

KE KUMUKĀNĀWAI

Ka 'Aha Kauleo Kaiapuni Hawai'i

BY-LAWS OF THE 'AHA KAULEO

(Amended and Approved at the 2-6-2021 'Aha Kauleo Meeting, on Zoom)

Article I: Name and Purpose

1.00 Name

- The organization name shall be 'Aha Kauleo Kaiapuni Hawai'i.

1.10 Purpose

- The 'Aha Kauleo Kaiapuni Hawai'i is the statewide council for the Papahana Kaiapuni Hawai'i which provides proactive leadership, direction, and advocacy for the development and growth of its Hawaiian medium schools. The council advises directly through the Office of Hawaiian Education of the Department of Education.

Article II: Representation

2.00 Representation

- The Council shall consist of 1 parent representative and 1 teacher representative per elementary (K-6) and secondary grades (6-12) and/or from each Hawaiian medium education site, 1 principal representative, 2 representatives from the University of Hawai'i at Hilo through Kahaka'ulaoke'elikōlani and Hale Kuamo'o, 2 representatives from University of Hawai'i at Mānoa through Kawaihuelani and Kamakakūokalani, 1 representative each from Brigham Young University-Hawai'i, University of Hawai'i Maui College E Ho'oulu Lāhui Hawaiian Studies and Language Program, University of Hawai'i at Mānoa College of Education Hawaiian Language Immersion Teacher Education Program, University of Hawai'i at Hilo Kahuawaiola, 'Aha Pūnana Leo, Office of Hawaiian Affairs, Office of Hawaiian Education, Kamehameha Schools/Bishop Estate and the Queen Lili'uokalani Childrens' Center. Each representative shall be selected from its own membership and will serve as the representative voice for the interests and concerns of its constituency.

2.10 Meetings

- The Council shall meet quarterly at a date and location determined by the Chairperson of the Council, with general consensus of its membership. The Executive Council may have additional meetings as deemed necessary.

2.20 Quorum

- A quorum will consist of 10 voting members, at least one of which shall be a member of the executive council.

2.30 Motions

- All members of the 'Aha Kauleo may introduce motions. Testimony from non-council members may be entertained during discussions of motions.

2.40 Vote

- Each representative is considered a voting member with the exception of the Office of Hawaiian Education, Office of Hawaiian Affairs, Queen Lili'uokalani Children's Center, and the Kamehameha Schools/Bishop Estate.

2.50 Notice

- Meetings shall be determined by the Council Chairperson with general consensus by its membership before the end of its prior meeting. At such time the date, locations and time for the following meeting will be determined. When warranted, the Council Chairperson may call a special Council meeting by providing notice to its membership a minimum of a 7 day notice.

Article III: Council Members and Officers

3.00 Qualification

- Any voting member of the 'Aha Kauleo shall be qualified for nomination and election as an executive council member.

3.10 Election

- The executive council shall consist of a Chairperson, a Vice-Chairperson, a Recording Secretary, and a Corresponding Secretary. Each officer shall serve a two-year term on the Executive Council. Executive Council members shall serve until their successors are elected and may serve consecutive terms. Interim elections of officers to fill the remaining term of any vacant position may be held as required at regularly scheduled membership meetings.

3.20 Term

- The Executive Council member shall be elected for a term of two years. Elections will take place in August.

3.3.0 Executive Decision Making

- At any meeting of the executive council, the presence of the majority of members shall constitute a quorum.

3.40 Council Members Responsibilities

- Council members shall attend all meetings and make arrangements for substitutes if unable to attend and are responsible for informing the Executive Council. Each member is a representative voice for their home site constituency and therefore, responsible for reporting back on the developments of the Council's actions in an official capacity.

3.50 Luna Ho'omalulu (Chairperson)

- The Chairperson will coordinate and preside at meetings of the council and shall have the power to sign all instruments approved by the 'Aha Kaulea. The Chairperson is responsible for preparation of draft agenda items and delivery of all related information, correspondence, and minutes to the DOE representative for distribution no less than 14 days prior to any upcoming meeting. Preparing and filing of all correspondence of the council shall be the responsibility of the Chairperson and may be assisted by the Secretary of the Vice-Chairperson as deemed necessary. If the Chairperson is unable to attend a council meeting then the Vice-Chairperson will conduct the meeting with all the information necessary provided by the Chairperson to the Vice-Chairperson. Representation at BOE meetings, legislative hearings and other pertinent meetings will be attended by the Chairperson. In the event the Chairperson is unable to attend, any officer or appointed board member by the Chairperson may attend in the Chairperson's place. The Chairperson may also appoint for a specified term any qualified person to any standing or special committee provided by these By-laws or established by any resolution from its Council members.

3.60 Hope Luna Ho'omalulu (Vice-Chairperson)

- The Vice-Chairperson of the Council will provide assistance as necessary for the officers in the conduct of council activities. The Vice-Chairperson will also assist the Chairperson by conducting council meetings, attending pertinent meetings for council business, writing of correspondence and other responsibilities in the Chairperson absence or as deemed necessary.

3.70 Ke Kākau 'Ōlelo (Secretary)

- The Secretary of the Council shall record, keep, and provide prepared minutes of all meetings of the council, maintain general records of the Council and have the power to sign minutes of meetings. The Secretary is responsible for maintaining an accurate record of present and former members, and officers of the Council. The secretary must arrange for a substitute to record minutes in his/her absence.

3.80 Kūka'i Leka (Corresponding Secretary)

- The Corresponding Secretary will also assist the Chairperson by attending pertinent meetings for council business and writing of correspondence as deemed necessary.

Article IV: Standing or Special Committees

4.00 Standing Committees

- The 'Aha Kauleo may establish any standing committee as necessary. The governance of, qualification for and terms of membership, duties and direction of all standing committees shall be established by its committee chairperson and members with direction from the Council Chairperson.

4.10 Special Committees

- The Chairperson may establish, subject to approval by the Board, special committees as needed to assist in various functions and specific tasks of the Council. The Council Chairperson shall provide the direction and work directly with the special committee until such time when their assigned task is completed.