



2026 Revision

Hui 'O Mililani Uka was established by Mililani Uka Elementary School parents in July 1978 with Bylaws established February 15, 1979.

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ARTICLE I ORGANIZATION NAME

The name of this non-profit organization shall be: Hui ‘O Mililani Uka (Hui), the Parent Teacher Organization for Mililani Uka Elementary School (MUES).

ARTICLE II PURPOSE

The Hui is organized exclusively for charitable and educational purposes, including the support of tax-exempt organizations under section 501(c)(3) of the Internal Revenue Code. The purpose of the Hui is to support the MUES mission statement, enhance the school’s learning environment through volunteer help and fundraising, and foster parent/legal guardian and community involvement.

ARTICLE III MEMBERSHIP

Section 1. Eligibility

Membership is automatically granted to any MUES faculty, staff, and any parent/legal guardian of an MUES student.

Section 2. Dues and Donations

There are no membership dues. Donations will be solicited annually, and a fee will be assessed for all returned checks as determined by the Executive Board.

Section 3. Membership Classes and Voting Rights

- The Hui has four classes of membership: Elected Officers, Executive Board Members, Committee Members, and General Members. Individuals may hold membership in more than one class.
- Elected Officers and Executive Board Members: Each receives one vote for all assemblies (Regular, Special, and General Membership Meetings).
- Committee Members and General Members: Each receives one vote only during General Membership Meetings.

All members are entitled to receive notice and attend meetings as relevant to their class, make motions (subject to meeting type), speak in debate, and nominate members for office.

Section 4. Termination and Resignation

Membership is terminated when a member no longer has a student at MUES or is no longer part of the MUES faculty/staff. A member whose conduct is detrimental to the Hui is subject to disciplinary action, including suspension or expulsion. Elected Officers, Executive Board Members, or Committee Members may resign by submitting a letter to the Executive Board, which must be accepted by a majority vote at the next Regular Meeting, after provision is made to fulfill their remaining responsibilities.

ARTICLE IV OFFICERS

Section 1. Elected Officers and General Provisions

The Elected Officers are the President, Vice President, Recording Secretary, Strategic Communications Officer, Corresponding Secretary, and Treasurer. They are volunteers, shall not be paid, and will perform the duties outlined in these bylaws.

Section 2. Duties of Officers

1. **President:** Presides over meetings; appoints committees and calls special meetings; manages overall operations; and acts as the primary contact with MUES administration. The president may approve spending of \$300 or less to support last-minute expenses for events.
2. **Vice President:** Assists the President and performs their duties in the President's absence; oversees fundraising; and serves as a liaison for committees and volunteers.
3. **Recording Secretary:** Takes roll, records, and distributes meeting minutes; and serves as custodian of all historical records.
4. **Strategic Communications Officer:** Works with President, Vice President, Corresponding Secretary, and event leads to handle external communications. External communications may include but are not limited to: social media posts and photo / video uploads, email announcements, emailing parents with Hui aims and goals for the current academic year, etc.
5. **Corresponding Secretary:** Provides meeting notifications and prepares correspondence with Executive Board approval.
6. **Treasurer:** Collects revenue and pays authorized expenses; drafts the annual budget; maintains financial records and presents reports to monthly meetings; and pays applicable taxes.

Section 3. Nominations and Elections

1. **Nominations:** Nominees may be self-nominated or endorsed with consent. Nominations are made starting the close of the monthly meeting one month ahead of the general and extending for 3 weeks. The ballot will be presented at the general membership meeting for a vote and posted on the website 3 days prior to the Spring General Membership meeting.
2. **Elections:** Held at the Spring General Membership Meeting by a majority vote via a show of hands.

Section 4. Eligibility and Term

Any parent/legal guardian member of an MUES student is eligible for office. The President and Treasurer positions cannot be held by the same person. Officers serve a one-year term (July 1 to June 30) and are eligible for re-election.

Section 5. Removal and Vacancies

1. **Removal:** An officer may be removed for immoral or illegal conduct by a majority vote (by ballot) of the Executive Board at a Regular Meeting, provided a quorum is present and reasonable notice was given.
2. **Vacancies:**
 - **President:** The Vice President assumes the office for the remainder of the term.

- **Other Offices:** A parent/legal guardian member may be appointed by the Executive Board to fill the remainder of the term. If no member is appointed, the remaining Elected Officers must fulfill the duties.

ARTICLE V MEETINGS

Section 1. Meeting Types and Purpose

1. **Regular Executive Board Meetings:** Held monthly during the school year and open to all members. Business includes discussions, reports, voting on daily operations, and guidance from MUES principal/advisors. Voting members are elected officers on the board.
2. **General Membership Meetings:** Held a minimum of 2 times per year (Fall: Aug-Oct; Spring: Apr-May). Business includes the election of officers, voting on the annual budget and bylaws revisions, and receiving annual reports.
3. **Special Meetings:** May be called by the Hui President or 2 Executive Board members. Only the specific subject matter for which the meeting was called may be addressed.

Section 2. Notification

1. **Regular Meetings:** Members are notified via efficient media approved by MUES. Executive Board members and other relevant parties are emailed a reminder at least 2 days prior. There will be an electronic option for those that cannot make it in person. However, it is highly encouraged to attend in person.
2. **General Membership Meetings:** Notice must be given to all members at least 2 weeks prior through efficient media approved by MUES.
3. **Special Meetings:** Executive Board members and other relevant parties are notified by email at least 1 week in advance, including the specific subject matter.

Section 3. Quorum Requirements

1. **Regular Meetings:** Requires 3 elected officers, 1 MUES teacher representative, and either the Principal or Vice Principal of MUES to be present (in-person or via video call). Absent Executive Board members may submit a written proxy vote via email to the President. Voting/discussion cannot occur without a quorum.
2. **General Membership Meetings:** Requires 3 elected officers and any number of general members in attendance.

Section 4. General Provisions

1. **Cancellation/Rescheduling of meetings or events:** Requires agreement from both the Hui President and the MUES Principal. Notification must be emailed to all relevant parties within 1 day of the agreement.
2. **Electronic Meetings:** Online platforms with video capabilities may be used for meetings in lieu of face-to-face gatherings, provided the technology allows for video communication.

ARTICLE VI EXECUTIVE BOARD

Section 1. Composition and Compensation

The Executive Board consists of all elected officers, at least 2 MUES principal-designated teacher representatives, and the MUES principal (as a non-voting advisor). All are volunteers; no salary or travel reimbursement for meetings is provided.

Section 2. Meetings and Voting

The Board holds regular monthly meetings (in-person or electronic) and may gather for special meetings. Notice will be sent via MUES-approved media. A quorum requires three elected officers and 1 MUES teacher representative in attendance. Each elected board member has one vote: President, Vice President, Recording Secretary, Strategic Communications Officer, Corresponding Secretary, and Treasurer.

Section 3. Removal

An Executive Board member may be removed by a $\frac{2}{3}$ majority ballot vote at the next regular meeting with quorum, provided reasonable notice was given.

Section 4. Duties

The Executive Board's duties include:

- Managing day-to-day operations.
- Creating, approving, and amending bylaws.
- Preparing the budget for membership submission and distributing funds.
- Authorizing unbudgeted expenses over \$300 (by majority vote at a regular meeting with quorum).
- Executing fundraisers and authorizing contracts.
- Creating meeting agendas and the proposed slate of officers.
- Appointing committees, approving officer resignations, and filling vacancies.

ARTICLE VII COMMITTEES

Section 1. Appointment and Authority

The Executive Board has the authority to appoint all Standing and/or Special Committees, their chairpersons, and committee members by a majority vote at a Regular Meeting with a quorum. The President acts as an ex-officio member of all committees, except the Nominating Committee. Committees may consist of Elected Officers, Executive Board Members, and General Members.

Section 2. Statutory and Standing Committees

The standing statutory committees, which are required, are the Bylaws Committee, the Nominating Committee, and the Faculty Liaison Committee.

1. **Bylaws Committee:** Consists of the President, Vice President, and Recording Secretary. It is responsible for reviewing and proposing amendments to the bylaws. This committee is formally appointed every third year.

2. **Nominating Committee:** Consists of the Vice President, Recording Secretary, and Corresponding Secretary. It is responsible for promoting elections, explaining office requirements, accepting nominations, and managing the election process.
3. **Faculty Liaison Committee:** The Chairperson shall be appointed by the Executive Board.

Section 3. Special and Ad Hoc Committees

Special committees, including those for specific Fundraising Events, may be created by the President to address needs required at specific times. In order to ensure good Knowledge Management practices and easier planning from year-to-year, special committees for fundraising events are required to keep a folder to be passed on from lead to lead (Event leads) on the Google MUES PTO Google Drive. At a minimum, the folder will contain:

1. Committee Members and Lead names
2. Previous year's timeline and milestones leading up to the event
3. Points of Contact that enabled the specific function(s)
4. Previous 3 years' profit-loss sheets
5. Previous 3 years' budgets
6. List of files used and location they are saved on the PTO Google Drive
7. Lessons Learned of what went well and what could be improved for the next time

Section 4. General Provisions

Committee chairpersons shall be appointed with their consent by the Executive Board and are required to attend all Regular Meetings of the Executive Board or give prior notice of absence. Resignations must be submitted in writing to the Executive Board. The Executive Board may authorize committees to spend funds by a majority vote. Fundraising Event committees shall maintain a turnover binder for easy transition.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

Robert's Rules, current edition, shall govern all proceedings except where inconsistent with the provisions of the bylaws of this organization.

ARTICLE IX. DISSOLUTION

Upon the dissolution of the Hui, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a not-for-profit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, and/or scientific purposes and which has established its tax-exempt status under section 501(c)(3) of the Internal Revenue Code.

ARTICLE X. AMENDMENTS

To create an amendment, a member of the executive board or committee lead shall make a motion in a regular meeting and it will be voted upon. $\frac{2}{3}$ majority must be reached for the amendment to be approved.

Amendments shall be added as appendices to these bylaws.