

BYLAWS
of
Kaneohe Elementary School Ohana

ARTICLE I – NAME, DESCRIPTION & PURPOSE

Section 1: NAME – The name of the organization shall be the Kaneohe Elementary School Ohana (KES Ohana). The KES Ohana is located at Kaneohe Elementary School; 45-495 Kamehameha Highway, Kaneohe, Hawaii 96744.

Section 2: DESCRIPTION – The KES Ohana is a non-profit organization that exists for charitable, and educational purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE – The mission of the KES Ohana is to enhance and support the educational experience at Kaneohe Elementary School:

- Through fund-raising and school improvement projects, or by supporting school fund-raising and school improvement efforts.
- By enhancing the educational facilities and learning opportunities for the students that are not otherwise provided for in the school budget.
- By encouraging the participation and involvement of parent and family volunteers.
- By helping to raise awareness and support for the school within the community.
- In other ways deemed appropriate and necessary by the school's administrators, teachers, and the KES Ohana membership.

ARTICLE II – MEMBERSHIP

Section 1: Membership shall be automatically granted to all parents and guardians of Kaneohe Elementary School students, plus all staff at Kaneohe Elementary School. There are no membership dues. Members have voting privileges (when present at the General Ohana meetings), one vote per household.

ARTICLE III – OFFICERS AND ELECTION

Section 1: OFFICERS – The officers shall be President, Vice President, Secretary, Treasurer and Ohana Membership Representative, who constitute the KES Ohana Board. The newly elected officers will transition with the current officers from the May General Ohana Meeting to August 1. All current officers shall deliver to their successor's official materials at the close of their service of office.

President – The President shall preside at KES Ohana Board and General Ohana meetings, prepare and post KES Ohana Board and General Meeting agendas at least one week before meetings, serve as the primary contact for the Principal, represent the KES Ohana outside of the school, be visible at school events and activities, provide support to other officers and committees, ensure maintenance of financial records, and retain all official records of the KES Ohana.

Vice President – The Vice President shall assist the President and chair meetings in the absence of the President, oversee the committee system of the KES Ohana, provide support to other officers and committee members, and be visible at school events and activities.

Secretary – The Secretary shall take, record and distribute minutes of all KES Ohana Board and General Ohana meetings within two weeks after meetings. Meeting minutes for the General Ohana meetings will be available at the KES office and/or the Ohana website for public review. The Secretary will manage communications and marketing for the Ohana including, but not limited to Ohana newsletters, email broadcasts, website, bulletin boards, etc., as well as collect and distribute Ohana mail.

Treasurer – The Treasurer shall receive all funds of the KES Ohana, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the KES Ohana Board. The Treasurer will report financial activity every month, prepare year-end financial report, facilitate an annual audit, and hold all financial records. If not performed by the Treasurer, the KES Ohana will obtain additional support from an accountant to prepare all tax statements for all taxing authorities as may be required. All such tax statements shall be reported to the membership at a General Ohana meeting.

Ohana Membership Representative – The Ohana Membership Representative represents the general Ohana membership on areas of interest or concern that the KES Ohana may have regarding the Ohana's procedures or programs. The Ohana Membership Representative shall listen to the membership and communicate any recommendations and/or concerns to the KES Ohana Board.

Section 2: TERM OF OFFICE – The term of office for all officers is one year, beginning August 1 and ending July 31 of the following year, or until their successors are elected. At maximum, an officer cannot serve more than two consecutive years in the same position.

Section 3: QUALIFICATIONS – Any KES Ohana member in good standing may become an officer of the Ohana.

Section 4: NOMINATION – Nominations for the President, Vice President, Secretary, Treasurer and Ohana Membership Representative positions will be taken at the March General Ohana meeting. Consent of each candidate must be obtained before candidate's name is placed on the slate.

Section 5: ELECTION – The election shall be held by ballot at the April General Ohana meeting. Immediately following the voting, the Secretary and two members not in the election shall tally the ballots. The candidate receiving the majority of votes cast by all members present shall be elected. If a candidate is the sole candidate, he/she shall be elected. New officers will be announced via newsletter and/or the KES website and introduced at the May General Meeting.

Section 6: VACANCY – If a vacancy occurs on the KES Ohana Board, the President shall appoint an Ohana member to fill the vacancy, for the remainder of the officer’s term.

Section 7: REMOVAL – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a simple majority vote of the KES Ohana Board.

ARTICLE IV – MEETINGS

Section 1: GENERAL OHANA MEETINGS – General Ohana meetings are open to all members and shall be held to conduct the general business of the Ohana. Meetings shall be held monthly during the school year or at the discretion of the KES Ohana Board and will be publicized on the KES website and in the KES Parent Bulletin.

Section 2: QUORUM – Members present at a meeting shall constitute a quorum and a simple majority of members present is required to decide on Ohana matters by vote. “Simple majority” is defined as 50% plus one (1) of the members present at the meeting.

Section 3: VOTING – Each member in attendance at a General Ohana meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed. Votes may be recorded by voice vote (aye/nay), show of hands, or secret ballot (if necessary).

ARTICLE V – OHANA BOARD

Section 1: MEMBERSHIP – The KES Ohana Board shall consist of the following officers: President, Vice President, Secretary, Treasurer and an Ohana Membership Representative. The School Principal, Teacher Representative and PCNC Facilitator shall be advisors to the KES Ohana Board officers.

School Principal – The School Principal serves as an advisor to the KES Ohana. The Principal communicates the school’s areas of focus, needs and concerns, provides information and recommendations regarding the Ohana’s procedures or programs.

Teacher Representative – The Teacher Representative is the liaison between the Kaneohe Elementary School faculty and the KES Ohana and also serves as an advisor to the KES Ohana. The Teacher Representative shall communicate any reports, updates, recommendations and/or concerns that the faculty may have regarding the Ohana’s procedures or programs.

Parent-Community Networking Center (PCNC) Facilitator – The PCNC Facilitator coordinates various learning opportunities and activities for parents, families, and volunteers in order to encourage parent/family involvement which is essential to support student success. The PCNC Facilitator also serves as an advisor and partner to the KES Ohana by communicating any recommendations and family involvement information to ensure alignment with PCNC led programs.

Section 2: RESPONSIBILITIES – The KES Ohana Board’s responsibilities shall be to transact business between meetings in preparation for the General Ohana meeting, attend the KES Ohana Board and General Ohana meetings, develop and maintain the Ohana policies and procedures manual, create and oversee standing and temporary committees, annually assess the option to maintain Ohana insurance coverage, prepare and submit a budget to the membership, approve routine bills and (by simple majority of the KES Ohana Board) any unbudgeted expenditures of no more than \$1,000.00, and prepare reports and recommendations to the membership.

Section 3: MEETINGS – The KES Ohana Board shall meet monthly during the school year, or at the discretion of the President.

ARTICLE VI – COMMITTEES

Section 1: MEMBERSHIP – Committees may consist of members and Board members, with the President acting as an ex officio member of all committees. Each committee will identify a chairperson(s) for the committee.

Section 2: STANDING COMMITTEES – The following committees shall be held by the organization: KES Ohana Support Drive, Fundraising and Special Events.

KES Ohana Support Drive Committee – Recruit supporters, coordinate KES Ohana Support Drives. Work with school office staff to include Support Drive forms in annual enrollment packets. Assist with recruitment at Back-to-School Nights and Parent Orientations. Collect support drive forms and payments, generate receipts and ensure payments are promptly given to Treasurer. Maintain Support Drive participation roster. Communicate updated Support Drive participation report via email, school newsletter and/or at meetings.

Fundraising Committees – Solicit fundraising ideas from members. Obtain fundraising information for KES Ohana Board review. Present proposals for vote at General Ohana meeting. Organize and facilitate fundraising events and work closely with vendors. Maintain and manage fundraiser information, communication and expenses. Submit final report at conclusion of each event. Submit fundraising expenses and revenues to Treasurer no later than four weeks after the completion of the fundraiser.

Special Events Committees – Organize and oversee KES Ohana led events to include but not limited to the Fun Fair, Kindergarten Play Date, Staff Appreciation and Family Nights. Coordinate the resources, volunteers and communication for the events. Maintain and manage event information, communication and expenses. Submit any expenses to Treasurer no later than four weeks after the completion of the event.

Section 3 – ADDITIONAL COMMITTEES – The Board may appoint additional committees as needed.

ARTICLE VII – FINANCIAL POLICIES

Section 1: FISCAL YEAR – The fiscal year of the KES Ohana begins October 1 and ends September 30 of the following year.

Section 2: BUDGETED EXPENDITURES – Budgeted expenditures will be identified based on the recommendations from the KES Ohana membership, KES Ohana Board, school administrators and teachers. The criteria for funding and prioritization of expenses are based on the following:

- Enhances the learning opportunities
- Enhances the learning environment
- Directly benefits the entire school
- Directly benefits all students
- Directly benefits all teachers
- Other options available to fund and/or support

A tentative budget shall be drafted before the end of each school year by the KES Ohana Board. Prior to the start of the new fiscal year, the annual budget to be approved by a simple majority of the members present at the General Ohana meeting.

Section 3: UNBUDGETED EXPENDITURES – Any unbudgeted expenditure requests must be submitted to the KES Ohana Board for review and assessment. The KES Ohana Board shall review and can approve by simple majority any unbudgeted expenditure request of no more than \$1,000.00. Any unbudgeted expenditure over \$1,000.00 needs to be approved by simple majority of the KES Ohana Board as well as by a simple majority of the members present at the General Ohana meeting.

Section 4: REIMBURSEMENTS – The KES Ohana Board shall review and process any reimbursement requests for all Ohana expenses. To be reimbursed from the KES Ohana a completed and signed reimbursement form along with the receipt or invoice must be stapled to the reimbursement form and submitted to the Treasurer within four weeks.

- If the reimbursement is for a budgeted item that has already been approved and does not exceed the projected budgeted amount, the Treasurer may process the reimbursement without additional approval. However, if the budgeted reimbursement request exceeds the projected budgeted amount, then the request needs to first be approved by simple majority of the KES Ohana Board prior to processing the reimbursement.
- If the reimbursement is for an unbudgeted item over \$1,000.00, two KES Ohana Board members must sign the reimbursement form.

Section 5: BANKING - All funds shall be kept in a checking account in the name of KES Ohana and held at a local financial institution. The bank signature cards are to be updated as new officers are elected. Outgoing officers to be removed from signature card, as appropriate. All checks drawn on the account require two signatures from the KES Ohana Board on each check over the amount of \$100.00. If the check drawn is \$100 or less, then only one signature from the KES Ohana Board is needed. The signature on any check cannot be the payee.

Section 6: REPORTING - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The Ohana shall arrange an independent review of its financial records each year.

Section 7: ENDING BALANCE - The organization shall leave a minimum of \$5,000.00 in the treasury at the end of each fiscal year.

ARTICLE VIII – BYLAW AMENDMENTS

Amendments to the bylaws may be proposed by any KES Ohana member. Amendments presented at a General Ohana meeting shall be considered for voting at a subsequent meeting. Two-thirds (2/3) approval of all members present and voting is required to adopt an amendment to the Bylaws.

ARTICLE IV - DISSOLUTION

In the event of dissolution of the KES Ohana, any funds remaining shall be donated to Kaneohe Elementary School.

ARTICLE X - PARLIAMENTARY AUTHORITY

The authority for this organization shall be “Robert’s Rules of Order Newly Revised.”

These bylaws were adopted on November 17, 2011.