

CAMPUS CENTER BOARD POLICIES (07/2007)

ARTICLE I – STATEMENT OF PURPOSE

SECTION 1 - DEFINITION

The CCB is one of six Chartered Student Organizations at the University of Hawai`i at Mānoa that uses student fees at the beginning of each semester to allocate programs, run the facilities, and create and approve a budget that dictates much of its actions in administrating the Campus Center Complex, its staff, volunteers, and tenants.

SECTION 2 – MISSION STATEMENT

Your Campus Center is dedicated to value, satisfaction and pride, through innovation, leadership and service.

ARTICLE II – CAMPUS CENTER BOARD MEMBER ROLES AND RESPONSIBILITIES

SECTION 1 – AVAILABILITY

Campus Center Board Members are required to fulfill a minimum of 20 service hours per month in addition to attending all general and committee meetings

SECTION 2 – PERFORMANCE OF DUTIES / ACCOMPLISHMENTS

Board members are expected to follow the direction of their committee chairs. Committee chairs are expected to follow the direction of the Executive Committee as well as chairs of any other committee in which they sit. At the end of each month each member will sit down with their respective committee chair and discuss accomplishments. This meeting will serve as the Monthly Performance Evaluation and afterward the chair will fill out the Monthly Performance Evaluation form.

SECTION 3 – MEMBERSHIP DEVELOPMENT

Board members are expected to attend all Board sponsored training sessions. If a member is unable to attend a training he or she needs to inform the Executive Committee 24 hours prior. It should be noted that failure to attend training could result in the Executive committee awarding a lesser stipend to a member who misses a training session.

SECTION 4 – MEMBERSHIP DECORUM

Board members are expected to hold themselves in the public eye with upstanding behavior. The Executive Committee is responsible for monitoring and dealing with membership decorum. If a Board member is found to be breaking the decorum he or she is subject to a lesser stipend.

SECTION 5 – BOARD TRAVEL

Periodic travel for training may be necessary for professional leadership development. The current year's ACUI Region 15, National and ILEAD conferences will determine destinations. The CCB may approve other travel determined to have potential benefit.

Funds for CCB Travel will be allocated annually by the Budget and Finance Committee. Additional funds may be obtained by the CCB through grants and fundraising activities. Members traveling will have registration, transportation, and room and board completely paid by the CCB.

CCB members can only be approved for one CCB sponsored travel per two-year term.

Members wishing to travel must apply. Advisors and student managers employed by the CCB can also submit applications for travel.

An ad-hoc committee will be formed to handle all travel issues. The committee will be made up of no more than four (4) Executive members, two (2) CCB members who are not eligible for travel or not seeking travel in the current fiscal year, and one non-voting advisor. If an executive member applies for travel in the current fiscal year, s/he will be excused from the proceedings and replaced. The committee may choose to consider among other things, remaining length of term, skills and possible future service to the CCB. The committee will be responsible for establishing guidelines,

timeframes, deadlines, selecting participants, and other specifications for travel. The guidelines must include an application and essay.

All persons selected to travel must complete the following items upon return:

1. A presentation of trip to the CCB at the next general meeting
2. Create an information folder of literature from workshops attended within two (2) weeks of return.

Failure to complete these items can be reflected in the monthly evaluation form.

SECTION 6 – NON STUDENT MEMBERS

1. Definitions of non-student board members:
 - A. Alumni – Any person who has received a degree from University of Hawai`i-Mānoa (UHM) and is not currently a student at UHM.
 - B. Affiliate – UHM Faculty and Staff.
 - C. Associate – Any other person who is not a student of UHM and pays Campus Center (CC) fees in order to participate in CC programs and services.
2. Alumni, Affiliate, and Associate members are VOTING Campus Center Board (CCB) members who are NOT registered students of UHM.
3. Non-student CCB members are held to the same roles and responsibilities as all Board members as outlined in CC Policy Manual Article II, Sections 1 - 4.

ARTICLE III – CAMPUS CENTER BOARD OFFICE

SECTION 1 – OFFICE POLICY

The purpose of the CCB Office and it's staff is to assist Board members so that they may effectively serve their student constituency. The CCB Office functions as a multipurpose service area, for Board members to be available to students, follow up on tasks related to students' inquiries, work, and meet with other Board members and Campus Center staff during the school day.

The Campus Center Board Office is for Board member use only and any one who is not Board affiliated must be with a Board member present in the office at all times.

SECTION 2 – EXECUTIVE ASSISTANT (OFFICE MANAGER)

The Executive Assistant of the Campus Center Board shall be responsible for duties as outlined in the job description.

SECTION 3 - OFFICE POLICY

3.1 Office Hours: CCB Office Hours will be posted at all times on the Office door and on the bulletin board in the Campus Center. The CCB Office hours shall be posted at the beginning of each semester and will reflect the work hours of the Office Manager. The Executive Committee of the CCB may approve exceptions to office hours.

3.2 Service Hours: Board members are to hold a minimum of 20 service hours per month. Service hours are meant to further the Board's policy of availability to its student constituency. Service hours are to be logged on their Monthly Performance Evaluation Form by each member and submitted to their respective Committee Chairs. Service hours will be held throughout the academic year with the exception of Spring and Winter breaks. The Executive Committee of the CCB may approve exceptions to Board members' service hours.

3.3 Work Space: At all workstations in the CCB office, there is a phone, computer, and desk for use by committee members. Committee workspaces are assigned according to the specific committee workstations as designated by the CCB President. All committees of the CCB are to have a workspace for CCB business and activities. Due to the limited amount of computers in the CCB office, the Executive, Membership, and Departmental Committees will share a workspace in the office. Space assigned is for the use of Board members working on specific tasks relating to the Campus Center Board and it's committees, and these tasks have priority in use of office equipment and office workspace over all other activities occupied by Board members at any given time.

3.4 Office Security: The security of the CCB Office is the responsibility of all Board members. It is of utmost importance that the office remain securely locked when unattended.

3.5 Fiscal Documents: One of the major tasks of the Executive Assistant is to initiate fiscal documents in compliance with University of Hawai'i procurement policies to ensure the payment of vendors and individuals for their services. When planning an event all Board and council members should meet with the Executive Assistant at least 2 weeks prior to the event to ensure the proper processing of these documents. Please keep in mind that payment takes four to six weeks to be completed, so vendors that wish to be paid the day of the event, need to be processed at least a month prior to the event.

3.6 Agendas/Minutes/Reports: Agendas compiled by committee chairs are to be posted within one working day prior to a committee meeting. Reports and minutes are to be posted within three working days after a committee meeting is held.

3.7 Mailboxes/Drop Files: The mailboxes located adjacent to the Office Manager's desk will be used for the distribution of documents (agendas, minutes, correspondence and mail) to all Board members. Board members are responsible for the review of all items placed in their mailbox.

3.8 Clipboards: Committee chairs are responsible for the timely posting of their committee's agenda and minutes on their assigned clipboard. Clipboards are to be used for quick and easy reference of all CCB committee activity.

3.9 Bulletin Board: The CCB/AC Bulletin Board is located adjacent to Campus Center Rm. 220. It is the responsibility of the Office Manager to post the current agenda and minutes of the general Board and Activities Council Meetings in the Bulletin Board. All other postings in the Bulletin Board will be directed by the Campus Relations committee.

SECTION 4 - OFFICE EQUIPMENT

4.1 Office Equipment: All office equipment is available for the use of current CCB members.

4.2 Copy Machine: The copy machine located in Room 212 is for CCB and Campus Center business only. In order to prevent misuse of the copier it is secured with an access code, and each chair is entitled to a code for processing Board related materials. Other members requiring copying can go through chairs or the Office Manager.

4.3 Office Phones: All phones are available for Board members use. Lines are workspace specific, to each committee, chairs are responsible for checking messages and are at liberty to pass out phone codes to designated committee members to check messages. Messages taken for Board members are to be posted on the Message Board. All long distance calls for CCB business require an access code, which will be entered by the Office Manager. Long distance phone calls should be properly logged with the Office Manager.

4.4 Fax Machine: The fax machine number is 956-4066. All incoming and outgoing faxes should be logged in the gray binder adjacent to the fax machine (date, destination, number sent/received, purpose, and initials of the Board members and number of pages).

4.5 Office Supplies: Office supplies are inventoried once a semester or when necessary by the Office Manager. Board members should request supplies from the Office Manager

4.6 Filing Binders: All current CCB documents are filed in a series of binders located in the filing cabinet adjacent to the Office Manager's desk. Board members should notify the Office Manager when borrowing any binders and return them to the cabinet by the same day.

4.7 Office Computers: Computers are available for the use of the Board members and office staff to assist them in their duties. Individuals may use CCB owned computers for academic related purposes. Such academic related use shall not interfere, disrupt or disturb the operations of the office in any way, and Board members who are working on CCB related activities have distinct priority of computer use over members using the computers for any other purposes.

Computers may not be taken out of the CCB office for any reason at any time, without the permission of the President. All computers procured by CCB funds are considered CCB-owned equipment and property. Such

equipment and property are intended to further the mission of the CCB and is not intended for exclusive, private, or personal gain of individuals using them. There is a specific computer allocated for each committee work space. This computer is available for all CCB members, but priority is given to the individual who sits on the committee assigned to that computer. Furthermore, because computers are expensive and often difficult to replace, the inappropriate, careless, negligent, destructive or unsafe use or operation of the computers may result in disciplinary action and/or termination of membership of the individual responsible from the Board.

Examples of computer misuse are:

1. Careless downloading of web materials (intentional or non-intentional) with virus-infected programs,
2. Introducing virus infected disks into the office network or individual computer
3. Downloading potentially harmful files, documents, or programs to the computer's memory,
4. Using up hard drive disc space for personal reasons (MP3's, games, etc.),
5. Allowing someone who is not a Board member to use the computer without supervision

ARTICLE IV – CAMPUS CENTER BOARD STIPEND POLICY

SECTION 1 – EXECUTIVE COMMITTEE’S ROLE

Each member is responsible for submitting a Monthly Performance Evaluation form to the Treasurer of the Campus Center Board by the first business day of every month. The Treasurer is responsible for bringing up stipends as an item of the Executive Committee’s agenda during a committee meeting where monthly evaluations are discussed and where the Executive Committee determines individual stipend percentage or makes a decision to suspend the member’s stipend for violating specific parts of the stipend criteria. If the Executive Committee’s determination regarding an individual stipend is challenged by that member in question, the decision is referred to the Membership Committee. The Executive Committee’s determination will stand while the Membership Committee’s recommendation is pending. If the Executive Committee’s determination is not challenged by the member it shall be immediately processed.

SECTION 2 – PERFORMANCE EVALUATION CRITERIA

Meeting attendance: Each member is expected to attend the meetings and public hearings of both the General Board and each specific committee meetings that the member sits on.

Availability: Student members shall be available to the constituents of the Campus Center during the member’s individual service hours. Board members should also be available to other Campus Center Board members and staff as well as other interested individuals. This is ensured by regularly maintaining Board member’s service hours. Each member shall maintain 20 service hours per month . Service hours are in addition to attending general and committee meetings.

Performance of duties: Each member shall be required to demonstrate his/her active, on-going participation in, and completion of assigned Campus Center Board affairs. All members are responsible for attending both committee and general meetings of the Campus Center Board and will be docked in stipend for missing these meetings.

Member Development: Board members are required to complete designated orientation, training and development programs and activities stipulated by the Campus Center Board.

Member Decorum: Members are expected to show decent behavior when representing the Campus Center Board during any of its meetings and sponsored events, and offices, respecting individual people’s privacy, property, and freedoms from harassment, ridicule, or other demeaning acts.

SECTION 3 – EVALUATION FORM FISCAL PROCESS

All completed monthly evaluation forms are due to the Treasurer’s inbox by the first business day of each month and will be evaluated by the Executive Committee on that day. Late forms will not be processed until the following evaluation. The fiscal office will notify the Executive Assistant when the stipends are available for pickup in the CAPS office. The Executive Assistant will in turn notify the CCB.

ARTICLE V – CAMPUS CENTER BOARD OFFICERS

SECTION 1 – PRESIDENT

Campus Center Board Manual (08/07)

The President shall serve as Chair for the Campus Center Board as well as the Executive Committee. The President is responsible for planning and running all General meetings as well as the Executive Committee meetings. For these meetings, the President is responsible for writing and distributing agendas, making sure that minutes are properly logged and posted, and writing up a follow up report for the specific meeting that indicates the progress in achieving goals set forth by the Board during the semester.

The President also is responsible for assigning all Campus Center Board members to committees (with the exception of the Membership Committee), as well as assigning all tasks to committees during general meetings, assigning Committee Chairs for all committees, creating ad-hoc committees, and assigning Board members to other bodies as representatives of the Campus Center Board.

The President shall also oversee the activities of the Office Manager and the use of the Campus Center Board office, as well as sit on the Departmental Committee, monitoring the overall business of Campus Center service areas, staff, and development.

SECTION 2 – PRESIDENT-ELECT

The President-Elect shall serve as the President in the case where the President is absent and be responsible for the duties described for the President. The President-Elect shall serve as the Chair of the Rules and Policies Committee and as a member of the Executive Committee. The President-Elect, as the Chair of the Rules and Policies Committee, is responsible for maintaining the regular review and development of all Campus Center Board and Campus Center Board policies and procedures—including the Service Areas Operating Procedures Index. The President-Elect shall serve as the President in the subsequent fiscal year.

SECTION 3 – TREASURER

The Treasurer is the fiscal officer of the Campus Center Board. The Treasurer shall serve as the Chair of the Finance Committee and as a member of the Executive Committee. The Treasurer shall be responsible for creating and reviewing stipend evaluation forms, collecting stipend evaluation forms from all Board members and preparing recommendations for stipend evaluations for the Executive Committee during a meeting held where stipends are discussed.

The Treasurer is also responsible for developing and coordinating strategies that provide for Board development of budget plans and modifications to the budget after one has been approved, overseeing the process of on-going scrutiny of the implemented budget for the Board, and developing and coordinating strategies to evaluate and modify the budget incorporating staff and Board recommendations.

The Treasurer will also be responsible for holding quarterly budget variance reviews and maintain a process for budget amendments.

SECTION 4 – SECRETARY

The Secretary shall serve as the recording officer of the Campus Center Board. The Secretary shall be responsible for maintaining the minutes and all other official records of the Campus Center Board. The Secretary shall serve as the Chair of the Campus Relations Committee and as a member of the Executive Committee. Duties of the Secretary are the recording of minutes at General Meetings, preparing and editing minutes prior to approval at the General Board meeting, and posting approved minutes for the public within 72 hours of Board approval.

ARTICLE VI – CAMPUS CENTER BOARD COMMITTEES

SECTION 1 - COMMITTEE CHAIR RESPONSIBILITIES

The committee Chair shall preside and act as facilitator of committee meetings. The Chair shall call the committee meeting to order, be responsible for the minutes of the meeting, and adjourn the members at the meeting's close.

The committee Chair shall post an agenda for the upcoming committee meeting at least one working day prior to the scheduled committee meetings. The agenda for the upcoming committee meeting, as well as the recorded minutes of the prior committee meeting shall be displayed for public view on the committee's clipboard in the Campus Center Board office.

In committee meetings, the committee Chair shall be responsible for delegating tasks to his/her committee members, as the Chair deems necessary, and in a quantity that is acceptable to the committee member.

The committee Chair is responsible for facilitating the committee meetings. In the instance that the Chair is absent from the committee meeting, he/her will either have someone else take responsibility for facilitating the meeting, or the meeting will be rescheduled for another date when the Chair can be there.

The committee Chair shall evaluate each committee member's productivity within the committee each month by critically engaging each member individually before signing the committee member's monthly stipend evaluation form according to the criteria set forth in the Stipend Policy, and his/her recommendations are reviewed by the Executive Committee at least once a month.

Committee Chairs are responsible for reporting any business of the committee to the Board as well as handling issues/concerns that the President assigns to the Committee and following up on committee members and ensuring that issues/concerns are completed in a timely manner.

SECTION 2 – COMMITTEE MEMBER RESPONSIBILITIES

As a committee member, one is expected to fulfill duties of the committee members as described in the Campus Center Board Charter, ARTICLE VI, SECTIONS 1-8. This includes attending committee meetings every other week, discussing and voting on issues brought to the committee, completing assigned tasks as delegated by the committee Chair in a timely and qualitative manner that is acceptable to the Chair, and report to the Chair on task-completion and tasks in progress in committee meetings.

Committee members are responsible for turning in Monthly Performance Evaluation Forms monthly to the Chair that the member is responsible to, before the last Wednesday of the month to assure that the Treasurer has time to recommend stipend amounts to the Executive Committee.

SECTION 3 – EXECUTIVE COMMITTEE

The Executive Committee is responsible for overseeing the operations for the entire CCB, especially focusing on the training of new members, approving stipends, and being accountable for all Board actions. The Executive Committee is comprised of the President, who is Chair, the President-Elect, Treasurer, and Secretary. The Executive Committee is responsible for directing the Board throughout the semester, approving Board member service hours, and maintaining the CCB computer network and web site, and coordinating with the Office Manager to establish office procedures for CCB members. In addition, as the CCB Officers, the Executive Committee is responsible for providing a focal point to the leadership of the CCB, its activities, meetings, and goals.

SECTION 4 – RULES AND POLICIES COMMITTEE

The primary function of this committee is to review, research, advise and/or to recommend to the Board possible changes to terms and conditions of the Campus Center Board Charter, its Bylaws, changes to Campus Center policies, and any other rules, policies, and procedures that may need to be developed or modified within the Campus Center.

Rules and Policies Annual Report

At the end of each Academic year, the Rules and Policies Committee will prepare a report outlining all policy changes within that year.

The Rules and Policies Committee shall meet to discuss proposed Campus Center policy and procedural changes whenever they may arise.

SECTION 5 – BUDGET AND FINANCE COMMITTEE

The Budget and Finance Committee is charged with researching, reviewing the staff, recommending and evaluating the Campus Center Board budgets, its plans of action, effectiveness and efficiency.

Duties:

Develop strategies to ensure that budget plans and programs are consistent with the organization-stated goals and purposes.

Conduct regular review sessions with the staff to ensure conformity to the budget plan of action, note variances and collaborates strategies with staff to offset potential losses.

Review, research and recommend action to the Board on matters that affect the already approved budget such as appropriation of funds not already approved.

Review, address and recommend actions to ensure the adequacy of reserve accounts of the Campus Center Board to protect the immediate and long term viability of the building, its programs, the services and revenue producing activities the Board sponsors.

Explore new ways and methods of expanding the revenue base of the budget and the summarizing of expenditures of the organization.

Network with other unions and research all budget related issues.

Review all alternative budget requests necessary for the operation of the Campus Center that are outside the approved budget categories and make recommendations to the Campus Center Board.

Approve emergency budget requests informing the Board of such actions at its next meeting.

5.1 Fiscal Policy

The Budget and Finance Committee of the Campus Center Board shall be the only committee with the responsibility to propose and recommend to the General Board any form of funding during the course of a fiscal year. Likewise, the Budget and Finance Committee shall have the authority to propose changes to the Campus Center Board's budget for a given fiscal year.

All forms of funding which have not been specified within the fiscal year budget must be reviewed, discussed and approved by the Budget and Finance Committee prior to Board action.

Therefore, committees of the Campus Center Board shall be afforded the opportunity to request funding from the Board during a general board meeting. However, no vote shall be taken at the General Board Meeting until the proposal is reviewed, discussed and approved by the Budget and Finance Committee. All requests or proposals for funding must be presented to the Chair of the Budget and Finance Committee in writing. The Budget and Finance Committee Chair is responsible to place requests and proposals on the Budget and Finance Committee's agenda.

SECTION 6 – CAMPUS RELATIONS COMMITTEE

The Campus Relations Committee of the Campus Center Board is responsible for all marketing of the Campus Center including but not limited to advertising, public relations, and promotions.

The committee is responsible for ensuring the production of a Campus Center inclusive marketing plan.

The Campus Relations Committee is also responsible for establishing and maintaining public relations among Campus Center constituents, including but not limited to, Chartered Student Organizations, Registered Independent Organizations, other departments, newspapers, and other media.

SECTION 7 – MEMBERSHIP COMMITTEE

The Membership Committee of the Campus Center Board is responsible for recruiting new members for the Campus Center Board. Efforts to instate new members are carried out the end of Spring Semester or when ever there are Board vacancies that need to be filled. A recommendation of applicants is given to the President-Elect of Student affairs in the form of memorandum who is responsible for officially appointing new members.

The Membership Committee is comprised of five (5) members: one (1) member from the Graduate Student Organization, two (2) members from the Associated students of the University of Hawai`i, one (1) member from the CCB, who will serve as chair, and (1) University of Hawai`i faculty member, who serves as advisor.

The Membership Committee is responsible for publicly announcing all available Board positions, setting applicant appointments, screening all applicants, recommending new members for official appointment, forwarding a memo with appointees to the President-Elect of Student affairs for official appointment, and keeping track of alternate appointees.

The Membership Committee is also responsible for managing the faculty support network, consisting of university faculty open to allowing Board personnel to speak in favor of joining the CCB in front of classes.

SECTION 8 – FACILITIES MANAGEMENT COMMITTEE

The Facilities Management Committee oversees the Campus Center Complex by reviewing, researching, and recommending changes on all business related to the space in the Campus Center Complex, its tenants, lease holders, and contractors. The committee is responsible for facilitating all proposals concerning renovations and changes in space usage for the Campus Center Complex. In addition, the committee is responsible for regular review of all current use of space in the Campus Center Complex and makes recommendations for changing this use of space when appropriate. The Facilities Management Committee is also responsible for the following areas:

Service Area Reviews

Each year the Facilities Management Committee (FMC) is responsible to review each of the service areas which are recognized via the budget. Once this process is completed the committee may propose changes to the board via the scope of service manual. If there are any changes proposed the committee chair will submit a proposal to the board containing the old scope of service, the new scope of service, and a brief report clearly outlining the change as well as the justifications.

Space Usage Reviews

During the course of the year it is the FMC's responsibility to gather up data regarding the usage of the Campus Center Complex (CCC). Also the FMC will submit to the board at the end of the school year a brief report outlining the usage figures for our building.

Changing Space Allocations

The FMC is also responsible to make any changes to the space allocation of the CCC. In order to do so the Chair will submit a proposal to the Board containing the proposed change (using a floor map to outline changes) as well as the justifications.

Other Responsibilities:

The FMC also assists in development of systematic approaches to enhancing the awareness of the variety service operations of the CCC.

Identify the service needs of the campus community and target groups and work with staff to determine the feasibility of establishing such needs.

Assess user satisfaction, impact of services, and advise staff of Board actions concerning the complex.

Work with staff in administering rental agreements in the Campus Center, bringing proposals for new services of the building to the attention of the Board during a General Meeting for vote and approval.

Develop and implement plans for renovations made to the complex, after approval is made to do so by the Board during a General Meeting.

SECTION 9 – DEPARTMENTAL COMMITTEE

A Departmental Committee meeting may be held once a week. The Director of the Campus Center sets a time for the meeting that can be attended by the Campus Center Board President and one appointee selected by the President. The meeting is held with Campus Center staff from each service area and units that report to the Campus Center Board. The Director of the Campus Center chairs the meeting and is responsible for the agenda. This meeting is set up to problem solve and explore issues raised by the Board, Campus Center Staff, and Campus Center constituents with issues related to Campus Center services.

SECTION 10 – AD HOC COMMITTEES

Functions & Duties

The Campus Center Board President can form an ad hoc committee whenever there is an issue which doesn't fit in with the standing committees. For example, the computer committee was formed to oversee the computer buying/installing process. Upon completion of the given task the ad hoc committee is dissolved.

The Campus Center Board President will declare a committee chair at time of formation. This Chair is responsible for setting the meeting time and place, setting the agenda, delegating duties to members, and making reports at the general meeting.

Make Up

An ad hoc committee can be made up of no less than two Board members and no more than six. Non board members can be committee members however they can not be Chair of the committee. All non-Board members serving on the committee must be appointed by the President.

ARTICLE VII – ACTIVITIES COUNCIL

SECTION 1 – MISSION STATEMENT

The Campus Center Board-Activities Council shall plan, oversee and implement the programs of the Campus Center Board on a year-around basis. These programs shall contribute to satisfying the University of Hawai`i-Mānoa community's varied developmental needs as they relate to culture, education, wellness, and recreation.

SECTION 2 – CO-SPONSORSHIP

The Activities Council may co-sponsor events only when the Activities Council is an equal participant in all phases of the program: planning, development, implementation, and evaluation. All programs implemented must be in accordance with University of Hawai`i policies and procedures and the laws of the State of Hawai`i.

The name of the Campus Center Board Activities Council and its logo must be carried in all forms of publicity.

Particular consideration will be given to those programs which:

- Enhance, supplement, or complement Council programs
- Benefit a significant portion of the university community
- Are nondiscriminatory with regard to race, religion or political affiliation

SECTION 3 – ORGANIZATION

Responsibilities and Duties:

Meet at least once a week during the regular school year; prepare an agenda for each semester's activities at the beginning of each semester; summarize in an annual report the year's activities; and prepare recommendations at the end of the Spring semester for the activities of the Activities Council in the following Fall semester.

Activities Council Chairperson:

The Activities Council chairperson will develop and maintain policies related to Activities Council and its office; will be responsible for coordinating day-to-day operations and meetings of the Activities Council; will hire an office manager for the Activities Council and monitor the office manager's progress; will attend Campus Center Board general meetings as a non-voting member to report on Activities Council events.

The Activities Council will consist of four committees with the following purposes:

Culture Committee: To expand the campus community's awareness of and appreciation for humankind's rich cultural diversity in such areas as art, literature, music, etc.

Educational Support Committee: To complement the instruction/classroom experiences of the students and to support their educational success.

Personal Wellness Committee: To contribute to the physical, social, and emotional well-being of students and other campus members.

Recreation Committee: To promote fun and fellowship by fostering interaction and relaxation for members of the campus community.

Programs of the Activities Council will be planned by four committees to achieve their stated purposes. These activities will be offered to address the developmental needs of the University of Hawai`i at Mānoa Community.

SECTION 4 – STIPEND POLICY

Stipend Evaluation Criteria:

To receive a full stipend, Activities Council members must attend all general meetings and one meeting with the advisor per week. Each member is required to hold or co-sponsor a minimum of two events in their committee focus area. Only one of these may be co-sponsored. Each member must hand in monthly evaluation forms and keep an updated event binder. Each member must attend or have a suitable replacement at all programmed events they are responsible for.

Hiring and Firing:

New members will be selected and approved by a screening committee. This committee will consist of the President-Elect and council advisors. Any member not performing to the expectations described in the Stipend Evaluation Criteria shall be given one month to amend the situation.

ARTICLE VIII – ADVISORS OF THE CAMPUS CENTER BOARD

SECTION 1 – DUTIES OF THE ADVISORS

The Advisors of the CCB are assigned to individual committees from mutual arrangements made by the President of the Campus Center Board and the Director of the Campus Center. Advisors will attend committee meetings regularly and meet with committee Chairs that they advise weekly or whenever a meeting is requested by committee Chairs or individual Board members, when a time to meet has been agreed upon. Advisors are also required to attend CCB General meetings whenever there will be a motion voted upon regarding individual committee business that for the committee that they advise.

Advisors for each committee will meet together regularly to ensure that they are all acting within the CCB's mission. Advisors will offer information, perspectives and advice on issues and concerns related to the activities and operations of the Campus Center to the Board at the CCB General Meeting.

Advisors will follow up promptly on requests for information made by the CCB and/or will refer Board members to appropriate parties or offices in obtaining the information Board members require in order to make informed decisions that affect student life. Advisors will inform the committees of the CCB of actions taken by Campus Center staff regarding all Campus Center and CAPS operations that directly impact student life, student empowerment, and Campus Center and CCB policies or procedures.

Advisors are to give assistance to the committees where needed, making sure that the committees of the CCB are accomplishing their individual and collective goals. Advisors must make sure that the committee is working functionally, as outlined in the CCB's Charter and policies/procedures manuals. In the case where the committee Chair is not fulfilling the duties as described by the CCB Charter and CCB Policies Manual, the advisor shall make this known in the stipend evaluation form.

SECTION 2 – ADVISOR / BOARD MEMBER RELATIONSHIPS

Advisors are expected to keep in close contact with the Board and have a conscientious relationship with all committee members that they advise. It is expected that the Advisors watch out for the CCB in all aspects concerning legal affairs of programs, activities, and services and relate any information regarding liability issues to the CCB immediately upon encountering any problems. Advisors have the obligation to stay informed with the activities of the CCB and make sure that Board members are following up on the tasks of the Board.

ARTICLE IX – DIRECTOR OF THE CAMPUS CENTER

SECTION 1 – SELECTION / SCREENING COMMITTEE

For the selection of the Campus Center Director, the policy follows Article VII, Section 2 of the CCB Charter.

SECTION 2 – DUTIES

The Campus Center Director shall be the direct link to all Advisors of the CCB. The Director shall select Advisors to serve individual committees of the CCB with assistance from the CCB President. The Director shall consult with students, university administrators, faculty, staff, alumni, colleagues and community representatives on the development and evaluation of goals, programs, and services of the Campus Center that fosters the improvement of student life in the Campus Center.

The Director shall manage and direct the Campus Center facilities, services, and operations as directed by the Campus Center Board. The position of the Director entails significant administrative, advising, and instructional responsibilities for the promotion of empowering student leadership through the management of Campus Center personnel and facilities. The Director shall provide leadership, will supervise Campus Center Advisors, and evaluate Campus Center personnel based on management strategies set by the goals and objectives of the CCB.

The Director shall also have the duty to attend all CCB General Meetings and to report directly to the Board of any and all activities that affect the Campus Center or CAPS interests even if the activities in question are indirect. The Director shall also have the duty to report to the CCB the intended actions of the CAPS Director or CAPS office when these actions involve Board funding, Campus Center and CCB Policies, as well as all actions that affect student life or student empowerment. It is the further duty of the Director to make sure that CCB members and its Advisors are working collaboratively towards achieving the CAPS mission, and that the CCB is functioning properly, and accordingly to its Charter, policies and procedures. The Director must also abide by the job description of the Campus Center Director on file in the CCB and CAPS office.

SECTION 3 – RESPONSIBILITIES TO THE CAMPUS CENTER BOARD

The Director of the Campus Center has the responsibility for making sure that the Campus Center operations, staff, and employees are following CCB and Campus Center Policies and Procedures at all times. In addition, the Director will report to the Board at the CCB General Meeting of any activities regarding the actions or intentions of the Director of CAPS, CAPS personnel, and university administration that affect the Campus Center, the CCB, student life or student empowerment in any way. This includes reporting to the Board on any issues concerning proposals for casual hiring of employees, budget spending, Campus Center internal planning or reorganization, master plan development, marketing, and Campus Center Procedures. The Director has the responsibility to maintain the Campus Center Service Areas Operating Procedures Index with assistance from the CCB Secretary by keeping a copy of the compilation in his or her office at all times and reporting proposed changes to Campus Center Procedures to the Rules and Policies Committee of the CCB. The Director is also responsible for meeting with CCB Officers regularly, especially the CCB President, making sure that the leadership of the Board is functioning at its highest level of performance, and that they are following CCB Policies and Procedures. The Director has the responsibility to advise the CCB Executive Committee, and participate in the meetings by giving the status of the Campus Center operations and other CCB related materials and by offering advice and support regarding CCB activities, planning, and vision.

In addition to the above duties and responsibilities to the CCB, the Director of the Campus Center will meet regularly with the CCB President to discuss how the Board is functioning as well as on the status of the Board's mission of empowering students and gaining autonomy from the university, making sure that the CCB is on track with its leadership, members, and marketing.

ARTICLE X – CAMPUS CENTER SERVICE AREA OPERATING PROCEDURES INDEX POLICY

SECTION 1 – SERVICE AREA PROCEDURES INDEX

Service areas operating within the Campus Center are required to submit a copy of their operating procedures to the Chair of the Rules and Policies Committee, which will be filed in the Campus Center Service Areas Procedures Index, located in the CAPS office. In addition, a copy of the original compilation is to be housed in the CCB office, as well as in the office of the Director of the Campus Center so that interested parties, CCB members, and Campus Center Staff may view all service areas operating procedures within the Campus Center. Any changes to procedures need to be reported to the Rules and Policies Committee in writing so that they can be properly updated in the index. The purpose for the index is to have all procedures of Campus Center service areas listed and on file for view by Campus Center Board

members and employees of the Campus Center. All procedures must comply with the policies of the Campus Center and Campus Center Board.

SECTION 2 - LIST OF SERVICE AREAS:

Gamesroom and Lounge
Leisure Center
Marketing Office
Meeting and Event Services
Ticket Desk
Clerical

SECTION 3 - MAKING CHANGES TO PROCEDURES:

If service areas wish to alter procedures found in this compilation, notification must be made to the President-Elect of the Campus Center Board of the exact wording of the changes. The President-Elect will then submit proposed changes of service area procedures to the Rules and Policies Committee at its next meeting where the committee will discuss and vote on the proposed changes. If proposed changes are approved by the Rules and Policies Committee, then these changes will be moved to vote at the next CCB general meeting, where upon the CCB's approval, the procedure changes will take effect immediately.

Note: If proposed changes to service area procedures are found to not coincide with Campus Center or Campus Center Board policies, notification will be sent by the Campus Center Board Secretary to the service area of the denial of change with the basis for the refusal.

SECTION 4 - RESPONSIBILITY OF THE DIRECTOR:

The Director of the Campus Center shall be responsible for overseeing and maintaining the periodic and regular update of this compilation of service area procedures, to keep a copy of the original in his/her office, and to meet with the CCB Secretary whenever necessary regarding questions and activities related to the regular oversight of this policy.

SECTION 5 - RESPONSIBILITY OF THE PRESIDENT-ELECT:

The President-Elect of the Campus Center Board shall be responsible for maintaining this compilation of service area procedures as a part of the agenda of the Rules and Policies Committee, as well as ensuring the procedures found herein comply with Campus Center or Campus Center Board policies, to meet with the Director of the Campus Center whenever the need arises concerning this policy, as well as to make sure that orderly updates to the compilation take place whenever proposed changes are approved by the Board.

Amended: 08-01, 09-10-01, 04-04, 07-07