Student Caucus Rules & Regulations  
2010-2011

Delegates:
1. Campuses may send two official delegates to each Caucus meeting. Notification of the names of delegates must be sent/e-mailed to the Caucus advisor by the student government advisor.
2. Delegates are chosen according to campus student government policies/practices/bylaws.
3. It is beneficial to the campus to retain the two delegates for the entire school year, if possible, for continuity. If a delegate is unable to attend a meeting, the campus may send the alternate delegate.
4. Delegates must be in good standing with the campus.

Travel:
1. All delegates who must fly to a meeting will be given deadlines by which to submit flight information. Delegates MUST meet the deadlines or may not be allowed to travel, thus forfeiting a delegate’s spot at the Caucus meeting.
2. Delegates who fly must complete the Travel Request Form and either fax (808-956-9219) or e-mail the form as an attachment to Carol at carol701@hawaii.edu. Do not send the information in the body of the e-mail or in any other format than the one prescribed.
3. Delegates are permitted to fly a few days before and/or after a designated meeting; however, delegates who choose to do so are responsible for their own ground transportation. Delegates who fly at the designated times before and after a meeting will be provided ground transportation.
4. Delegates for whom travel costs are paid must attend the entire Caucus meeting or event.
5. Delegates who book a flight through the UH System Office of Student Affairs must make the flight because it has already been paid. If advance notice is given, sometimes OSA can cancel the reservation at no cost. However, if a delegate does not show up for the flight, the delegate or campus must repay the Caucus for the cost of the flights or the cost of the change fee. If not, the delegate’s registration/transcript/diploma requests will be placed on hold until repayment is made.

Attendance:
1. Full attendance by all delegates is expected. Quorum is necessary for transactions.
2. Delegates who receive stipends/waivers/benefits from their campuses (whether travel costs were paid or not) are expected to attend the entire Caucus meeting or event.
3. Delegates for whom travel costs are paid must attend the entire Caucus meeting or event.
Hosting a Meeting:
See separate rules on this.

Listserv:
1. The Student Caucus listserv is hosted by the UH System Office of Student Affairs.
2. Caucus delegates and student government advisors are on the listserv.
3. Posting messages: Only members of the listserv may post messages. The messages should be relevant to student government or Student Caucus issues. Personal, political or social messages should not be posted.