



**KEAUKAHA**  
Community Association

*Ka 'Āina Ho'opulapula o Keaukaha.*

*The Hawaiian homelands of Keaukaha.*

PO BOX 5146 HILO, HAWAII 96720

**BY-LAWS  
OF  
KEAUKAHA COMMUNITY ASSOCIATION**

**Preamble**

We the native Hawaiians, beneficiaries of the Hawaiian Homes Commission Act, 1920, HONORS the legacy of Prince Jonah Kuhio Kalani'ana'ole Piikoi, who worked tirelessly as a delegate in the congress of the united States of America in **establishing** the Hawaiian Homes commission Act, 1920 as amended July 9, 1921, c 42, 42 Stat. 108.

**Mission and Vision statement**

We, the native Hawaiian beneficiaries of the Hawaiian Homes Commission Act, as amended July 9, 1921 by the 67th Congress, do hereby accept and support these By-laws as set forth by the membership of this Association, that it will protect, preserve and perpetuate the rights defined within the provision of the Hawaiian Homes Commission Act, 1920 as amended, for the betterment of the conditions of all the native Hawaiian communities. We also look to protect, preserve and perpetuate the customary and traditional rights and values of our Hawaiian culture and to seek the wisdom of our na Kupuna, to help formulate and educate all in our Hawaiian communities.

It shall also be the objectives of the Keaukaha Community Association to engage in, encourage and promote community pride and participation, in the Keaukaha Community's efforts to provide a safe neighborhood for the health, general welfare and the effects of reducing neighborhood tensions and to combine all our efforts to work for the betterment of all our native Hawaiian people residing on lands having the status of Hawaiian Home lands in general and in particular those of the Keaukaha Community Association

ARTICLE I  
NAME

The name of this Association shall be the Keaukaha Community Association, hereinafter referred to as "KCA".

ARTICLE II  
LOCATION

The location of the principal office shall always be located and ***maintained*** at such a place ***within*** the Keaukaha community or on lands having the status of Hawaiian Home lands.

ARTICLE III  
MEMBERSHIP

Section 1. Qualification

Membership in KCA shall be open to all adults over the age of 18 whose annual KCA membership dues are current.

Section 2. Membership Types

There shall be 3 membership types in KCA each with their own rights and privileges;

(A) Full Member

(1) A lessee of the Keaukaha Community, their spouse, their children (18 years of age or older) residing with lessee.

(B) Legacy Member -

(1) A person (18 years of age or older) with familial ties to a past or current Keaukaha Hawaiian Homestead lessee.

(2) Any current qualified applicant to Hawaiian home lands that does not reside in Keaukaha.

(C) Associate Member

(1) Any person eighteen (18) years of age or older, who ***supports*** the principles, ideas and purposes of this Association, who does not meet the requirements of a full membership or a legacy membership.

Section 3. Rights and Privileges of Membership.

(A) Full Member

- (a) May be nominated and elected as a KCA board officer or board member
- (b) May chair or be a member of a committee

- (c) May be elected as a KCA delegate
- (d) May vote
- (B) Legacy Member
  - (a) May be a member of a committee
  - (b) May be elected as a KCA delegate
  - (c) May vote
- (C) Associate Member
  - (a) May be a member of a committee
  - (b) May be elected as a KCA delegate
  - (c) Cannot vote

#### Section 4. KCA Delegates

- (A) All Members shall share the privileges and may participate in the activities, conferences, educational training programs, etc., as delegates elected by the membership to the same.
- (B) Fees and Expenses for all duly elected travel and accommodations conducted on behalf of the KCA shall be reimbursed upon presentation of the proper receipts to the Treasurer.
- (C) A report of the activities attended by the elected delegate shall be made to the membership no later than the second (2nd) meeting following the activity and travel.

#### Section 5. Terms of Membership/Dues

The terms of membership shall be renewed annually. Membership dues of \$5.00 per year are due and payable each calendar year at the December regular meeting of KCA. Dues will be current from January to December of each calendar year. Dues shall not be prorated. Membership dues shall be collected by the treasurer ONLY.

### ARTICLE IV MEETINGS

#### Section 1. Regular Monthly Meetings

- (A) The monthly meetings of KCA will be held on the third(3rd) Wednesday of each month at a physical space located in Keaukaha and held concurrently via digital platform Notification of regular meetings shall be made by phone, mail, e-mail and/or newsletter.

- (B) Changes in the date, time and place of the monthly meeting may be made by the President with the approval of the KCA board
- (C) Roberts Rule of Order will be followed.

Section 2. Special Meetings.

- (A) Special Meetings may be called by the President upon the verbal request of at least five (5) Members in good standing, or by a vote of the membership at the regular monthly meeting, or when deemed necessary by the President.
- (B) Notification of such Special Meeting, stating the subject matter for the special meeting, shall be given at least 5 days prior to the meeting. Members shall be contacted by phone, mail, e-mail, and/or newsletter.
- (C) No other KCA business shall be conducted at a special meeting.

Section 3. Quorum.

The Quorum at all meetings shall consist of seven (7) Full and Legacy Members , in good standings, to conduct and transact all business of the KCA. The meetings shall start on time. If no quorum is present, a grace period of fifteen (15) minutes shall be in order before the meeting is canceled.

ARTICLE V  
BOARD OF DIRECTORS

Section 1. Elected officers

- (A) The elected officers of the KCA Board of Directors shall consist of a President, Vice President, Treasurer, Secretary, and (3) Board Members.
- (B) Each elected officer will serve for three (3) years.
- (C) In cases of death, resignation, disqualification, refusal or neglect of any officer to discharge the duties of their office, the KCA Board of Directors shall fill that office by appointment for the remainder of the term.

ARTICLE VI  
NOMINATIONS AND ELECTIONS

Section 1. Nominations of KCA Board of Directors

- (A) Nominations of Officers and board members for the KCA Board of Directors shall be made and closed at the regular monthly meeting in

September of each election year. To avoid potential conflicts of interest no nominees for the KCA board should hold a Board position(s) with other organizations or entities that contribute financially to KCA.

- (B) Candidates or a slate of candidates nominated for the KCA Board of Directors may be offered to the membership at that time.
- (C) Nominations of candidates for KCA Board of Directors may be made from the floor, or through written or verbal correspondence to any officer on the Board of Directors at the monthly meeting in September of each election year.
- (D) Introductory speeches shall be made by ALL candidates at the regular monthly meeting in October of each election year.

## Section 2. Elections of KCA officers

- (A) Elections will take place at the November meeting of each election year. Ballots will be made available by the Elections committee.
- (B) In order to maintain continuity of leadership the elections of the Board of Directors shall be split into two groups, Group A and Group B. Elections for group A (President, secretary and two (2) board members) shall be staggered with group B (Vice President, Treasurer and one (1) board member). All officers and Board of Directors shall be elected at the general membership meeting in November of each election year by majority vote.
- (C) Only members in good standings are eligible to be elected and to vote in said election.

## Section 3. Proxy Rights

A proxy is admissible when a Member is unable to be present at a meeting. Said Member shall designate in writing, a signed notice naming another member in good standings to act on his/her behalf.

# ARTICLE VII DUTIES OF OFFICERS

## Section 1. Board of Directors

The Board of Directors shall be composed of **ALL** the elected officers and Board Members of the KCA.

## Section 2. Duties

(A) **President.**

The president shall be the official representative for the Keaukaha Community Association. The President shall preside at all meetings of the Association, appoint all committees, be they general, standing, or special committees as necessary and shall be an **ex-officio** member of all committees. The President shall perform all other duties pertaining to the office as required by By-laws.

(B) **Vice-President.**

The Vice-President shall act for and in place of the President during the absence or disability of the President and serve as the sergeant-at-arms at all meetings

(C) **Treasurer.**

- (1) Collect all monies in the name of the KCA.
- (2) Issue receipts for all monies collected and deposited the same in a bank, credit union, or savings & loan institution.
- (3) Issue all warrants countersigned by the President for the payments of bills, expenses and claims.
- (4) Provide a financial report at the monthly meetings.
- (5) Keeps a record of all dues collected, from other sources not mentioned or from any other money making process for the benefit of the KCA.
- (6) Keeps a list of Members and Associate Members in good standing.
- (7) Compiles an annual report at the end of the year for submission to DHHL grantor of special funds.

(D) **Secretary.**

The secretary shall record by whatever means in writing and/or use of a recording device to document all actions taken in all meetings of the KCA, Board meetings and Special meetings.

## Section 3. Absence.

In the absence of the President, the Vice-President, then the treasurer, then the secretary shall perform the duties of the President.

## Section 4. Turning over of Records

All retiring officers shall turn over all papers and properties of the KCA entrusted to them, to their successors in office at the first (1st) meeting after the election.

## ARTICLE VIII COMMITTEES

### Section 1. Budget

There will be a budget committee consisting of the President, Vice-President, Treasurer, and the Secretary. The Treasurer shall be the Budget Committee Chair. The budget committee shall present a yearly budget at the October general membership meeting for review. A final review and vote will be held during the November general membership meeting.

### Section 2. Standing Committees

- (A) Education & Training Committee
- (B) Environmental Committee
- (C) Finance Committee
- (D) Elections Committee
- (E) Social Committee

### Section 3. Special Committees

- (A) Election Committee
- (B) By-Laws Committee

### Section 4. Duties

- (A) Education and Training committee Chair shall coordinate and partner with other organizations interested in furthering the mission of the KCA by providing materials, expertise and training to residents of Keaukaha.
- (B) Environmental Committee Chair shall coordinate an open dialog with entities that the Association may view as a possible conflict and/or benefit to the KCA.
- (C) The finance committee chair is responsible for maintaining the fiscal integrity of the Association. The Board of Directors may review the books once a year.
- (D) The Election committee Chair will be in charge of the nominating and election process. See Article VI Section 2(B)..
- (E) The Social committee Chair will plan and coordinate all the social activities for the Association such as Christmas goody bags, fundraising, annual ho'olaule'a.

ARTICLE IX  
FUNDS

All funds are designated paid into the general fund of the Association shall be kept as followed:

Section 1. Current Operating Funds

(A) This contains no restricted assets, and the Board shall use these funds to operate the Association and to carry out the purpose for which this Association exists.

Section 2. Restricted Funds (Grants Funding)

(A) This fund accounts for monies given to the association to be spent and disbursed for certain specific purposes.

ARTICLE X  
FISCAL YEAR

The Fiscal year for the Keaukaha Community Association shall begin the first (1<sup>st</sup>) day of January and continue to the thirty-first (31<sup>st</sup>) day of December of the same year.

ARTICLE XI  
DEFINITIONS

(A) Special committees

Special committees are formed by motion and vote anytime your group needs to delegate a task or carry out some function not covered by the existing standing committees. These special committees exist only as long as it takes for them to complete their work and report back to the members.

Special committees exist only as long as it takes the committee to do its work and make its report. But that doesn't mean they go on forever if they never report! When, for whatever reason, special committees wind up accomplishing about as much as standing water, you can count on Robert's Rules for a few hints on how to make them evaporate.

A special committee ceases to exist in these cases:

- When it completes its assigned task and makes its final report.
- When it is given walking papers from the assembly that created it.



- When the term of the body (like the board or the convention) that created it ends. An exception arises if the committee was created to report to a future such body (like next year's board or convention). If it doesn't do its job and give its report by the time the next board's term ends (or the next convention adjourns), it's a gone goose, for sure.

(B) Qualified

Means a person who, through application, has been judged by the Department of Hawaiian Home Lands (DHHL) who meets the definition of the Hawaiian Homes Commission Act (HHCA) Sub-Section 201(7)

ARTICLE XII  
AMENDMENTS

These By-laws may be amended by a two (2/3) vote of the members present at any regular or special meeting called for such action, provided that such action be announced at a previous regular meeting.

These By-laws shall become effective at the first General Meeting of Keaukaha Community Association following the proposed Bylaws vote conducted at a special meeting called by the general membership.

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President

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Vice - President

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Treasurer

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Secretary

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Sergeant-At-Arms

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Board Member

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Signature

*(\*Voted on by KCA general membership on 5/31/2023 and put in effect as of June 2023's KCA General Membership meeting)*