

BY-LAWS OF Kalaualani

Preamble

With profound concern for healing the past, and moving forward with mutual respect in order to support all Native Hawaiian programs throughout Kapiolani Community College, we the members of Kalaualani agree to progress in all areas of education by creating programs and sharing resources in ways that clearly maximize the benefits to Native Hawaiians at Kapiolani Community College and its communities.

Article 1: Mission Statement

1.1 Mission Statement

Kalaualani shall provide a formal, independent organization through which all native Hawaiian and native Hawaiian-serving employees of Kapiolani Community College participate in the governance of the campus as it relates to Native Hawaiian programs, activities, initiatives and issues in alignment with the Pukoa Council, Native Hawaiian council for the University of Hawaii System.

The council will:

- a. Advise the Chancellor and Administrative Team regularly on the concerns of Hawaiians at Kapiolani Community College.
- b. Define Kapiolani Community College's kuleana to Hawaiians and the aina
- c. Guide Kapiolani Community College's broader efforts to better serve Native Hawaiians in the areas of teaching, curriculum development, long-range planning, policy development, and implementation.
- d. Identify Native Hawaiian issues that influence curriculum and instruction and provide recommendations for training in culturally appropriate curriculum development and instruction.
- e. Advocate for fairness and equity in all decisions and resource allocations related to Native Hawaiian programs and services.
- f. Assist in educating administration, faculty and staff at Kapiolani Community College about issues important to Native Hawaiians including self-determination, intellectual and cultural property rights, sanctity of land, proper pronunciation and usage of the Hawaiian language.

Article 2: Membership

2.1 Members

Kalaualani Council is comprised of Native Hawaiians and those associated with the Kapiolani Community College as faculty, staff, and adjunct faculty, who support Kalaualani Council's mission and values.

2.2 Dissemination of information

- a. Kalaualani shall maintain a current email list for its membership.
- b. All members shall receive information related to discussions of active items.
- c. Kalaualani shall keep both lists current and updated.

Article 3: Decision Making

3.1 Decision Making – General Council

- a. Decisions made by Kalaualani shall be made by all members via a balloting process.
- b. Decisions shall be made by a majority of Kalaualani members who cast ballots by the determined deadline.
- c. Majority shall be general or wide spread agreement equivalent to one vote in favor of the issue more than the no votes. Any decisions determined shall be upheld by all members of Kalaualani.

3.2 Decision Making – Core Council

- a. Quorum for this body will be six (6) or more core council members.
- b. Decisions made by the core council will be approved by a supermajority of six (6) out of eight (8) members.

Article 4: Meetings

4.1 Regular Meetings

Kalaualani shall have monthly meetings of its core council and no less than one meeting per semester of the general council.

4.2 Time and Location

- a. Kalaualani core council shall meet on the fourth Monday of each month during the regular school year during the designated Activity Period.
- b. The meeting place shall be determined by the Chair.

4.3 Notice and Agenda

- a. Members shall be sent reminders of the meeting time and place one week prior to the meeting. This notice shall include a copy of the agenda for the upcoming meeting.
- b. Any member wishing to add an agenda item should do so 10 days prior to the next meeting of the council.

4.4 Miscellaneous Items

- a. Minutes shall be taken at every meeting and distributed to all members.
- b. The date and time of the following meeting is to be announced prior to adjournment.

Article 5: Information

5.1 Information

Kalaualani serves as a source and conduit for information to the administration and Kapiolani Community College community on issues that have particular relevance for Native Hawaiians.

Article 6: Organization of Kalaulani

6.1 Kalaulani Roles and Responsibilities

Kalaulani is comprised of members who meet regularly and who assume equal responsibility for the decisions of the group. Kalaulani has designated the following roles and responsibilities:

a. Kalaulani Chair

The duties of the Chair of Kalaulani shall include, but are not limited to the following:

- Convene and chair Kalaulani meetings.
- Designate a person to run the meeting if the Chair is unable to attend a scheduled meeting.
- Create agenda for each meeting of core council and general council.
- Serve as a member of the Chancellor's Administrative Staff Team.
- Attend Policy, Planning, and Assessment Council (PPAC) meetings or designate a proxy if unable to attend.
- Term of office: two years commencing on July 1 of the elected term and ending on June 30 two years thereafter.

b. Pukoa Executive Council Representatives (two representatives plus one alternate)

- Represent Kapiolani Community College at Pukoa Executive Council meetings.
- Attend UH Board of Regents meetings and evening reception.
- Attend Pukoa Council general meeting.
- Serve on at least one Pukoa committee (e.g. budget, legislative, policy, student services, etc.).
- Testify at the Legislature as required.
- Term of office: two years commencing on July 1 of the elected term and ending on June 30 two years thereafter.

6.2 Standing Committees

The current Standing Committees of Kalaulani are:

- a. Policy & Governance;
- b. Budget;

- c. Membership & Communications;
- d. Campus Planning & Projects;
- e. Protocol & Etiquette;

Each committee will have a chairperson to schedule, convene and facilitate meetings. Each chairperson will be a member of the core council. The appointment of each chair will commence on July 1 of the elected term and end on June 30 two years thereafter.

6.3 Ad Hoc Committees

Kalaualani shall create ad hoc (temporary) committees as needed. Ad hoc committee chairs shall report at core council meetings, but will not be considered a voting member.

6.4 Public Relations

All public actions of a committee shall be subject to the approval of Kalaualani.

6.5 Core Council

This body is comprised of 8 voting members:

- 1) Kalaualani Council Chair
- 2) Pukoa Executive Council Representative
- 3) Pukoa Executive Council Representative
- 4) Policy & Governance Chair
- 5) Budget Chair
- 6) Campus Planning & Projects Chair
- 7) Protocol & Etiquette Chair
- 8) Membership & Communications Chair

6.6 General Council

This body is comprised of all members of Kalaualani.

Article 7: Miscellaneous

7.1 Miscellaneous Matters

Any matter not covered in these Articles shall be brought before Kalaualani to be addressed.

Article 8: Ratification of the By-Laws of Kalaulani

8.1 Ratification

Ratification of the By-Laws of Kalaulani as submitted by the By-Laws Committee must meet with the approval of the membership of Kalaulani. The ratification date must be noted on the fully executed document and is enforceable from that date.

- a. Copies of the ratified By-Laws of Kalaulani shall be distributed to all members within 30 days of ratification.
- b. Any changes or amendments to the By-Laws of Kalaulani must be:
 - 1) submitted in writing to the Chair;
 - 2) presented to the membership for consideration and approval; and
 - 3) must pass by majority vote.
- c. Copies of all approved amendment(s) to the By-Laws of Kalaulani must distributed to all members within 30 days of amendment approval.

APPROVED BY:

KdS	5 December 11
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Kauka de Silva Chair Kalaulani	Date

LR	5 December 11
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Leon Richards Chancellor Kapiolani Community College	Date

BY-LAWS OF Kalaulani

RATIFIED BY A MAJORITY OF THE MEMBERS OF Kalaulani

RATIFICATION DATE: March 18, 2011