

Bylaws of the Kapi‘olani Community College Staff Council

PREAMBLE

In order to provide a formal voice and organization through which the Staff Council of Kapi‘olani Community College can participate fully in the development of the College and to promote and improve communication and mutual understanding among the staff, faculty, students, administration, and community, Kapi‘olani Community College Staff Council is hereby established, September 2000.

ARTICLE I - NAME, MISSION STATEMENT AND OBJECTIVES

Section 1: NAME

The name of the organization shall be Kapi‘olani Community College Staff Council. Here after will be known as Staff Council.

Section 2: MISSION STATEMENT

The Kapi‘olani Community College Staff Council is established to provide a formal voice and organization through which the staff may enhance their professional and personal talents, skills and competencies, and recognize accomplishments of individual members.

Section 3: OBJECTIVES

The paramount aim of the Staff Council is to serve as an advisory body to the Provost of Kapi‘olani Community College on any and all matters concerning staff. The duly selected representatives of Staff Council shall be dedicated to the active involvement of all Staff Council members in the undertakings of the Council and shall solicit and consider recommendations, suggestions, and inquiries from its members...

- a) To facilitate professional development
- b) To address Staff concerns
- c) To promote 2 Way Communication between Representatives and Members

ARTICLE II - MEMBERSHIP

Section 1: The University of Hawaii Kapi‘olani Staff Council shall be defined as full time/part-time regular Staff employees of Kapi‘olani Community College.

Section 2: Specific Membership includes members and non-members of HGEA/UPW Units 1, 3, and 8

Section 3: Ex-officio Membership, (no voting rights)
Provost (Ex-officio)

ARTICLE III - BOARD OF REPRESENTATIVES TO THE STAFF COUNCIL

Section 1: NAME

The name of the representatives of the Kapi'olani Community College Staff Council shall be known as Board of Representatives to the Staff Council. Here after will be known as the Board.

Section 2: Representatives Role, Size, and Compensation.

The Board is responsible for overall policy and direction of the Staff Council. Each bargaining unit should have a minimum of four (4) members not to exceed six (6) members. The Representatives may receive award incentives for participation.

Section 3: Meetings. The Board of Representatives shall meet at least 6 times during the fiscal year, at an agreed upon time and place, and shall hold 2 General Staff Meetings within the fiscal year.

Section 4: Selection of a New Incoming Board shall occur near the end of each two (2) year term. Selections for the new Board shall be made by the outgoing Board. Each outgoing Board member is encouraged to recommend a successor within their bargaining unit. The first September of each term will be a transitional month for the outgoing and incoming Representatives. Officer(s) are elected from the Board by the Board.

Section 5: Terms. All Representatives to the Board shall serve one (1) term. One (1) term is defined as two (2) years, beginning in the month of October and ending in the September of the 2nd year.

Section 6: Quorum. A quorum must be attended by at least five (5) members of the Board before business can be transacted.

Section 7: Notice. An official Board meeting requires that each Representatives member have received notice five (5) business days in advance.

Section 8: Officer and Duties. There shall be one (1) officer of the Board consisting of a Chairperson. Chairperson shall server one (1) term as defined as two (2) years beginning in the month of October and ending in September the second (2nd) year.

The Chairperson shall be nominated and elected by popular vote of Board.

The duties are as follows:

The Chairperson shall convene regularly scheduled Board meetings, shall preside or arrange for other members of the Board to preside at each meeting. Responsible for the agenda for meetings, sending out meeting announcements, prepare the annual budget and submit it to the Board for approval. The Chairperson shall also be a representative of the Staff Council, on the PPAC.

The Chairperson may appoint with the approval of the Board up to three (3) additional officers that may include but not limited to a Vice Chairperson, Secretary or Treasurer to help carry out the duties of the Board. The job descriptions are the responsibility of the Chairperson.

The Office of Human Resources shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all board meetings, distributing copies of minutes and the agenda to each Board member, and assuring that Board records are maintained.

The Immediate Past Chair (IPC): Advisor to the Current Chairperson and the Board of Representatives. (Ex-officio officer)

Section 9: Resignation, Termination and Absences. Resignation from the Board must be in writing and received by the Chairperson. A Board member shall be dropped for excess absences from the Board if s/he has three unexcused absences from Board meetings in a year. A Board member may be removed for other reasons by a three-fourths vote of the remaining directors.

Section 10: Special Meetings. Special meetings of the Board shall be called upon the request of the Chairperson or one-third (1/3) vote of the Board. The Chairperson shall send out notices of special meetings to. Board member five (5) working days in advance.

ARTICLE IV - MEETINGS

Section 1: General meeting of all members of the Staff Council may be called twice (2) a year.

Section 2: Quorum

50% of staff representatives plus 1 in attendance to do business

50% plus 1 in to pass any motions

ARTICLE V - COMMITTEES AND STANDING COMMITTEES

Section 1: The Staff Council may create committees as needed, such as elections, fundraising or project oriented etc. The Staff Council Chairperson is responsible for appointing all committee chairs.

In cases where a committee person will not be present and be absent from their committee meeting, an alternate council member within the same unit, can be chosen to substitute only for that particular committee meeting.

Section 2: Funding Committee: consists of two (2) representatives from each Unit. The Funding Committee is responsible for developing and reviewing fiscal procedures, a fundraising plan, and annual budget with staff and other Board members. The Board must approve any major change in the budget. The fiscal year shall be the calendar year.

All individual requests for funding must pass through the Funding Committee.

The Human Resources Designate is chair of the Funding Committee and retains authority to approve requests benefiting all units with consultant of the Chairperson.

It is recommended that a Fiscal Advisor be appointed to (review)view and approve all procedures and transactions.

Section 3: Professional Development Committee: consists of one (1) representative from each unit. The committee is responsible for planning and coordinating professional development workshops

Section 4: Awards Committee: consists of one (1) representative from each unit. The committee is responsible for the awards program (Employee and Team Awards)

ARTICLE VI - AMENDMENTS

Section 1: These Bylaws may be amended when necessary by a two-thirds majority of the Board. Proposed amendments must be submitted to the Chairperson to be sent out with regular Board announcements.

These Bylaws were approved at a meeting of the Board of Representatives on December 5, 2001.

Attest: _____.