union of action based on the common objectives of the University. More specifically, the Provost & Senior Vice President of Academic Affairs develops an organizational plan and implements structures within the Provost's office that provide the resources needed to respond to cross-divisional academic support concerns. Some of these structures include the following: accountability and accreditation of the University's various programs with regular program review and assessment; faculty development with ongoing exploration of issues in teaching and learning, online instruction and use of information technologies to pedagogical advantage; entrepreneurial efforts that expand the University's mission with the exploration of new academic offerings in both credit and non-credit, campus-based, distance learning and with partner institutions; providing students with rich co-curricular academic experiences to include career exploration with advising of undergraduates seeking to enter graduate school, special undergraduate preparation, research and presentation opportunities and expanding the "academic culture" of campus.

The Provost & Senior Vice President of Academic Affairs works with colleagues to achieve the University's goals for the character of the Day Undergraduate Program. Goals for the Day Undergraduate Program include ensuring that Chaminade graduates are fully prepared and competitive, career ready individuals; provide a rich and coherent educational experience in the Catholic, Marianist tradition; maintain upper quartile retention and graduation rates when compared to peers. The Provost & Senior Vice President of Academic Affairs, in consultation with the other academic officers and the Registrar, coordinates the regular instructional offerings and academic calendar; coordinates future staffing and budgetary needs and arranges the annual Commencement Ceremony.

The Provost & Senior Vice President of Academic Affairs maintains an Academic Dossier for each faculty member; arranges convocations and general faculty meetings; participates in the evaluation of faculty in regard to promotion, tenure and salary increases; has the final decision prior to Presidential approval on all faculty employment and faculty development agreements, as well as academic staff employment agreements; is responsible for the University catalog in which University philosophy, policies and procedures are outlined as they concern the faculty and appoints the Divisional Deans and Graduate Program Directors. The Provost & Senior Vice President of Academic Affairs is also responsible in cooperation with the Vice President of Administration & General Counsel for keeping the Volume IV of the University Policy Manual (Faculty Handbook) up to date. The Provost & Senior Vice President of Academic Affairs has the responsibility for the direction of those services which are common to the various academic programs. Reporting to the Provost & Senior Vice President of Academic Affairs are the following: Divisional Deans, Director of the Library, Vice Provost for Academic Affairs, and the Associate Provost for Student Success.

The Provost & Senior Vice President of Academic Affairs provides leadership to the faculty and, as appropriate, renews the structures of the academic governance and peer review. The Provost & Senior Vice President of Academic Affairs maintains a flexible entrepreneurial orientation. The Provost & Senior Vice President of Academic Affairs works with and benefits from the contacts and resources of academic officers at other institutions, attempting to contribute to and benefit from various forms of inter-institutional cooperation, especially with our sister institutions, The University of Dayton and St. Mary's University of San Antonio.

The Provost & Senior Vice President of Academic Affairs participates in securing the support necessary to achieve the University's educational goals. The Provost & Senior Vice President of Academic Affairs identifies grant opportunities and participates in the preparation of proposals, as appropriate. The Provost encourages and engages the deans, faculty and other members of the division of Academic Affairs in these activities. The Provost & Senior Vice President of Academic Affairs represents Chaminade to its publics.

The Provost & Senior Vice President of Academic Affairs is a member of Hui Haku Leadership Council, chairs the Provost's Cabinet and is a member of and acts as administrative advisor to the Academic Affairs Committee of the Board of Regents.

See Chart 1.5.1 for university administrators and professional staff reporting to the Provost & Senior Vice President of Academic Affairs.

#### 1.4.2.2 Divisional Deans

Divisional Deans (Chart 1.5.1.1) may be selected from the Chaminade faculty or recruited from outside the University. The President, upon the recommendation of the Provost & Senior Vice President, appoints a Divisional Dean for a term of up to five -years following consultation with divisional faculty. Reappointment for additional terms is possible, following a review and consultation with the divisional faculty. Divisional Deans are ex officio members of the Cabinet of the Provost.

Divisional Deans are directly responsible to the Provost & Senior Vice President of Academic Affairs for the quality of instruction offered in the division. The Dean, consulting with the respective graduate program director as appropriate, submits to the Provost & Senior Vice President of Academic Affairs an annual formal evaluation of each member of the divisional faculty.

Normally, Divisional Deans hold terminal degrees in their respective disciplines and are tenured members of the full-time faculty. While Divisional Deans may be faculty members with administrative duties, they are not eligible to be elected as Faculty Senate officers or elected committee members.

Divisional Deans are ordinarily awarded eleven-month contracts and given released time from teaching duties in recognition of their administrative service; by exception, however, they may be awarded a stipend for extraordinary institutional duties.

Responsibilities of the Divisional Dean include:

- Coordinating and administering the division's undergraduate and graduate academic programs and activities, including the scheduling of courses and review of syllabi;

- Serving as advisor to the Provost & Senior Vice President of Academic Affairs on policies, practices and other matters pertaining to the division;
- Holding the primary responsibility for the administration of academic policies as they apply within the division. Examples include: student complaints, allegations of academic dishonesty, exceptions to degree requirements and course substitutions, approval of individualized study;
- Convening regular meetings of divisional faculty;
- Presiding over divisional meetings, preparing the agenda and reporting the actions of the division to the appropriate individuals and/or bodies;
- Delegating, with the permission of the Provost & Senior Vice President of Academic Affairs, selected responsibilities to coordinators of one or more disciplines within the division. Any special released time or additional compensation agreements must have prior approval of the Provost & Senior Vice President of Academic Affairs with expectations and understandings in writing;
- Recommending to the Provost & Senior Vice President of Academic Affairs the need for permanent and adjunct faculty within the division;
- Initiating, after the approval of the Provost & Senior Vice President of Academic Affairs, a search for new or replacement faculty and staff including formulating the position description, preparing an announcement of the position opening, placing of the advertisement through the Office of Human Resources, convening a search committee, arranging for interviews and recommending a candidate and terms of appointment to the Provost & Senior Vice President of Academic Affairs;
- Orienting new faculty, both undergraduate and graduate, to the division;
- Assigning of courses to faculty and maintaining the overall teaching load of each faculty member of the division to ensure that they are consistent with each annual contract load; working with the Provost & Senior Vice President of Academic Affairs to determine any exceptions to the ordinary contract load;
- Assisting each divisional faculty member in the preparation and evaluation of an annual Professional Growth and Development Plan (GDP);
- Leading the divisional faculty in developing long-range plans and policies for the division and preparing an annual Unit Plan which are consistent with Chaminade's institutional mission;
- Preparing the divisional schedule of course offerings and assignment of corresponding instructors for each semester;
- Leading divisional faculty in ongoing and continuous review and revision of the divisional curricula to ensure the highest educational quality possible, given the division's human and financial resources;
- Orientating, supervising and conducting the evaluation of all non-faculty staff in the division;

- Assisting in the acquisition of resources for the division through such means as assisting with the preparation of grants and contracts (The Dean must approve all grant or contract applications in which divisional faculty and staff participate.) and gift solicitations/donor recognition (Must coordinate with the Vice President of Advancement before approaching a prospective donor.);
- Preparing the divisional budget and following approval, controlling its administration;
- Administering the division's academic advising program;
- Administering the University's program of assessment of learning outcomes;
- Engaging, orienting, assigning responsibilities to and evaluating adjunct faculty, who serve in the undergraduate, Online and graduate programs;
- Accepting such other duties as assigned by the Provost & Senior Vice President of Academic Affairs .

#### **1.4.2.2.1 Associate or Assistant Divisional Deans**

The Provost & Senior Vice President of Academic Affairs with the approval of the President may appoint an administrative academic officer to lead a specific program within a Division (e.g. nursing). Such appointments shall follow the processes and procedures for Divisional Deans. Divisional duties and the duties within the specialized academic program will be by the same appointment. Rank and Tenure, if applicable, will follow the procedure in section 4.7 of Volume IV of the Policy Manual.

#### **1.4.2.2.2 Discipline Coordinators**

Discipline Coordinators are full time faculty members appointed by the Divisional Dean and approved by the Provost & Senior Vice President of Academic Affairs. Compensation (stipend or release time), if any, depends on the workload and is determined by the Provost & Senior Vice President of Academic Affairs.

In general, the Discipline Coordinator has the responsibility for:

- Advising the Divisional Dean in the process of approving adjunct faculty.
- Assisting the Divisional Dean in scheduling courses for the discipline.
- Assisting the Divisional Dean in matters of the discipline curricula.

### **1.4.3 Vice President of Enrollment Management & Associate Provost of Student Success**

The Vice President of Enrollment Management & Associate Provost of Student Success, reports to the President, this position oversees the development and application of policies and procedures that affect the student body in the areas of Enrollment Management. The Vice President of Enrollment Management & Associate Provost of Student Success also reports to the Provost & Senior Vice President of Academic Affairs for all areas that fall under Student Success. The Vice President of Enrollment Management & Associate Provost of Student Success facilitates the development and implementation of the College's strategic enrollment management plan,

promotes institution-wide recruitment, retention and completion of initiatives, and collaborates with faculty, staff, administration, student organizations, and community groups to ensure all students have access to all resources.

The Vice President of Enrollment Management & Associate Provost of Student Success oversees leadership in the following areas of service: Admissions, Advising, Financial Aid, Institutional Research, Disability Services, Tutoring Assistance, Enrollment Planning, Veterans' Affairs, Records, and Registrar. The Vice President of Enrollment Management & Associate Provost of Student Success is a member of the Hui Haku Senior Leadership Council and Hui Konohiki.

See Chart 1.5.4 for those administrative and professional staff who report to the Vice President of Enrollment Management & Associate Provost of Student Success.

#### ***1.4.4 Vice President of Student Affairs & Dean of Students***

The Vice President of Student Affairs & Dean of Students is appointed by and reports to the President. The Vice President of Student Affairs & Dean of Students is charged with developing a campus environment and community to promote spiritual, psychological, intellectual, cultural and physical development of the students in accordance with the mission and vision of Chaminade University. The Vice President of Student Affairs & Dean also supervises campus security and related services.

The Vice President of Student Affairs & Dean of Students supervises the areas of residential life, counseling and testing, career services, athletics, student leadership and orientation, judicial affairs, student organizations, recreational sports, campus security, food services operations and student activities.

The Vice President of Student Affairs & Dean of Students is responsible for keeping current the Student Handbook.

The Vice President of Student Affairs & Dean of Students serves as a member of the Hui Haku Senior Leadership Council and Hui Konohiki, chairs the Student Welfare Committee, is a member of and administrative liaison to the Student Life Committee of the Board of Regents, and serves on other campus-wide committees as appropriate.

See Chart 1.5.6 for those administrative and professional staff who report to the Vice President of Student Affairs & Dean of Students.

#### ***1.4.5 Vice President of Mission and Rector***

The Vice President and Rector of Chaminade University is a member of the Society of Mary who is appointed by the President with the concurrence of the Chancellor of the University. The Vice President of Mission and Rector is responsible for ensuring that the mission and ministry of the University retains a vital and discernible Catholic and Marianist character in the daily life of the University.

In particular, the Vice President of Mission and Rector serves as an advisor to the President and to the Hui Haku Senior Leadership Council of the University, and is a member of that Council. Additional responsibilities are:

- To identify, suggest, and where appropriate implement ways to enhance Marianist presence on the campus;

- To exercise leadership in focusing the Catholic and Marianist character of Chaminade University;
- To assist the President in providing leadership for the celebration of Chaminade's life as a Marianist university;
- To serve as the University's primary liaison to other Marianist universities.
- To serve as a liaison for the University with the Roman Catholic Diocese of Honolulu and the Catholic community in Hawaii.
- To represent the University at community functions.

#### ***1.4.6 Vice President of Advancement***

The Vice President of Advancement, who is appointed by the President and reports directly to the President, is charged with the development and administration of programs and activities designated by the President and assumes responsibility for formulating and administering all fund-raising activities of the University's constituencies.

The Vice President of Advancement supervises the areas of alumni relations, annual fund, development and public relations.

The Vice President of Advancement serves as a member of the Hui Haku Senior Leadership Council, Hui Konohiki, and is an administrative liaison to Development Committee of the Board of Regents.

See Chart 1.5.2 for those administrative or professional staff who report to the Vice President of Institutional Advancement.

#### ***1.4.7 Vice President of Finance & Chief Financial Officer***

The Vice President of Finance & Chief Financial Officer is responsible for the administration of financial management and treasury functions, audit, accounting, payroll, facilities maintenance and operations, construction, campus master planning, and contract negotiations for facilities and auxiliary services. The Vice President of Finance & Chief Financial Officer provides support to the Audit, Facilities, Finance, and Investment Committees of the Board of Regents, and serves on the Hui Haku Senior Leadership Council and Hui Konohiki. As a senior member of the University's administration, the Vice President of Finance & Chief Financial Officer is responsible for contributing to the formulation, implementation and evaluation of the University's Strategic Plan and activities designed to lead to its realization.

See Chart 1.5.3 for University personnel reporting to the Vice President of Finance & Chief Financial Officer.

#### ***1.4.8 Vice President of Administration & General Counsel***

The Vice President of Administration & General Counsel is responsible for all human resource, information technology, risk management, environmental safety, compliance, and legal functions of the University. This position serves as the primary campus resource for researching and developing documents needed for major campus-wide policies, along with their legal implications. As legal advisor to the President, the Vice President (Vice President) of Administration and General Counsel advises on the legal implications of the University's policies, initiatives, strategies and works collaboratively with outside counsel to represent the University. The areas of supervision include human resource management, compliance and risk management,

environmental safety and institutional research. The Vice President is a member of the senior leadership team and serves as the university's Title IX Coordinator.

#### ***1.4.9 Vice President of University Communications & Marketing***

The Vice President of University Communications & Marketing leads the strategic internal and external communications and marketing efforts to enhance the University's overall visibility and reputation. The Vice President of University Communications and Marketing is responsible for clarifying and presenting in a compelling manner the identity, mission, and merits of the University to its key constituencies and the general public. The Vice President of University Communications and Marketing is responsible for establishing a strategic branding strategy to ensure growth and success of the University.

### **1.5 Organization Charts for Chaminade University**

See the University Organizational Charts (PDFs) on the web portal.

### **1.6 Internal Governance of Chaminade University**

#### ***1.6.1 Board of Regents Statement on Governance of Chaminade University***

##### **I. PRINCIPLES OF GOVERNANCE**

1. The ultimate responsibility for the institution rests in its governing board. Boards cannot delegate their fiduciary responsibility for the academic integrity and financial health of the institution. Traditionally, and for practical reasons, boards delegate some kinds of authority to other stakeholders with the implicit and sometimes explicit condition that the board reserves the right to question, challenge, and occasionally override decisions or proposals it judges to be inconsistent with the mission, integrity, or financial position of the institution. For example, the delegation of authority to the administration and faculty in adding, reducing, or discontinuing academic programs is made with the implicit understanding that the board still retains the ultimate responsibility.
2. The governing board shall retain ultimate responsibility and full authority to determine the mission of the institution in consultation with and on the advice of the President. The board is also responsible for establishing the strategic direction of the institution through its insistence on and participation in comprehensive planning. As with many other issues, the board should work toward a consensus or an understanding on the part of the stakeholders concerning strategic direction and set forth a realistic view of the resources necessary to compete in the educational marketplace, accomplish these strategic goals, and carry out the mission.
3. Colleges and universities have many of the characteristics of business enterprises. Consequently, the Board should ensure that, as corporations, their institutions' fiscal and managerial affairs are administered with appropriate attention to commonly accepted business standards. At the same time, nonprofit colleges and universities differ from businesses in many respects. They do not operate with a profit motive, and the "bottom lines" of colleges

and universities are far more difficult to measure. They also differ from businesses in the sense that the processes of teaching, learning, research and scholarship often are at least as important as “the product,” as measured by the conferring of degrees or the publication of research results. And by virtue of their special mission and purpose in a pluralistic society, they have a tradition of participation in institutional governance that is less common in and less appropriate for businesses.

4. The governing board should conduct its affairs in a manner that exemplifies the behavior it expects of other participants in institutional governance. From time to time, the Board should examine its membership, structure, and performance and will expect the same of faculty and staff. The Board and its individual members should engage in periodic evaluations of their effectiveness and commitment to their institution. They should strive to understand and respect the unique culture of their organization and its place in the academic landscape. They should comprehend all sides of an issue and—in appropriate instances and in consultation with the President—afford contending parties an opportunity to present their views. The board should be prepared to set forth the reasons for its decisions.

Just as administrators and boards should respect the need for individual faculty members to exercise academic freedom in their classrooms and laboratories, boards should avoid the temptation to micromanage in matters of administration. And just as responsible faculty participation in governance places good institutional citizenship ahead of departmental or personal professional interest, so should individual board members avoid even the perception of any personal or special interests. Board members as well as faculty members should avoid undermining their administrations.

5. Historically, higher education governance has included three principal internal stakeholders—governing boards, administrators, and the full-time faculty. In fact, other stakeholders exist and in increasing numbers. For example, the nonacademic staff usually substantially outnumbers the faculty, and yet this group rarely has a formal voice in governance. The same is true of the non-tenure-eligible, pro-rata, and adjunct faculty. Students have a vital stake in the institution and should be given opportunities to be heard on various issues and in some cases to participate directly in the governance process, preferably as members of board committees rather than as voting members of governing boards.

The involvement of these diverse internal stakeholder groups will vary according to subject matter and the culture of the institution, but the board is responsible for establishing the rules by which their voices are considered. Boards should ensure that no single stakeholder group is given an exclusive franchise in any area of governance, while recognizing that the subject matter in question will determine which groups have predominant or secondary interests.

6. All board members, regardless of how they came to the board, should feel a responsibility to serve the institution or the system as a whole and not any particular constituency or segment of the organization. Faculty, student, and staff involvement in the work of the board most appropriately occurs by membership on standing or ad-hoc committees of the board. Boards should be mindful that the presence of one or more students, faculty, or staff members on the board or its committees neither constitutes nor substitutes for full communication and consultation with these stakeholders.

## II. BOARD STANDARDS OF GOOD PRACTICE

1. Governing boards shall state explicitly who has the authority for what kinds of decisions—that is, to which persons or bodies it has delegated authority and whether that delegation is subject to board review. For example, curricular matters and decisions regarding individual faculty appointments, promotions, and contract renewal normally would fall within the delegated decision-making authority of appropriate faculty and administrative entities operating within the framework of policies and delegations of the board.

The Board shall also reserve the right to review and ratify specified academic decisions, as well as proposals to adopt major new academic programs or eliminate others. The board shall set budget guidelines concerning resource allocation on the basis of assumptions, usually developed by the administration, that are widely communicated to interested stakeholders and subject to ample opportunity for challenge. But the board shall not delegate the determination of the overall resources available for planning and budgetary purposes. Once the board makes these overarching decisions, it shall delegate resource-allocation decisions to the President who may, in turn delegate to others.

In all instances in which the board believes resources will need to be reallocated in ways that will lead to reducing or eliminating some programs, the board shall ask the administration to create a process for decision making that includes full consultation, clear and explicit criteria, and full communication with stakeholder groups. The board shall recognize that institutional consensus is more likely when all parties have agreed on the process and criteria. If, for example, the board decides the institution is in such financial jeopardy that faculty and staff reductions and reallocations are necessary, it first will consult the stakeholders, then share the information and describe the analysis that led them to make such a determination.

2. The Board and the President will establish deadlines for the conclusion of various consultative and decision-making processes with the clear understanding that failure to act in accordance with these deadlines will mean that the next higher level in the governance process may choose to act. While respecting the sometimes lengthy processes of academic governance, an individual or group shall not be empowered to impede decisions through inaction.
3. The President is the board's major window on the institution, and the board will expect both candor and sufficient information from the President. In turn, the board will support the President, while ensuring that the voices of other stakeholders are heard.
4. Governing boards have the sole responsibility to appoint and assess the performance of the President. The selection and support of the President is the most important exercise of board responsibility. The Board will assess the President's performance on an annual basis for progress toward attainment of goals and objectives, as well as for compensation review purposes, and more comprehensively every several years in consultation with other stakeholder groups, as the board may deem appropriate. In assessing the President's performance, the Boards will bear in mind that board and presidential effectiveness are interdependent. Consequently, the Board will concurrently assess its own performance and that of the President every several years. Performance reviews assisted by qualified third parties can contribute significantly to the professionalism and objectivity of the process.

5. There should be a conscious effort to minimize the ambiguous or overlapping areas in which more than one stakeholder group has authority. The respective roles of the administration, faculty, and governing board in faculty appointments, promotions, and tenure illustrate the principle of collaboration. For example, although the board may wish to exert its ultimate responsibility by insisting on approving individual tenure decisions, it might choose to delegate other kinds of actions to the administration, which might, in turn, delegate some authority for some decisions to an appropriate faculty body. Clarity does not preclude gray or overlapping areas of authority, but each group should understand whether its purview, and that of others in the governance process, is determinative or consultative. Moreover, the board and President will ensure the systematic review of all institutional policies over time, including those affecting internal governance.

“Communication,” “consultation,” and “decision making” will be defined and differentiated in board and institutional policies. The Board will communicate their investment and endowment spending policies, for example, but they may choose not to invite consultation on these matters. Student financial-aid policies and broad financial-planning assumptions call for both communication and consultation with stakeholder groups.

### III. CONCLUSION

College and university governing board membership is one of the most serious and consequential exercises of voluntary leadership in our society. It calls for balancing and sometimes buffering the often-conflicting claims of multiple internal and external stakeholders. It requires good judgment in avoiding becoming managerial while being sufficiently informed to assess management. It calls for listening and questioning more than pronouncing and demanding. Most of all, it requires a commitment to the institution as a whole rather than to any of its parts. Governing board membership is both challenging and enormously rewarding in the service of current and future generations of students and, therefore, the nation’s ultimate well being.<sup>1</sup>

#### **1.6.2 Faculty Senate**

##### 1.6.2.1 Constitution of The Faculty Senate of Chaminade University

#### PREAMBLE

All full-time faculty members, regardless of tenure or non-tenure status, participate in the Faculty Senate, an organization established for the purpose of discussion of issues and concerns relating to the best interests of the University and its professional academic force. The Faculty Senate meets, at the call of its President, and with the advice of an elected Steering Committee, during regular semesters. Meetings are chaired by the President of the Faculty Senate.

#### ARTICLE I

##### NAME

---

<sup>1</sup>Based on AGB Statement on Institutional Governance, approved by the Board of Directors of the Association of Governing Boards of Universities and Colleges, November 8, 1998.

The name of this organization shall be Faculty Senate of Chaminade University of Honolulu (hereinafter called the Senate).

## ARTICLE II

### PURPOSE

The purpose of this organization shall be to serve the general good of the Chaminade University of Honolulu family and community. The Senate shall be the official voice of the faculty body. It shall have the responsibility, on behalf of the faculty, of considering all proposed changes in the policies of the University and it may also initiate suggestions for changes in policy. It may also recommend policy changes to the President of the University, who may forward them for consideration to the Board of Regents or to other appropriate agencies in the University. "Policy" here means general rules for the conduct of the University, its faculty, student body or administration, so far as they affect any of the following:

- a. the purposes and goals of the University;
- b. the nature and scope of curricula and programs;
- c. standards of teaching, research, and scholarship;
- d. finances;
- e. community relations.

The Senate, furthermore, may consider and recommend specific means of ensuring the continuance of academic freedom at the University.

The Faculty Senate, through its representation on the Planning Priorities and Assessment Advisory Council, shall participate in planning, priority setting, fiscal policy, and community relations issues from that Council.

## ARTICLE III

### FORMULATION OF BYLAWS

The Faculty Senate shall have the power to adopt bylaws for its operations which shall include officers, meetings, and committees as necessary so long as they are not in conflict with this constitution or the Articles of Incorporation or Bylaws of the University.

## ARTICLE IV

### FORMULATION OF AMENDMENTS

An amendment to this constitution may be made by approval of two-thirds of the membership of the Faculty Senate present at a meeting of the Senate. The Steering Committee shall prepare the format for the recommended revision or amendments. Any member with voting privileges may suggest such revisions. The Steering Committee shall circulate a proposed revision or amendment to each voting member, the President of the University and Chair of the Board of Regents at least 21 calendar days prior to the final action. An amendment is considered in effect when also approved by the President and the Board of Regents of the University.

### 1.6.2.2 Bylaws of the Faculty Senate of Chaminade University

#### ARTICLE I

##### MEMBERSHIP

- Section 1. All full-time faculty members are members of the Senate. Full-time membership is defined in the Faculty Manual.
- Section 2. Part-time faculty who are not engaged in administration shall be allowed to participate without vote.
- Section 3. Professors Emeriti shall be invited to attend and participate, but not vote.
- Section 4. Faculty not covered in Sections 1, 2, and 3, may petition individually for full membership in the Senate.
- Section 5. Persons other than faculty shall not be allowed to attend Senate meetings without an invitation.

#### ARTICLE II

##### PRESIDENT OF THE FACULTY SENATE

- Section 1. The Steering Committee shall be charged with the administration of the election of the President and President-Elect of the Faculty Senate (hereinafter called the President or President-Elect respectively). The election of the President and/or President-Elect as needed shall take place in the second week of March. If both must be elected, the President shall be elected first, followed by a special election for the President-Elect in the third week of March. The Steering Committee shall solicit nominations from the members of the Faculty Senate through a mailbox ballot or other secure elections software as approved by the Steering Committee. The three faculty receiving the most votes cast on the nomination ballot will, after their acceptance of the nomination, be placed on an election ballot and voted on by the Senate. The faculty member receiving the most votes in the election will be President or President-Elect as appropriate. The term shall begin no later than May 16, and continue for one year.
- Section 2. All full-time tenured members of the faculty, except Divisional Deans and those who will present themselves for a promotion decision during the coming year, shall be eligible to serve as President or President elect.
- Section 3. The President shall receive a reduction in teaching responsibilities of 6 credit hours per year. During the term of office the President shall be considered a full-time member of the faculty and thus retain all rights and benefits accorded the faculty.
- Section 4. The duties of the President shall be as follows:
  - i. The President shall serve as the only fully accredited spokesperson for the Senate, and shall be accountable to the Senate.
  - ii. The President of the Faculty Senate, in concert with the President of the University and Chair of the Board of Regents, shall determine the faculty

nominations to standing committees of the Board of Regents. The President of the Senate may choose to become a member of any of these committees.

- iii. The President shall regularly consult with and periodically report to the Senate.
  - 1. In concert with the Steering Committee, the President shall determine the agenda of all Faculty Senate meetings.
  - 2. The President, with the Steering Committee, shall serve as a coordinator of the work of Faculty Senate committees.
  - 3. The President shall establish and monitor all agreements with the administration concerning the faculty's responsibility and right to recommend on all issues concerning the University.

Section 5. The President and/or the President-Elect may be recalled if one-quarter of the voting faculty presents a petition to the Steering Committee. A referendum will be held within one week of the presentation to determine the faculty's confidence in the President. The President shall be removed from office by a vote of two-thirds of the eligible faculty, but only after an opportunity to present a defense before the Faculty Senate.

Section 6. President-Elect: The faculty shall elect a President-Elect who will fulfill the President's duties in the absence of the President, and as required may represent the President at all official functions. With the conclusion of the President's term, the President-Elect shall automatically become President. The President-Elect shall serve for one year beginning May 16.

- a. The President-Elect is a member of the Steering Committee.
- b. Immediately upon acceptance of the President-Elect's resignation by the Steering Committee, or inability to complete the term of office, the Steering Committee will call a special election for a replacement. This replacement will serve the remainder of the President-Elect's current term, and become President at the conclusion of the President's term.

Section 7. Past-President: After May 16 the current President may invite the Past President to serve on the Steering Committee for the next academic year as a non-voting ex-officio member.

Section 8. Faculty Senate Secretary: The Faculty Senate Secretary is appointed by the President of the Faculty Senate.

### ARTICLE III

#### THE STEERING COMMITTEE

Section 1. The Steering Committee shall be elected by the Senate and shall serve as an advisory body to the President of the Senate. Elections shall be held in the first week in April by mailbox ballot or other secure election software as approved by the Steering Committee. A week's notice shall be given that elections are to be held. Five members and two alternates shall be elected from the Senate by a simple majority of the members voting. All full-time faculty, except Divisional Deans, shall be eligible for election to the Steering Committee.

Section 2. The term of office shall begin May 16, and shall continue for two years. Re-election is possible.

- a. The Faculty Senate will elect all five members of the Steering Committee.
  1. Two members of the Steering Committee will be elected in even years. Three members will be elected in odd years,
  2. Two alternates will be elected each year and will fill the remainder of the term of the regular member they may replace.

## ARTICLE IV

### COMMITTEES OF THE FACULTY SENATE

Section 1. Members of the following standing committees shall be selected by the Steering Committee from the Faculty Senate and shall function under the direction of the President of the Senate. Policies and procedures of these committees shall be ratified by a two-thirds majority of the membership of the Faculty Senate present at a meeting of the Senate.

The number of faculty to serve on each committee shall be determined by the Steering Committee.

Committee members shall serve two year terms. Reappointment is possible.

- a. Faculty Compensation and Budget Committee. (For duties and responsibilities of this Committee, see 1.7.2.2).
- b. Handbook Committee. (For duties and responsibilities of this Committee, see 1.7.2.3).
- c. Faculty Development Committee. (For duties and responsibilities of this Committee, see 1.7.2.4).
- d. Academic Policy and Planning Committee. (For duties and responsibilities of this Committee, see 1.7.2.5).

Section 2. Ad-hoc committees shall be formed as needed.

Section 3. Members to the following standing committees shall be elected for two years from the membership of the Faculty Senate. All full-time tenured faculty, except Divisional Deans, the President-elect and serving members of the Steering Committee shall be eligible for selection or election to these committees. Non-tenured faculty may serve on the General Education Committee. After the regular members of these Committees are determined according to the number of votes each has received, the next two highest vote recipients will serve as alternatives and will fill the remainder of the term of the regular member they may replace. Should a third (or more) alternate be needed, the next highest vote recipient will serve as that alternate.

With the exception of the General Education Committee, a faculty member shall serve on only one Faculty Senate elected standing committee at a time. Members of

the Senate who will be completing the second year of their terms will not be placed on any of the Standing Committee ballots, except the General Education Committee at large representatives ballot.

The election process will be:

- a. The Rank and Tenure Committee shall be elected in the second week of April. Newly elected members of the Committee shall not be placed on successive ballots for the current election cycle. Alternates will be included on successive ballots. (For details of this committee, see 1.7.3.1).
- b. The Peer Review of Tenured Faculty Committee shall be elected in the third week of April. Newly elected members of the Committee shall not be placed on successive ballots for the current election cycle. Alternates will be included on successive ballots. (For details of this committee, see 1.7.3.2).
- c. The Grievance Review Committee shall be elected in the fourth week of April. (For details of this committee, see 1.7.3.3).
- d. The selection process of the divisional representatives to the General Education Committee shall begin by the second week of April and be reported to the Steering Committee by the end of the third week of April. The three at large representatives will be elected in the fourth week of April. All eligible faculty shall be included in the ballot, except those who will be serving as divisional representatives. (For duties and responsibilities of this committee, see 1.7.2.6)

## ARTICLE V

### MEETINGS

- Section 1. There shall be a regular meeting each month of the school year (from September through April). The day and time and place of the monthly meeting shall be at the discretion of the Faculty Senate President.
- Section 2. Special meetings may be called by the Faculty Senate President as needed, provided written notice of the proposed special meeting has been given to each member at least one week prior to the meeting.
- Section 3. Forty percent of the general membership shall constitute a quorum, rounded to the nearest whole number. Proxy votes shall not be accepted.
  - a. Any critical issue with a potential for wide-ranging consequences shall be submitted to a mailbox ballot.
- Section 4. Robert's Rules of Order, Newly Revised, shall guide the Faculty Senate President and govern proceedings in all cases not provided for in these bylaws.
  - a. The President shall appoint a Parliamentarian from the membership who possesses a strong parliamentary background.
- Section 5. The following are the committee and task-force operating procedures

- a. A committee chair should be appointed by committee vote. If the committee does not elect a chair within 30 calendar days of the start of the academic year, the President of the Faculty Senate, with the approval of the Faculty Senate Steering Committee, may appoint a chair from among the committee members. The chair of the committee is responsible for calling and presiding over meetings. A faculty member shall be a chair of only one committee
- b. Adequate advance notice should be given for meetings, with clear information about time and place. The notice should be in writing if possible.
- c. Individual committee members should notify their chair ahead of time if they are unable to attend a scheduled meeting. Attendance, or more specifically, non-attendance, at meetings will be reflected in faculty dossiers.
- d. Committee meetings should not proceed without a quorum of committee members. A committee quorum is a simple majority of members.
- e. The Steering committee liaison person is the link between the committee and the steering committee. The liaison person does not have the right to vote.
- f. In the case where there is a question or issue about procedural matters in the way the committee operates, Robert's Rules should be referred to (a copy resides in our library), or the question or issue should be referred to the Steering Committee for resolution.
- g. In situations where there is some disagreement within the committee, a vote should be called to resolve the matter at hand. A successful vote represents an agreement by simple majority of committee members present. Only bona fide committee members should take part in the vote.
- h. Although the keeping of detailed minutes is onerous and unnecessary, some record of attendance, business conducted and decisions made should be kept.
- i. Committee recommendations and findings should be referred back to the Faculty Senate at the monthly meetings; brought directly to the Steering Committee; or acted on directly, depending on the nature of the required action.

## ARTICLE VI

### AMENDMENTS

- Section 1. These bylaws shall be amended by two-thirds vote of those members present and voting at any meeting of the general membership, providing written notice of the proposed amendment has been given to each member at least two weeks prior to the meeting, and a quorum is present.

### **1.6.3 Chaminade Student Government Association**

#### **1.6.3.1 CSGA Constitution**

##### PREAMBLE

We, the students of Chaminade University of Honolulu, in order to establish a representative government for the purposes of improving the general student welfare, encouraging initiative and responsibility, and facilitating communication between students, faculty, staff, and administration, representing the general membership on University concerns, do establish this Constitution.

## ARTICLE I

### NAME OF THE ORGANIZATION

The name of this organization is the Chaminade Student Government Association (CSGA).

## ARTICLE II

### GENERAL POWERS AND DUTIES

- Section A. CSGA shall represent the general membership on issues concerning general student welfare to the faculty, staff, and administration of Chaminade University of Honolulu.
- Section B. CSGA shall provide regular communication to the general membership on issues and information concerning general student welfare.

## ARTICLE III

### FORMULATION OF BYLAWS

- Section A. The CSGA shall have the power to adopt Bylaws for its operations, which shall include officers, meetings, and committees as necessary so long as they are not in conflict with this Constitution or other University policy or procedure, as detailed in any part of the University Policy Manual.

## ARTICLE IV

### PURPOSE

- Section A. The purpose of this organization shall be to serve the general good of the students of Chaminade University of Honolulu. The CSGA shall be the official voice of the general membership. It shall have the responsibility, on behalf of the membership, of offering input and opinion on proposed changes -in the policies of the University, which impact the students, and it may also initiate suggestions for changes in policy. It may also recommend in the name of the membership policy changes to the President of the University, who then may forward them for consideration to the Board of Regents or to other appropriate Governing bodies of the University. "Policy" here means general rules for the conduct of the University as they pertain to, or affect, students.

## ARTICLE V

### MEMBERSHIP

- Section A. The CSGA membership consists of the Allocations Board, the Executive Board, the Programming Board, and the Legislative Branch of the CSGA.

Section B. The General Student Membership (General Membership) is made up of all students paying the student activity fee. These students are automatically represented by the CSGA.

## ARTICLE VI AMENDMENTS

### Section A. Initiative

1. An act of legislation or an amendment to the Constitution or its Bylaws may be introduced to the C SGA by a petition of one hundred (100) members of the general membership.

### Section B. Referendum

1. A decision of the CSGA on an act of legislation or an amendment to the Constitution or its Bylaws may be overruled by a two-thirds (2/3) majority vote of the general membership voting in an election for that purpose. A petition of ten percent (10%) of the general membership would be needed to call such an election.

### Section C. Amendment Process

1. Any voting member of CSGA may propose an amendment to these Bylaws by submitting the amendment, in writing, to the Executive Board.
2. The Executive Board, at its next meeting, shall decide by majority vote whether the amendment is valid and should be placed before the Legislature.
3. If passed by the Executive Board, the President of the CSGA shall present the proposed amendment to the Legislature, where it will be tabled until the next meeting of the Legislature. The Vice President of Communications shall publicize the motion to the general membership.
4. The proposed amendment, after preliminary presentation to the Executive Board, shall be placed before the CSGA membership where a two-thirds majority of those present and voting in the Legislature shall pass the amendment.
5. Any amendment approved under this article shall then be submitted to the University President. If approved by the President, the amendment is passed to the legislature for implementation.
6. The approved amendment shall become effective at the time deemed appropriate and established by the Legislature at the time of its passage.

## ARTICLE VII ADOPTION OF THIS CONSTITUTION

Section A. Upon recommendation from the Presidential Student Government Task Force, the President of the University will review the documents and approve them for student review. Following a successful referendum by the general membership, the documents are sent back to the President of the University and the Board of Regents

for final approval. The Constitution and related documents go into effect one day after approval by the Board of Regents.

### 1.6.3.2 Chaminade Student Government Association Bylaws

#### ARTICLE I

##### STRUCTURE OF THE ORGANIZATION

Section A. The Chaminade Student Government Association (CSGA) shall consist of four branches, Allocations, Executive, Programming, and Legislative, referred to herein as the CSGA. The Executive Branch shall consist of seven (7) officers: the President, Executive Vice-President, Vice-President of Internal Affairs, Vice-President of Finance, Vice-President of Communications, the Vice-President of Programming, House of Representatives Chair, and the Advisor. The Legislative branch shall consist of the Senate and the House of Representatives.

#### ARTICLE II

##### EXECUTIVE BRANCH

Section A. The Executive Branch shall function as a liaison between the University Administration and student body. The Executive Branch shall be referred to herein as the Executive Board and consist of all members of the Executive Branch.

Section B. The Executive Board members are required to convene at least weekly in order to accomplish the following:

1. Coordinate, compile, and inform the General membership of CSGA committee efforts.
2. At least once a semester sponsor a forum on a student welfare topic. Include University administrators and faculty to participate.
3. Abide by all provisions of the Constitution and, if necessary, propose interpretations of the Constitution, for ratification by the legislative branch.
4. Conduct the general business of the organization.
5. Nominate, from the CSGA membership, for participation on select standing committees as needed.

Section C. Prior to the start of each academic year, the Executive Board will participate in a leadership development program. The program is arranged in cooperation with the Director of Student Activities and funded by the CSGA.

#### 1. PRESIDENT

Section A. Selection

1. The President shall be elected by the general membership as indicated in article (VII) of these Bylaws.

Section B. Responsibilities and duties.

1. In concert with the Executive Board, the President shall determine the agenda of the Executive Board meetings.

2. The President, along with the Executive Board, shall serve as a coordinator of all work rendered by the standing committees.
3. The President shall establish and monitor all agreements with the administration, concerning the CSGA's responsibility and right to recommend and deliberate on all student issues concerning the University.
4. The President shall be the official spokesperson for the Student Government, and is accountable to the CSGA leadership for remarks made.
5. The President shall regularly consult with and periodically report to the Chaminade Student Government Association.
6. The President shall chair the Executive Board.
7. The President, after receiving the approval of the Executive Board, has the authority to act on any decision made in legislature, allocations board or programming board, if he/she judges the action unjust or not in the best interest of the students. This authority is limited to the power to veto, and does not include the ability to approve an action that is reserved to another branch of student government.
8. The President shall sit, as a representative, on the University's Planning Priorities and Assessment Advisory Council (UPAC).
9. Contingent upon approval of the Committee Chair, the President shall sit on the Academic Affairs Committee of the University Board of Regents.
10. The President shall chair the CSGA Academic Affairs Standing Committee.

## 2. EXECUTIVE VICE-PRESIDENT

### Section A. Selection

1. Selection of the Executive Vice-President shall be done in accordance to the election process outlined for the President of the CSGA.

### Section B. Responsibilities and duties

1. The Executive-Vice President shall serve in the President's absence as chair at any Executive Board meetings.
2. The Executive Vice-President shall serve in the President's absence as coordinator of any Executive Board meetings.
3. In the event that the President is recalled, the Executive Vice-President shall serve as interim President until such a time as a CSGA election can be held to select a new President.
4. The Executive Vice-President may be designated by the President to represent the President at functions to which the President is invited, as the President deems appropriate.
5. The Executive Vice-President shall serve as Chair of the Senate.
6. The Executive Vice-President, along with the Executive Board, shall be responsible for maintaining and updating all CSGA guidelines as necessary.

7. Contingent upon approval of the Committee Chair, The Executive Vice-President shall sit as an observer on the Student Affairs Committee of the University Board of Regents.
8. The Executive Vice-President shall chair the CSGA Student Welfare Standing Committee.

### 3. VICE - PRESIDENT OF INTERNAL AFFAIRS

#### Section A. Selection

1. Selection of the Vice-President of Internal Affairs shall be done in accordance to an application process carried out by the CSGA President and Executive Vice-President.

#### Section B. Responsibilities and Duties

1. The Vice-President of Internal Affairs shall collect the minutes of each and every CSGA meeting, distribute copies to all officers, and make copies available for the Chaminade community.
2. The Vice-President of Internal Affairs shall be responsible for maintaining the filing system used by the CSGA.
3. The Vice-President of Internal Affairs shall oversee all CSGA attendance.
  - a. Every two CSGA Executive Board meetings the attendance must be reviewed.
  - b. The results of this review must be included in the next available minutes.
4. The Vice-President of Internal Affairs shall review all CSGA minutes as Parliamentarian Officer for CSGA.
5. The Vice-President of Internal Affairs shall keep a detailed record to be submitted into the filing system of all CSGA activities.
6. The Vice-President of Internal Affairs shall be responsible for the enforcement of guidelines outlined within the Student Organizational Handbook.

### 4. VICE – PRESIDENT OF FINANCE

#### Section A. Selection

The Vice-President of Finance shall be elected by the general membership as indicated in article (VII) of these Bylaws.

#### Section B. Responsibilities / Duties

1. The Vice-President of Finance shall facilitate and keep records of all financial transactions within the CSGA.
2. Give a semesterly financial report to the legislative branch and the Director of Student Activities. The report is available to the University community upon request.
3. Serve as the Allocations Board Chair.
4. To prepare a consolidated financial report showing income, expenses and balances of the CSGA, CSAB, and CSPB for presentation at the student forum. The report is submitted to the Director of Student Activities and Leadership and is available to the University community upon request.
5. Prepare an annual consolidated financial report at the conclusion of each academic year for the Director of Student Activities and the business office.

6. Ensure that proper procedures are followed with regards to CSGA finances.

## 5. VICE – PRESIDENT OF PROGRAMMING

### Section A. Selection

The Vice-President of Programming shall be elected by the general membership as indicated in article (VII) of these Bylaws.

### Section B. Responsibilities / Duties

1. The Vice- President of Programming shall serve as the Programming Board Chair.
2. The Vice-President of Programming shall sit as a voting member of the Executive Board.
3. The Vice-President of Programming shall vote only in the event of a tie within Programming Board meetings.
4. The Vice-President of Programming shall also chair the CSPB Commencement Ball Committee.
5. The Vice-President of Programming shall be responsible for the appointment of a Recorder selected from the CSPB.
6. The Vice-President of Programming shall serve as a member of and attend all CSGA Communications Committee meetings.
7. The Vice-President of Programming shall be responsible for maintaining and updating all Programming Board guidelines as necessary.

## 6. VICE – PRESIDENT OF COMMUNICATIONS

### Section A. Selection

1. Selection of the Vice-President of Communications shall be done in accordance to an application process carried out by the CSGA President and Executive Vice-President.

### Section B. Responsibilities / Duties

1. The Vice-President of Communications shall inform the Chaminade community of all CSGA meeting dates, times, and locations.
2. The Vice-President of Communications shall have the responsibility of informing all concerned parties of decisions made during CSGA meetings.
3. The Vice-President of Communications shall be responsible for all CSGA publications and publicity for meetings and/or events.
4. The Vice-President of Communications shall chair the Communications Committee
5. The Vice-President of Communications shall serve as the Public Relations Officer for all internal University sponsored publications.
6. The Vice-President of Communications shall be responsible for all formal correspondence concerning CSGA.

## 7. HOUSE OF REPRESENTATIVES CHAIR

#### Section A. Selection

The House of Representatives Chair shall be elected from the House of Representatives by a process of two-thirds (2/3) majority vote by the House membership.

#### Section B. Responsibilities / Duties

1. To convene at least once every two weeks during the fall and spring semesters.
2. To adopt rules of procedure at the beginning of each House of Representative year.
3. To represent the student organizations on all issues of student interest and concern.
4. To form special ad-hoc committees as needed.
5. To consistently strive to update, improve, and create better services and programs of assistance and support to the undergraduate student organizations.
6. To abide by all Constitutional and/or legislative interpretations proposed by the Executive Board and ratified by the Legislature.
7. To hold impeachment hearings against members of the House of Representatives when their conduct is unbecoming of their positions.
8. The House of Representatives Chair shall ensure minutes are taken and submitted to the Vice-President of Internal Affairs in a timely manner.

### 8. CSGA ADVISOR

#### Section A. Selection

1. During the Spring semester, the Executive Board will work with the Dean of Students to develop a list of nominees who have confirmed their willingness to accept the position of advisor. The Executive Board presents the list of CSGA advisor candidates to the general assembly at the first official meeting of the academic year. The Legislature shall elect, by simple majority vote, the advisor. In the event that the CSGA cannot elect a qualified advisor, the Dean of Students shall act as the provisional CSGA advisor until a permanent advisor is appointed.

#### Section B. Responsibilities and Duties

1. The Advisor shall attend all Executive Board meetings.
2. The Advisor shall be a nonvoting member of CSGA.
3. The Advisor shall meet with the CSGA executive officers for the following purposes:
  - a. To discuss organizational roles.
  - b. To discuss financial status of organization.
  - c. To discuss internal organizational difficulties.
  - d. To assist the officers with their resolutions.
4. The Advisor shall assist in orienting new officers and development of leadership skills.
5. The Advisor shall be familiar with the CSGA Constitution and its Bylaws and assist with their interpretations when called upon.

6. The Advisor shall be familiar with the financial records of the CSGA.
7. The Advisory position is open to periodic and mutual review by both the CSGA membership and the Advisor.
8. The Advisor shall work with the Dean of Students, or Designee, to coordinate efforts.

### ARTICLE III

#### LEGISLATIVE BRANCH

Section A. The Legislative Branch shall consist of two chambers: The Senate and the House of Representatives. The Legislative Branch will

1. Not allow members to hold dual offices in both chambers.
2. Act as the official representatives of their constituents.
3. Convene, in joint session with the Executive Board, on the first regularly scheduled meeting of each new month as it pertains to the regular academic calendar.
4. Approve Legislation by a simple majority.
5. Approve appropriations by a simple majority
6. Have the power to override the veto of the president by two-thirds majority vote
7. Have for each respective chamber a chair who will: a. Preside over meetings when in split sessions b. Verify new membership c. Be responsible for keeping accurate attendance records d. Cast deciding votes in case of a tie e. Carry out additional duties as requested by the President
8. Appoint representatives and alternates from each respective chamber by simple majority vote to the following University committees in consultation with the committee chairs. The nominees will be determined and provided by the Executive Board. All committee members must be in good judicial standing at the University and hold a minimum 2.5 GPA at the time of appointment and during the entire term of office.

#### Group A. Student Welfare Committee (CSGA delegates)

University Student Welfare

Design

#### Group B. Academic Advising Committee (CSGA delegates)

Retention

Technology

Educational Life

### ARTICLE IV

#### THE SENATE

Section A. The Senate shall be comprised of 2 elected students from each undergraduate class (2 freshmen, 2 sophomores, 2 juniors, 2 seniors), 1 appointed RHA Senator, 1 elected commuter Senator, 1 elected on-campus Residential Senator, 1 elected off-campus Residential Senator, and 1 Senator- at-large Senator. The Senate is to represent the

needs, interests, and desires of their specific class and majors, as well as to serve CSGA by membership on standing and ad-hoc committees. The CSGA Executive Vice-President chairs the Senate.

**Section B. Responsibilities of the Senate**

1. To convene at least every two weeks during the fall and spring semesters.
2. To adopt rules of procedure at the beginning of each Senate year.
3. To represent the general membership on all issues of student interest and concern.
4. To form special ad-hoc committees as needed.
5. To consistently strive to update, improve, and create better services and programs of assistance and support to the student members.
6. To abide by all Constitutional and/or legislative interpretations proposed by the Executive Board and ratified by the Legislature.
7. To serve as a member of at least one CSGA standing committee.
8. To appoint all remaining Senators that do not already serve on a designated standing committee.
9. To hold -impeachment hearings against members of the Senate when their conduct is unbecoming of their positions in accordance with the impeachment process outlined in Article X of these Bylaws.

**ARTICLE V**

**THE HOUSE OF REPRESENTATIVES**

**Section A.** The House of Representatives shall be comprised of one (1) appointed Representative from each recognized CUH student club and organization and one (1) appointed designee in the event that the first representative cannot carry out all the duties of the position. The House of Representatives shall represent the needs, interests, and desires of their specific organizations, as well as to serve CSGA by membership on standing and ad-hoc committees. The chair of the House of Representatives is elected by a process of two-thirds (2/3) majority vote by the House membership.

**Section B. Responsibilities of the House of Representatives**

1. To convene at least once every two weeks during the fall and spring semesters.
2. To adopt rules of procedure at the beginning of each House of Representative year.
3. To represent the student organizations on all issues of student interest and concern.
4. To form special ad-hoc committees as needed.
5. To consistently strive to update, improve, and create better services and programs of assistance and support to the undergraduate student organizations.
6. To abide by all Constitutional and/or legislative interpretations proposed by the Executive Board and ratified by the Legislature.

7. To hold impeachment hearings against members of the House of Representatives when their conduct is unbecoming of their positions in compliance with the Impeachment process outlined in Article X of these Bylaws.
8. Shall vote in two (2) members of the House of Representatives to serve as Allocations Board members from the House of Representatives by majority vote.

## ARTICLE VI

### STUDENT GOVERNMENT COMMITTEE STRUCTURE

Section A. The CSGA shall maintain, but not be limited to, three standing committees and as many ad-hoc committees as deemed necessary for the efficient functioning of CSGA. Each member of the Legislature shall serve on at least one of the standing committees, or sub-committees during the member's tenure in office.

Section B. Standing Committees

1. Standing committees operate with the oversight of the CSGA, which maintains final prerogative in approving or disapproving a committee's chosen- course of action.
2. Membership on standing committees shall be open to the general membership; however, voting rights within committees are reserved for elected or appointed members of the Legislature.
3. Student Welfare Committee (CSGA)
  - a. The Student Welfare Committee shall be chaired by the Executive Vice-President.
  - b. Role of the Chair of Student Welfare.
    - (1) To schedule and preside over regular meetings of the Student Welfare Committee.
    - (2) To be accountable to the CSGA Executive Board for all efforts undertaken by this committee.
    - (3) To have the power of veto over any Student Welfare Committee effort. The Legislature may override a veto with a two-thirds vote.
    - (4) To assure that minutes are kept of all Student Welfare Committee meetings, and are on file with the Vice-President of Internal Affairs in a timely manner.
  - c. Functions of the Student Welfare Committee
    - (1) To convene at least monthly during fall and spring semesters.
    - (2) To research and recommend appropriate remedies to any identified concerns or unmet needs by the general membership in areas of: tuition, disciplinary procedures, student grievances, parking, food service, security and safety, book store, student affairs, health issues, inter-student conflicts, general non-academic-related improvements to campus.
    - (3) To function within all University policies and regulations.

- (4) To provide pre-appointed delegates to designated University committees on behalf of the CSGA.
- 4. Academic Affairs Committee
  - a. The Academic Affairs Committee shall be chaired by the CSGA President.
  - b. Role of the Chair of Academic Affairs.
    - (1) To schedule and preside over regular meetings of the Academic Affairs Committee.
    - (2) To be accountable to the CSGA Executive Board for all efforts undertaken by this committee.
    - (3) To have the power of veto over any Committee effort. The Legislature may override a veto with a two-thirds vote.
    - (4) To assure that minutes are kept of all Academic Affairs Committee meetings, and are on file with the Vice President of Internal Affairs-in a timely manner.
  - c. Functions of the Academic Affairs Committee
    - (1) To convene at least monthly during fall and spring semesters.
    - (2) To research and recommend appropriate remedies to any identified concerns or unmet needs by the general membership regarding: academic departments, computer support on campus, study abroad programs, internship programs, interdisciplinary opportunities, library services, and faculty.
    - (3) To function within all University policies and regulations.
    - (4) To provide pre-appointed delegates to designated University committees on behalf of the CSGA.
- 5. Communications Committee
  - a. The Vice-President of Communications shall chair the Communications Committee.
  - b. Role of the Chair of Communications.
    - (1) To schedule and preside over regular meetings of the Communications Committee.
    - (2) To be accountable to the CSGA Executive Board for all efforts undertaken by this committee.
    - (3) To have the power of veto over any Communications Committee effort. The Legislature may override a veto with a two-thirds vote.
    - (4) To assure minutes are kept of all Communications Committee meetings, and are on file with the Vice-President of Internal Affairs of the CSGA in a timely manner.
  - c. Communications Committee Membership

- (1) Voting privileges for this committee are extended to the CSGA Vice-President of Internal Affairs (1), Vice-President of Finance (1), Vice-President of Programming (1), Vice-President of Communications (1), and the Senator-At-Large (special appointment).
- d. Functions of the Communications Committee.
  - (1) To convene at least monthly during the fall and spring semesters.
  - (2) To insure all official minutes of CSGA are maintained in a neat and orderly fashion.
  - (3) To serve as the publicity arm of CSGA to the Chaminade community, informing them of efforts undertaken, results gained, programs and services being planned, meetings to be held, etc.
  - (4) To function within all University policies and regulations.
  - (5) To constantly investigate ways of better improving communication between all Chaminade community constituencies, including: recognition of student accomplishments, student publications, surveys, publicity, minutes, CSGA elections, ways of better establishing/maintaining a sense of "community" within the campus.
  - (6) To work closely with the University Public Relations and Student Affairs offices in achieving all maximum impact in its efforts.

#### Section B. Ad-Hoc Committees

1. The Legislature may, if deemed necessary, form ad-hoc committees to address areas not already covered by the standing committees.
2. Ad-hoc committees operate with the oversight of the Executive Board, which maintains final prerogative in approving or disapproving a committee's chosen course of actions. The chairperson for an ad-hoc committee shall be proposed by the Executive Board and confirmed or rejected by a majority of the Legislature.

### ARTICLE VII

#### SELECTION OF VOTING MEMBERS OF THE CHAMINADE STUDENT GOVERNMENT ASSOCIATION

#### Section A. Qualifications for holding office

1. All voting members of the CSGA must be in good judicial standing at the University and hold a minimum of a 2.50 grade point average upon election to office, and must continuously maintain their cumulative grade point average a 2.50 during their entire term of office.
2. New students who are elected to office are exempt from the minimum 2.50 grade point average requirement upon election, but must maintain a minimum of 2.50 grade point average beginning with their second academic semester.

3. Unexcused absence from two general CSGA meetings, or two committee meetings within a semester may terminate that student's voting membership from CSGA. Allocations, Programming, Legislative and/or Executive members must notify the Vice President of Internal Affairs prior to the CSGA meeting if they will not be present at an upcoming meeting.

## Section B. Special Qualifications for Appointed Positions

### 1. Qualifications for Vice-President of Internal Affairs

- a. The Vice-President of Internal Affairs should have past administrative experience.
- b. The Vice-President of Internal Affairs should have a basic knowledge of CSGA.
- c. The Vice-President of Internal Affairs should have a basic knowledge of computer systems.
- d. The Vice-President of Internal Affairs should be able to meet deadlines.
- e. The Vice-President of Internal Affairs should possess solid interpersonal and organizational skills.
- f. The Vice-President of Internal Affairs should be of Sophomore standing or above.

### 2. Qualifications for the Vice President of Communications

- a. The Vice-President of Communications should have journalism experience.
- b. The Vice-President of Communications should be of Sophomore standing or above.
- c. The Vice-President of Communications should have basic computer skills.
- d. The Vice-President of Communications should possess solid interpersonal and organizational skills.

## Section C. Elections

Operational procedures of the election process are the responsibility of the Vice-President of Communications in conjunction with the Vice-President of Internal Affairs, and must be conducted in accordance with the following guidelines:

### 1. Petitions for elections

- a. Petition forms shall be made available no later than the first week following spring break to all students interested in running for office.
- b. Petition forms for members from the freshman class must be available within the first three weeks of the academic year.
- c. Completed petitions must include the candidate's name, the position for which the candidate wishes to run, and the signature of at least 25 full-time Chaminade students in the candidate's class or designated areas who, by signing, endorse the nomination. There is no limit as to how many candidates a student may endorse.
- d. Only students who have paid the CSGA student fee are eligible to sign the petitions or run for office.

- e. Petitions for Class or designated positions are based upon anticipated class standing and/or designation at the time of the assumption of the position. At the time the new CSGA is convened, actual class standings will be checked to assure compliance with the class level and/or designation for which the person was elected.
  - f. No more than one week shall pass between the time that petitions are available to potential candidates and the due date to submit completed forms.
2. Campus-wide elections

The following is a complete list of positions for which the CSGA will hold elections:

- a. CSGA President and CSGA Executive Vice-President (joint ticket)
  - b. CSGA Vice-President of Finance
  - c. Eight (8) CSGA Class Senators
  - d. One (1) Commuter Senator
  - e. One (1) At-large Senator
  - f. Vice-President of Programming
  - g. Four (4) Student Representatives to the Chaminade Student Programming Board
  - h. Two (2) Allocations Board Members
  - i. One (1) On-Campus Residential Senator
  - j. One (1) Off-Campus Residential Senator
  - k. One (1) Commuter Senator
- (1) Within two weeks of the deadline to submit petitions, elections shall be held for all positions. Elections are to be conducted by secret ballot with only the candidates who have submitted petitions listed on the ballots. Write-in candidates are not permitted.
  - (2) Campus wide elections shall be held over the course of a minimum of two consecutive days in accordance with regularly scheduled classes
  - (3) In the case of an election where a position is running unopposed, the position must receive the votes of at least half plus one the total number of ballots cast in the election
  - (4) Results from each position shall be determined by a plurality of all votes cast, and announced within two school days of the election.

### 3. Selection of Representatives to the House

- a. Members of the House of Representatives are appointed by each registered student club or organization in April, or at the first fall meeting of the club or organization. In the event that any position becomes open for any reason during the course of the year, the club or organization must also appoint a second designee to fill the position.

## ARTICLE VIII

### MEETINGS

- Section A. One-half plus one ( $1/2 + 1$ ) of the committee membership, for committee meetings, shall be considered a quorum for the transaction of official business. Quorum must be maintained throughout the meeting.
- Section B. One-half plus one ( $1/2 + 1$ ) of the Legislature shall be considered a quorum for the transaction of official business at CSGA meeting. Quorum must be maintained throughout the meeting.
- Section C. One-half plus one ( $1/2 + 1$ ) of total members of the Senate shall be considered a quorum for the transaction of official business at a Senate meeting. Quorum must be maintained throughout the meeting.
- Section D. One-quarter plus one ( $1/4 + 1$ ) of the House of Representatives shall be considered a quorum for the transaction of official business. Quorum must be maintained throughout the meeting.
- Section E. Any business necessitating immediate action may be transacted by the Executive Board. Any such business must be reported at the next Legislative meeting and the next appropriate CSGA meeting, along with the rationale for why the item acted upon could not wait until the next regularly scheduled meeting of the appropriate body.
- Section F. The ABC's of Parliamentary Procedures (Copyright 1974, Channing L. Bete Co. booklet number 18258J-8-92), which is available in the Student Affairs Office shall guide the President and govern proceedings in all cases not provided for in these Bylaws.

## ARTICLE IX

### STUDENT GOVERNMENT FEE ASSESSMENT

- Section A. The Legislature may amend the student activity fee assessed to all day undergraduate students at any time through three-fourths vote of all eligible student senators. If passed, this goes to the President of the University and the Board of Regents for approval. If approved, the fee modification goes into effect during the billing cycle of the next applicable academic year.
- Section B. A petition signed by 100 general members shall require that any fee modifications be placed to a school-wide referendum of all general members.

## ARTICLE X

### IMPEACHMENT

Impeachment of any Committee member or CSGA representative may be effected in either of two ways:

Section A. Impeachment through internal channels

1. Any voting member may bring to the attention of the Executive Board, in writing, the need for dismissal of any other voting member.

2. The member in question must be notified of the charges and pending action and granted a hearing before the Legislature if the person so desires. The person shall not be permitted to take part in the deliberations on the charges.
3. The Legislature will then vote on the matter. A two-thirds majority of the total CSGA membership voting is necessary for the dismissal action to carry.
4. If the charges are against the President, the Executive Vice President shall chair the Legislature during the time of the hearings.

Section B. Impeachment Requested by the General membership

1. The general membership may call for consideration of dismissal against any elected officer by presenting to any member of the Executive Board a petition signed by 35 full-time Chaminade students, calling for the impeachment of that officer.
2. If such a petition is presented, the matter goes directly to the Legislature, where a two-thirds majority of all members voting is necessary for the dismissal action to carry, after following the procedures in Section A.2, above.
3. If the charges are against the President, the Executive Vice-President shall chair the Legislature during the time of the hearings.

## ARTICLE XI

### INTERIM ELECTIONS AND APPOINTMENTS

Section A. In the event that it becomes necessary to fill an unexpected, or untimely, vacated position, by following the procedures outlined in this article, the position may be filled.

Section B. The Executive Board may call an emergency session of the Legislature for the purpose of resolving the matter through an appropriate course of action. A course of action is determined by the nature of the position needing to be filled, in regards to whether the interim position was determined by an election, appointment, or application process.

Section C. Emergency Appointments

1. The Executive Board shall recommend, from a list of qualified applicants, an appropriate delegate that will serve out the remaining term in the interim position.
2. The recommendation shall be presented to the Legislature, where a simple majority vote will be conducted.
3. Upon completion of the vote, the newly appointed interim applicant shall be recognized by the Legislature and the results shall be posted for University wide review.
4. The newly appointed interim official shall attend the next regularly scheduled Executive Board meeting where he or she will take on the duties and responsibilities of the position.

Section D. Emergency Elections

1. Once the elected position has been vacated, the Communications Standing Committee shall convene to produce an abbreviated schedule for the interim election. The Communications Standing Committee will be given (5) five regular school days from the time the position has been vacated, to submit their schedule to the Legislature.
2. The Legislature shall convene, in a special session, at the earliest possible date, to review the Communications Committee's proposed schedule.
3. Pending review by the Legislature, the Communications Committee shall make available to the general membership the appropriate forms to begin the interim election process.
4. All deadlines shall be predetermined by the Communications Committee, and its members shall take the necessary steps to publicize the election.
5. Once the election has been conducted and the results have been tallied, the Communications Committee Chair shall report the results to the Executive Board Chair and post the results for the University.
6. The newly elected interim official shall be recognized at the next regularly scheduled Executive Board meeting where he or she will take on the duties and responsibilities of the position.
7. The entire interim election process should carry on no longer than (3) three regularly scheduled weeks in an academic semester. If the interim elections are not carried out within the (3) three weeks of the scheduled review by the Legislature, the Executive Board shall take the necessary steps in filling the vacated position by conducting an emergency appointment.

## ARTICLE XII

### CODE OF ETHICS

- Section A. Upon election or appointment, a Legislative or Executive member has an obligation to represent the students who placed that person into office. They are accountable for their decisions, as representatives of the general membership, and should not use their professional status as representatives of the students for selfish or unworthy motives.
- Section B. Student representatives must conduct themselves in a manner which follows campus guidelines.
1. The CSGA office is a privilege designated for official business.
    - a. The office is a substance-free area. Any violation will be sent to the Dean of Students and Student Legislature to be dealt with in an appropriate manner.
    - b. Taking, borrowing, or stealing is not permitted.
    - c. Fighting of any kind is unacceptable. Any physical contact will result in the total loss of office privileges and removal from the CSGA by means of internal

impeachment outlined in Article X of these Bylaws. Any further action will be left up to the discretion of the Dean of Students.

2. As an official member of the CSGA, no more than two unexcused absences each academic year (fall to spring) will be tolerated. More than two unexcused absences will result in the immediate removal from the CSGA.
3. A percentage of the student fees (As presented in the Chaminade Student Allocation Board by-laws), is allocated for the use of CSGA and shall not be used for any non-CSGA purpose. Any violation of this is seen as a severe violation of the Code of Ethics and will be directed to the Dean of Students and investigated to the fullest extent followed by appropriate action(s).

### ARTICLE XIII

#### AMENDMENTS TO THESE BYLAWS

Section A. Any amendments to these Bylaws will be made in accordance to the process defined in Article (VI) of the CSGA Constitution.

#### **1.6.4 Chaminade Student Allocation Board**

##### 1.6.4.1 CSAB Constitution

#### PREAMBLE

Section A. The students of Chaminade University of Honolulu have constituted a Student Allocation Board to allocate, monitor, and audit, where necessary, the use of Student Activity Fees by registered student clubs and organizations. The Student Allocation Board will verify fund allocations to the Chaminade Student Government Association (CSGA), Chaminade Student Programming Board (CSPB), and registered clubs and organizations. The Chaminade Student Allocation Board may also recommend to the CSGA increases or decreases in the percent allocation to each body through the process outlined in Article IX in these Bylaws.

Section B. The Student Allocation Board works in close conjunction with the CSGA Executive Board and its Vice-President of Finance, who shall be the Chair of the Chaminade Student Allocation Board and act as liaison for the CSGA Executive Board.

### ARTICLE I

#### NAME OF THE ORGANIZATION

Section A. The name of the organization shall be the Chaminade Student Allocation Board (CSAB).

### ARTICLE II

#### PURPOSE

Section A. The CSAB shall be the allocating body for allocating each semester a set percentage of the student activity fees to the CSGA, CSPB, and all registered student clubs and organizations. It shall monitor the use of such funds and with the Business Office and Director of Student Activities, audit the funds as appropriate or necessary.

Section B. The CSAB may further recommend to the CSGA increases or decreases in the Student Activity Fee through the process outlined in Article IX of these Bylaws.

### ARTICLE III

#### FORMULATION OF BYLAWS

Section A. The CSGA shall have the power to adopt Bylaws for its operations, which shall include officers, meetings and committees as necessary so long as they are not in conflict with this Constitution or other University policy and procedures, as detailed in any part of the University Policy Manual.

### ARTICLE IV

#### AMENDMENTS

Section A. Initiative

1. An act of legislation or an amendment to the Constitution or its Bylaws may be introduced to the CSGA by a petition of one hundred (100) members of the General Membership.
2. The CSAB may amend its Constitution or Bylaws by following the amendment process outlined in Article VI of the CSGA Constitution.

#### 1.6.4.2 Chaminade Student Allocation Board Bylaws

### ARTICLE I

#### MEMBERSHIP AND TERM

Section A. The Allocations Board shall be comprised of the CSGA Vice-President of Finance, one (1) faculty member, with vote, appointed by the Faculty Senate, two (2) student members elected at large by the General Membership, two (2) students elected at large by the House of Representatives, and the Director of Student Activities without vote.

1. A Recorder shall be selected from the voting members of the CSAB by the CSAB Chair.
2. All terms of office are for one (1) academic year.
3. Elections are held at the same time as CSGA elections in the spring term.

Section B. Responsibilities and Duties

1. Student Allocation Board Chair

- a. The CSAB Chair shall schedule and preside over regular meetings of the Student Allocations Board.
- b. The CSAB Chair shall be accountable to the CSGA Executive Board for all efforts undertaken by the CSAB.
- c. The CSAB Chair shall have the power of veto over any CSAB effort. The CSAB may override a veto with a two-thirds (2/3) vote.
- d. The CSAB Chair shall assure that minutes are kept of all CSAB meetings and are on file with the Vice-President of Internal Affairs in a timely manner.

- e. The CSAB Chair shall keep records of all financial transactions of the CSAB.
  - f. Prior to the last regularly scheduled day of class of each semester, the CSAB Chair shall submit a financial report to the Legislative Branch and the Director of Student affairs. The report is made available to the University community upon request.
  - g. The CSAB Chair shall serve as a voting member on the CSAB.
  - h. The CSAB Chair shall serve as a liaison between the CSAB and the Director of Student Activities.
  - i. The CSAB Chair shall ensure that the proper procedures are followed in accordance with the Student Organizational Handbook.
  - j. The CSAB Chair shall provide a financial report at each meeting and/or upon request by the CSGA Vice-President of Finance.
3. Student Allocation Board Recorder
- a. The Recorder shall record the minutes of each CSAB meeting.

## ARTICLE II

### MEETINGS

Section A. Meetings of the CSAB shall be held on a schedule determined by the membership, and shall be called to order by the Chair to fulfill the purposes of this committee in a timely manner.

Section A. Emergency Sessions

- 1. The Student Allocation Board shall meet on call of its chair if pressing and appropriate business needs to be acted upon.

Section B. Quorum

- 1. One-half plus one (1/2+1) of the total board membership shall be considered a quorum for the transaction of official business of the CSAB. Quorum must be maintained throughout the meeting.

## ARTICLE III

### ALLOCATION OF FUNDS

Section A. The CSAB shall, out of each semester's Student Activity Fee, allocate fifteen percent (15%) of the fee to the CSGA for its operations, fifty percent (50%) to the CSPB, and thirty-five percent (35%) for registered student clubs and organizations.

Section B. The funds allocated for registered clubs and organizations shall be available for disbursement as requested, investigated, and approved by the Student Allocation Board through meetings until all funds are allocated or all requests for funds are fulfilled.

## ARTICLE IV

### COMMITTEE

Section A. There shall be no committees of the CSAB, either standing or ad-hoc. The CSAB shall operate as a whole at all times.

ARTICLE V  
IMPEACHMENT

Section A. Any voting member may be impeached. The procedure shall follow the same procedure for CSGA member impeachment as outlined in Article X of the Constitution.

ARTICLE VI  
AMENDMENT

Section A. The procedures in the Constitution of the CSAB shall also cover bylaw amendment.

APPENDIX I  
GUIDELINES FOR CSAB OPERATING PROCEDURES

Section A. Allocating Process

1. Prior to the last CSAB meeting of each semester, all student clubs and organizations will receive notification of their eligibility to receive funds for the following semester.
2. Prior to the last club/organization group meeting of each semester, the CSAB will distribute to all eligible student clubs and organizations the following:
  - a. Budget deadlines.
  - b. Outline of allocation process.
  - c. Outline of budget procedures.
  - d. Budget guidelines.
  - e. Fundraising requirements.
  - f. Community service requirements.
3. Budget requests for the following semester will be due by 4:00 p.m. on the last day of classes of the current semester.
4. Income and expenditure reports and account balances for the current semester must be included with the budget request for the following semester.
5. The CSAB Chair shall present each CSAB member with copies of all club budget requests.
6. The CSAB will review each budget request and allocate funds within the first three (3) weeks of each semester and continue to allocate funds until such time that all funds are disbursed.
7. The CSAB Chair shall notify the recognized student clubs and organizations in writing the decision made by the CSAB concerning their budget within one (1) week of the CSAB's decision.
8. The budget shall include all projected income including fundraising and the specific request for CSAB funding.

Section B. Budget Procedures

1. Any meeting in which voting takes place will be a closed session.

2. Funds shall be allocated based on the club or organization's ability to comply with the following considerations:
  - a. Number of members in the club.
  - b. Amount of fundraising planned for the budget.
    - (1) Clubs cannot be penalized for actively fundraising.
  - c. Demonstration of community service, as defined in the Student Organizational Handbook.
  - d. The extent the allocated funds will benefit the General Membership.
  - e. Accurate and organized budget proposals that meet the requested criteria.
3. The following stipulations must be considered when submitting a budget request:
  - a. Any club or organization requesting funds for club-meeting refreshments will be able to receive a maximum amount of \$200.00 per semester for this request.
  - b. Any club or organization requesting funds for club T-shirts will be able to receive a maximum amount of \$200.00 per semester for this request.
  - c. Monies cannot be used to purchase alcohol or underwrite any portion of the cost of the alcohol (page 10, Chaminade University Student Handbook).
  - d. Past events that have been planned and carried out where legal (university sanctioned) or illegal (non-university sanctioned) drinking of alcohol has occurred will be considered and be used to determine whether or not monies will be allocated.
  - e. Monies allocated to clubs or organizations are not intended, under any circumstances, to be used in the purchase of gifts to club members, advisors, or graduating seniors. If such an incident is discovered, the chair of the club or organization in question shall assume responsibility for the expense and the matter shall be brought before the CSAB to deliberate the need for further disciplinary sanctions against the club or organization.
  - f. Monies allocated to clubs or organizations are not intended, under any circumstances, to be used for capitalistic gains of individuals. Reusable items must stay within the University (reusable items such as, but not limited to t-shirts, lab coats, calculators, uniforms, etc)
4. Each budget proposal shall be voted on.
5. Voting shall be conducted by a show of hands.
6. All votes are passed by majority vote.
7. CSAB members are expected to abstain from votes when they have a conflict of interest.
8. The CSAB has the power to line item veto but must provide an explanation for each change made to the club's budget.
9. Clubs will receive a written description of the decision made regarding their budget from the Chair within one (1) week of the CSAB meeting.
10. Information presented or discussed at the meetings shall remain confidential.
  - a. All budget materials shall be returned to the Chair.

- b. Any CSAB member who disregards confidentiality shall be asked to resign from their position and return all materials.
- 11. The CSAB will be allotted no more than \$150 per semester to be utilized within the Bylaws of this Constitution. This money does not roll over.
- 12. The total account surplus to be rolled over in the CSAB account to the following Semester for distribution should not exceed three percent (3%) of the total initial budget being allocated each semester.
  - a. The CSAB should allocate as much as possible without breaking any guidelines listed in the subsets of Section B. 3. to registered Clubs and Organizations.
  - b. After all appeals are complete; if the remaining CSAB balance is greater than three percent (3%) of the original balance the surplus shall be split evenly (50:50) and distributed to the CSGA and CSPB.

#### Section C. Club Requirements

1. Student clubs and organizations must be registered with the University to receive funds.
  - a. Student club and organization registration forms can be found within the Office of Student Activities and Leadership.
  - b. Each club and organization has the option to submit a budget containing a request for funds.
2. Student clubs and organizations must plan a minimum of two (2) community service events each semester.
3. All registered student clubs and organizations must adhere to all guidelines and policies set forth by the University.
4. If any club is unable to fulfill these requirements, the CSAB will be able to take action including but not limited to freezing club accounts and revoking club funds.

#### Section D. Appeals

1. All clubs have the right to appeal decisions by the CSAB.
2. The CSAB shall meet within two (2) weeks following the distribution of funds to discuss any appeals to budgets.
3. The appeals process is as follows:
  - a. Within one (1) week of receiving the budget decision, a detailed written appeal must be made to the CSAB.
  - b. The CSAB Chair must contact the president of the appealing club and notify the president of the date, time, and location of the CSAB appeals meeting.
  - c. Two (2) representatives from the appealing club will be allowed to attend the meeting.
  - d. Each appealing club will be given fifteen (15) minutes to state their case to the CSAB.
  - e. After all of the appeals have been heard, the CSAB will convene for a closed session.
  - f. The CSAB will review and vote on each budget based on their appeal.

- g. Clubs will receive a detailed written description of the decision made regarding their budget within one (1) week of the CSAB meeting.
- 4. A student club or organization may still request a final appeal. The final appeals board will be comprised of the CSGA President, the CSGA Vice-President of Finance, two (2) CSAB members and the Chair, or designee, from the CSPB. No club or organization may have a representative serving on the appeals board. The process must follow the same established protocols as the normal appeals. All decisions are final.

### **1.6.5 Chaminade Student Programming Board**

#### **1.6.5.1 CSPB Constitution**

##### **PREAMBLE**

Section A. The Chaminade Student Programming Board has been formed to develop a sense of tradition, variety, and diversity of programs in a coordinated manner. Through the office of the Director of Student Activities, the Student Programming Board shall assist in the publishing of a planning calendar with Student Affairs, Campus Ministry, and other student clubs and organizations to enrich the co-curricular life at Chaminade University.

##### **ARTICLE I**

###### **NAME**

Section A. The name of the governing body shall be the Chaminade Student Programming Board (CSPB).

##### **ARTICLE II**

###### **PURPOSE**

Section A. The purpose of the CSPB is to plan, implement, and coordinate all organizational program offerings in conjunction with the Director of Student Activities and to avoid overlap or needless competition. The CSPB will coordinate and promote co-sponsorship of student programmatic activities by more than one club or organization.

##### **ARTICLE III**

###### **FORMULATION OF BYLAWS**

Section A. The CSPB shall have the power to adopt Bylaws for its operations, which shall include officers, meetings and committees as necessary so long as they are not in conflict with this Constitution or other University policy and procedure, as detailed in any part of the University Policy Manual.

##### **ARTICLE IV**

###### **AMENDMENT**

Section A. The CSPB may amend its Constitution or Bylaws by following the Amendment process outlined in Article VI of the CSGA Constitution.

### 1.6.5.2 Bylaws Of The Chaminade Student Programming Board

#### ARTICLE I MEMBERSHIP

##### Section A. General Membership

1. The General Student Membership (General Membership) is made up of all students paying the Student Activity Fee. These students are automatically represented by the CSPB.

##### Section B. Board Membership

1. The CSPB shall consist of:
  - a. The CSPB Chair is elected by the General Membership according to the CSGA election procedures outlined in the CSGA Bylaws and meets the qualifications in Article (IV).
  - b. Four (4) Elected Student Representatives.
  - c. The Director of Student Activities without vote.
  - d. The Campus Minister without vote.
  - e. Three (3) Appointed Representatives

##### Section B. Elections are held at the same time and by the same means as CSGA elections in the spring term.

1. Term length extends to one (1) academic year.

#### ARTICLE II COMMITTEES

##### Section A. The CSPB has the responsibility to form standing and ad-hoc committees to facilitate programming for particular events. The CSPB will solicit student involvement for committee assignments, special events, community service projects, and open CSPB meetings.

##### Section B. CSPB Commencement Ball Committee

1. The purpose of this committee is to provide one (1) Commencement Ball every academic year.
2. Membership
  - a. The CSPB Chair shall sit as the chair of this committee.
  - b. Membership to this committee is open to the General Membership.
3. Meetings and Timeline

- a. The CSPB Chair shall produce a list of members, proposed date of the event, and budget within the first four (4) weeks of the semester.
  - b. The CSPB Chair shall have the ability to form sub-committees, designate sub-committee chairs, and coordinate their activities.
  - c. The event must be advertised at least eight (8) weeks prior to the scheduled Ball.
  - d. Ticket sales shall start at least four (4) weeks prior to the scheduled Ball.
  - e. Graduating seniors shall receive a discounted ticket. All seniors are guaranteed a ticket if purchased within one (1) week of initial ticket sales.
  - f. All records will be submitted to the Vice-President of Finance no later than one (1) week after the Ball.
4. Finances
- a. The CSPB Commencement Ball shall receive its income from the CSPB as well as Commencement Ball ticket sales.
  - c. The CSPB Commencement Ball Committee shall be entitled to no less than twenty-five percent (25%) of the CSPB budget per semester in which the Commencement Ball is being held.
  - d. A projected budget must be submitted to the CSPB for approval prior to any expenditure being granted.
  - e. In compliance with the financial procedures of the University, all funds are distributed by the business office. CSPB funds are to be approved by the Vice-President of Finance and disbursed through the Director of Student Activities.

## Section B. CSPB Awards Sub-Committee

1. Purpose
- a. The Purpose of the sub-committee shall be to award those deserving individuals of the General Student Membership, faculty, and staff with awards, plaques, and prizes.
2. Membership
- a. The CSPB Chair to this sub-committee shall be appointed by the CSPB Chair.
  - b. Membership to this sub-committee is open to the General Membership.
3. Awards
- a. The following awards will be given at every Commencement Ball:
    - (1) Faculty Award
    - (2) Staff Award
    - (3) Outstanding Student Leader Award
    - (4) Outstanding Club/Organization Award
  - b. All awards will be announced during each Commencement Ball.
  - c. Faculty, Staff, and Outstanding Student Leader Awards shall be given based on the following:
    - (1) Nomination by the General Membership.
    - (2) Demonstration of outstanding service to the Chaminade community.

- d. The Outstanding Club/Organization Award shall be given based on the following:
  - (1) The club or organization must be in good standing with the CSGA in order to be considered for the award.
  - (2) The club or organization must demonstrate outstanding dedication to the community through community service and overall contributions to the Chaminade community.

#### 4. Finances

- a. The Awards Sub-Committee shall receive all its income from the CSPB Commencement Ball Committee.
- b. The Awards Sub-Committee must propose a budget to the Commencement Ball Committee for approval within four (4) weeks of the Commencement Ball.
- c. In compliance with the financial procedures of the University, all funds are distributed by the Business Office. CSPB funds are to be approved by the Vice-President of Finance and disbursed through the Director of Student Activities.

### ARTICLE III

#### MEETINGS

Section A. The CSPB shall meet at least every two (2) weeks from September to April on a schedule set at the beginning of the year and published to the Chaminade University community.

- 1. Meetings are open to all members of the University community.
- 2. Non-voting members can be recognized by the CSPB Chair to voice concerns on issues under consideration.
- 3. The CSPB Chair may call a special meeting as needed with at least three (3) days notice to the members of the University community and the Vice-President of Internal Affairs.
- 4. Voting is restricted to CSPB members for the purpose of programming events and disbursement of funds: the CSPB Chair votes only in the event of a tie.
- 5. Voting is by a simple majority.
- 6. The CSPB shall hold a special session in the fall with the Director of Student Activities to plan a tentative programming schedule.

### ARTICLE IV

#### QUALIFICATIONS AND DUTIES

Section A. CSPB Chair Selection

- 1. The CSPB Chair must be a regular member of the student body, as defined by the General Membership.
- 2. The CSPB Chair must be rated by the Registrar as a Sophomore, Junior, or Senior at the time of assuming office.

3. The CSPB Chair must have completed at least two (2) semesters at Chaminade University of Honolulu.
4. The CSPB Chair must have and maintain a cumulative grade point average of 2.5.
5. The CSPB Chair must be a student in good judicial standing with the University.
6. The CSPB Chair must be able to serve for the complete term of one academic year.

#### Section B. Chair Responsibilities and Duties

1. The CSPB Chair shall preside over all CSPB meetings.
2. The CSPB Chair shall vote on an issue only in the event of a tie vote.
3. The CSPB Chair shall chair the CSPB Commencement Ball Committee.
4. The CSPB Chair shall be responsible for the appointment of a Recorder selected from the CSPB voting members.
5. The CSPB Chair shall have the ability to form sub-committees, designate sub-committee chairs, and coordinate their activities.
6. The CSPB Chair shall serve as a member of and attend all CSGA Communications Committee meetings.
7. The CSPB Chair shall be responsible for the enforcement of guidelines outlined within the Student Organizational Handbook.

#### Section C. Selection of Elected Student Representatives

1. Selection procedures for the elected board representatives can be found in Article (I) of the CSPB Bylaws.

#### Section D. Representative Responsibilities and Duties

1. Representatives shall serve as a voice for the General Membership in matters pertaining to student programs and activities.
2. Representatives shall serve as members of the CSPB Commencement Ball Committee.

#### Section E. Recorder Selection

1. The recorder is appointed by the Vice-President of Programming. The Recorder shall be selected from the voting members of the CSPB.

#### Section F. Recorder Responsibilities and Duties

1. The Recorder shall record the minutes of each CSPB meeting, distribute copies to all CSPB members, and file with the Vice-President of Internal Affairs in a timely manner.

## ARTICLE V

### FINANCES

- Section A. The CSPB shall receive the Student Activity Fees collected by the Chaminade University Business Office and allocated for programs and activities by the CSAB. In compliance with the financial procedures of the University, all funds are

distributed by the Business Office. The CSPB funds are signed off by the Vice-President of Finance and disbursed through the Director of Student Activities. Any unused funds allocated to the CSPB will be carried over in the next academic year.

## ARTICLE VI AMENDMENT

Section A. The amendment procedures outlined in the Constitution of the CPSB shall also cover bylaw amendment.

[Constitution approved and voted into effect April 30, 2007]

### **1.6.6 Alumni Association of Chaminade University of Honolulu**

#### 1.6.6.1 Constitution of the Alumni Association of Chaminade University

## ARTICLE I IDENTIFICATION

### Section 1. **Name.**

The name of this organization shall be the Alumni Association of Chaminade University of Honolulu, hereinafter called the “Association.”

### Section 2. **Office.**

The principal office of the Association shall be located in Honolulu, Hawaii, at such place as shall be designated by the Board of Directors. The Association may also have offices at such other places as may be designated by the Board of Directors.

### Section 3. **Purpose.**

- A. Reflect and promote the ideals of Chaminade University of Honolulu.
- B. Encourage its members to continue their association with the University by:
  - (1) providing meaningful support and contributions for its planned growth, program development, and educational standards;
  - (2) promoting, participating and contributing toward programs provide aid and support for the students and continue to build upon the existing rapport with those students;
  - (3) cooperating with the administration, faculty, and Regents in any endeavors or programs that are beneficial to the University, its administration, faculty, and students.
- C. Further the moral, spiritual, intellectual, and social development of its members.

- D. Promote and participate in community activities dedicated to the interest of this Association and the University, and assist in creating the environment that will attract the people of the community to the University.

Section 4. **Fiscal Year.**

The fiscal year of the Association shall be July 1 through June 30 of the following year.

ARTICLE II  
MEMBERSHIP

Section 1. **Term and Classes.**

Persons possessing the necessary qualifications may, upon approval of the Association, be admitted to membership in the Association in one of the following classes:

- A. Active. A person who has completed at least two (2) semesters at Chaminade University as a full-time student, who is no longer in attendance, has submitted the appropriate application for membership, and is current on required dues and fees. See paragraph “G” for exception.
- B. Inactive. A person who does not meet the requirements for Active or another class of membership but was a former student at Chaminade University, or a former Active member who is not current on dues or fees, may be accepted or continued on the membership rolls as an Inactive Member.
- C. Associate. A person who does not meet the requirements for Active or Inactive membership but provides a close relationship with the University and this Association, such as but not limited to, University personnel, faculty, the immediate family of an Association member, and such others as may be designated by the Board of Directors. The Associate may be assessed dues and fees.
- D. Chapter. A person who otherwise meets the requirements for Active membership with this Association, may be designated a Chapter Member if that person is a member in good standing of an Association chartered chapter so designated and approved by the Board of Directors.
- E. Student. A person who is a current full-time student at Chaminade University of Honolulu is eligible for membership in this class, and may be so designated a member upon approval of appropriate application to the Board of Directors. The Student member shall pay no dues.
- F. Honorary. Upon the recommendation of the Executive Board, Honorary Membership may be conferred upon a person who has made outstanding contributions toward the growth and development of the University and/or this Association. The Honorary Member shall pay no dues or fees.
- G. Charter. A person who completed at least two (2) semesters as a full-time student at Chaminade University as of June 1961, and who paid the required Association initiation fee by April 1962 and has been so designated by the

Board of Directors. The Charter Member shall be assessed the required dues and fees but failure to maintain current status with the Association shall not serve to remove the Charter Member designation from the person.

**Section 2. Dues and Fees.**

Membership dues and fees shall be so designated by the Board of Directors. There shall be an initiation fee of five dollars (\$5.00) assessed each new member, except Honorary and Chapter members. Nonpayment of dues or fees could result in forfeiture of membership, except as indicated.

**Section 3. Rights and Privileges.**

Members shall enjoy all the rights and privileges of membership in this Association, except as may be reserved by the Constitution and/or Bylaws.

**ARTICLE III**

**EXECUTIVE BOARD**

**Section 1.** The Executive Board shall consist of the Officers of the Association who shall be elected by the Board of Directors from their own membership. Each Officer shall be a Director.

**Section 2.** The Officers shall include the President, First Vice President, Second Vice President, Secretary, and Treasurer, all elected for a term of two (2) years.

**Section 3.** The staff member designated liaison/coordinator of alumni affairs between the University and the Association shall serve as an ex-officio member of the Executive Board, subject to the rights and privileges appertaining thereto, except to hold office.

**Section 4.** The Executive Board shall have the authority to conduct and shall conduct all business of the Association, except as specifically restricted by the Constitution and Bylaws.

**Section 5.** The Executive Board shall meet at least once each month at a time and place designated by the President. Special meetings may be called by the President or a majority of the Executive Board so requesting.

**Section 6.** Should the term of office of an officer or of a Director expire, that person shall surrender the position. An officer may be re-elected, but for not more than three (3) terms.

**Section 7.** If the President's position is vacant or if the President is temporarily unable to perform the President's duties, the First Vice President shall assume the President's duties and responsibilities. If the First Vice President is unable to perform the duties, the Second Vice President shall assume the President's duties and responsibilities. A vacancy in an officer's position shall be filled by the Board of Directors for the unexpired term of the position.

**Section 8.** The qualifications and duties and responsibilities of the officers shall be as provided in the Bylaws.

**ARTICLE IV**

## BOARD OF DIRECTORS

- Section 1. There shall be fifteen (15) Directors, five (5) of whom shall be elected at-large each year from the City and County of Honolulu, State of Hawaii, for a term of three (3) years.
- Section 2. The President shall serve as Chair of the Board of Directors; the Secretary and Treasurer of the Executive Board shall hold similar responsibilities and titles on the Board of Directors; either the First or Second Vice President or another Director elected by the Board of Directors, shall serve as Vice Chair of the Board of Directors. The term for these managers of the Board of Directors shall be two (2) years, and the term will commence and conclude at the same time as those elected positions on the Executive Board.
- Section 3. The Board of Directors shall elect the officers, shall conduct business and shall possess the authority to perform those functions and responsibilities as provided in the Association Constitution and Bylaws.
- Section 4. The staff member designated liaison/coordinator of alumni affairs between the University and the Association shall serve as an ex-officio member of the Board of Directors, subject to the rights and privileges appertaining thereto, except to hold a Directorship.

## ARTICLE V

### REMOVAL OF OFFICERS AND DIRECTORS

- Section 1. The removal of an officer and/or Director may be accomplished by substantiation of the charge brought by either the Executive Board, Board of Directors, or as a petition from the membership.
- Section 2. A petition for the removal of an officer and/or Director shall be signed by at least thirty (30) Active and/or Charter members, and shall be submitted to the Executive Board.
- Section 3. Any charge submitted either as a membership petition, Executive or Board of Directors initiated action, shall include all grievances against the officer and/or Director, and shall be decided within ninety (90) days after receipt. In the case of a Board of Directors initiated action, the decision shall be a recommendation submitted to the Executive Board which shall act on the recommendation within thirty (30) days after the receipt.
- Section 4. Removal of the officer and/or Director shall require a two-thirds vote of the Executive Board, excluding the officer and/or Director accused.
- Section 5. A vacancy in the position of Director shall be filled by appointment of the President for the unexpired term of the position, subject to ratification by the Board of Directors.

## ARTICLE VI

### ELECTIONS

- Section 1. The President shall appoint the Chair of the Nominating Committee, subject to ratification by the Board of Directors. The Chair of this committee shall not be a member of the Executive Board.
- Section 2. The Nominating Committee shall consist of at least the Chairman and two other Active and/or Charter members who shall be appointed at least ninety (90) days prior to a General Assembly meeting.
- Section 3. Nominations shall be made by the Nominating Committee. Any Active and/or Charter member may petition to be included on the ballot by submitting a petition signed by at least twenty-five (25) Active and/or Charter members, and submitted to the Nominating Committee or the Executive Board no later than forty-five (45) days prior to a General Assembly meeting.
- Section 4. The Nominating Committee shall have authority to determine credentials of nominees and members, and shall conduct the election and report the results to the Executive Board. Any appeal against the decision of the Nominating Committee shall be resolved by the Board of Directors.
- Section 5. Officers and Directors shall be elected by a plurality of votes cast.
- Section 6. The term of office for Officers and/or Directors shall begin on July 1. The Board of Directors shall elect the Officers prior to the General Assembly meeting.

## ARTICLE VII

### MEETINGS

- Section 1. The Executive Board shall meet periodically as may be determined by the Board of Directors or at the direction of the President.
- Section 2. The Board of Directors shall meet at least once every three (3) months, as may be determined by the Board of Directors or at the direction of the Chair of the Board.
- Section 3. The General Assembly shall consist of persons in good standing, in those classes of membership, as provided in Article II.
- Section 4. The General Assembly shall meet at least once each fiscal year at a time and place as shall be determined by the Board of Directors with concurrence of the Executive Board.
- Section 5. The quorum for the various meetings shall be as indicated:
- |                       |   |
|-----------------------|---|
| A. Executive Board    | Majority  |
| B. Board of Directors | Majority  |
| C. General Assembly   | Twenty-five (25) members  |
| D. Special Meeting    | As indicated above or as superceded by provisions in the appropriate Article. |
- Section 6. A Special Meeting of the General Assembly may be called by the Board of Directors with concurrence of the Executive Board, or upon petition signed by a minimum of twenty-five (25) Active and/or Charter members, submitted to the President and including an agenda for the petitioned Special Meeting.

## ARTICLE VIII

### CHAPTERS

- Section 1. The Association may provide for the inclusion of Chapters of the Association, in the several counties in the State of Hawaii, and in States of the United States, and in foreign countries, as may petition for recognition as a Chapter of this Association.
- Section 2. Each Chapter of the Association shall subscribe to the purposes of the Association and shall abide by this constitution and Bylaws for governance of its organization. The petitioning organization may submit for consideration provisions that may be peculiar to that country, state, county or organization, for evaluation by the Board of Directors of this Association.
- Section 3. The granting of Chapter status shall not serve to attach any liability, whether civil, fiduciary, or otherwise.
- Section 4. The Chapter shall furnish the Association an updated listing of membership annually during the month of July.
- Section 5. Membership dues and fees of Chapter members as may be determined by their Chapter, shall be payable to their Chapter. Each Chapter shall be assessed a fee by the Association as shall be determined by the Board of Directors of the Association.

## ARTICLE IX

### DISSOLUTION

- Section 1. The dissolution of this Association shall require the approval of the General Assembly at a meeting where the petition shall so state the purpose.
- Section 2. Upon approval for dissolution, all assets after payment of just debts shall be transferred or distributed to the Chaminade University of Honolulu.

## ARTICLE X

### AMENDMENT

- Section 1. Amendments to the Constitution or this Association shall be proposed by a special committee or by petition signed by at least thirty-five (35) members in good standing.
- Section 2. Proposed amendments shall be submitted to the Secretary of the Board of Directors at least seventy-five (75) days prior to a General Assembly meeting.
- Section 3. Upon acceptance by the Board of Directors, the proposed amendment and a ballot shall be mailed to each member in good standing at least forty-five (45) days prior to the General Assembly meeting.
- Section 4. The amendment shall be ratified by a two-thirds majority of votes cast.

### 1.6.6.2 Bylaws of the Alumni Association of Chaminade University of Honolulu

#### ARTICLE I

##### DUES AND FEES

- Section 1. Annual dues shall be ten dollars (\$10) each year, due on May 1 of each year for the next fiscal year, and delinquent August 1, provided notice was sent by June 1 to so inform the membership. Each Active, Associate and Charter member shall be assessed the annual dues.
- Section 2. Any member who is delinquent with annual dues and/or fees shall be so notified and placed on Inactive membership status. To reactivate membership, the delinquent member may be required to remit all delinquent dues and/or fees, subject to decision of the Board of Directors.
- Section 3. The initiation fee shall be five dollars (\$5) and payable at the time of initial application for all classes of membership, except Honorary.
- Section 4. The Board of Directors, with concurrence of the Executive Board, may designate a fee for whatever it deems appropriate for the good of the Association and its membership.
- Section 5. All dues and/or fees payable shall be as designated herein or as may be designated by the Board of Directors, except the new applicant for whom the dues may be prorated but in no case less than one-third the designated annual dues.
- Section 6. Each Chapter shall be assessed a fee based on the number of members. The fee shall be set by the Board of Directors, with concurrence of the Executive Board.
- Section 7. The setting of dues and/or fees shall be the responsibility of the Board of Directors, subject to concurrence of the Executive Board, except as specified herein.

#### ARTICLE II

##### OFFICERS / DIRECTORS

- Section 1. **Qualifications.**
- A. Only Active members in good standing shall be eligible to hold elected office.
  - B. An officer and/or Director of this Association shall be a resident of the City and County of Honolulu, State of Hawaii.
  - C. A member shall not hold more than one position on the Executive Board, except as may be designated in the Constitution and Bylaws of this Association.
- Section 2. **Duties and Responsibilities of Officers.**
- A. The President shall:

- (1) Be the chief executive officer of the Association, shall preside at all general and special meetings, shall be Chair of the Executive Board and Board of Directors, and shall represent this Association at functions, activities, and events as may be necessary.
- (2) Appoint chairs to the standing and special committees, except as may be designated by the Constitution and Bylaws.
- (3) Fill vacancies when required or permitted by the Constitution and Bylaws.
- (4) Determine the agenda for any General Assembly, regular and/or special meetings of the Boards or the membership, except those called by petition or two-thirds of the body so requesting.
- (5) Be an ex-officio member of any committee of this Association, except the Nominating Committee.

B. The First Vice President shall:

- (1) Be designated the first assistant to the President on the Executive Board, and shall assume the position of President when necessary, as specified in the Constitution and Bylaws.
- (2) Be Chair of the Membership Committee, and shall perform any other duties as may be designated by the President and/or the Executive Board.

C. The Second Vice President shall:

- (1) Be designated second assistant to the President on the Executive Board and shall assume the office of President if it is vacant and the First Vice President is unable to serve.
- (2) Be Chair of the Finance Committee, and shall perform any other duties as may be designated by the President and/or the Executive Board.

D. The Secretary shall:

- (1) Record, transcribe, and file the minutes of all General and Special meetings of this Association, as well as minutes of the Executive Board and the Board of Directors, and be responsible for the security of those files.
- (2) Inform the appropriate members of the time, place, and agenda of each meeting.
- (3) Be responsible for all correspondence, historical data and business files of this Association.
- (4) Maintain a complete roster and mailing list of all classes of membership of this Association.
- (5) Perform other duties as may be designated by the Executive Board, and/or the President.

E. The Treasurer shall:

- (1) Conduct all financial business and transactions for this Association that shall have been approved by the Executive Board and/or the Board of Directors.
- (2) Keep a record of all receipts, disbursements, and investments of the Association, and shall submit a financial status report at each meeting of the Executive Board, Board of Directors, and the General Assembly.
- (3) Be a member of the Finance Committee, and shall perform any other duties as may be designated by the President and/or the Executive Board or the Board of Directors.
- (4) Submit to the Board of Directors within thirty (30) days after the end of the fiscal year, a report audited by the Finance Committee or by an independent auditor selected by the Executive Board.

**Section 3. Duties and Responsibilities of Directors.**

- A. The President, Secretary, and Treasurer of the Executive Board shall hold their same position on the Board of Directors, except that the President shall be called Chair of the Board. Their duties and responsibilities shall be as designated for the Executive Board, except as may be otherwise amended due to the nature of the duties and responsibilities of the Board of Directors.
- B. The Vice Chair shall assist the Chair and shall assume the Chair position if there is a vacancy or if the Chair is unable to serve, and shall perform other duties as may be designated by the Chair and/or the Board of Directors.
- C. The Directors shall elect the President, First and Second Vice Presidents, Secretary, and Treasurer for the Executive Board within thirty (30) days after their election in each even numbered year. They shall also elect a Vice Chair from among their members.
- D. Except for the Membership, Finance, and Nominating Committees, a Director may serve as Chair of any other standing or special committee but shall not be Chair of more than two standing committees at the same time.
- E. Directors shall perform all other duties and responsibilities as may be designated by the Chair of the Board and/or the Board of Directors.
- F. The term of office for the Chair of the Board, Vice Chair, Secretary, and Treasurer, shall be two (2) years. These Directors may succeed themselves but for not more than three (3) terms. The term of “Director” as indicated here and in Article III, Section 6 of the Constitution shall not be confused with the title of Director on the Board of Directors.

## ARTICLE III COMMITTEES

**Section 1. Standing Committees.**

- A. The following shall be designated Standing Committees, and shall perform in accordance with the designated responsibilities, or as may be required by the President:
- (1) Membership
    - a. Shall serve as overall coordinator of any activities that involve the membership, such as, but not limited to, meetings, programs, public relations and publicity. It shall also maintain a record of the Association membership, determine eligibility, assure standards, be responsible for recruiting, and other duties as may be designated by the President and/or the Executive Board.
    - b. There shall be two standing subcommittees: Program and Publicity.  
  
The Program Subcommittee shall be responsible to plan, coordinate, and implement educational, social, spiritual, and sports activities.  
  
The Publicity Subcommittee shall be responsible to plan, coordinate, and implement publicity and public relations activities for the Association, including assisting the University staff with news collection and dissemination.
  - (2) Finance Committee.  
  
Shall be responsible for the coordination, planning, budgeting, and the auditing of the income and expenses of the Association, and have general overall responsibility for the financial condition of the Association, subject to concurrence of the Treasurer and approval of the Executive Board.
- B. The Chair of each standing subcommittee shall be appointed by the President from among the Directors, confirmed by the Board of Directors, within thirty (30) days after commencement of the President's term of office.
- C. Each standing committee and subcommittee shall have at least three (3) members, appointed by the chair of the respective committee, with each member serving a term of two (2) years, concurrent with the term of the officers. A vacancy in the term of a member may be filled by the chair of the committee for the unexpired term of the member replaced.
- D. The chair of each committee shall submit a report of the activities during the chair's term, to the President, with a copy to the Board of Directors. The report shall include income and expenses during the term.
- E. The Nominating Committee shall be considered a standing committee. The Chair shall be appointed by the President, confirmed by the Board of Directors, may not be a member of the Executive Board, and the Committee shall comprised of at least three (3) members (except officers on the Executive Board) who shall be appointed by the Chair of the Nominating Committee. The Nominating Committee shall be appointed at least ninety (90) days prior to the General Assembly.

Section 2. **Special Committees.**

- A. The President shall have the authority and may appoint special committees to perform special and specific activities, as the President may deem necessary or as may be designated by the Executive Board.
- B. The Chair of the Board of Directors shall have the authority and may appoint special committees to perform special and specific activities, as the Chair may deem necessary or as may be designated by the Board of Directors.
- C. The chair of a special committee, if not a member of the Board of Directors, shall be designated as an ex-officio member of the Board of Directors.
- D. The term of appointment of the special committee shall not exceed the term of office of the President. At the conclusion of that term, the chair shall submit a report of activities to the President, with a copy to the Board of Directors.

ARTICLE IV  
RULES OF ORDER

The governance of any meeting of this Association shall be as indicated in Robert's Rules of Order, Newly Revised or as provided for in the Constitution and these Bylaws.

ARTICLE V  
AMENDMENTS

- Section 1. An amendment to these Bylaws may be proposed on petition signed by at least twenty (20) members of this Association or by a special constitution committee appointed by the President.
- Section 2. The proposed amendment shall be submitted to the Secretary of this Association at least seventy-five (75) days prior to a General Assembly.
- Section 3. A copy of the proposed amendment may be mailed to each member at least forty-five (45) days prior to the General Assembly or at the discretion of the Board of Directors, may be distributed at the General Assembly, provided notice of such decision is included on the agenda and such agenda is mailed to each member at least forty-five (45) days prior to the General Assembly.
- Section 4. Any amendment to the Bylaws shall be ratified by a majority of votes cast.<sup>2</sup>

**Policies of the Alumni Association of Chaminade University of Honolulu**

I. MEETINGS

---

<sup>2</sup>Submitted by Special Constitution and Bylaws Committee, November, 1985: William Hughes, Chairman; James Nylon, Vice Chairman. This amended Constitution and Bylaws of the Alumni Association of Chaminade University of Honolulu was submitted for referendum and approved in June, 1986.

A. Regular Board meetings

1. Shall be held on the first Monday of each month. Meetings will begin at 7:00 p.m. and adjourned at 9:00 p.m. unless extended by a majority of those Board members present at that meeting.
2. The agenda shall be prepared by the President, or whomever is designated, and mailed with the minutes of the prior meeting by the Alumni Office to each Board member at least one week prior to the meeting date.
3. Each Board member is expected to attend each regular and special meeting of the Board. Should an emergency arise which pre-empts the Board member's attendance, the Board member shall notify the Alumni Office no later than 12:00 noon of the day of the meeting.
4. Three consecutive unexcused absences from regular Board meetings shall be viewed as an abandonment of the member's elective position. The member will be notified in writing of the Board's recommendation that the member resign.

B. Special meetings

1. May be called by the President or the President's designee, provided at least one week prior notice is given. The agenda shall be prepared by the President.
2. Any Board member, with at least two other members in accord, may call a special meeting of the Board. The member requesting a special meeting shall prepare the agenda and include the names of those calling the special meeting.

C. Meeting place

1. Regular Board meetings shall be held in the conference room in Keiffer Hall or other designated location. The location of each meeting shall be included in the meeting notices.
2. Another location may be proposed for future meetings provided a majority of the Board present agrees and amply notice is given to absent members.

II. COMMITTEES

- A. Any appointment by the President may be subject to discussion. A majority vote of the Board present is required for confirmation.
- B. Appointed chairs shall notify the Board at its next meeting of those members that chair has selected for appointment to that chair's committee. Three or more members constitute a full committee.
- C. A proposal of the committee as a whole (of those present) shall constitute a motion of the committee before the Board.
- D. Each committee chair shall submit a written report of the committee's accomplishments to the Board no later than June 15<sup>th</sup> of each year. Uncompleted programs and/or recommendations for new programs should be included.
- E. A special committee chair shall submit a written report to the Board at the completion of a project. Committee report forms are available in the Alumni Office.

### III. GUESTS

Any Board member who proposes to have a guest make a presentation to the Board, shall so propose at the meeting prior, subject to the approval of the Board.

### IV. POLICY ON ALUMNI ACTIVITIES

The Alumni Relations office is available to assist in organizing and/or publicizing officially sponsored alumni activities. All activities representing the alumni and the Association are to be coordinated through the Alumni Relations office to avoid conflicts and thereby strengthening the Association and its goals and objectives.

No address or telephone list of alumni shall be given to individuals, groups, businesses or organizations. This information is part of official school records and must be protected for confidentiality.

Use of Chaminade resources, grounds, and buildings, by an alumni group is permitted only if such activity is officially sponsored and approved by the Chaminade Alumni Association.

### V. ORDERS OF THE DAY

These Board policies shall constitute the Order of the Day for meetings of the Board of Directors, and may not be amended except by 2/3 vote of those Board members present at the meeting where the question arises.

Approved by:

Board of Directors  
Alumni Association of Chaminade  
University of Honolulu  
on the 12<sup>th</sup> day of November 1985

/s/ William Hughes  
Chairman

## **1.7 Internal Committees of Chaminade University**

### **1.7.1 Administrative Councils and Committees**

#### **1.7.1.1 Hui Haku – Senior Leadership Council**

Hui Haku (Senior Leadership Council) is advisory to the President of the University. The Council discusses issues put before it by the President and other members. Meetings are held regularly throughout the year. Agenda items include reports and discussion by each of the Division Heads regarding all matters related to their areas of responsibility.

It assists in the conduct of the University especially by being a forum for cross-divisional coordination and directs the implementation of the Strategic Plan. Thus its agenda typically includes:

- Coordination of cross-divisional plans or events (e.g., academic convocation, opening of fall school term, attendance at Marianist Universities meetings); or coordination of such things as agendas for the Board of Regents and its

committees, and other topics which link the University to external stakeholders and/or benefactors, calendar of events for the year, agendas for Hui Konohiki;

- Discussion of facets of the implementation of the Strategic Plan as selected by the President. Critique, cross-divisional coordination and evaluation of progress in achieving these plans are part of the on-going work of Hui Haku.
- Review of policies or procedures, which will apply to much or all of the University, (e.g., emergency response procedures, employee holidays). Note that in some cases another University committee may have first reviewed a policy before passing to Hui Haku for final review before adoption/ratification by the President;
- Advising the President on matters she brings to it (e.g., responding to issues of significance such as disposal of hazardous waste, relationships with campus partners);

### **Membership**

- President, Chair
- Provost & Senior Vice President of Academic Affairs
- Vice President, Administration & General Counsel
- Vice President, Finance & Chief Financial Officer
- Vice President, Advancement
- President, Faculty Senate
- Vice President, Mission and Rector
- Vice President, Enrollment Management & Associate Provost of Student Success
- Vice President, Student Affairs & Dean of Students
- Vice President, University Communications & Marketing
- Vice Provost, Academic Affairs (Accreditation Liaison Officer)
- Deans of the all Academic Divisions
- 

#### **1.7.1.2 Hui Konohiki**

Hui Konohiki (Advisory Council) monitors the University's planning process to ensure that it remains consistent with the University's mission, goals, and strategic plan. It will review achievements, receive progress reports, and identify issues that may conflict with University goals. As the consultative group responsible for advising the President on all major aspects of the strategic plan, its agenda includes:

- Monitoring and evaluation of the internal and external environments in which Chaminade's strategic plan is formulated and carried out;
- The formulation of the annual budget (both operating and capital); and related issues such as space planning.
- Assessment of overall progress in achieving the objectives of the strategic plan, which may result in suggesting revisions to the plan.

As a group of well-informed persons, members are responsible for the dissemination of information to appropriate committees, divisions, units, or programs and individuals for use as a basis for action leading to total institutional improvement. Similarly, members should be spokespersons for the Strategic Plan and the directions taken in its implementation.

Hui Konohiki will:

- Review the University Strategic Plan for consistency with the University mission and vision statement.
- Review achievement of strategies in the University Strategic Plan.
- Receive and consider reports periodically at the request of the President on the progress made in achieving the vision and accomplishing identified strategies.
- Serve as an advisory committee on accrediting association recommendations as appropriate.

### **Membership**

- President, Chair
- Provost & Sr. Vice President of Academic Affairs
- Vice Provost of Academic Affairs
- Director, Center for Teaching and Learning
- Director for Health Professions Advising and Undergraduate Research
- Vice President of Enrollment Management and Associate Provost of Student Success
- Assistant Vice President, Student Success
- Deans of the Academic Divisions
- Program Directors from the Academic Divisions
- Vice President of Finance & Chief Financial Officer
- Controller
- Director, Facilities
- Director, L. Robert Allen Montessori School
- Bookstore Manager
- Assistant Vice President, Financial Aid
- Director, Financial Aid
- Assistant Vice President, Enrollment Management
- Director, Admissions
- Vice President, Advancement
- Assistant Vice President, Advancement
- Vice President, Mission and Rector
- Director of Campus Ministry
- Associate Director, Service Learning & Community Engagement
- Vice President, Administration & General Counsel
- Director, Campus Safety
- Senior Director, Institutional Effectiveness
- Vice President, University Communications & Marketing
- Assistant Vice President, Marketing

- Assistant Vice President, Communication
- Vice President, Student Affairs & Dean of Students
- Director, Athletics
- Director, Residential Life
- Director, Student Engagement
- Director, Counseling Services
- Director, Food Services
- Sr. Director of Information Technologies and Services
- Director, Systems Integration
- Director, Client Services
- Director, Sullivan Family Library
- President, Faculty Senate
- President-Elect, Faculty Senate
- President, Chaminade Student Government Association
- Vice President, Chaminade Student Government Association

In the first instance the President and the Provost & Sr. Vice President of Academic Affairs and by extension Hui Haku are primarily responsible for preparing the agenda for Hui Konohiki and for taking the results of the discussions and seeing that they are acted upon in an appropriate fashion, (e.g., passed to a specific administrator or committee, brought back for further discussion, incorporated into next revision of Strategic Plan).

#### 1.7.1.3 Rector's Council

##### **Membership**

- Rector, Chair
- Director of Campus Ministry
- Pastoral Campus Ministry
- Members of Faculty and Staff appointed by the Rector
- Two student representatives selected by the Rector in consultation with the Director of Campus Ministry and the Dean of Students

#### 1.7.1.4 Provost's Cabinet

The Provost has an advisory committee within the academic area of his responsibilities, which advises on policy recommendations that are under discussion by the Academic Council, University Priorities, Planning and Assessment Advisory Council or Faculty Senate. It further deals with the day-to-day management of policies where it is felt by the Provost that a wider dialogue is needed.

##### **Membership**

- Provost, Chair
- Deans of the Academic Divisions
- Dean of Students
- Dean of Enrollment Management
- Associate Provost for Day Undergraduate Programs, Academic Advising and Retention

- Associate Provost, Office of Health Professions Advising and Undergraduate Research

#### 1.7.1.5 The Academic Council

The Academic Council is designed to be a forum for the exchange of ideas and opinions and action upon proposals relating to academic programs and policies. It is the senior academic policy advisory body and its recommendations are forwarded to the Provost for administrative adoption and implementation unless the matter treated in the recommendation is such that it would touch an academic matter which affects the faculty as a body (e.g., change in the grading policy, revision of the Core Curriculum) or which requires a revision of Volume IV of the Policy Manual. In such cases, discussions by the whole faculty and a formal vote of the faculty are conducted before referral to the administration and a confirming vote of the Board of Regents is required to approve a proposal of the Academic Council.

The Academic Council has several functions:

1. It reviews and makes recommendations about new courses and programs, curriculum changes, and academic policies that affect academic programs. Substantial curriculum changes and new programs will be forwarded to the Faculty Senate for their review.
2. It provides oversight on the ongoing process of academic assessment.
3. Through its working committees that are constituted as needed, it provides oversight to academic quality of programs.

Items are placed on the Agenda of the Academic Council in one of three ways:

1. By the Provost;
2. By action of a body which by constitution submits its recommendations to the Academic Council; or upon the recommendation of an appropriate academic administrator (e.g., Divisional Dean).
3. By action of the Faculty Senate or its Steering Committee

### **Membership**

The Membership of the Academic Council consists of:

#### Voting members

- Provost, Chair
- Deans of the Academic Divisions
- Two faculty selected by the Provost. One of these must be a graduate faculty.
- Chair of the Faculty Senate Handbook Committee
- Two faculty who are selected by the Steering Committee of the Faculty Senate. One of these must be a graduate faculty.

#### Ex officio non-voting members:

- The President or a designee
- Assistant Vice President, Student Success/Registrar
- Director for Academic Advising and Retention

- Vice President of Enrollment Management

#### 1.7.1.6 Day Undergraduate Experience Steering Committee

Recognizing that a student in the day undergraduate program relates in important ways to many dimensions of the University – faculty, curricula, academic advising and support, campus ministry, student activities, residential life and others – the Day Undergraduate Experience Steering Committee, composed of the senior administrators responsible for these areas, has for its purpose the setting of direction, coordination of the implementation and evaluation of the various facets of the day undergraduate program. It gives particular attention to the setting of priorities designed to achieve early student engagement. As such, its members maintain close communication with the Retention, Student Progress and First Year Experience Committee.

#### **Membership**

- Provost, Chair
- Vice President of Enrollment Management
- Vice President, Student Affairs/Dean of Students
- Director of Campus Ministry
- Associate Provost for Day Undergraduate Programs, Advising and Retention
- Supervisor of Student Accounts Receivable

#### 1.7.1.7 Early Student Engagement and Success - Retention Committee

This Committee serves two purposes.

First, the Committee acts as a liaison and an advisory committee between Academics, Student Affairs, and Enrollment Services. The Committee's purpose is to collect and analyze information about the first college year and other significant student transitions. This information is then used to assist educators and administrators in developing policies to enhance the learning, success, satisfaction, retention, and graduation of college students in transition.

Second, the Committee serves to monitor individual student progress, with focus on those students exhibiting behaviors or attitudes that would classify them as “at risk” to satisfactory progress toward a degree. With each student identified, a determination is made of whether, and by whom, an intervention should be attempted. This purpose of the committee is to serve as an early warning of students whose behaviors may indicate a high risk of attrition.

This committee reports to the Provost.

#### **Membership**

- Vice President of Enrollment Management, Chair
- Vice President, Student Affairs/Dean of Students
- Director of Counseling
- Assistant Director of Admissions
- Director of Institutional Research
- Director of Academic Advising
- Director of Residential Life

- Director of Campus Ministry
- Director of Financial Aid
- Two faculty selected by the Faculty Senate Steering Committee
- Two students selected by the Student Government

## **1.7.2 Faculty Senate Committees (Standing)**

### **1.7.2.1 Steering Committee**

For details of this committee, see Article III of the Bylaws of the Faculty Senate.

### **1.7.2.2 Compensation and Budget Committee**

This committee studies current salary schedules, money available for raises and suggests and reports on faculty positions on anticipated salaries. In addition, this committee ascertains and provides advice with regard to levels of fringe benefits provided to University faculty.

Members of this committee shall be appointed by the Steering Committee for two-year terms. Membership shall include all ranks of the faculty. Reappointment is possible.

Two members will be named by the committee to serve on the University Fringe Benefits Committee. See paragraph 1.7.3.6.

### **1.7.2.3 Handbook Committee**

This committee recommends to the University Senate the revision or writing of new portions of the Faculty Handbook (Volume IV of the Policy Manual), including Faculty Senate Governance revisions (Volume I of the Policy Manual).

### **1.7.2.4 Faculty Development Committee**

This committee will oversee and supervise the faculty development program. It will promote and make policy recommendations regarding scholarship and scholarly activities, academic leaves, sabbaticals, travels, etc. In addition, it will facilitate regular meetings, workshops, seminars, and other events which will promote collegiality and development of faculty as teachers and scholars.

### **1.7.2.5 Academic Policy and Planning Committee**

This committee applies and interprets policies that have been established by the University and the Board of Regents to the current program. It considers special cases and acts upon them in a manner that is consistent with the spirit of existing rules or policies. It studies present or proposed policies in light of the University's mission. It recommends to the Faculty Senate any changes it deems advisable. Such changes do not become operative, however, until approved by the Faculty Senate and the President of the University or Board of Regents.

### **1.7.2.6 General Education Committee**

The General Education Committee will recommend to the Faculty Senate changes in the structure, content, implementation of the University's General Education Program and oversight of the Program. On all policies and rules associated with the implementation and operation of the Program, the Committee will submit such rules and policies for approval to the Faculty Senate. The Committee will approve courses for the General Education Program recommended to it by the relevant divisions/schools. Final approval of new courses will be decided on by the Academic

Council. The Committee will establish an assessment timeline, will gather the analyzed and assessed data from divisions/schools participating in the General Education program and will aggregate the reports for the faculty and administration as needed.

### **1.7.3 Institutional Committees**

#### **1.7.3.1 Rank and Tenure Committee**

This committee reviews candidates for promotion and tenure. It is also available to advise the Provost on entry rank issues, and issues concerning separation, progressive discipline and dismissal when promotion or tenure are not at issue and when requested by the Provost or a faculty member under separation or progressive issues. See Volume IV, Section 4.8.

The Committee shall have at least five full-time tenured faculty members elected by the Faculty Senate for two-year terms. It reports its recommendations to the Provost. Divisional Deans are not eligible for election to this committee. Faculty members who are eligible for promotion may not serve on this committee during a year that they are considered for promotion.

#### **1.7.3.2 Peer Review of Tenured Faculty Committee**

This committee reviews tenured faculty at regular intervals according to procedures established in Volume IV, Section 4.7.4, and reports to the reviewed faculty member, the appropriate Division Dean and, as applicable, Graduate Program Director, and the Provost. This committee is elected from the tenured faculty of the Faculty Senate for two year terms. It shall consist of five full-time tenured faculty members from a minimum of three divisions including the library. Divisional Deans are not eligible for election to this committee. Faculty members may not serve on this committee during a year that they are being reviewed by this committee.

#### **1.7.3.3 Grievance Review Committee**

This committee facilitates the resolution of grievances for all faculty members and hears grievances regarding termination, dismissal and suspension; failure to comply with employment policies and procedures; questions regarding the process of the annual review; and questions regarding academic freedom and free speech violations. The committee reports to the Provost.

The membership of the Committee consists of five full-time tenured faculty members elected by the Faculty Senate for two-year terms. Members of this committee may not be on the Rank and Tenure Committee, be officers of the Faculty Senate or Divisional Deans. In case of a conflict of interest in any particular case, the Faculty Senate Steering Committee will appoint an alternate for that grievance.

See Volume IV Section 4.14 for the explanation of the grievance policy and procedure.

#### **1.7.3.3 Academic Standards Appeals Board**

The Board serves as an appeal process for academic appeals. The Board may be requested by a student or faculty member to review the decision of the Provost after all prior procedures have been followed.

The Board reports its findings and recommendation to the parties, the Provost, and the President of the University.

### **Membership**

- Two faculty members selected by the Faculty Senate Steering Committee for staggered one-year terms
- One faculty or administrative officer selected by the President for a two-year term, who will be the chair

Graduate and undergraduate appeals will be heard by this board.

#### 1.7.3.4 Human Rights Committee

See Volume II, Section 2.3.6 for information on the membership and role of this committee.

#### 1.7.3.5 Student Welfare Committee

This committee exists to consider ways to improve or extend co-curricular programs and services to the student body. As such, the Committee is concerned about the co-curricular experience of the total student population as well as subgroups of that population. The Committee is charged to recommend improvements or additions to out-of-class programs and services, with the goal of constantly enhancing the level of student satisfaction and the educational and service value of these programs and services. This committee reports to the Dean of Students who is also its chair.

##### **Membership**

- Vice President, Student Affairs/Dean of Students, Chair
- Two professional staff of the University
- Two faculty appointed by the Steering Committee of the Faculty Senate
- President of the Student Government Association or a designee
- Executive Vice President of the Student Government Association or designee
- Residence Hall Association Vice President
- One student appointed at-large by the Student Government.

#### 1.7.3.6 University Fringe Benefits Committee

The Fringe Benefits Committee ascertains and provides advice with regard to levels of fringe benefits to University faculty and staff, and shall study, review, and make recommendations with regard to comprehensive compensation plans, including basic salary schedules for various staff, with provision for evaluation; and shall study, review, and recommend comprehensive fringe benefit programs.

##### **Membership**

- The Vice President, Administration & General Counsel, Chair
- Two faculty appointed from the Compensation Committee of the Faculty Senate
- One exempt administrator appointed by the President of the University
- One exempt professional appointed by the President of the University
- Two non-exempt staff appointed by the President of the University
- Controller
- Human Resource Generalist

#### 1.7.3.7 Human and Animal Subjects Research

The Provost will determine if the research requires review to safeguard the rights and welfare of research subjects and to conform to federal regulations. If such a review is required, the review will be conducted under contract with an external review board. Currently, there is no internal committee for an institutional review board. See Section 2.7 of Volume II of the Policy Manual on Protection of Human Rights and Animal Subjects of Research Investigations.

#### 1.7.3.8 Library Advisory Committee

This committee provides advice to the Information Services Advisory Committee through its elected representative to that committee on all matters relating to the library. It provides advice to the Library Director on library policies, facilities, resources, and services, and assists in the assessment of the library.

##### **Membership**

The committee is made up of 8 voting members:

- Director of the Library, Chair
- One faculty member from each division appointed by the Steering Committee of the Faculty Senate
- One undergraduate student appointed by the Student Government Association
- One graduate student selected by the Director of Graduate Services.

Ex-officio members:

- The Dean of Information Technologies and Support
- Director of the Academic Achievement Program

#### 1.7.3.10 Emergency Coordination Team

See the Emergency Manual.

##### **Membership**

- Vice President, Administration & General Counsel, Chair
- Provost
- Vice President of Finance and Facilities
- Vice President, Student Affairs/Dean of Students
- Vice President, Enrollment Management
- Vice President, Communication/Marketing
- Sr. Director of Information Technology Services
- Director of Campus Security
- Representative from St. Louis School
- Representative from the Marianist Community

#### 1.7.3.11 Scholarship Committee

##### **Membership**

- Vice President, Enrollment Management, Chair
- At least two Faculty appointed by the Vice President of Enrollment Management
- Director, Academic Advising and Retention

- Enrollment Specialist
- Development Specialist
- Coordinator of AAP Financial Aid

#### **1.7.3.12 Compliance Committee**

The Compliance Committee should include individuals with hands-on NCAA compliance responsibilities from the Registrar's, Admissions, Financial Aid, Academic Advising, Institutional Advancement, Information Systems and Business offices as well as the Compliance Coordinator and the Faculty Athletic Representative. The committee should meet regularly to ensure that there is a resource for reference for all the stakeholders involved and provide a means of review and analysis of the effectiveness and efficiency of the systems in place. It also monitors the transfer of information when personnel change and documents the steps in each process for outside auditors who may review the program.

#### **Membership should include but is not limited to:**

- Vice President, Administration & General Counsel/Title IX Coordinator
- Compliance Coordinator
- Faculty Athletic Representative
- Director of Academic Advising
- Vice President, Student Affairs & Dean of Students
- Assistant Vice President, Enrollment Management
- Controller
- Assistant Vice President, Financial
- Director of Financial Aid
- Systems Integrator
- Database Reporter
- Development Coordinator (for Athletics Fundraising)

### ***1.7.4 Review and Sunset Provisions on Standing Committees of Chaminade University***

The Faculty Senate through its Steering Committee, in April of each academic year, shall review all of their standing and ad-hoc committees with respect to their purpose, structure, membership and leadership. The Steering Committee shall then recommend to its membership and to the President of the University a decision to continue, modify, or eliminate such committees.

The President and the Hui Haku Senior Leadership Council will review the University Administrative and Institutional Committees (Subsections 1.7.1 and 1.7.3) and complete the same process.

## **1.8 University Policy and Procedures Manual**

### ***1.8.1 Purpose and Scope***

The Policy Manual has been prepared to provide Chaminade University with a written record of approved and current operational and administrative policies and procedures. The Policy Manual

functions primarily to guide and assist members of the University community in performing their assigned tasks and to provide a uniform set of policies for reference. Thus, the policies in the Policy Manual have wide application; they affect academic and administrative areas, various classes of employees, and the activities of the University as they relate to students, alums, the community, and the general public.

The Policy Manual includes only those policies that rise to a level of general interest and applicability and affect more than one office or department of the University. Matters that pertain only to the internal procedures of a given department or office are not considered within the scope of the Policy Manual and have therefore been omitted.

### ***1.8.2 Policies and Their Formulation***

In the Policy Manual, policies and procedures are written expressions of management philosophy and direction as well as the steps necessary to implement this philosophy. Policies in the Policy Manual are intended to provide guidance and assistance to administrators and other members of the Chaminade community in the conduct of University affairs.

The President, as chief executive officer of the University, may issue policy statements on various matters either in the name of the President or after review by the Hui Haku Senior Leadership Council. Such statements must be consistent with policies adopted by the Board of Regents and may not exceed the limits established by the Board. Other administrators establish policies/procedures to guide the affairs of their particular areas of responsibility, which conform to the policies of the President, Board of Regents and the limits of responsibilities established by the President.

An appeal process may be included in any policy. The ordinary appeal process entails appealing to the next higher level of authority up to the Divisional Head that is responsible for the matter being appealed.

### ***1.8.3 Responsibility***

1. The President possesses the authority to approve all policies and procedures before they are released for general distribution. If a specific policy requires approval by the Board of Regents, the President shall submit the recommended policy to the Board for its approval.
2. Overall responsibility for the preparation of the University Policy Manual is assigned to the Vice President of Administration & General Counsel, with the exception of Volume IV. Administrators should identify those policies and procedures arising from within their division that are in need of revision or restatement. They should also recommend new policy statements and procedures, participate in the development of those policies and procedures and assure adherence to approved policies and procedures within their areas of organizational responsibility. Proposed and/or revised policies should be presented to the appropriate divisional head for approval or subsequent presentation to the President. For those policies that have inter-divisional effects, care should be taken to coordinate policy development with the other divisions, which will be affected. The meetings of the Hui Haku Senior Leadership Council are helpful for this purpose.
3. Guidelines for the distribution of new and revised policies and procedures to administrators and for the assignment and maintenance of the University Policy Manual are as follows:

The Library shall maintain the hard copy of the University Policy Manual and shall update the Policy Manual as required to reflect the addition of new and revised materials. The official and current version of the Policy Manual resides on the University Portal in the Administration Directory.

#### **1.8.4 Organization of the Policy Manual**

Volume I	Governance and Administration
Volume II	Campus Community Policies
Volume III	University-Wide Employment Policies
Volume IV	Faculty Personnel Policies (Faculty Handbook)
Volume V	Personnel Policies for Administration and Staff (Staff Handbook)

#### **1.8.5 General Revision Policy**

Volumes II, III, V are revised as appropriate by the administration of the University through the approval of the President and where appropriate or legally required by the Board of Regents on the recommendation of the President.

Academic policies are recommended by the appropriate committees or councils and are reviewed by the Provost & Sr. Vice President of Academic Affairs for presentation and approval by the President or through the President by the Board of Regents as appropriate.

Volume I, Sections 1.3 and Subsection 1.6.2 follows the amendment process of the respective Constitutions and Bylaws with oversight by the President and Board of Regents. The rest of Volume I follows the procedures in paragraph one, above.

Volume IV, the Faculty Personnel Policies, follow the amendment provisions found in Volume IV, Section 4.16.

The Board of Regents reserves the rights laid out in Volume IV, Subsections 4.16.4 through 4.16.6 with respect to the entire Policy Manual of the University.

#### **1.8.6 Other Official University Policy Documents**

In addition to the Chaminade University Policy Manual, the following documents contain official policies of the University:

- General Catalog
- Student Handbook
- Residence Life Handbook
- Student Athletes Handbook

In case of conflict, the Policy Manual will be considered the official policy of the University. Please notify the Vice President of Administration & General Counsel of any discrepancies or changes made in the documents above.

### **APPENDIX 1.3.3.1 Conflict of Interest Policy Disclosure Statement**

#### **CHAMINADE UNIVERSITY OF HONOLULU BOARD OF REGENTS AND SENIOR STAFF CONFLICT OF INTEREST POLICY DISCLOSURE STATEMENT**

In accordance with the Conflict of Interest Policy for Chaminade University of Honolulu, I make the following disclosure of affiliation as specified in Section 4 of the policy:

1. At this time, I am currently an officer, partner, employee or retiree of the following organization/s (if self-employed, so indicate):
2. At this time, I am a Board member, trustee, or committee member (please indicate which) of the following organizations (include both for-profit and non-profit affiliations):
3. In addition to those listed above, I have the following affiliations (including the affiliations of "related others") as defined in Section 4 of the Conflict of Interest Policy:

I certify that I have read and understand the Conflict of Interest policy and I agree to update this form as circumstances/situations change.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*(Please check one of the following)*

☐-Board of Regent Member

☐-Hui Haku Senior Leadership Council or Provost Cabinet

316536A  
Rev 12/16/2009