

BYLAWS OF HAHAIONE ELEMENTARY SCHOOL P.T.S.A.

[Adopted February, 13, 2004, amended May 20, 2005]

Revised from bylaws incorporated April 1974 and including amendments from March 1971, May 1978, April 1988, September 1989, November 1990, April 1993, January 1994, February 2004, and May 2005.

Note: All items denoted by “#” are part of the Hawaii State PTSA bylaws and may not be changed by the local organization. All items denoted by “***” are National PTA requirements.

ARTICLE I: NAME

The name of this association is the Hahaione Elementary School Parent, Teacher and Student Association (Hahaione PTSA), Honolulu, Hawaii. It is a local PTSA unit organized under the authority of the Hawaii Congress of Parents, Teachers, and Students (the HSPTSA), a branch of the National Congress of Parents and Teachers (the National PTA).

ARTICLE II: PURPOSES

SECTION 1. The purpose of the Hahaione PTSA, in common with those of the National PTA and the HSPTSA, are:

- a. To promote the welfare of children and youth in home, school, community and place of worship.
- b. To raise the standards of home life.
- c. To secure adequate laws for the care and protection of children and youth.
- d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

SECTION 2. The purposes of the National PTA, the HSPTSA and the Hahaione PTSA are promoted through an advocacy and education program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article IV.

SECTION 3. The organization is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of any future Federal tax code (hereinafter referred to as “Internal Revenue Code”).

ARTICLE III: BASIC POLICIES

The following are basic policies of the Hahaione PTSA in common with those of the National PTA and the HSPTSA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- c. The organization shall work with the schools and community to provide quality education for all children and youth, and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- d. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools, and the community at large.
- e. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the organization shall be

- authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.
- f. Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
 - g. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE IV: CONSTITUENT ORGANIZATIONS

Section 1. The constituent organizations of the HSPTSA include local PTAs (Parent Teacher Associations) and PTSAs (Parent Teacher Student Associations) organized under the authority of the HSPTSA.

Section 2. The articles of organization of a constituent organization include (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization (in cases in which the organization is a corporation) or the articles of association by whatever name (in cases in which the organization exists as an unincorporated association).

Section 3. Bylaws of each constituent organization shall include an article on amendments.

Section 4. Bylaws of each constituent organization shall include a provision establishing quorum.

Section 5. The bylaws of all constituent organizations shall prohibit voting by proxy, (unless proxy voting is required by applicable state law).

ARTICLE V: LOCAL PTSA

Section 1. A local PTSA in good standing is one which:

- a. Adheres to the purposes and basic policies of the PTA;
- b. Remits the national portion of the dues through the Hawaii State PTSA to reach the National office by dates designated by the National PTA;
- c. Has bylaws approved according to the procedures of the HSPTSA; and
- a. Meets other criteria as may be prescribed by the HSPTSA.
- b. Remits the state portion of the dues and a membership roster to reach the HSPTSA office by the dates designated by the HSPTSA.
- c. Remits the insurance premiums to the HSPTSA office postmarked no later than December 15th annually.

#Section 2. This PTSA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization, including, specifically, the number of its members, the dues collected from its members, and the amounts of dues remitted to the Hawaii State PTSA.

Section 3. The charter of this PTSA shall be subject to withdrawal and the status of such organization as a PTSA unit shall be subject to termination, in the manner and under the circumstances in the bylaws of the HSPTSA.

Section 4. This local PTSA is obligated, upon withdrawal of its charter by the Hawaii PTSA:

- a. To yield up and surrender all of its books and records and all of its assets and property to the Hawaii State PTSA or to another local PTA organized under the authority of the Hawaii State PTSA;

- b. To cease and desist from the further use of any name that implies or connotes association with the National PTA or the Hawaii State PTSA or status as a constituent organization of the National PTA; and
- c. To carry out promptly, under the supervision and direction of the Hawaii State PTSA, all proceedings necessary or desirable for the purposes of dissolving such PTSA.

Section 5. Each local PTA shall include in its bylaws provisions corresponding to the provisions of such of these bylaws as are identified by the state symbol #.

Section 6. The adoption of an amendment to any provision of the Bylaws of the Hawaii State PTSA, identified by the state symbol #, shall serve automatically and without the requirement of further action by the local PTA to amend correspondingly the bylaws of each local PTA. Notwithstanding the automatic character of the amending process, the local PTAs shall promptly incorporate such amendments in their respective bylaws.

#Section 7. All units for which dues and insurance premiums have not been paid by March 1st shall be notified in writing by the Hawaii state PTSA treasurer that all services of the State and National PTAs will be terminated on March 31. Services shall be reinstated after payment of delinquent dues and insurance premiums.

#Section 8. Membership cards will not be issued to a local unit that did not send dues and rosters and/or insurance payments for the previous fiscal year(s). Cards will be issued after payment of delinquent dues and/or insurance premiums and receipt of rosters.

#Section 9. The charter of all units who remain delinquent for one (1) year beyond the March 31st termination of services will be revoked at the next Board of Directors meeting held after the second March 31st deadline.

#Section 10. This PTSA may dissolve and wind up its affairs in the following manner:

- a. The Executive Committee (or other body that, under its bylaws, manages the affairs of this PTSA) shall adopt a resolution recommending that this PTSA be dissolved and directing that the question of such dissolution be submitted to a vote at a special meeting of members having voting rights. Written or printed notice stating that the purpose of such meeting is to consider the advisability of dissolving this PTSA shall be given to each member entitled to vote at such meeting at least thirty (30) days prior to the date of such meeting.
- b. Written notice of the adoption of such resolution, accompanied by a copy of the notice of this special meeting of members, shall be given to the president of the Hawaii State PTSA at least twenty (20) days before the date fixed for such special meeting of the members.
- c. Only those persons who were good in standing of the PTSA on the date of adoption of the resolution and who continue to be members in good standing on the date of the special meeting shall be entitled to vote on the question of dissolution.
- d. Approval of dissolution of the local PTSA shall require the affirmative vote of at least two-thirds (2/3) of the members present and entitled to vote at the special meeting, a quorum being present.
- e. Notification of the result of the vote to dissolve must be provided in writing to the Hawaii State PTSA president within five (5) days of the vote, at which time all proceedings as outlined in these bylaws, Article V, section 9 shall be carried out.

ARTICLE VI: MEMBERSHIP AND DUES

Section 1. Every individual who is a member of this PTSA is, by virtue of that fact, a member of the National PTA and of the Hawaii State PTSA by which such local PTSA is chartered, and is entitled to all the benefits of such membership.

Section 2. Memberships in this PTSA shall be made available without regard to race, color, creed, or national origin.

Section 3. This PTSA shall conduct an annual enrollment of members, but may admit persons to membership at any time.

Section 4. Each member of this PTSA shall pay such annual dues as may be determined by the organization. The amount of the dues shall include the portion payable to the state PTSA and approved by a two-thirds majority of the voting body of the Hawaii State PTSA Annual Convention, and the portion payable to the National PTA as recommended by the board of directors and approved by a two-thirds majority of the voting body at the National PTA Annual Convention.

Section 5. Only members of a local PTSA who have paid dues for the current membership year may participate in the business of that association.

Section 6. The state and National PTA portions of the dues paid by each member of this PTSA shall be set aside by this PTSA and remitted to the HSPTSA through such channels and at such times as the State bylaws may provide. Each state PTA shall pay to the National PTA the amount of the national portion of dues paid by all members of local PTAs in its area.

Section 7. The HSPTSA membership year shall be July 1 to June 30 annually.

ARTICLE VII: OFFICERS AND THEIR ELECTION

Section 1. Each officer or board member shall be a member of this PTSA.

Section 2.

- a. The officers of this association shall consist of a President, one (1) Vice President, one (1) Secretary, a Treasurer and a Parliamentarian.
- b. Officers shall be elected by ballot at the General Membership meeting to be held in the month of May. However, if there is but one nominee for any office, election for that office may be by voice vote.
- c. Notification of said election and nominees for office to have been given to the general membership at least thirty (30) days prior to the election.
- d. Officers shall assume their official duties on July 1 and shall serve 2 years or until their successors are elected.
- e. Both outgoing and incoming board members shall work in transition beginning June 1 to transfer all records and documentation and plan for the following year.
- f. A person shall not be eligible to serve more than two (2) consecutive terms in the same office.

Section 3. NOMINATING COMMITTEE

- a. There shall be a nominating committee composed of at least three (3) members and one (1) alternate who shall be elected by this PTSA at a regular meeting at least two (2) month(s) prior to the election of officers. The committee shall consist of any PTSA member not currently seeking a position. The committee shall elect its own chair.
- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular meeting in May, at which time additional nominations may be made from the floor.
- c. Only those persons who have signified their consent to serve if elected, shall be nominated for, or elected to such office.

Section 4. VACANCIES:

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the executive board, notice of such election having been given by the Secretary. In case a vacancy occurs in the office of the Secretary, the President shall serve notice of the election.

ARTICLE VIII: DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the association; shall perform such other duties as may be prescribed in these bylaws or assigned by the association; shall be a member ex officio of all

committees except the nominating committee; shall coordinate the work of the officers and committees of the association in order that the Objects may be promoted; and shall attend Region meetings or appoint a Board Representative to such.

Section 2. The Vice President shall act as aide to the President and shall perform the duties of President in the absence or disability of that officer to act. The Vice President may be elected to chair any standing committee.

Section 3. The Secretary shall record the minutes of all meetings of the association, both general and of the executive board. The Secretary shall work with the president to support meeting activities of the organization, such as meeting agendas, meeting reminders and report collection; have a current copy of the bylaws; maintain a current membership list; and perform other delegated duties as assigned.

Section 4. The Treasurer shall:

- a. Have custody of all the funds of the association;
- b. Keep a full and accurate account of receipts and expenditures;
- c. Make disbursements as authorized by the president, executive board, or association in accordance with the budget adopted by the association;
- d. Have checks or vouchers signed by two persons, the treasurer and one other officer;
- e. Present a financial statement at every general and executive board meeting of the association and at other times when requested by the executive board;
- f. Make a full report at the meeting at which new officers officially assume their duties;
- g. Be responsible for the maintenance of such books of account and records as conform to the requirements of Article V, Section 2, of these bylaws;
- h. Have the accounts examined annually or upon change of treasurer by an auditor or an auditing committee of not fewer than three members, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report;
- i. Submit the books annually for an audit by an auditing committee selected by the executive board at least two weeks before the meeting at which new officers assume duties.

Section 5. The Parliamentarian shall: assist the president to keep meetings running on time and within the structure of Roberts Rules of Order, decide whether a quorum is present, track agenda, and assure that current bylaws are followed. The parliamentarian assumes the responsibilities of Secretary when the secretary is absent.

Section 6. All officers shall perform the duties outlined in these bylaws and those as assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office.

ARTICLE IX: EXECUTIVE BOARD

Section 1.

- a. The executive board shall consist of the officers of the association, the standing committee chairs, the principal of the school or a representative appointed by the principal, the Parent Center Networking Coordinator (PCNC), the immediate past president, a representative from the student council executive board and up to two (2) members of the faculty of the school.
- b. The principal/principal representative and PCNC shall serve in an advisory capacity only and, as such, shall be nonvoting members of the board.
- c. All other members of the executive board shall be allowed to vote if they are a member in good standing and if the issue voted upon does not involve a conflict of interest.

**** Section 2.** A PTA member shall not serve as a voting member of a constituent organization's board at the local, council, district, region, state or national level while serving as a paid employee of or under contract to that constituent organization.

Section 3. The duties of the executive board shall be:

- a. To transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association;
- b. To create special committees;
- c. To approve the plans of work of all committees;
- d. To present a report at the regular meetings of the association;
- e. To select an auditor or an auditing committee at least two (2) weeks before the end of the fiscal year to audit the Treasurer's accounts;
- f. To prepare and submit to the association for approval a budget for the fiscal year. The budget shall be submitted at the general membership meeting in September;
- g. To approve routine bills within the limits of the budget.

Section 4. Regular meetings of the executive board shall be held monthly during the school year as follows: Schedule to be decided by board at its first meeting and published. A majority of the voting executive board members shall constitute a quorum. Special meetings of the executive board may be called by the President or by any majority of the members of the board, two (2) days notice being given.

ARTICLE X: MEETINGS

Section 1. Two general membership meetings of the association shall be held during the school year as follows: September and May, unless otherwise provided by the association or by the executive board, thirty (30) days' notice having been given of change of date.

Section 2. Special meetings of the association may be called by the president or by a majority of the executive board, 15_days notice having been given.

Section 3. The General Membership meeting for the election of officers shall be held in May.

Section 4. Twenty-five (25) members shall constitute a quorum for the transaction of business in any general membership meeting of this association.

ARTICLE XI: COMMITTEES

Section 1. Only members of the association shall be eligible to serve in any elective or appointive positions.

Section 2. The term of each chair for standing committees shall be two (2) years or until the selection of a successor.

Section 3. The term for each chair for special committees shall be one (1) year or until the completion of the event's evaluation report.

Section 4. The standing committees of this unit shall be elected at the general membership meeting in May and shall consist of the following positions:

- a. Membership Chair – Responsible for membership drive, distribution of membership cards, reporting numbers to treasurer, recruiting at all membership meetings.
- b. Programs Chair – Responsible for coordinating PTSA activities during the school year, such as the Swim Program, Open House, Christmas Concert, etc.
- c. Volunteers Chair – Responsible for Tickets for Time program, recruiting volunteers for PTSA-sponsored events and fundraisers, compiling list of classroom PTSA parents and creating a volunteer pool.
- d. Publications Chair – Responsible for creation, copying and distribution of all PTSA flyers; monthly article for school newsletter; updating bulletin board as necessary to promote PTSA events.
- e. Fundraising Chair – Responsible for researching and making recommendations for funding opportunities, chair fundraising campaigns and events and coordinate t-shirt production and distribution.
- f. Fundraising Vice-Chair – Participates in Fundraising committee in order to learn and serve as Fundraising Chair in the second year of serving on this committee.

- g. Hospitality – Responsible for support of all school activities requiring food, such as Welcome Back Breakfast, Teacher Appreciation Day, quarterly assemblies, membership meetings, etc.
- h. Legislative Chair – Responsible to attending State PTSA meetings and reporting back to the board. Also responsible for coordinating any campaigns to support legislative actions of the HSPTSA and the National PTA.
- i. Fun Fair Chair – Coordinates the PTSA Family Fun Fair.

Section 5. The chair of each committee shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.

Section 6. The executive board may create such special committees as it may deem necessary to promote the Objects and carry on the work of the association.

Section 7. The President shall be a member ex officio of all committees except the nominating committee.

ARTICLE XII: STATE CONVENTION & REGION DIRECTOR ELECTION

Section 1. Each local unit shall be entitled to be represented at the annual convention of the Hawaii State PTSA by its president and three (3) other officers, or their alternates, and one (1) additional delegate for every fifty (50) members in good standing per rosters and dues submitted to the Hawaii State PTSA office and postmarked at least forty five (45) days prior to the first day of convention. Local units formed within the forty five (45) day period shall be entitled to full representation at convention based on the number of members in good standing as shown on the books of the treasurer of the Hawaii State PTSA twenty four (24) hours before the start of convention.

Section 2. The annual convention of the Hawaii State PTSA shall be open to members of the Hawaii State PTSA and guests, but the privileges of making motions, debating and voting shall be limited to members of the Board of Directors and to the delegates from each local unit and region. No member shall have more than one (1) vote.

Section 3. Region directors shall be elected by the delegates representing local units within that region in attendance at the annual Hawaii State PTSA Convention. If there is but one candidate for office, election may take place by voice vote. The person receiving the majority of votes shall assume office on July 1.

ARTICLE XIII: FISCAL YEAR

The fiscal year of this PTSA shall begin on July 1 and end on the following June 30.

****ARTICLE XIV: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the National PTA and its constituent organizations in all cases in which they are applicable and in which they are not in conflict with these bylaws, the bylaws of the Hawaii State PTSA, and the bylaws of the National PTA, or the articles of incorporation.

ARTICLE XV: AMENDMENTS

Section 1.

- a. These bylaws may be amended at any regular or special meeting of the association by a two-thirds (2/3) vote of the members present and voting, provided that notice of the proposed amendment shall have been given to the membership in writing at least fifteen (15) days prior to the meeting and that the proposed amendment shall be subject to the approval of the HSPTSA.
- d. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of the association, or by a two-thirds (2/3) vote of the executive board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

- e. Submission of amendments or revised bylaws for approval by the HSPTSA shall be in accordance with the bylaws or regulations of the HSPTSA.

Section 2. The adoption of an amendment to any provision of the bylaws of the Hawaii State PTSA identified by a number (#) symbol shall serve automatically and without the requirement of further action by the local PTA to amend correspondingly the bylaws of each local PTA.

These bylaws were passed by a 2/3 vote at the General Membership meeting held on 5/20/05

[Signature]
PRESIDENT

6/1/05
DATE

[Signature]
SECRETARY

5/20/05
DATE

DATE