

Constitution and Bylaws

HUI OLA PONO Revised 08/10/2023

Article I Name

- Section 1.** The name of this organization is Hui Ola Pono, hereinafter called the Hui.
Hui referring to: Group
Ola referring to: Life, health, and wellbeing
Pono referring to: balanced and beneficial

Article II Purpose

- Section 1.** The Hui provides a space for public health students to present the ideas, interests, and concerns of the members of the student body and serves as a liaison between the students, faculty, and administration. The Hui facilitates communication and involvement among students through scheduled meetings, coordination of social and educational activities, and dissemination of necessary information. The Hui is an organization that provides students with opportunities to promote Public Health within both the university and Hawai'i community at large through outreach, education, and fundraising. Another facet of the group is to provide support and guidance for incoming students and link students in the Public Health program with other students and Public Health professionals locally, nationally, and internationally.
- Section 2.** Aforementioned organization, the Hui, hereby states its willingness to abide by the policies established by the University of Hawai'i at Mānoa (UHM).

Article III Membership

- Section 1.** **Composition:** Any classified undergraduate UH Manoa student will be entitled to full membership. If they meet the criteria and are a Public Health major or minor, then they are deemed eligible to become an officer. No individual will be discriminated against due to race, color, creed, sex, gender, religion, disability, sexual orientation, etc.
- Section 2.** **Eligibility, Dues, and Terms of Membership:** Active status requirements will be determined every semester by the Hui Ola Pono officers based on available events planned. Point allocation may be revised as deemed necessary by the Hui officers. Membership continues as long as individuals are enrolled at the University of Hawai'i at Mānoa. No dues are collected at this time.
- Section 3.** **Types of Membership and Privileges:** There will be two types of membership, Active and General. University of Hawai'i at Mānoa students will be entitled to

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General membership, and all others qualifying for “active member status” will be recognized as Active. To obtain “active member status,” one must accrue the required amount of points set by the board for that specific semester. Both General and Active members will have voting powers. To get a graduation stole and/or chord, one must be a registered member of the club.

Section 4. Termination and Reinstatement: Membership will be terminated by leaving the University of Hawai‘i at Mānoa. Those returning from a leave of absence may be reinstated without any complications.

Article IV Officers

Section 1. Composition: The Hui has seven officer positions. Their titles are President, Vice-President, Treasurer, Secretary, Events Coordinator, Media Coordinator and Fundraising Chair. All positions can be held by any eligible Public Health undergraduate major or minor.

Section 2. Qualifications: Any classified undergraduate Public Health major or minor is eligible for any officer position. It is highly recommended that one achieved active status prior to running for an officer position.

Section 3. Duties and Responsibilities: The duties and responsibilities of all officers include: working together to advance the purpose of the Hui; conducting themselves as respectable leaders within the OPHS; voicing ideas, thoughts, and concerns through appropriate means; supporting other Board Members; and being active participants in meetings, activities, and decision making. Each officer is responsible to uphold position-specific responsibilities during their term.

Roles and responsibilities associated with each of the specific officer positions include, but are not limited to, the following:

A. President

The role of the President is to serve as the leader of the organization, spokesperson for and of the student body, to preside over all meetings of the organization, to enforce the constitution and rules of the organization, to decide questions of order and to call special meetings when necessary. The President will act as a liaison between the students of OPHS and the department at faculty meetings. The President will conduct an audit of the expenditures of the organization with the Vice-President and Treasurer once per semester. The President’s and Treasurer’s signatures are required for any disbursements of expended funds. The President is responsible for facilitating the transition between outgoing and incoming Hui Board officers and

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representatives. The Mail Chimp account will also be used by the Vice-President and Secretary in cooperation with the President to email the Public Health listservs regarding monthly newsletters and meeting reminders. The President will work with the Events Coordinator to find events suitable for the club members.

election

B. Vice-President

The role of the Vice-President is to organize the representation of students for committees and to coordinate the elections each year. The Vice-President shall assume and perform the duties of the President in the absence, disability, inability, or refusal to act of the President or whenever the office of the President is vacant. The Vice-President will conduct an audit of the expenditures of the organization with the President and Treasurer once per semester. Additionally, the Vice-President is responsible for the tracking of membership points as points are accrued in Active Status Tracker. The Mail Chimp account will also be used by the Vice-President in cooperation with the President to email the Public Health listservs regarding monthly newsletters and meeting reminders.

C. Treasurer

The role of the Treasurer is to monitor all Hui funds. The Treasurer is to keep a current log of debits, credits, and current balance to present at meetings. The log is to be created on a medium that ensures all other officers viewing privileges and ensures transparency. The Treasurer will create and store written documentation of disbursements, which require the obtainment of approval from all officers for any expenditures. The Treasurer is to deposit any funds raised by the Hui and is accountable for the responsible use of the Hui debit card. Upon transition, the Treasurer is to facilitate the transfer of account authority to the incoming Treasurer, President and Faculty Advisor through joint signatures at American Savings Bank. He/she will also apply for a General Excise Tax license, which is needed to participate in fundraising events throughout the year. This task, along with filing for taxes, will be done in cooperation with the President and Vice-President.

D. Secretary

The role of the Secretary is to create general meeting agendas in coordination with the officer meeting agendas in coordination with the President; record officer and general meeting minutes; and maintain, preserve, and file documents of the Hui in the Google Drive. The Secretary will work collaboratively with the Media coordinator regarding the posting of meeting agendas and minutes in a timely manner, and the creation and distribution of notices, announcements, and other needed documents. Additionally, the Secretary will work with the Vice-President to maintain the member point system as points are accrued in Active Status Tracker. In addition, the

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Secretary will be responsible for the creation and publication of the Mailchimp newsletter.

E. Events & Service Coordinator

The role of the Events and Service Coordinator is to take responsibility for coordinating, organizing, and planning service and social events to maintain and encourage the connectedness of the Hui members and the student body. These service and social events should be planned with the assistance of the Hui officers and members, for the Hui and the entire student body. The service activities range from local university opportunities to community programs and events. The coordinator is an officer who will select specific service and social events based on the overall interest of the Hui. In addition, the events coordinator is responsible for creating sign-up forms for Hui members for upcoming and future events.

F. Media Coordinator

The role of the Media Coordinator is primarily to provide vehicles for necessary exchange of information among the Hui, the student body, the OPHS, and affiliated public health persons and groups. The Media Coordinator can be creative in dissemination efforts, such as social media, website, flyers, UHM Calendar, Ka Leo, and Student Life and Development Campus Event Calendar, HPHA email blasts, etc. In addition to the composing of announcements, updates, and summaries of activities, the Media Coordinator will be responsible for documenting Hui activities via written summaries and photos.

G. Fundraising Chair

The role of the Fundraising Chair is to take responsibility for coordinating, organizing and monitoring all hui fundraising events. This includes: reaching out to third-party organizations, creating volunteer sheets (as needed) and announcing events to EB members and The Hui to market. The Fundraising Chair will work along with the Treasurer and Events Coordinator for any additional aid.

Section 4. Term of Office: The term of the office varies per position. Elections will be held prior to the completion of the semester as a means of transitioning leadership in a timely manner for the next year. Previous officers will be expected to acquaint newly elected officers of their duties and responsibilities following the elections in the fall and spring semester and together will finish the semester in a collaborative effort.

The President, Vice-President, and Treasurer will have a one year term beginning in May. The Secretary will have a one year term beginning in January. Events

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Coordinator, Media Coordinator, and Fundraising Chair will have a semester term.

Section 5. Removal or Resignation: Officers who may be incapable of performing their duties as prescribed in Article IV Section 3 for any reason may be removed from office or vacate their position as described below.

Removal: The officer in question must first meet with the executive board in the presence of a faculty advisor to review the terms of removal. The faculty advisor may then choose to approve the removal of the officer or defer to the general membership for a vote. Actions that could potentially jeopardize the safety of a Hui Ola Pono member, compromise the integrity of Hui Ola Pono, violate University of Hawaii codes of conduct, or are in violation of federal or state laws may be immediate grounds for removal.

Resignation: An officer may resign from their position by submitting a signed letter of resignation to the remaining officers and faculty advisor. After it is accepted, the executive board will fill the vacancy as described in Article IV, Section 6.

Section 6. **Vacancy:** Vacancies will be filled by popular vote by all voting members of the organization. Interested candidates may make a request for the position to the Vice-President and in the absence of the Vice-President, the President. In the absence of both, requests may be submitted to any officer.

~~Article V~~

~~Committees and Representation (NO COMMITTEES AT THIS TIME)~~

~~**Section 1.** The Hui itself will not have standing committees of its own. The organization will, however, be responsible for providing student representatives to existing committees formed by the Office of Public Health Studies, as well as other affiliated groups.~~

~~**Section 2.** **Student Representation:** Student representatives hold a seat on the following committees; a maximum of two representatives can hold seats on each committee:~~

~~Department Committees:~~

- ~~**1. Budget Committee (BC):** The BC is responsible to work with the DPHS Chair and Administrative Officer to review OPHS income/expenditures and to recommend OPHS spending decisions regarding indirect cost recovery and faculty salary offset. The BC takes into account the needs of the Department and the fair distribution of resources.~~
- ~~**2. Curriculum Committee (CC):** The CC's primary responsibilities are to review new, revised and temporary courses, evaluate current course offerings~~

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and, when necessary, recommend courses for elimination that are no longer consistent with the program's objectives. The CC takes into account the needs, capabilities, target audience, accreditation requirements, overlap, and content/course coverage in its decision-making process.

- ~~3. **Evaluation Committee (EC):** The EC is responsible for providing oversight and integration for the DPHS evaluation process. The EC will ensure that meaningful evaluation structure and criteria are developed, data collection strategies devised and implemented, communication in relation to evaluation activities and results is maintained with relevant stakeholders, evaluation results from OPHS are reviewed, results and recommendations are disseminated to relevant stakeholders, and evaluation criteria are modified, if warranted.~~
- ~~4. **Student Affairs Committee (SAC):** The SAC is responsible for nurturing a spirit of community among students, faculty, and staff. It receives and resolves student complaints. It also serves as the Department Student Award Committee.~~
- ~~5. Undergraduate/Distance Education Committee~~
- ~~6. International Committee~~

External Representation:

- ~~1. Graduate Student Organization (GSO)~~
- ~~2. Alumni Association~~
- ~~3. Registered Independent Organization (RIO)~~
- ~~4. Hawai'i Public Health Association (HPHA)~~

~~**Section 3. Duties and Responsibilities:** The duties and responsibilities of these individuals as representatives of the student body of the Office of Public Health Studies, include, but are not limited to the following:~~

- ~~1. Provide representation in committee meetings by attending meetings or sending another Hui member in his or her place.~~
- ~~2. Provide reports to the Hui on pertinent information discussed at meetings in order to be posted by means chosen by the Media Coordinator for student access.~~

Article VI Elections

Section 1. Nomination: Candidates for election must be nominated. Nominations must be submitted to the Vice-President by the determined date and nominees must consent to having their name included on the official ballot for only one position. Votes are due to the Vice-President by the determined date. Nominations and votes must be submitted to the President in the absence of the Vice-President. If there are vacant positions after the initial round of nominations, the newly elected board will appoint a candidate upon their consent.

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- Section 2. Eligibility:** All classified Public Health undergraduate student major or minor members are eligible to hold officer or representative positions. Candidates are highly encouraged to have been a member of the semester they decide to run.
- Section 3. Voting:** Voting will take place every spring and fall semester for the respective positions; the date to be set by the President in the absence of the Vice-President. Once the nominations have been collected and an official ballot made, upon nominees' consent, an announcement must be made to all students in the OPHS at least two weeks prior to the Election Day. An announcement of voting results will be made by the next general meeting to all students and faculty in OPHS.
- Section 4. Installation:** Officers begin their transition into office as soon as they are notified of the results. Previous officers are expected to acquaint newly elected officers of their duties and responsibilities and together will finish off the semester in a collaborative effort. All outgoing officers must meet with the new incoming officers at least once, within a month of the new officers having been elected, in order to ensure a smooth and easy transition.

Article VII Meetings

- Section 1. Time and Place:** Meetings will be held at least once every month during the fall and spring semester. The President and Vice-President will have the power to call additional meetings as necessary.
- Section 2. Quorum:** At least two members must be present at the meeting in order to officially transact business. Official voting matters will be announced previously by email and electronic votes will be accepted as valid if the member is not present at the meeting.
- Section 3. Voting:** The basic requirements for approving actions of the organization is consensus or majority rule (50% plus 1 of the voting members).
- Section 4. Order of Business:** Business will be conducted in the following order:
1. Call meeting to order (CMTO)
 2. Announcements
 3. New/Old Business
 4. Committee updates
 5. Forum/Concerns
 6. Closing Comments/Reminders

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Article VIII Finances

- Section 1.** **Dues:** Dues will not be collected at this time.
- Section 2.** **Budget:** The Treasurers will be responsible for developing budgetary plans. Financial decisions will be made by consensus or majority rule of members. Officers have the right to overrule decisions and will then announce final decisions made.
- Section 3.** **Utilization:** The assets of the Hui are dedicated solely to the pursuits which advance the organization's purpose. Funds will not be used to profit any members or for personal gain.
- Section 4.** **Disbursements:** Agreement between the Treasurer and the President is required to expend funds.
- Section 5.** **Audits:** The President, Vice-President, and Treasurer will audit and double check the expenditures of the organization against the budget. This will be done at least once per semester.
- Section 6.** **Registered Independent Organization (RIO):** Hui may seek to register itself as an RIO to pursue grants and donations to advance its purpose.

Article IX Amendments

- Section 1.** **Initiation:** Any officer may propose an amendment of the Constitution in writing. Any member wishing to amend the Constitution must first propose the change to an officer.
- Section 2.** **Voting:** Voting on amendments by officers will take place one week following written notification of all members. Electronic votes will be accepted. The amendment will pass following 2/3 approval of votes collected.

Candidates running unopposed in any position must receive at least half of the votes to win the election. For positions with 2 people running, the winner is one with the majority of the votes. For positions ranked with more than 2 people running, ranked voting will be implemented to determine the winner of the election. Primary elections may be held according to the executive board's discretion.