Constitution of the Kachemak Bay Campus Student Association
Kachemak Bay Campus of Kenai Peninsula College

ARTICLE I: NAME AND AUTHORITY

The name of this organization shall be the Kachemak Bay Campus Student Association of the Kachemak Bay Campus of Kenai Peninsula College, the University of Alaska Anchorage; herein referred to as the Student Association.

The Kachemak Bay Campus Student Association shall be duly constituted under the University of Alaska Board of Regents Policy Part IX, Chapter 1 (09.01.01) and Kenai Peninsula College Council Bylaw Part 1, Chapter 1 Article ix, Section b and C.

ARTICLE II: PURPOSE OF THE ORGANIZATION

The Student Association serves our campus community through governance, information and programming.

The Student Association strives to develop a cohesive spirit among students through the encouragement of leadership, participation and understanding.

The Student Association should provide educational, social, cultural and recreational programs, as well as services that reflect student needs and interests, giving maximum opportunity for individual growth and group effectiveness.

ARTICLE III: EXECUTIVE BOARD

The Executive Board of the Student Association will consist of the President (presiding), Vice-President, Treasurer, Secretary, Service Chair, and the Student Association Advisor (ex-officio). Each member of the Executive Board is a voting member, except for the Advisor, who serves in an advisory role.

The Executive Board is responsible for: setting policies and procedures affecting the Executive Board; approving goals, objectives and budget allocations; confirming Presidential appointees; membership recruitment and retention activities; leadership training; serving the needs of the Students Association; and monitoring the activities of the Student Association to assure compliance with the regulations of the Kachemak Bay Campus of UAA, the Board of Regents policy, and this Constitution.
Section A: Offices and Duties

President:
Responsible for: general management of the Student Association through the Executive Board; developing goals and objectives; facilitating their implementation and evaluation; appointing non-elected committee chairpersons upon approval of the Executive Board; chairing Executive Board meetings; calling special meetings; representing the Student Association to the Coalition for Student Leaders and other groups; supporting the Legislative Committee; reporting the actions of the Student Association and the Executive Board to the Kenai Peninsula College Council and the Kachemak Bay Campus Advisory board; assuming the Service Chair’s responsibilities in his/her absence.

Vice-President:
Responsible for: assuming the President’s responsibilities in his/her absence; supporting the Program Committee; coordinating leadership training opportunities for the Executive Board.

Treasurer:
Responsible for: submitting money from vending machines and donation boxes to KBC fiscal staff to put into the Student Association account; record keeping of the Student Association accounts; making recommendations to the Executive Board on financial policies and procedures; presenting financial reports to the Executive Board; supporting the Service Committee; preparing the annual Student Association budget for Executive Board approval; assuming the Secretary’s responsibilities in his/her absence.

Secretary:
Responsible for: communication within the Student Association students and the Executive Board with items such as agendas, minutes, announcements, and membership information; advertising for events; general clerical and office management; supporting the Communications Committee; writing and disseminating the student newsletter and website information.

Service Chair:
Responsible for: purchasing and stocking refreshments for resale; maintaining appropriate vending inventory; assisting the treasurer in collecting the money from the vending machines and donation boxes for submission to the KBC staff; implementing and monitoring of KBCSA service projects; coordinating general Student Association activities.

Section B: Selection of Officers

Kachemak Bay Campus students, upon paying the prescribed student activity fee (Regents’ policy #PO5.10.02 E.1) will be members of KBCSA with all rights, privileges, and responsibilities in any activity to which the authority of this Constitution extends. Members of the Student Association wishing to run for office may be nominated by another member or through self-nomination. Nominees must be enrolled and maintain enrollment for a minimum of six (6) academic credits from the University of Alaska with a minimum of three (3) of those credits from face to face classes at the Kachemak Bay Campus during each semester they serve as an officer.
Officers are paid employees of the University of Alaska, and must meet the terms and condition of student employment according to Board of Regent’s policy.

Nominees must file a ballot-information form at least five (5) working days prior to the election. Elections will then be advertised for three (3) working days before voting begins. Voting will be held for three (3) working days. Candidates may advertise from the time a ballot-election form is submitted through the days of the election subject to advertising policies.

Voting for the position of President will be held in April. This student will take office on the first day of the following semester.

Voting for the positions of Vice President, Secretary, Treasurer and Service Chair will be held in September. These students will take office one week after elections.

Section C: Special Elections / Vacant Positions

If candidates vying for the same position receive the same number of votes, a special run-off election will be held within five (5) working days. Vacant elected positions due to resignation or removal from office are to be filled by a selection committee. Vacant positions will be posted for a minimum of five (5) calendar days. Candidates may be nominated or self-nominated by completing an application form.

The selection committee will be comprised of at least three (3) students (at least one (1) from the Executive Board), and one (1) member of the Kachemak Bay Campus faculty/staff. The selection committee will interview the most qualified candidates and make the selection for each position by simple majority vote.

Section D: Terms of Office

Terms of office will run through one (1) full year. If re-elected, an officer may only hold the same office for two (2) consecutive years at a time, unless no other person runs for that same position.

Section E: Removal from Office

Officers may be removed from office for not fulfilling the responsibilities of their office, not meeting the Regent’s terms and conditions for student employment, or malfeasance pending due process. Removal from office may occur by either a three-fourths (¾) majority vote of the Executive Board or two-thirds (2/3) majority student vote of no confidence, per the discretion of the Executive Board.
In the case of an appeal of a removal from office, an Ad-Hoc Appeals Board will be formed within two (2) calendar weeks of the appeal. The Appeals Board will consist of at least three (3) students (at least one (1) from the Executive Board), and one (1) member of the Kachemak Bay Campus faculty/staff. Appeals Board decisions will be final. Meetings will be held on campus, at a time most convenient for all with meeting notification provided three (3) working days in advance.

ARTICLE IV: ADVISOR

The Student Association Advisor shall be a member of the KBC staff, and is a non-voting member of the Executive Board. The Advisor supervises and educates student leaders in such a manner as to enhance student development and reflect UA & KBC goals and policies.

ARTICLE V: MEETINGS

The Student Association Executive Board should hold a minimum of eight (8) one (1) hour meetings per semester, preferably once each week. Dates for Executive Board meetings will be set and publicized as early in each semester as is feasible. Changes in the meeting schedule will be posted three (3) working days in advance. Any member of the Student Association may call a general membership meeting, which must be posted three (3) working days in advance, with the approval of the Executive Board. Meetings will be held on campus and open to the public. When needed, the President may call a special meeting allowing no less than twenty-four (24) hour notice prior to a general membership meeting. Each committee chairperson will develop a meeting schedule for committee meetings.

The President will preside over Executive Board meetings, which will require attendance by a minimum of three (3) voting members for a quorum.

ARTICLE VI: COMMITTEES

A committee may be formed during an Executive Board meeting to oversee and execute a specific task that cannot or should not be entirely addressed in weekly Executive Board meetings. Standing Committees need to be formed each school year to address foreseeable annual business. Special Committees may be formed each year to address additional issues as deemed appropriate by the Student Association. Only Executive Board officers can be paid for time spent on committee projects, but other members of the Student Association who participate in committee projects throughout the year may be eligible for an honorarium scholarship upon approval of the Executive Board.
Section A: Standing Committees

Program Committee:
Responsible for: planning and implementing social, recreational, and cultural activities and services to benefit the campus community.

Service Committee:
Responsible for: assisting the Service Chair in conducting and maintaining Association services, projects, and activities.

Communications Committee:
Responsible for: keeping the campus community informed about activities, issues and news; advertising applicable Student Association events on the radio, in the newspaper, and with flyers on local billboards; helping the Secretary write and print the student newsletter, helping ensure the KBCSA webpage is up to date.

Budget Committee:
Responsible for: assisting the Treasurer in maintaining Student Association records and accounts; reviewing annual Student Association revenue and expenditures to write a Student Association budget for the following fiscal year.

Legislative Committee:
Responsible for: Student Association officer election/selection process, updating the Student Association constitution as needed, focusing on issues of concern/benefit to KBC students and representing these concerns to the Alaskan Legislature and others.

Graduation Committee:
Responsible for: having the graduation ceremony catered; providing utensils, decorations, and entertainment for the graduation ceremony; cleaning up after the event.

Section B: Special Committees

Special Committees are appointed by the President with Executive Board approval to serve occasional or short-term needs of the Student Association. The President can appoint a member from the Executive Board to supervise Special Committees.

Section C: Committee Recruitment/Retention

The supervising officer will appoint a committee chairperson for each Special Committee, who is then responsible for further recruitment of committee members from the Student Association.
ARTICLE VII: CLUBS

Any group of students with some common interest and purpose may form a club, electing officers and/or assigning dues or fees. Clubs may be social, academic, pre-professional, service, honorary, religious, political, or special interest in their orientation.

Section A: Requirements

All student clubs and organizations must be registered by the Executive Board before becoming official registered campus organizations and thus entitled to all of the rights, privileges and responsibilities. Each club must be familiar with and follow all rules and regulations pertaining to student clubs. All clubs are required to have a faculty/staff advisor, who should be a permanent member of the faculty or staff at KBC. An adjunct faculty advisor may be approved by the KBC director on a case-by-case basis. All clubs must maintain an open membership, whereby any KBC student carrying at least one (1) credit hour may join as a member of the club.

Section B: Club Registration

In order to start a club, the club must submit a Request for Club Registration Form, to include the names, contact information and signatures of a designated advisor and at least five (5) students who are currently enrolled at KBC with one (1) or more credit hours and in good academic standing; along with a written constitution addressing the purpose, roles and responsibilities of the club and its members, to the Executive Board. The Executive Board will review the documents at its next scheduled meeting, and the club will receive notification of its status following this meeting.

Section C: Loss of Registration

The Executive Board may deny or withdraw a club’s registration and its related privileges if the club or its members, in the name of the club, refuses to abide by University regulations; fail to abide by the policies outlined in the student code of conduct (found in the KBC Student Handbook); violate state or federal law; or fails to meet requirements for registration.

ARTICLE VIII: STUDENT FEES

The Student Association Executive Board has the authority to establish and allocate a student activity fee in accordance with Regent’s policy. This fee or any designated portion thereof will not be changed except by successful passage of a student referendum. Any changes must be in accordance with Regent’s policy.
ARTICLE IX: TRANSPARENCY

The Executive Board’s actions will be decided by a simple majority vote that will be recorded in the minutes of each meeting. Officers will submit a brief written description of their individual hours worked and tasks completed during the pay-period with their bi-weekly time-sheets. Committee members who are not officers of the Student Association must submit a brief written description of their individual hours worked and tasks completed during the pay-period to the Student Association advisor to be eligible for the honorarium scholarship.

ARTICLE X: NON-DISCRIMINATION

KBCSA will serve all students in accordance with Board of Regents Policy on non-discrimination, which states that in accordance with Federal and State law, illegal discrimination against any individual because of race, color, religion, national origin, age, sex, sexual orientation, veteran status, physical or mental disability, marital status, pregnancy or parenthood is prohibited.

ARTICLE XI: CONFLICT OF INTEREST

a. No Executive Board member or Representative will have any personal interest in any request for funds that comes before the KBCSA, and an Executive Board member or Representative shall abstain from any vote to disperse funds to an organization in which he or she is a current or recent member.

b. No Executive Board member or Representative shall participate in a vote that will result in the disbursement of funds to an organization in which a spouse, sibling, parent, aunt, uncle, grandparent, or financially independent partner (as defined by Board of Regents Policy) is a member.

c. No Executive Board member or Representative may request funds from the KBCSA.

ARTICLE XII: PROCEDURAL RULES

Robert’s Rules of Order will be followed for the conduct of official business.
ARTICLE XIII: AMENDMENTS AND RATIFICATION

Any member of the Student Association may propose amendments or alterations to this constitution. After review and a two-thirds (2/3) majority approval by the Executive Board, proposed amendments must then be posted for a minimum of five (5) working days. Amendments or alterations may then be approved by a three-fourths (¾) majority of voting members in a referendum.

In the case where the Executive Board does not approve a proposed amendment or alteration, a member may bring the issue to referendum by presenting a supporting petition signed by 10% of current Student Association members.

Upon approval, this constitution and subsequent amendments or alterations must meet the following criteria in order to be ratified:
Shall meet the standards set by the Board of Regents
A majority of ballots cast by the voting students in special referendum - May 2012
Approval by KBC Director
Approval by KPC Director
Approval by UAA Chancellor
Approval of the President of the University of Alaska

Revised, Spring 2012