



2014 Revision

Hui 'O Mililani Uka was established by Mililani Uka parents in July 1978 with By-laws established February 15, 1979.

**ARTICLE I NAME**

The name of this non-profit organization shall be: Hui 'O Mililani Uka, the Parent/Teacher organization for Mililani Uka Elementary School.

**ARTICLE II PURPOSE**

The purpose of the Hui is to involve parents, teachers and the community in ensuring Uka Students have a high quality learning environment and to fully support the Uka mission statement.

**ARTICLE III OBJECTS**

**Section 1:** The goal of the Hui is to provide the highest possible quality learning environment for the Uka students by:

- A. Ensuring parents have a voice concerning the education and welfare of their children.
- B. Promoting parental and community involvement with Uka.
- C. Providing assistance to Uka in areas that have been identified, assessed and prioritized by the Hui membership.
- D. Raising funds for the purpose of improving/maintaining educational standards.
- E. Fostering open communication among those persons concerned for Uka students.

**Section 2:** In furtherance of these purposes and objects, but not in limitation thereof, the Hui shall have authority:

- A. To act as a facilitator between the parents, Uka, district and state agencies in the name of the Uka parents to ensure the highest quality learning environment is maintained.
- B. To solicit donations, have fundraisers and distribute proceeds, ensuring a majority of all money raised is allocated during the school year in which it was raised.
- C. To conduct activities in cooperation with other school groups (such as PCNC and SCC) designed to foster parent, faculty and community involvement, cooperation and to establish Uka as a community focal point.
- D. To provide volunteers and other assistance to Uka.
- E. To keep parents informed as necessary.

**Section 3:** The Hui is organized exclusively for charitable and educational purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code of 1954.

**Section 4:** Notwithstanding any other provisions of these articles, the Hui shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under

section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

**Section 5:** Upon the winding up and dissolution of the Hui, after paying or adequately providing for the debts and obligations of the Hui, 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 IV HUI MEMBERSHIP**

**Section 1:** Membership shall be open to any Uka parent, legal guardian or certificated faculty members who are willing to support the Purpose and Objects stated in Articles II and III.

**Section 2:** Each Active member in good standing shall be entitled one (1) vote and only one (1) vote in all General meetings of the membership.

**Section 3:** Membership is terminated if that member no longer has a student attending Uka or is no longer part of the faculty.

#### **ARTICLE V DUES/DONATIONS & FUNDRAISERS**

There are no dues but donations will be solicited during each school year. A fee will be assessed for all returned checks as determined by the board each year.

#### **ARTICLE VI MEETINGS**

**Section 1:** General membership meetings will be held two (2) times a year, or more if deemed necessary by the Executive Board. An executive board member must be present to facilitate general membership meetings. All parents will be notified of these General meetings at least two (2) weeks prior to the meeting. These regularly scheduled General meetings will be held as follows:

- A. Fall. This meeting will include a formal swearing in of the new officers and other business as deemed necessary, including Hui budget revision if needed. It will be held no later than the end of the first quarter.
- B. Spring. This meeting will include election of officers for the next school year, end of the year update to the members and any other business as deemed necessary, including but not limited to approval of Hui budget for upcoming school year. It will be held during the fourth quarter.

**Section 2:** Official Board meetings will be held monthly during the school year and are open to the public. Date, time and location of the

monthly meetings for the following school year will be decided at the initial New Board meeting which will also include a general review of the By Laws.

**Section 3:** General and Official Board meetings will require the writing of the Minutes as well as the Treasurers Report.

- A. The minutes should include:
  - 1. The name of the organization, date, place and time of meeting.
  - 2. The names of all in attendance excluding General membership meetings.
  - 3. Whether the minutes of the previous meetings were approved.
  - 4. All main motions or actions, whether adopted or lost should be recorded.
  - 5. The names of the persons making the motions, but not the names of the person who seconded the motion.
  - 6. Summaries of reports given by committees.
  - 7. When a vote is taken, the number of votes on each side.
  - 8. The time of adjournment.
  - 9. The minutes should contain summaries of topics discussed and actions taken.
  
- B. The Treasurers Report should include:
  - 1. Income for the month.
  - 2. Expenses for the month.
  - 3. Checking balance for the month.
  - 4. Upcoming budgeted expenses.
  - 5. A working balance.

**Section 4:** Executive Board meetings may be called by Hui President in order to discuss upcoming issues. These meetings will include just the Officers of the Board (see Article VIII). No voting will occur for budget items over \$150.00.

**Section 5:** Special Board meetings may be called by the President of the Board or upon written request of (2) elected members of the Board. The Board members will be notified one (1) week in advance of the time, location and matters to be discussed at the meeting.

**Section 6:** Quorum.

- A. General membership meetings. A quorum will consist of a majority of the voting members of the Board and whatever number of members attend the meeting.
  
- B. Board meetings. A quorum will consist of a majority of the voting members of the Board, which must include at least (3) elected parent officers and (3) certificated faculty members with the ability of absent members to cast a written proxy vote. No voting or discussion of issues will occur without a quorum present.

**Section 7:** The order of business at meetings shall be as follow:

- Call of meeting to order.

- Reading and approval of minutes of previous meetings.
- Reviewing and approval of Treasurer's report.
- Old business.
- New business.
- Election of officers (if appropriate).
- Announcements of Principal and Board.
- Adjournment.

**Section 8:** The order of business may be altered or suspended at any meeting by a majority vote of the Active members, a quorum being present.

#### **ARTICLE VII ELECTION**

**Section 1:** Election of officers shall occur at the Spring General Meeting. These officers shall serve for one year and are eligible for re-election. They shall continue in office until their successors shall be duly elected and qualified.

**Section 2:** A nominating committee of three (3) members shall be appointed by the Board. The committee shall present a slate of candidates whose consent has been obtained. Notice of the slate of nominees shall be provided for members at least one month in advance of the election. Nominations may be made from the floor, provided the consent of the nominee has been previously obtained.

**Section 3:** Election shall be by simple majority vote of those present. Voting shall be by ballot if more than one nomination is made per office.

**Section 4:** Newly elected officers shall be formally sworn in at the Fall General Membership meeting and assume their duties at the start of the school year.

**Section 5:** If an officer is absent, without excuse, for three (3) consecutive meetings, his/her resignation is deemed to have been tendered and accepted.

**Section 6:** Vacancies in all offices shall be filled with the consent of the nominee and a simple majority vote of the Board, if a quorum is present.

#### **ARTICLE VIII OFFICERS**

**Section 1:** The officers shall be President, Vice President, Recording Secretary, Corresponding Secretary Treasurer and Hui SCC Representative. Co-Officers shall be allowed for the following positions: Vice President, Recording Secretary, Corresponding Secretary, Treasurer and Hui SCC Representative. Term of office shall be one year, beginning at the start of the school year, with officers serving until their successor is duly elected and qualified.

**Section 2:** The duties of the officers shall be:

- A. The President shall be the presiding officer at the general membership, special and Board meetings; shall appoint special committees and call special meetings as may be deemed

necessary; and shall be an ex-officio member of all committees, except the nominating committee. The president shall plan and develop helpful school projects with the Principal, and discuss important school/community related issues with school administrators. The President shall have the responsibility of carrying out the purpose and objectives set forth in Articles II and III.

- B. The Vice President, in the absence of the President, shall perform the duties of the President; shall assist the President in areas deemed necessary and shall be coordinator of the standing and special committees and be responsible for activities assigned to each.
- C. The Recording Secretary, in the absence of the President and Vice President shall perform the duties of the President. The Recording Secretary shall maintain a record book(s), the by-laws with the amendments and revisions.
- D. The Corresponding Secretary, in absence of the Recording Secretary shall perform the duties of the Recording Secretary. The Corresponding Secretary shall carry on all correspondence of the Hui, act as public relations, and shall inform members of the Board, and all parents of meetings.
- E. The Treasurer shall receive all money belonging to the Hui; shall pay the bills, as approved by the Board; shall draft the proposed budget; and shall keep an itemized account of receipts and disbursements. Two officers must sign the checks. The books must be reconciled, reviewed and accepted by a majority of the officers, prior to turnover to the newly elected Treasurer.
- F. The Hui SCC Representative shall report the Hui events/activities at SCC meetings and report for the SCC at Hui meetings the Parent and Community reports from SCC. This is a non-voting position.

#### **ARTICLE IX EXECUTIVE BOARD MEMBERSHIP**

**Section 1:** There shall be a Board consisting of the elected officers and the chairpersons of the Standing Committees.

**Section 2:** Voting members of the Board. Elected parents will have four voting members and faculty will have four voting members with the president having the ability to cast a tiebreaking vote. Co-office positions will have ONE vote per office.

**Section 3:** Non-voting members of the Board:

- A. The Principal, or his/her representative and the PCNC shall be advisors to the Board and attend all Special and Official Board meetings.
- B. A community and/or student representative may be named by the Principal with the appointees' consent and approval of a majority of the elected officers.

**Section 3:** Chairpersons of Standing Committees will be Hui members in good standing.

**Section 4:** The Board shall have general supervision and control of the business and affairs of the Hui and shall establish all policies and make all rules and regulations for the management of the Hui and distribution of its proceeds.

**Section 5:** Any Board member with a conflict of interest, real or perceived, must abstain from participation in all aspects of that particular item.

**Section 6:** Duties of the Board shall include, but not be limited to:

- A. Conducting day to day operations of the Hui.
- B. Developing and executing fundraisers, then distributing the proceeds per authorized budget.
- C. Developing the agenda for General membership meetings to include the proposed budget, the schedule of events and the submission of the proposed slate of officers for the upcoming year.
- D. Filling office and committee vacancies by simple majority vote and consent of nominee.

#### **ARTICLE X COMMITTEES AND APPOINTMENTS**

**Section 1:** The Standing Committees shall be the By Laws Committee (every third year) and Faculty Liaison Committee. The Chairperson of each Standing Committee shall be appointed by the Board and will attend all Board meetings. The chairperson may be an elected officer.

- A. **The By-Laws Committee:** Will be appointed every third year and shall be responsible for reviewing and proposing recommendations for amendments to the By Laws as stipulated in Article XII.

**Section 2:** Special committees and appointees whose services are required at specific times shall be created by the President. The chairperson of each special committee will attend all Board meetings while the committee remains in effect.

#### **ARTICLE XI PARLIMENTARY AUTHORITY**

**Robert's Rule's**, current edition, shall govern all proceedings except where inconsistent with the provisions of the by-laws of this Hui.

#### **ARTICLE XII AMENDMENTS**

**Section 1:** These by-laws may be revised or amended by a two-thirds (2/3) vote of the members in good standing present at a General membership meeting. Notice of the meeting and intention to vote on the amendments or revisions must be given to members at least one month in advance of the meeting at which the vote is to be taken.

**Section 2:** These by-laws shall be reviewed by a Special Committee appointed by the Executive Board at least every third year. The next revision will occur during the 2016-2017 Uka school year for Spring 2017. A committee will be formed to address this issue as noted above under Article X.

A printed copy of these by-laws will be distributed upon request, otherwise they can be found at the school's website under "Hui".