

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 referred to herein as the 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 Executive Board, Allocationss Board, Programming Board, and the Legislative Branch of CSGA.

Section B. The General Student Body 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 CSGA 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 (2/3) 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, it is presented to the University Board of Regents. Upon final approval by the University Board of Regents, the amendment is passed to the legislature for implementation.

6. The approved amendment of shall become effective at the time deemed appropriate⁴ and established by the Legislature at the time of its passage.

ARTICLE VII

ADOPTION OF THIS CONSTITUTION

Section A. Upon recommendation from the Student Government Association, the CSGA Advisor of the Student Government Association 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 for Final Approval. The Constitution and related documents go into effect one day after approval.

1.6.3.2 CHAMNIADE STUDENT GOVERNMENT ASSOCIATION BYLAWS

ARTICLE I

STRUCTURE OF THE ORGANIZATION

Section A. The CSGA shall consist of four branches, Executive Allocationss, 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, Vice-President of Communication, 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. Selection

1. The Executive Board Members must be regular members of the student body, as defined by the General Membership.
2. Members must have and maintain a cumulative grade point average of 2.5.
3. Members must be students in good judicial standing with the University.
4. Members must be able to serve for the complete term of one academic year.

Section C.

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 training on a student welfare topic. Include University administrators and faculty to participate.
3. Abide by all provisions of the Constitution and, if necessary, provide interpretations of the Constitution, for ratification for the Legislative Branch.
4. Conduct the general business of the organization.
5. Nominate, from the CSWGA membership, for participation on select standing committees as needed.

Section D.

At the beginning of each semester, 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.

PRESIDENT

Section A. Selection

1. The President shall be elected by the general membership as indicated in Article VII of these Bylaws.
2. The President must be rated by the Registrar as a Sophomore, Junior, or Senior at the time of assuming office.
3. The President must have completed at least two (2) semesters at Chaminade University of Honolulu prior to taking office.

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 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 the CSGA.
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 Student Affairs Committee of the University Board of Regents.
10. The President shall chair the CSGA Academic Affairs Standing Committee.

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.

2. The Executive Vice-President must be rated by the Registrar as a Sophomore, Junior, or Senior at the time of assuming office.
3. The Executive Vice-President must have completed at least two (2) semesters at Chaminade University of Honolulu prior to taking office.

Section B. Responsibilities and Duties

1. The Executive Vice-President shall serve in the President's absence as chair and coordinator at any Executive Board meetings.
2. 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.
3. 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.
4. The Executive Vice-President shall serve as Chair of the Senate.
5. The Executive Vice-President, along with the Executive Board, shall be responsible for maintaining and updating all CSGA guidelines as necessary.
6. 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.
7. The Executive Vice-President shall chair the CSGA Student Welfare Standing Committee.

VICE-PRESIDENT OF INTERNAL AFFAIRS

Section A. Selection

1. Selection of the Vice-President of Internal Affairs shall be done in accordance with an appointment process carried out by the CSGA President and Executive Vice-President being finalized by an application for the position.
2. The Vice-President of Internal Affairs must be rated by the Registrar as a Sophomore, Junior, or Senior at the time of assuming office.
3. The Vice-President of Internal Affairs must have completed at least two (2) semesters at Chaminade University of Honolulu prior to taking office.

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 upon request.
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. At 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 CGA 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.

VICE-PRESIDENT OF FINANCE

Section A. Selection

1. The Vice-President of Finance shall be elected by the general membership as indicated in Article VII of these Bylaws.
2. The Vice-President of Finance must be rated by the Registrar as a Sophomore, Junior, or Senior at the time of assuming office.
3. The Vice-President of Finance must have completed at least two (2) semesters at Chaminade University of Honolulu prior to taking office.

Section B. Responsibilities and 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. The Vice-President of Finance is to serve as the Allocations Board Chair.
4. Prepare an annual consolidated financial report at the conclusion of each academic year for the Director of Student Activities and the business office.
5. Ensure that proper proper procedures are followed with regards to CSGA finances.

VICE-PRESIDENT OF PROGRAMMING

Section A. Selection

1. The Vice-President of Programming shall be elected by the general membership as indicated in Article VII of these Bylaws.
2. The Vice-President of Programming must be rated by the Registrar as a Sophomore, Junior, or Senior at the time of assuming office.
3. The Vice-President of Programming must have completed at least two (2) semesters at Chaminade University of Honolulu prior to taking office.

Section B. Responsibilities and 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.

VICE-PRESIDENT OF COMMUNICATIONS

Section A. Selection

1. Selection of the Vice President of Communications shall be done in accordance to an appointment process carried out by the CSGA President and Executive Vice-President being finalized by an application for the position.
2. The Vice President of Communications must be rated by the Registrar as a Sophomore, Junior, or Senior at the time of assuming office.
3. The Vice President of Communications must have completed at least two (2) semesters at Chaminade University of Honolulu prior to taking office.

Section B. Responsibilities and 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.

HOUSE OF REPRESENTATIVES CHAIR

Section A. Selection

1. 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 and 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.

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 the 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(2/3) majority vote.
- 7. Be responsible for their individual attendance at meetings. More than two (2) meetings missed may result in penalization or in impeachment.
- 8. 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.
- 9. 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 of 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
 Hazardous Materials
 Design

Group B. Academic Advising Committee (CSGA Delegates)
 Retention
 Technology
 Educational Life

ARTICLE IV

THE SENATE

Section A. Senate Chair Selection

1. The Executive Vice-President of the CSGA Executive Board shall chair the Senate.

Section B. Chair Responsibilities and Duties

1. The Senate Chair shall preside over all Senate meetings.
2. The Senate Chair shall vote on an issue only in the event of a tie vote.
3. The Senate Chair shall be responsible for the appointment of a Recorder selected from the Senate voting members.
4. The Senate Chair shall have the ability to form sub-committees, designate sub-committee chairs, and coordinate their activities.
5. The Senate Chair shall be responsible for the enforcement of guidelines outlined within the Student Organizational Handbook.

Section C. Selection of Elected Student Representatives

The Senate shall be comprised of 2 elected students from each undergraduate class (2 Freshman, 2 Sophomores, 2 Juniors, 2 Seniors), 1 appointed Resident Hall Association (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.

Section D. Representative Responsibilities and Duties

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.
 - a. Requirement for attendance of Senate members will be set by the Senate Chair. Inability to attend required meetings and events will result in impeachment hearings pending decision of the Chair.
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 does 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. House of Representatives Chair Selection

1. The House of Representative Chair of the CSGA Executive Board shall chair the University club's House of Representatives.

Section B. Chair Responsibilities and Duties

1. The House of Representatives Chair shall preside over all House of Representative meetings.
2. The House of Representatives Chair shall vote on an issue only in the event of a tie vote.
3. The House of Representatives Chair shall be responsible for the appointment of a Recorder selected from the House of Representatives voting members.
4. The House of Representatives Chair shall have the ability to form sub-committees, designate sub-committee chairs, and coordinate their activities.
5. The House of Representatives Chair shall be responsible for the enforcement of guidelines outlined within the Student Organizational Handbook.

Section C. Selection of Elected Student Representatives

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 D. Representative Responsibilities and 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. Concerning attendance, no more than two (2) meetings shall be missed per semester.
 - a. Missed meetings will result in club accounts being frozen by the Vice-President of Finance.
4. To represent the student organizations on all issues of student interest and concern.
5. To form special ad-hoc committees as needed.
6. To consistently strive to update, improve, and create better services and programs of assistance and support to the undergraduate student organizations.
7. To abide by all by all Constitutional and/or legislative interpretations proposed by the Executive Board and ratified by the Legislature.
8. 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.
9. Shall vote in two (2) members of the House of Representatives to serve as Allocations Board member 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 right within committees is 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
 - i. To schedule and preside over regular meetings of the Student Welfare Committee.
 - ii. To be accountable to the CSGA Executive Board for all efforts undertaken by this committee.
 - iii. To have the power of veto over any Student welfare Committee effort. The Legislature may override a veto with a two-thirds (2/3) vote.
 - iv. 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
 - i. To convene at least monthly during Fall and Spring semesters.
 - ii. 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.
 - iii. To function within all University policies and regulations.
 - iv. 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
 - i. To schedule and preside over regular meetings of the Student Welfare Committee.
 - ii. To be accountable to the CSGA Executive Board for all efforts undertaken by this committee.
 - iii. To have the power of veto over any Student welfare Committee effort. The Legislature may override a veto with a two-thirds (2/3) vote.
 - iv. 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 Academic Affairs Committee
 - i. To convene at least monthly during Fall and Spring semesters.
 - ii. 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, faculty.
 - iii. To function within all University policies and regulations.
 - iv. 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

- i. To schedule and preside over regular meetings of the Communications Committee.
- ii. To be accountable to the CSGA Executive Board for all efforts undertaken by this committee.
- iii. To have the power of veto over any Student welfare Committee effort. The Legislature may override a veto with a two-thirds (2/3) vote.
- iv. 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. Communications Committee Membership
 - i. 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
 - i. To convene at least monthly during the Fall and Spring semesters.
 - ii. To insure all official minutes of CSGA are maintained in a neat and orderly fashion.
 - iii. To serve as the publicity arm of CSGA to the Chaminade community, informing them of efforts undertaken, results gained, programs and service being planning, meetings to be held, etc.
 - iv. To function within all University policies and regulations.
 - v. To constantly investigate ways of better improving communications between all Chaminade community constituencies including: recognition of student accomplishments, student publications, surveys, publicity, minutes, CSGA elections, and ways of better establishing/maintain a sense of “community within the campus.
 - vi. 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 of 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. 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 have basic computer skills.
 - c. Vice-President of Communications should be able to meet deadlines.
 - d. The Vice-President of Communications should possess solid interpersonal and organizational skills.
 - e. The Vice-President of Communications should be of Sophomore standing or above.

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 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 less than one week shall pass between the time that the petitions are available to potential candidates and the due date to submit completed forms.
2. Campus-wide Elections
 - a. 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.

b. Campus wide elections shall be held over the course of a minimum of two consecutive days in accordance with regularly scheduled classes.

c. In the case of an election where a position is running unopposed, the position must receive the votes of at least half plus one on the total number of ballots cast in the election.

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

- i. CSGA President and CSGA Executive Vice-President (joint ticket)
- ii. CSGA Vice-President of Finance
- iii. Two (2) Allocationss Board Members
- iv. Vice-President of Programming
- v. Four (4) Student Representatives to the Chaminade Student Programming Board
- vi. Eight (8) CSGA Class Senators
- vii. One (1) Commuter Senator
- viii. One (1) Senator At-Large
- ix. One (1) On-Campus Residential Senator
- x. One (1) Off-Campus Residential Senator
- xi. One (1) Commuter Senator

3. Selection of Representatives to the House

a. Members of the House of Representatives are appointed by each registered student club or organization at the first 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 meetings. 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 the 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 (3/4) 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 (2/3) 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 (2/3) 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 outline 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 of 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 Executive Board shall convene to produce an abbreviated schedule for the interim election. The Executive Board will be given five (5) 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 Executive Board's proposed schedule.
3. Pending review by the Legislature, the Executive Board shall make available to the general membership the appropriate forms to begin the interim election process.
4. All deadlines shall be predetermined by the Executive Board, 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 Executive Board shall report and post 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 three (3) regularly scheduled weeks in an academic semester. If the interim elections are not carried out within the three (3) 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 the 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. All members of the Executive Board must sign at the beginning of their term the Code of Ethics agreement.
2. 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. Removal of any office supplies will result in the total loss of office privileges and removal from the CSGA.
 - c. Fighting of any kind is unacceptable. Any physical contact will result in the total loss of office privileges and removal from the CSGA.
 - d. Violations of any office privileges listed above 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.
3. 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.
4. A percentage of the student fees (as presented in the Chaminade Student Allocations Board Bylaws), 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 XII

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 ALLOCATIONS BOARD

1.6.4.1 CSAB CONSTITUTION

PREAMBLE

Section A.

The students of Chaminade University of Honolulu have constituted a Student Allocations Board to allocate, monitor, and audit, where necessary, the use of Student Activity Fees by register student clubs and organizations. The Student Allocations 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 Allocations Board may also recommend to the CSGA increases or decreases in the percent allocations to each body through the process outline in Article IX in the Bylaws.

Section B.

The student Allocations Boar works in close conjunction with the CSGA Executive Board and its Vice-President of Finance, who shall be the Chair of the Chaminade Student Allocations 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 Allocations 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 outline 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 Student Organizational Handbook.

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 ALLOCATIONS BOARD BYLAWS

ARTICLE I

MEMBERSHIP AND TERM

Section A. Allocations Board Chair Selection

1. The Vice-President of Finance of the CSGA Executive Board shall chair the CSAB.

Section B. Chair Responsibilities and Duties

1. The CSAB Chair shall schedule and preside over regular meetings of the Student Allocations Board.
2. The CSAB Chair shall be accountable to the CSGA Executive Board for all efforts undertaken by the CSAB.
3. The CSAB Chair shall have the power of veto over any CSAB efforts. The CSAB may override a veto with a two-thirds (2/3) vote.
4. The CSAB Chair shall be responsible for the enforcement of guidelines outlined within the Student Organizational Handbook.
5. The CSAB Chair shall keep records of all financial transactions of the CSAB.
6. 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.
7. The CSAB Chair shall serve as a voting member on the CSAB.
8. The CSAB Chair shall serve as a liaison between the CSAB and the Director of Student Activities.
9. The CSAB Chair shall ensure that the proper procedures are followed in accordance with the Student Organizational Handbook.

Section C. Selection of Elected Student Representatives

The Allocations Board shall be comprised of the CSGA Vice-President of Finance, two (2) student members elected at large by the General Membership, two (2) student members elected at large by the House of Representatives, and the Director of Student Activities without vote.

1. All terms of office are for one (1) academic year.
2. Elections are held at the same time as CSGA elections in the Spring term.

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 B. Emergency Sessions

1. The CSAB shall meet on call of its Chair if pressing and appropriate business needs to be acted upon.

Section C. 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, thirty-five percent (35%) to the CSPB, and fifty percent (50%) 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 CSAB 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 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 outline in Article X of the Constitution.

ARTICLE VI

AMENDMENTS

Section A.

The procedures in the Constitution of the CSGA shall also cover Bylaw amendments to CSAB.

APPENDIX I

GUIDELINES FOR CSAB OPERATING PROCEDURES

Section A. Allocating Process

1. At the beginning of each new semester, all student clubs and organizations will receive notification of their eligibility to receive funds.
2. At the beginning of each semester, the CSAB will distribute to all eligible student clubs organizations the following:
 - a. Budge deadlines.
 - b. Outline of allocation process.
 - c. Outline of budge procedures.
 - d. Budge guidelines.
 - e. Fundraising requirements.
 - f. Community service requirements.
3. Budget requests for the current semester will be due by 4:00pm on the 2nd Friday of the current semester.
4. The CSAB Chair shall present each CSAB member with copies of all club budge requests.
5. The CSAB will review each budge 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.
6. The CSAB Chair shall notify the recognized student clubs and organizations in writing the decision made by the CSAB concerning their budge within one (1) week of the CSAB's decision.
7. The club's 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
 - i. Clubs can not 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 budge proposals that meet the requested criteria.
3. The following stipulations must be considered when submitting a budge 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 Organizational Handbook).
 - d. Past events that have been planned and carried out where legal (university sectional) 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 budge 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 \$150.00 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 budge 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 student 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 budge containing a request for funds.
2. Student clubs and organizations must plan a minimum of two (2) community service events each semester in which one-half plus 1 (1/2 +1) of the club's active membership must be present.
3. All registered student clubs and organizations must adhere to all guidelines and policies set forth by the University.
4. More than two (2) House of Representatives meetings missed will result in a club's account being frozen.
5. 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 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 OF THE ORGANIZATION

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 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 CPB 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 C. Selection of Elected Student Representatives

1. All terms of office are for one (1) academic year.
2. Elections are held at the same time as CSGA elections in the Spring term.

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 on (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.
 - b. The CSPB Commencement Ball Committee shall be entitle to no less than twenty-five percent (25%) of the CSPB budget per semester in which the Commencement Ball is being held.
 - c. A projected budget must be submitted to the CSPB for approval prior to any expenditure being granted.
 - d. 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, or 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:

- i. Faculty Award
 - ii. Staff Award
 - iii. Outstanding Student Leader Award
 - iv. Outstanding Club/Organization Award
 - b. All awards will be announced during each Commencement Ball
 - c. Faculty, Staff, and Outstanding Leader Awards shall be given based on the following:
 - i. Nomination by the General Membership.
 - ii. Demonstration of outstanding service to the Chaminade community.
 - d. The Outstanding club/Organization Award shall be given based on the following:
 - i. The club or organization must be in good standing with the CSGA in order to be considered for the award.
 - ii. 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 are 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 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 to 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 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 Vice- President of Programming of the CSGA Executive Board shall serve as the CSPB Chair.

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 outline within the Student Organizational Handbook.

Section C. Selection of Elected Student Representatives

1. Selection for 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 CSPB Chair. 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 outline in the Constitution of the CSPB shall also cover Bylaw amendments.

[Constitution revised June 8, 2009]