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SAFC | STUDENT ATHLETIC
FEE COMMITTEE

January 10, 2012

MANOA CHANCELLOR'S
OFFICE

MEMORANDUM

TO: Dr. Virginia Hinshaw
Chancellor

VIA: Dr. Francisco Hernandez
Vice Chancellor for Students

FROM: Anna Koethe, Chairperson
Student Athletic Fee Committee

SUBJECT: CONSTITUTION FOR STUDENT ATHLETIC FEE COMMITTEE

Request

On behalf of the members of the inaugural Student Athletic Fee Committee (SAFC), 2011-2012, the attached Constitution is being forwarded for your concurrence and signature.

Background

The Athletic Fee Student Benefit Package which you promulgated as of May 15, 2011, stipulates that the Student Athletic Fee Committee "will create its own constitution and shall be in charge of dispersing the SAFC Fund per University and State of Hawaii procurement policy." During the Fall 2011 semester over a span of fourteen weekly meetings, members discussed and debated provisions of a proposed constitution that would guide the actions and operations of the SAFC. At its meeting on December 1, 2011, members of SAFC unanimously agreed to the "constitution" of the SAFC. All nine members have indicated their concurrence with their original signatures in Article VI: Ratification.

Major Features

1. The Constitution is written as operating principles organized around Articles and Sections customarily included in constitutions as seen in best practices.
2. Membership of SAFC remains at nine as originally prescribed in the Athletic Fee Student Benefit Package. The principle that all nine members shall keep the overall interests of undergraduate and graduate students at the forefront in all SAFC deliberations, despite

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their own student status, was expressed and included in Article II. Additional procedures to guide Committee operations were delineated in same Article II with members ensuring that such procedures comported to the Athletic Fee Student Benefit Package.

3. The functions of policy governance and programming for students were separated. This was done in recognition that the nine members of SAFC representing the six chartered student organizations and the student athlete advisory committee will no doubt be drawn from the leadership of those organizations; and as a consequence, involve students already committed and engaged in major aspects of student life and the co-curriculum. The experiences of the current SAFC members needing to meet weekly in addition to performing their responsibilities of their respective chartered student organizations, their academic assignments, and their employment responsibilities, convinced SAFC members that programming for students to enhance the student experience overall, the students' athletic experience, and the student experience at athletic events should be delegated to other students with the requisite time, commitment, and enthusiasm. To achieve this end, Principle 2-9 establishes a subcommittee on programming named the "Manoa Maniacs," which is delegated responsibility to plan, implement, and evaluate programming.
4. Article III of the Constitution delineates roles and expectations the SAFC has of the Athletic Department to support the efforts of the SAFC. Additionally, the mechanics of transferring 8% of mandatory student athletic fee from Athletics Department to SAFC are laid out along with a process for amending the Athletic Fee Student Benefit Package.
5. In Article IV of the Constitution, the Committee's commitment to provide both direct and indirect programs is articulated and described. In addition, a brief process for increasing the amount of the student athletic fee in the future is included pursuant to Part VI of the Student Benefit Package.
6. A process for amending the Constitution is outlined in Article V.

Action Requested

Your concurrence to the provisions of this Constitution is requested through your signature in Principle 6-3, Article VI.

Should you have any questions, please contact me at 956.4824 or email (koethe@hawaii.edu).

Attachment

c: SAFC Members
SAFC Facilitator/Advisor

SAFC Operating Principles

Article I: Name, Purpose & Authority

Principle 1-1. Name – The name of this organization shall be the Student Athletic Fee Committee, officially abbreviated SAFC.

Principle 1-2. Purpose – The purposes of the Student Athletic Fee Committee (SAFC) are to:

- a) be in charge of disbursing 8% of the student athletic fee revenue in order to support a variety of activities for students per University and State of Hawaii procurement policy. These activities will be designed to help enhance the student experience, with at least 4% of the collected fee to be spent on enhancing the student experience at athletic events. The SAFC defines this as including students' attendance at athletic events and the students' athletic experiences. The SAFC will determine the use of the funds for student activities, work on determining the best use of these funds, and will submit an annual report on how the total fees collected were spent.
- b) be in charge of creating the criteria and selecting applicants of the Fee Paying Body who will receive benefits.
- c) work in partnership with the Athletic Department to designate a student seating arrangement for the Fee Paying Body for athletic events that involves an admission fee.
- d) cover the costs for groups and student recreation in athletic facilities including covering the costs of the staff members that must be present when the venue is being utilized, minimal pro-rated cost of maintenance, and minimal pro-rated cost of depreciation of the facility and/or equipment.
- e) initially receive from the Athletic Department any proposed increase in the amount of the student athletic fee and to provide student consultation, together with ASUH and GSO, about the appropriateness of the proposed increase.

Principle 1-3. Authority – The SAFC derives its authority from the *"Athletic Fee Student Benefit Package"* dated May 15, 2011 as promulgated by the Chancellor of UH-Manoa, hereafter referred to as the *Student Benefit Package*. These operating principles constitute the "constitution" of the SAFC as stipulated by Part I of the Student Benefit Package.

Article II: Committee Operations

Principle 2-1. Membership & Selection - The SAFC committee will be comprised of the following nine (9) voting members selected by and from the membership of each group:

Associated Students of the University of Hawai'i (ASUH) – two (2) members,
Campus Center Board (CCB) - one (1) member,
Broadcast Communication Authority (BCA) - one (1) member,
Board of Publications (BOP) – one (1) member,
Graduate Student Organization (GSO) – two (2) members,
Student Activity and Program Fee Board (SAPFB) – one (1) member, and
Student Athlete Advisory Committee (SAAC) – one (1) member.

In the event where the membership of the SAFC does not represent the graduate / undergraduate demographics among the student fee payers, each member will work towards representing the interests of their respective organization regardless of their student status. Additionally, the overall interests of the undergraduate and graduate students will remain at the forefront in SAFC deliberations.

Principle 2-2. Qualifications of Members; Term of Office; & Vacancies - a) Each constituent group shall appoint their student representatives to serve on SAFC. All appointed student representatives shall be

enrolled students in good standing and members of the appropriate constituent groups. The student representatives shall be appointed through methods specified by each constituent group's constitution, rules, and other operating policies. Minutes or completed SAFC forms to confirm and verify the qualifications of student representatives from the respective constituent groups shall be submitted to, and maintained on file by, the SAFC facilitator.

b) Student representatives to SAFC shall be appointed to one year terms; and may be removed or replaced at any time by the appointing constituent group upon submission of official notice via minutes, correspondence, revised SAFC forms, etc.

c) The respective appointing constituent group shall fill the remaining term of any vacancy in its student representatives within thirty days after its occurrence. If the respective appointing authority is unable to fill the vacancy after thirty days, then the remaining members of SAFC shall select a successor student with the required qualifications as described in these Operating Principles to fill the remaining term.

Principle 2-3. Duties & Responsibilities of Student Representatives – It shall be the responsibility of each student representative on SAFC to:

- a) represent the general and expressed interests of the fee-paying student body, and of their respective constituent groups;
- b) develop, select, and take actions appropriate to fulfilling the purposes of SAFC as described herein;
- c) work cooperatively with UHM Athletic Department to promote the student experience on campus and at athletic events as well as students' athletic experience, for the collective benefits of undergraduate and graduate students;
- d) maintain open communication with their respective constituent groups and the campus community to promote the flow and exchange of information about SAFC business;
- e) identify, articulate, and advocate for the general and expressed interests of their respective constituent groups and the students represented thereby; and
- f) participate actively in the planning, conduct, and evaluation of SAFC programs and services.

Principle 2-4. Officers & Duties - The SAFC will elect its leadership from one of the members as defined above. Those elected to leadership positions will have a term of two (2) semesters. The SAFC leadership will consist of a Chairperson, a Vice-Chair person, a Secretary, and a Treasurer.

- a. Chairperson – It shall be the duty of the chairperson to preside over all SAFC meetings; appoint sub-committees or other representatives with the approval of the Committee; prepare the agenda in collaboration with members; serve as liaison with the campus administration and the Athletics Department; serve as spokesperson for the SAFC in all matters pertinent to the interest and jurisdiction of SAFC; and perform all other duties generally belonging to the office.
- b. Vice Chairperson - It shall be the duty of the vice-chairperson to perform the duties and responsibilities of the chairperson in case of the chairperson's absence, vacancy, or disability; assist the chairperson in discharging the duties of the chairperson; and perform all other duties generally belonging to the office.
- c. Treasurer – It shall be the duty of the treasurer to work with the SAFC facilitator in maintaining a system of accounting for all funds of the SAFC; report on the status of expenditures and revenues at meetings of the SAFC; prepare financial reports and statements as requested by Committee members; and perform all other duties generally belonging to the office.
- d. Secretary – It shall be the duty of the secretary to prepare, publish, and disseminate records of SAFC meetings either in the form of group memory or traditional meeting minutes; maintain the

email listserve, monitoring for appropriate use; update information on any Committee website; and perform all other duties generally belonging to the office.

The email listserv will not be used for personal interest or for discussing issues pertaining to the members of the SAFC. It will only be used to discuss funding issues, send out reminders, send out proposals, and ask for feedback. It may also be used for time sensitive voting.

Principle 2-5. Officer Election & Removal – a) Any voting member of the SAFC shall be eligible to hold one of the officer positions. Officers shall serve two semester terms with elections to be conducted no later than September 30th each year. Elections for each office will be done by secret ballot separately, with the election for chairperson coming first, vice-chairperson second, secretary third, and treasurer fourth. The SAFC facilitator will be in charge of collecting the ballots and tallying the votes. In the case of a tie, the facilitator will, in the presence of the Committee members, make a selection in a nondiscriminatory way such as picking a name at random.

b) Officers may be removed or replaced at any time by a 2/3 vote of the SAFC who shall fill any vacancy in officer positions.

Principle 2-6. Meetings; Rules of Order – a) SAFC meetings will be open to the public.

b) Quorum for all meetings of SAFC shall be a simple majority of the entire voting membership of the Committee. Open discourse amongst committee members will always be respected and allowed.

c) Parliamentary authority – All meetings of SAFC shall be conducted in accordance with facilitative leadership or collaborative problem-solving. The principle of equity and empowerment, together with transparency and team decision-making will undergird proceedings of the SAFC.

d) Ground Rules – Meetings of SAFC will be guided by the following:

- 1) All opinions and ideas shall be respected and dissenting views shall be encouraged. Processes that solicit input and participation from everyone shall be designed, encouraged and used.
- 2) Everyone shall be given the opportunity to participate. Members will monitor themselves. Those who tend to dominate and talk first, shall work on letting others participate and speak first. Those who tend to be silent shall work on speaking more often and express their views. When listening to others, members commit to understanding the views of others rather than focus on defending their own views.
- 3) Opposing views and critical analyses are encouraged. These shall be directed toward the issue or project on the table, and not on the individuals offering the views and analyses. Attacks on individuals shall not be tolerated. Processes that foster members' attention toward the issue or project shall be designed, encouraged, and used.
- 4) Organizational history and organizational memory are valuable and celebrated as they serve as means for SAFC members to learn from past mistakes and/or successes. Organizational history and organizational memory will not be used as justification for maintaining the status quo or as explanation for keeping SAFC members "stuck" in the past or present.
- 5) If, after going through deliberative collaboration and decision-making, SAFC members do not agree with the Committee's outcome/decision, then those members agree to not sabotage the implementation of that outcome/decision.

Principle 2-7. Voting – a) All nine Committee members, including officers, will have one vote. Voting on all matters requiring a formal vote shall be decided by a simple majority vote, except where stated otherwise.

b) Email voting may be done on time sensitive matters. Email votes require a 3 day voting period including weekends. A deadline time and date will be set for voting by the chairperson in consultation

with the other officers and SAFC facilitator. Votes must be sent to all members of the SAFC to allow transparency. Members may submit discussion and change their vote during the voting period, with their final vote counting as their vote. The secretary will email the final voting results to all Committee members.

Principle 2-8. Facilitator & Functions - The facilitator of the SAFC will be the Vice Chancellor for Students or his or her designee from Student Life and Development (SLD). The facilitator will serve as an ex-officio non-voting member on the SAFC. It shall be the duty of the facilitator to assess student and Committee needs in order to provide instruction and advising to develop the Committee members' interpersonal and leadership skills to work effectively. The facilitator will also articulate and advocate the needs and interests of students to the University and conversely, represent, support, and communicate the University's mission, institutional needs, and policies to Committee members. Finally, the University expects that the SAFC facilitator will provide fiscal oversight and program coordination for activities and programs offered by SAFC.

Principle 2-9. Sub-committee on Programming – The SAFC herein creates a sub-committee, named the Manoa Maniacs, which is delegated responsibility to plan, implement, and evaluate programming to enhance the student experience at athletic events as well as the students' athletic experience.

a) **Composition** – The sub-committee, Manoa Maniacs, will consist of general members drawn from the Fee-Paying Body and a coordinating team. The Coordinating Team of Manoa Maniacs will be comprised of the following twelve (12) voting members selected by each group:

- Activities Council (AC) – 3 representatives
- Recreation Sports Programming Council (RSPC) – 3 representatives
- Student Athlete Advisory Committee (SAAC) – 3 representatives
- Residents Hall Association (RHA) – 3 representatives

In addition, an officer of, and designated by, the SAFC shall serve as a liaison between the sub-committee, Manoa Maniacs and the SAFC. Also, the director of Student Life & Development or designee, shall serve as the sub-committee's non-voting facilitator whose duties and functions will be similar to those of the SAFC facilitator as described in Principle 2-8.

b) **General Members** - Any fee paying student may be a part of the sub-committee, Manoa Maniacs, and may participate in the proceedings of Manoa Maniacs on a fluid, non-static, episodic basis.

c) **Officers** – The sub-committee, Manoa Maniacs, will elect its leadership from one of the members of the Coordinating Team as defined in Principle 2-9a) above. Those elected to leadership positions will have a term of two (2) semesters. The leadership of Manoa Maniacs will consist of a Chairperson, a Vice-Chairperson, a Secretary, and a Treasurer whose duties and responsibilities will be as generally described in Principle 2-4.

d) **Operating Policies** – The Coordinating Team of Manoa Maniacs will develop and use operating policies which aids in the fulfillment of its duties and functions described herein. These operating policies will be submitted to the SAFC for approval, which will not be unreasonably withheld.

e) **Budget** – The Coordinating Team of Manoa Maniacs will develop and propose an annual budget of expenditures for programming to fulfill its function. This annual budget will be submitted to the SAFC for approval, which will not be unreasonably withheld. The budget will provide for a fair mix of programming that fulfills the programming matrix described in Principle 4-1.

Article III: Athletics Department Interfacing

Principle 3-1. Attendance at Meetings – As part of the Athletic Department's commitment to strengthening its sense of community with the rest of the Manoa campus, the Athletic Department Director or designee will attend all meetings of the SAFC upon request.

Principle 3-2. Support to Committee Logistically – Thru its attendance at SAFC meetings, the Athletic Department commits to provide logistical support to SAFC initiated programs that encourages student participation at athletic events, that enhances the students' athletic experience, and that fosters a sense of community between the student athletes and the larger campus community.

Principle 3-3. Support to Committee Programmatically - The Athletic Department will make available all of its resources in partnership with SAFC where feasible, to ensure success at programs directly and indirectly supported by SAFC.

Principle 3-4. Fee Transfer of 8% Set Aside – By the ninth week of each Fall or Spring semester, the Athletic Department will automatically transfer 8% of the student athletic fees collected through BANNER to revolving fund account, 33364x (SAFC Athletic Support), an account administered on behalf of SAFC by the Office of Student Life & Development. Transfer will be made without any notice or demand. Should the transfer not occur by the ninth week of each Fall or Spring semester, then SLD will initiate the transfer working through BANNER and inform the Athletic Department when the transfer of fees is completed.

Principle 3-5. Fee Benefits Package – The Athletic Fee Student Benefit Package is the result of negotiations between student leaders and the UHM Athletic Department constituting the Athletic Fee Working Group, hereafter referred to as AFWG. The initial AFWG consisted of one student leader each representing the ASUH, GSO, CCB, and the SAAC. Additionally, non-student representatives included the Faculty Athletic Representative, the Student Life & Development director, the Athletics Department director, and the Vice Chancellor for Students. The initial AFWG worked from August 2010 after the BOR approved the mandatory Student Athletic Fee on July 15, 2010 to craft some benefits students would receive in exchange for payment of the mandatory athletic fee. By April 2011, an impasse was declared by the student leaders because they perceived the Athletic Department as refusing to commit to and accommodate students' needs. By memo dated June 2, 2011, the Chancellor announced the final Athletic Fee Student Benefit Package dated May 15, 2011.

Principle 3-6. Changes to Benefits Package - As outlined in Part VI of the Student Benefit Package, any proposal for an increase in the Student Athletic Fee by the UHM Athletic Department will also require that a new Athletic Fee Working Group be formed to review the composition of the Student Benefit Package. The new AFWG will consist of two students appointed by ASUH, one student appointed by GSO, one student appointed by CCB, one student appointed by the SAAC, the Athletic Department director or designee, the Student Life & Development director or designee, a faculty member of the Athletic Advisory Board, and the Vice Chancellor for Students or designee who, in consultation with ASUH and GSO, will convene the first meeting of the new AFWG.

Article IV: Committee Finances

Principle 4-1. Programming Matrix – There are two different types of programs that the SAFC will support which inform its sponsorship roles to be assumed.

a) **DIRECT** – These are programs that the SAFC itself will plan, implement, and evaluate. In these cases, a member of the SAFC will need to volunteer as the program sponsor to initiate and take the lead, on behalf of the Committee, and plan and execute the program, and be in charge of spending the funds of the SAFC directly.

b) **INDIRECT** – These are programs that the SAFC will support thru co-sponsorship and/or partnering with other organizations, departments, etc. taking the lead in planning, implementation, and evaluation. In these cases, a member of the SAFC will need to volunteer to serve as the program facilitator to work with the other organization to assure that SAFC funds are spent in accordance with the lead organization’s program plan or program proposal. The SAFC program facilitator will serve as the point of contact of the SAFC for the lead organization. The SAFC program facilitator may choose to participate in aspects of the other organization’s program planning. The lead organization will submit to the SAFC treasurer a final financial report from the lead sponsor including comparisons of the planned and actual revenues and expenditures.

SAFC members who present proposals on behalf of other organizations, departments, etc. are automatically designated the SAFC program facilitator. The SAFC program facilitator may include a non-SAFC member co-sponsor, who will be the person in charge of the project. The co-sponsor will automatically be invited to the meeting. All proposals for indirect programming require a designated SAFC program facilitator who will serve as the person in charge of the project, unless a non-SAFC member co-sponsor is recruited.

The matrix below serves as a framework by which proposals for programming may be viewed by the SAFC. Programs shown in the matrix are examples only and do not commit future SAFCs.

	Direct Programming	Indirect Programming
Enhancing student experience at Athletic Events and the student athletic experience	<ul style="list-style-type: none"> • Subsidize parking @ Aloha Stadium • Tailgate @ Aloha Stadium via corporate partner • Spirit Scholarships • Refreshments free to students at sporting venues • Purchase of towels & other memorabilia to increase student spirit 	<ul style="list-style-type: none"> • Funding grants • Registration subsidies for Leisure Program noncredit classes • Financial support to cover operating costs to host intramural championships in the Stan Sheriff Center
Enhancing student experience overall on campus	<ul style="list-style-type: none"> • Advocate on behalf of requesting groups w/ Athletics beyond giving money 	<ul style="list-style-type: none"> • Funding grants

Principle 4-2. Funding Program for Indirect Programming – In order to increase the co-curricular and curricular offerings which enhance the student experience both on campus and at athletic events as well as the students’ athletic experience, the SAFC will make available a portion of the student athletic fees to financially support the programming efforts of registered clubs, University departments, and University programs. Application forms will be provided by the SAFC to allow for transparent application by as many groups as possible. Distinct funding criteria and reasonable timeframes for the funding program will be established and announced using available communication channels on campus.

Principle 4-3. Partnering for Direct Programming – The SAFC will look towards the Athletic Department as a critical partner to make its contacts, contracts, arrangements, and other resources available to increase student participation at athletic events. Additionally, the SAFC will rely on the Athletic Department and its contacts, contracts, arrangements, and other resources available to foster a sense of community between the student athletes and the larger campus community.

Principle 4-4. Fee Increase Process – As outlined in Part VI of the Student Benefit Package, any proposal for an increase in the Student Athletic Fee by the UHM Athletic Department must first be presented to the SAFC with clear demonstration of the programmatic and financial contribution that the amount of existing student athletic fees has had on the Athletic Department budgets for the previous two or three years. The proposal for a fee increase shall include financial projections of how the fee increase will contribute to the programmatic and financial needs of the Athletic Department budget.

Article V: Amendment


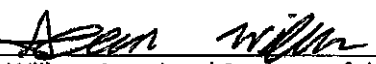

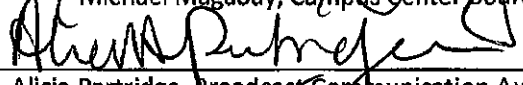
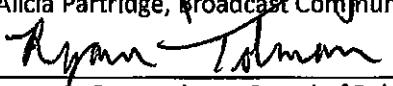

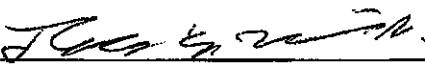
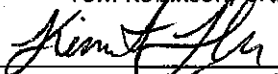
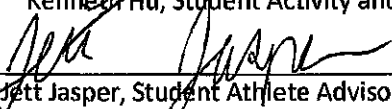
Principle 5-1. Proposal – An amendment to these operating principles shall be made in writing and submitted to the chairperson or facilitator of SAFC. At the next meeting of the SAFC, the amendment shall be discussed and a timetable shall be set to allow for input from, and consultation with, the different student constituencies from which members of the SAFC are drawn.

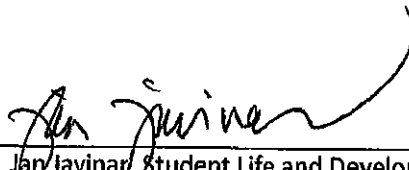
Principle 5-2. Voting - The SAFC shall vote on the proposed amendment at an authorized meeting following the deadline for input from the student constituencies from which members of the SAFC are drawn. A two-thirds vote of the SAFC shall be necessary to approve the amendment. A copy of the duly approved amendment shall be filed with the Manoa Chancellor via the Manoa Vice Chancellor of Students.

Article VI: Ratification

Principle 6-1. Agreement - All members of the Student Athletic Fee Committee agree to the terms of these operating principles as signified by their signatures below.

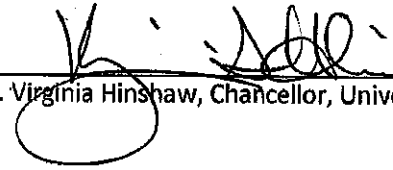
Principle 6-2. Initial Signators – The signatures of the initial SAFC members are affixed below.

	12-1-11
Anna Koethe, Associated Students of the University of Hawai'i	Date
	12/1/2011
Sean Wilbur, Associated Students of the University of Hawai'i	Date
	12/1/11
Michael Magaoay, Campus Center Board	Date
	12/1/11
Alicia Partridge, Broadcast Communication Authority	Date
	12/1/11
Ryan Tolman, Board of Publications	Date
	12/8/11
Erin Allman, Graduate Student Organization	Date
	12-1-11
Tom Robinson, Graduate Student Organization	Date
	12/05/11
Kenneth Hu, Student Activity and Fee Board	Date
	12/08/11
Jett Jasper, Student Athlete Advisory Committee	Date



Jan Javinar, Student Life and Development (ex-officio) Date 12/1/11

Principle 6-3. Chancellor's Concurrence – By signature below, the Chancellor of UH-Manoa has reviewed this initial document and concurs with the contents therein.



Dr. Virginia Hinshaw, Chancellor, University of Hawaii at Manoa Date 1-18-12