

**LAW STUDENT GOVERNMENT
AT THE WILLIAM S. RICHARDSON SCHOOL OF LAW
AT THE UNIVERSITY OF HAWAI‘I AT MĀNOA**

Executive Board Meeting Minutes

2515 Dole Street, Honolulu, HI 96822

Law School Library

Wednesday, July 30, 5:00 pm – 7:00 pm

Monday, August 4, 5:30 pm – 7:30 pm

- I. Call to Order
- II. Officer Reports

President – A. Makana Paris

- Dean Antolini, Law School Administration, requested LSG Representatives for Faculty Committees, final list of committees and their corresponding responsibilities and time commitment is still pending
- Dean Kawakami, Law School Administration, requested LSG/SBA members to attend lunch at orientation Saturday, August 16, 12:15 pm – 1 pm and Monday August 18, 12:15 pm – 1:15 pm
- Director Steele Hutchinson, Law School Administration, requested the SBA dues amount to inform new students during orientation
- Student Organization storage has been successfully moved to the Student Lounge/SR5
- Christian Legal Society requested recognition by the LSG
- ABA 9th Circuit requested a representative from the LSG
- Cabinet for the Office of the President proposed with the following positions:
 - (1) University Affairs
 - (2) Law School Affairs
 - (3) Membership Affairs
 - (4) Community Affairs
 - (5) Alumni Affairs

Vice-President – Katherine Vessels

- The Senate plans to convene before the start of the Fall 2014 semester in order to pass its rules or order

Secretary – Kelcie Nagata

- Student Activities Committee set for Wednesday, August 6, 5:30 pm at the Law School

Treasurer – Matthew Kona Ka‘aihue

- The Finance Committee shall meet to form the draft budget for the Fall 2014 semester by August 17

III. Unfinished Business

None.

IV. New Business

All actions were taken unanimously by the Executive Board.

a. Rules of Order

Action: The Executive Board shall use the most recently revised edition of Robert's Rules of Order as their parliamentary authority.

b. Unanimous Consent

Action: The Executive Board shall take action through unanimous consent.

c. Respect of Executive Officer Jurisdictions

Action: The Executive Board shall defer leadership to the executive officer in whose jurisdiction the question before the board falls.

d. Transparency

Action: The Executive Board shall generally hold meetings open to the membership.

e. Executive Session

Action: The Executive Board retains the right to enter into executive session, which would be closed to the membership.

f. Executive Board Meetings

Action: The Executive Board shall maintain regularly scheduled meetings.

g. Special Sessions

Action: The Executive Board shall inform the membership of a special session within 48 hours of the special session.

h. Executive Board Agenda

Action: Any member of the SBA may ask for an item of business be placed on the agenda for the Executive Board to take up.

i. Minutes

Action: Draft minutes shall be sent to the membership within 48 hours of an Executive Board meeting.

Action: Minutes may be amended before approval at a subsequent Executive Board meeting.

Action: Minutes must be submitted by an executive officer and approved by the remaining executive officers.

j. SBA Dues

Action: The dues for incoming 1L's shall be \$65. The dues for incoming AJD's shall be \$45. The dues for incoming LLM, transfers, visiting, and UBC members are \$20.

The Executive Board sets the SBA dues in order to timely inform the Law School Administration and incoming members of the current SBA dues and to allow the Treasurer to fulfill her duty for collections. Auth: SBA Const. §4.6.3; §4.4. Under the 2013 version of the SBA Constitution, the Executive Board recognizes the primary authority of the Senate to set dues for the SBA. Auth: SBA Const §2.2. However, the Senate has yet to pass a by-law by which the SBA dues have been set. As such, the Executive Board acts upon necessity to ensure the timely response for both the Law School Administration and the Treasurer. Further, the SBA Constitution does not preclude the Executive Board from setting SBA dues.

Prior to the transition of governing structure of the SBA, dues were \$60 for incoming 1L's and \$20 for LLM, transfers, visiting, and UBC members. No dues amount existed for AJD's because they did not exist before the 2014-2015 academic school year. The Executive Board increased the traditional dues amount by \$5 for the 1L's to adjust for inflation, considering dues have been consistently \$60 for known memory. The dues for AJD's has never been set under the old governance structure because AJD's did not exist while that old governance structure was operative. Thus, their dues are set for \$45. Initial dues collection will coincide with Orientation on August 16 and August 18, 2014. Members may submit dues to the Treasurer upon her availability thereafter.

The Executive Board will enforce the dues amount set by the LSG Senate upon a legal promulgation of a by-law setting SBA dues, until such time, the Executive Board shall enforce the dues set as outlined above.

k. Lockers

Action: Lockers shall be assigned to full members of the SBA subject to the terms and conditions of the most updated form of the SBA Locker Form.

Action: Members not wishing to become full members of the SBA may obtain lockers as prices set by the Treasurer, subject to the terms and conditions of the most updated form of the SBA Locker Form.

l. LSG Recognition of Student Organizations

Action: Student Organizations must submit the following to the President to be considered for recognition by the LSG (Auth: SBA Const. §1.4.A):

- (1) Membership list and contact information (first and last names and e-mail)
- (2) Point of contact for the Student Organization (e-mail and phone number)
- (3) Governing document of Student Organization
 - (A) Organizational structure (e.g. democracy, demarchy, ethnocracy, republic, board, meritocracy)
 - (B) Successorship (How is governance transferred from one generation of Richardson students to the next?)
 - (C) Decision making process (How does the Student Organization make official decisions that are binding upon the Student Organization? Voting? Consensus?)
 - (D) Mission statement (What is the purpose for the Student Organization's existence?)
- (4) Faculty Adviser (If any)

Note: Additional requirements for funding beyond “recognition” may be required to receive funding from the LSG. Please contact the Secretary and Treasurer for additional requirements.

m. Christian Legal Society

Action: The Christian Legal Society has met all criteria for recognition by the LSG on this Wednesday, July 30, 2014.

n. Student Organization Storage

Action: Student Organizations may rent a twenty-seven gallon plastic container to store items in the Student Lounge at \$15 for each season of Fall, Spring, and Summer. Storage during Winter shall be at no additional cost. The President will consider additional storage requests on a case-by-case basis.

Action: Student Organizations may request a single locker for use as storage from the Secretary at no charge, subject to availability. The Secretary will consider additional locker requests on a case-by-case basis.

o. Finance Committee

Action: The Finance Committee shall have five (4) members and chaired by the Treasurer. Two members shall be members of the LSG Senate appointed by the Vice-President and two members shall be full members of the SBA appointed by the President.

p. LSG Expenditures

Action: The Executive Board shall operate with the understanding that “co-sign” of section 4.4 of the SBA Const. means the President and Treasurer shall be in agreement over

every check that funds expenditures of the LSG, even though only one officer needs to physically sign an LSG check.

The Executive Board after inquiry into the cost and common business practice of checks with duo signatures has found that the practice is untenable given the size of our fiscal resources.

q. Law Student Government Operations Budget

Action: The following shall be the Law Student Government Operations Budget:

- \$1000 per academic year for the Executive Board
- \$200 per academic year for the Judiciary
- \$200 per academic year for the Senate

Requests for additional funds must be approved by the Finance Committee.

r. Treasurer's Report

Action: The Treasurer shall prepare a report of the fiscal resources of the LSG to be sent to the membership by the first of every month.

RECESS Wednesday, July 30 – 7:00 pm
Call to Order

s. Officer Training

Action: The Executive Board recognizes its duty to be trained by the Judiciary.
Auth: SBA Const. §5.5.

t. Assistants

Action: Each officer of the Executive Board shall have an assistant, to be chosen by whatever means the officer chooses and for whatever term the officer chooses.

u. LSG Reservation of SBA Calendar Dates

Action: The Secretary shall reserve dates on the SBA Calendar for the following events of the LSG:

- State of the SBA (1 day: Before Big/Lil Sib Event 5 weeks)
- Installation of Officers (1 day: 2 weeks after election polls close)
- Graduation (as determined with Law School administration)
- Admitted Students Day (as determined with Law School administration)
- Orientation (as determined with Law School administration)
- Student Organization Days (as determined with Law School administration)

- Officer Training (2 days: within 2 weeks of election of new officers)
- Executive Board (1 day every 2 weeks for 90 minutes)
- Senate Meetings (as determined by the Vice-President)
- Finance Committee (as determined by the Treasurer)
- Candidate Forum (1 day: 1 week prior to election)
- Big/Lil Sib Event (1 day: within first 5 weeks or Orientation)
- Constituent Group Events (1 day for each constituent group, that is, LLM, 1L, 2L, 3L, Ulu Lehua Scholars)

I. Adjournment – 7:42 pm

Submitted by: _____
A. Makana Paris, President

Approved by: _____
Katherine Vessels, Vice-President

Approved by: _____
Kelcie Nagata, Secretary

Approved by: _____
Matthew Kona Ka‘aihue, Treasurer