

UNIVERSITY OF HAWAI`I AT MĀNOA **CAMPUS CENTER BOARD CHARTER (rev 05/2007)**

ARTICLE I - NAME AND PURPOSES

SECTION 1. NAME

The name of this organization shall be the University of Hawai`i-Mānoa Campus Center Board, herein referred to as "CCB." For the purposes of this Charter, the term "Campus Center" shall refer to those buildings, programs, and services which serve as the college union for the Mānoa campus community. The Campus Center includes Campus Center, Hemenway Hall, and future buildings which serve as the community center of the University of Hawai`i-Mānoa, herein referred to as "UHM", for all members of the Mānoa campus community -- students, faculty, staff, alumni, and eligible public.

SECTION 2. PURPOSES

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

- A. Ensure that the Campus Center shall:
 - 1. Serve as the community center for the Mānoa campus through its facilities, programs, and services.
 - 2. Serve as the focus and unifying force in the life of all members of the Mānoa campus community.
 - 3. Serve as the center of college community life and as a laboratory of citizenship, training students in social responsibility and leadership in our democracy.
- B. Exercise responsibility and authority to provide educational, recreational, cultural, and wellness activities for the Mānoa campus community.
- C. Formulate, approve, and oversee the short-term and long-term budgets for the Campus Center operations, services, and programs.
- D. Exercise responsibility and authority to establish all policies, procedures, charges, etc. for all services, activities and facilities of the Campus Center.

ARTICLE II - AUTHORITY

The CCB is chartered by the Board of Regents of the University of Hawai`i, herein referred to as BOR, to fulfill the purposes stated in Article I, Section 2, of this Charter. Title to all real and personal property of the UHM Campus Center is vested in and subject to the control of the BOR. BOR delegates those certain duties and powers contained in this Charter to the CCB through the President of the University of Hawai`i or designee. Legal authority for all policies, procedures, and actions of the CCB or any of its individuals rests with the UHM.

ARTICLE III - CONSTITUENCY

The CCB and its programs, facilities, services, and activities are provided for the benefit of all members of the Mānoa campus community. Categories of CCB constituents are:

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

ARTICLE IV - CAMPUS CENTER BOARD

SECTION 1. GOVERNMENT

The governance oversight of the University of Hawai`i Mānoa Campus Center shall be vested in the CCB.

SECTION 2. POWERS AND DUTIES

A. Powers

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

B. Duties

The CCB shall:

1. Participate in the recruitment, selection, and review of the Director of the Campus Center through the appropriate administrative channels of the UHM.
2. Prepare annually a budget covering all its activities for submission to the President of the University of Hawai`i or designee.
3. Expend funds entrusted to the CCB by UHM, subject to limitations, restrictions, and conditions imposed or which may be imposed upon the CCB by UHM and by relevant Federal and State laws, rules, and regulations.
4. Establish such charges and prices for use of facilities and services and participation in programs as may be deemed prudent and necessary, subject to limitations, restrictions, and conditions imposed or which may be imposed upon the CCB by UHM and by relevant Federal and State laws, rules, and regulations.
5. Create and provide such committees, councils, boards, and other agencies as it shall deem necessary in fulfilling its duties.
6. Exercise such powers not herein specifically assigned, subject to the approval of the President of the University of Hawai`i or designee.
7. Establish all policies, procedures, charges, etc. for all services, activities and facilities of the Campus Center.

SECTION 3. MEMBERSHIP

CCB shall consist of seventeen (17) voting members, the Director of the Campus Center, and Honorary Members.

A. Voting Members

The seventeen (17) voting members shall be appointed by the President of the University of Hawai`i or designee from a list of recommendations submitted by the Membership Committee.

1. Students

There shall be fourteen (14) student members, none of whom shall be elected or appointed members of any other Chartered Student Organization. In addition, a maximum of one (1) may be a student employee of the Campus Center. All must be in good academic standing at the UHM throughout the term of office.

- a. Undergraduate members must be currently enrolled in six (6) credits or more at the UHM.
- b. Graduate student members must be enrolled as a graduate student at UHM as defined by the Graduate Division or the professional school in which enrolled.

2. Non-Student

There shall be three (3) voting members of CCB who are Affiliate, Alumni, or Associate constituents of UHM Campus Center.

B. Minimum Voting Representation

Reasonable efforts will be made to recruit at least one member from each group of CCB constituents. If no representative from a group of constituent is available, temporary members may be appointed until a representative can be found.

C. Non-Voting Members

1. The Director of the Campus Center.
2. CCB may, by unanimous vote, confer honorary membership of CCB on any person who has rendered distinguished service to the CCB or Campus Center.

SECTION 4. TERM OF OFFICE

- A. Voting members shall serve a term of two (2) years. The term shall begin at the first annual meeting of CCB following their appointment.
- B. Any member may be reappointed to a second term upon application to and recommendation by the Membership Committee. All members shall be limited to serve a maximum of four (4) consecutive years.
- C. Should a vacancy occur, appointment shall be made as soon as possible.
- D. Voting members appointed to fill an unexpired term shall serve for the remainder of that unexpired term.

SECTION 5. MEETINGS

A. Parliamentary Authority

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

B. Quorum

At all meetings of CCB, the presence of a simple majority but no less than seven (7) of the voting members shall constitute a quorum.

C. Regular and Special Meetings

1. CCB shall hold general meetings at least twice a month during the calendar year.
2. Special meetings may be called at any time by the President of CCB or upon written request of six (6) members of CCB.
3. CCB shall designate a weekly block of time to be used for CCB general meetings, committee meetings, public hearings, or other official CCB business. It shall be designated prior to class registration for the following semester. CCB may change its designated meeting time by unanimous vote.
4. Every effort shall be made to notify every member in advance of the date, time, place, and purpose of each meeting.

D. Executive Session

CCB may call Executive Sessions with the approval of a majority of CCB. Executive Sessions shall be limited to the discussion of and action on personnel matters and other proprietary items or issues.

E. Annual Meeting

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

F. Budget Meeting

CCB shall formally approve its annual budget for the coming fiscal year no later than the Annual meeting.

G. Campus Center Staff Meeting

At least one CCB member appointed by the CCB President must attend the Campus Center Staff Meetings once a month.

H. Minutes

The minutes of all meetings of CCB shall be posted in the Campus Center within one (1) week after approval of the minutes.

SECTION 6. RECALL & CENSURE

A. Grounds

CCB members are subject to recall and/or censure for malfeasance, dereliction of responsibilities, or incompetence.

B. Procedure

1. A member of the CCB may be considered for recall upon petition of two members of CCB, or upon petition of seventy-five (75) or more constituents.
2. The petition shall be presented during a general meeting and then referred to the Membership Committee.
3. A member of the CCB may be considered for censure by action of the Executive committee. If the member being censured disputes the charges, it shall be referred to the Membership Committee.
4. Within three working days of being referred charges, the chair of the Membership committee shall notify, in writing, any individual against whom recall or censure has been initiated of all charges levied against the individual and the time and date of the Membership Committee hearing on the charges. The committee chair shall also present a copy of the notice to the President.
5. The Membership Committee shall hold a hearing in executive session. At the hearing, the committee will hear all related testimony. After hearing the testimony, the committee shall caucus in private to discuss the matter and formulate their recommendation. This recommendation may include censure as well as recall of the member.
6. The committee chair shall present the recommendation in writing to the individual and to the President within three working days.
7. At the following general meeting, CCB shall vote whether to accept the recommendation or to refer it back to the Membership Committee. A simple majority is required for a recommendation of censure to pass. A two-thirds majority is required for a recommendation of recall to pass.
8. If a recommendation to recall a member is accepted, the President of the University of Hawai`i or designee shall be advised in writing by the President of CCB of the action of the Board. The recall shall be effective upon approval of the President of the University of Hawai`i or designee.

ARTICLE V - CAMPUS CENTER BOARD OFFICERS

The officers of the CCB shall be a President, a President-Elect, a Secretary, and a Treasurer.

SECTION 1. ELIGIBILITY AND ELECTION

- A. All CCB officers must be degree-seeking students.
- B. Whenever there is a vacancy in any of the four offices or a failed vote of confidence, an election shall be held at the next scheduled weekly meeting time. CCB officers shall be elected by the CCB as provided for in Robert's Rules of Order, Newly Revised.
- C. Officers may voluntarily give up their office at any time.
- D. Any member of the board may call for a vote of confidence on any officer during a general meeting. Officers are removed from office by a failed vote of confidence of a simply majority of the CCB.
- E. At the Annual Meeting, specified under Article IV, Section 5 E, there shall be an election for each officer.

SECTION 2. DUTIES

A. President

The President shall preside at all meetings of the CCB. The President shall have the power to appoint members to committees and to appoint committee chairs unless otherwise directed by this Charter. The President shall have the power to vote to break a tie in a general meeting and in any committee meeting. The President shall serve as the chair of the Executive Committee and must also sit in two other committees. The President shall also be responsible for designating at least one (1) CCB member to attend the Campus Center Staff Meetings. The President shall fulfill all duties belonging to the office of the President, as described in the Campus Center Board Operating Policies.

B. President-Elect

In the absence of the President, the President-Elect shall serve as the President Pro Tempore. The President-Elect shall serve as the chair of the Rules and Policies Committee and as a member of the Executive Committee, as well as sit in one other committee. The President-Elect must have a commitment to the CCB for at least 1 full term in their position, as they will shift to the position of President the second year of their term. The President-Elect shall fulfill all duties belonging to the office of the President, as described in the Campus Center Board Operating Policies.

C. Treasurer

The Treasurer shall be the fiscal officer of CCB. The Treasurer shall serve as the chair of the Budget and Finance Committee and as a member of the Executive Committee. The Treasurer shall fulfill all duties belonging to the office of the Treasurer as described in the Campus Center Board Operating Policies.

D. Secretary

The Secretary shall serve as the recording officer of CCB. The Secretary shall be responsible for maintaining the minutes and all other official records of CCB. The Secretary shall be responsible for maintaining the policies of CCB. The Secretary shall serve as the chair of the Campus Relations Committee and as a member of the Executive Committee. The Secretary shall fulfill all duties belonging to the office of the Secretary, as described in the Campus Center Board Operating Policies.

ARTICLE VI - CAMPUS CENTER BOARD COMMITTEES

CCB shall have the following standing program committees and shall establish ad hoc committees as it deems necessary and appropriate in order to carry out its mission. The Director of the Campus Center shall designate the staff member to advise each committee. Each member of CCB with the exception of the President and the President-Elect shall serve on two committees. The President and President-Elect shall serve on three committees as described in Article V, 2A-B.

The Chairs of CCB committees shall be responsible for:

1. Conducting committee meetings.
2. Setting agenda for committee meetings.
3. Assigning projects to committee meetings.
4. Making committee reports at the general meeting.

SECTION 1. EXECUTIVE COMMITTEE

A. Function & Duties

The Executive Committee shall:

1. Serve as the administrative, management body for the CCB.
2. Ensure that CCB's actions are coordinated, accomplished, and evaluated.
3. Coordinate management of CCB.
4. Formulate strategies to deal with issues related to the Campus Center and to CCB.
5. Have the power to censure board members. If the member disputes the charges, they shall be referred to the Membership Committee.
6. Have the power to suspend stipends temporarily.
7. Meet as directed in the Campus Center Board Operating Policies.

B. Makeup

The Executive Committee shall include the four (4) officers of the CCB and the Director of the Campus Center. The President shall serve as the Chair. The Director shall not cast a vote.

SECTION 2. CAMPUS RELATIONS COMMITTEE

A. Function & Duties

The Campus Relations Committee shall:

1. Be responsible for all marketing of the Campus Center and CCB including but not limited to advertising, public relations, and promotions.
2. Ensure the production of a marketing plan for the Campus Center, CCB, and the Activities Council.
3. Be responsible for relations and correspondence with other organizations including but not limited to Registered Independent Organizations, other Chartered Student Organizations, other Departments, Newspapers and other media.
4. Meet as directed in the Campus Center Board Operating Policies.

B. Makeup

The Campus Relations Committee shall be made up of up to six (6) CCB members appointed by the President and one advisor appointed by the Director. The Secretary shall serve as the Chair. The advisor shall not cast a vote.

SECTION 3. FACILITIES MANAGEMENT COMMITTEE

A. Function & Duties

The Facilities Management Committee shall:

1. Review the utilization of the facilities of the Campus Center and recommend all changes in utilization of the facilities.
2. Review Campus Center Policies related to the utilization of the facilities.
3. Review and propose all renovations of the Campus Center facilities.

4. Review and propose all rental agreements with tenants.
5. Meet as directed in the Campus Center Board Operating Policies.

B. Makeup

The Facilities Management Committee shall be made up of up to six (6) CCB members appointed by the President and one advisor appointed by the Director. The President shall appoint one committee member as Chair. The advisor shall not cast a vote.

SECTION 4. MEMBERSHIP COMMITTEE

A. Function & Duties

The Membership Committee shall:

1. Propose and oversee all recruitment programs of CCB.
2. Screen all applicants to CCB by the procedure described in the Campus Center Board Operating Policies.
3. Recommend screened applicants for CCB membership to the President of the University of Hawai`i or designee for appointment.
4. Hold hearings on petitions and charges referred to it by the CCB and make a recommendation regarding the issues.
5. Conduct its meetings in executive session.
6. Meet as directed in the Campus Center Board Operating Policies.

B. Makeup

The Membership Committee shall be made up of one student member of the Board appointed by the President who shall serve as Chair, two (2) student representative of the Associated Students of the University of Hawai`i Senate who shall be appointed by the President of the Associated Students of the University of Hawai`i, and one (1) student representative of the Graduate Student Organization Assembly who shall be appointed by the President of the Graduate Student Organization. All members of the committee shall have an equal vote. The Director of the Campus Center shall appoint a staff member to serve as advisor to the Committee, who shall exercise no vote on the Committee.

If good faith effort to recruit committee members from the Associated Students of the University of Hawai`i and the Graduate Student Organization fails, the President may appoint other CCB constituents to serve on the Membership Committee.

SECTION 5. BUDGET & FINANCE COMMITTEE

A. Function & Duties

The Budget & Finance Committee shall:

1. Oversee the budget of the Campus Center, CCB, and the Activities Council.
2. Review policies related to revenue, expenditures, and the budget.
3. Prepare an annual budget regarding the disposition of revenues for the coming fiscal year for consideration and approval by CCB.
4. Review quarterly variance reports by making historic comparisons and obtaining variance justifications.
5. Review and propose any additional expenditure requests not included in the current budget.
6. Meet as directed in the Campus Center Board Operating Policies.

B. Makeup

The Budget & Finance Committee shall be made up of up to seven (7) CCB members and an advisor. The Treasurer shall serve as chair, and the President shall appoint the other six (6) CCB members. The advisor shall be appointed by the Director. The advisor of this committee shall not cast a vote.

SECTION 6. RULES & POLICY COMMITTEE

A. Functions & Duties

The Rules & Policy Committee shall:

1. Be responsible for all procedural issues, policy issues, and legal issues of the Campus Center and CCB.
2. Review and propose all changes to this document.
3. Review and propose all changes to the Campus Center Board Operating Policies.
4. Review and proposal all changes to the Campus Center Operations Policies.
5. Meet as directed in the Campus Center Board Operating Policies.

B. Makeup

The Rules & Policy Committee shall be made up of up to seven (7) members of CCB and an advisor. The President-Elect shall serve as chair, and the other six (6) CCB members shall be appointed by the President. The advisor shall be appointed by the Director. The advisor of this committee shall not cast a vote.

SECTION 7. ACTIVITIES COUNCIL

A. Function & Duties

The Activities Council shall:

1. Plan for, oversee, and implement the programs of the CCB.
2. Be responsible to the CCB for its programs and budget.
3. Meet as described in the Campus Center Board Operating Policies.
4. The Activities Council shall be organized according to the Campus Center Board Operating Policies.

B. Makeup

The Activities Council shall be made up of a maximum of nine regular Activities Council members, the Chairperson who shall be elected by, and from among the Activities Council regular members, and other students who may volunteer as Activities Council members as described in the Campus Center Board Operating Policies. The number of Activities Council regular members and students volunteering to serve on the sub-committee structure of the Activities Council shall be as described in the Campus Center Board Operating Policies. Appointments to the Activities Council shall be approved by the CCB. The advisor(s) shall be appointed by the Campus Center Director, none of who shall cast votes on the Activities Council.

ARTICLE VII - DIRECTOR OF THE CAMPUS CENTER

SECTION 1. THE DIRECTOR

The administration and management of the Campus Center is the responsibility of the University's Co-curricular Activities, Programs and Services office. The Director of the Campus Center shall be an employee of the UHM who shall be responsible for the administration of the policies, procedures, programs, and services established by the CCB. The Director of the Campus Center shall be a member of the Co-curricular Activities, Programs and Services office staff and shall at all times support the basic philosophy of college unions and the purposes of the CCB as stated in Article I, Section 2, of this Charter.

SECTION 2. SELECTION

- A. There shall be a Campus Center Director Selection Committee which shall recommend candidates to the Vice Chancellor for Student Affairs or designee through the Director of Co-curricular Activities, Programs and Services. The Director of the Campus Center shall be appointed by the Vice Chancellor for Student Affairs upon recommendation of the Campus Center Director Selection Committee and the Director of Co-curricular Activities, Programs and Services.
- B. The Director Selection Committee shall be appointed by the Director of Co-curricular Activities, Programs and Services. CCB members shall serve on the Director Selection Committee at the direction of the hiring authority. CCB may recommend up to one half of the members of the Director Selection Committee. The following priority for appointment to the Director Selection Committee shall be followed:
 - 1. CCB President or other Executive Officer
 - 2. CCB student member
 - 3. Non-student member
- C. Staff members of Co-curricular Activities, Programs and Services shall be recommended to serve on the Director Selection Committee by the Director of Co-curricular Activities, Programs and Services.

SECTION 3. DUTIES

The Director shall:

- A. Manage the Campus Center facilities and administer the policies, programs, and budgets of the Campus Center as directed by CCB and/or the UHM.
- B. Coordinate the various functions of the Campus Center as described in the purposes of the Campus Center Board in Article I, Section 2, of this Charter.
- C. Hire, train, supervise, and dismiss any employee of the Campus Center in accordance with the policies and procedures of the UHM.
- D. Make regular reports as directed by CCB, including an annual report of the total Campus Center operations.
- E. Act on behalf of the CCB when so directed by the CCB or its Executive Committee.
- F. Appoint a staff member to advise each standing committee, including the Activities Council, as indicated in Article VI of this document.
- G. Coordinate and facilitate appropriate orientations and training for CCB, Activities Council, and advisors.
- H. Serve as primary advisor and consultant to CCB, ensuring that minutes of meetings are recorded, distributed, and stored in official files.
- I. Perform all duties belonging to the office of the Director of the Campus Center.

SECTION 4. REVIEW

The CCB shall evaluate the performance of the Director of the Campus Center on an annual basis.

ARTICLE VIII - AMENDMENTS

SECTION 1. PROPOSAL OF AMENDMENTS

Amendments to this Charter may be proposed by motion of the CCB or by petition bearing signatures of one hundred (100) or more members from among the students, faculty, alumni, and staff of the UHM.

SECTION 2. PROCEDURES

When an amendment is proposed either by motion of CCB or by receipt of a petition, CCB shall:

- A. Give public notice within two (2) weeks by publishing the proposal in the campus newspaper and by posting a notice in several conspicuous locations on campus.
- B. Give notice of the proposal within two (2) weeks to all Chartered Student Organizations, the Faculty Senate, and other organizations, as CCB deems appropriate.
- C. Hold an open hearing not less than one (1) week but not more than three (3) weeks after the notice has been published.

SECTION 3. ADOPTION

A meeting of CCB shall be held not less than seven (7) calendar days but not more than thirty (30) calendar days after the conclusion of the open hearing. Proposed amendments which receive a vote of at least two-thirds (2/3) of the voting membership of CCB shall be declared approved for referral to the BOR or its designee for adoption into this Charter.

ARTICLE IX - ENACTMENT

This Charter shall become effective when approved by the BOR or its designee. This Charter shall be binding upon CCB and the UHM and shall supersede any existing constitutions, charters, documents, and policies of CCB.

ARTICLE X - SEPARABILITY

In the event that any portion of this document is declared a violation of State or Federal law or any policy/regulation set by the BOR, all other provisions shall remain in force and effect. CCB shall take appropriate and necessary action within ninety (90) days to correct the provision(s) in violation.

Amended: 05-07-2007; 09-23-2002; 06-24-99
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