

**Samuel Enoka Kalama Intermediate School  
School Community Council  
BY-LAWS**

**PREAMBLE**

Act 51, Session Laws of Hawaii 2004, known as the "Reinventing Education Act of 2004" in part requires "strengthening community involvement through school community councils."

In accordance with Act 51, the Samuel Enoka Kalama Intermediate School Community Council was created to support school improvement and the academic achievement of students through increased community involvement in the school.

**ARTICLE I: NAME OF COUNCIL**

The name of this Council is the Samuel Enoka Kalama Intermediate School Community Council, hereinafter referred to as the KSCC.

**ARTICLE II: OBJECTIVES**

The objectives of the KSCC shall be in accordance with State guidelines and be consistent with policies of the Board of Education.

- Section 1. To advise the school regarding the planning, budgeting, implementation and evaluation of the Academic and Financial Plan.
- Section 2. To ensure the school's academic and financial plan is consistent with the educational accountability system.
- Section 3. To study and review the school's multi-year plan in relation to the educational needs of all students.
- Section 4. To provide collaborative opportunities for input and consultation.
- Section 5. To take other actions as required by the Department of Education.

The principal is responsible for the development of the Academic and Financial Plan and presentation of the plan to the school community and KSCC. The plan is reviewed and evaluated by the KSCC. The KSCC will provide recommendations for revision or recommend the plans for approval by the Complex Area Superintendent.

The KSCC shall have ongoing responsibility to review the implementation of the plan with the principal, assess periodically the effectiveness of the plan and recommend modifications to the plan. The KSCC shall carry out all of the duties and responsibilities assigned to it by the Hawaii Department of Education.

## **ARTICLE III: MEMBERSHIP AND ELECTION**

Section 1. **Membership Representation.** KSCC shall be comprised of 12 members and 6 alternates (one for each constituent group). Membership shall include:

Administration	= 2	(principal and 1 other administrator)
Certificated staff	= 2	(teachers)
Non-certificated staff	= 2	(classified staff, support services personnel, part time employees)
Student Body	= 2	(any grade level)
Kalama parents	= 2	
Community	= 2	

There shall also be one alternate member from each role group.

All members, with the exception of the principal, one other administrator, and the student representatives shall be duly elected from their constituent groups.

Teacher representatives must be active bargaining unit 5 members assigned to Samuel Enoka Kalama Intermediate School (KIS).

Non-certificated members must be school employees assigned to KIS.

The student members must be free of outstanding obligations and disciplinary actions against them and have a minimum 2.0 GPA at time of selection.

The parent representatives must be primary care givers (parents or legal guardians) of KIS students for their entire term on the council.

Community representatives must live and/or work in the King Kekaulike High School Complex or have a vested interest in the success of the students and school (such as an alumnus).

Section 2. **Election of Members and Term of Office.** There shall be elections at which the KSCC members and alternates are elected every two years and shall serve for two years until their successors have been elected and qualified, with the exception of the initial year.

Initial elections shall include both 1-year and 2-year terms; succeeding elections shall all be for 2-year terms (with the exception of the student representatives), so that only half of the council will change in any given year.

The elections will be held no earlier than March 1st and no later than May 31st of each year, with elected members to begin their term of office at the first regular meeting in August.

- Section 3. **Alternates.** An elected alternate from the same constituent group may be seated in place of an absent KSCC member. Any seated alternate shall have the same responsibilities for the meeting at which he/she is seated.
- Section 4. **Termination of Membership.** The KSCC Membership should automatically terminate any member who is absent from (three) consecutive meetings without good cause.  
The KSCC, by affirmative vote of two-thirds of all the members of the KSCC, may suspend or expel a member.
- Section 5. **Vacancy.** Any vacancy on the KSCC shall be filled for the remainder of the unexpired term through the appointment of a duly elected alternate. If the composition of the KSCC falls below legal requirements and no alternates are available, vacancies for the unexpired term may be filled by a special election or by recommendations from the principal with selection and appointment by the KSCC.

## **ARTICLE IV: OFFICERS**

- Section 1. **The Officers** of the KSCC shall be a Chairperson, Vice Chairperson, Secretary, and such other officers as the KSCC may deem desirable.
- Section 2. **Election and Term of Office.** The officers of the KSCC shall be elected every year by majority vote of the KSCC members and shall serve for one year and until each successor has been properly elected.
- Section 3. **Duties.** The duties of the officers shall be to:

### **Chairperson**

1. Preside at all meetings and sign letters, plans, reports, and other communications as directed by the KSCC.
2. Prepare an agenda for each meeting, provide the agenda to the Secretary, and ensure that the agenda is posted 6 days in advance of each KSCC meeting.

### **Vice-Chairperson**

1. Assume the duties of the Chairperson during his/her absence.
2. Perform such other duties as may be assigned by the Chairperson or by the KSCC.
3. Provide oversight and support to the KSCC committees.



### **Secretary**

1. Receive and handle all mail addressed to the KSCC.
2. Keep a current roster of KSCC members including addresses and telephone numbers.
3. Keep the minutes of all meetings including attendance and summary reports.
4. Coordinate the posting of the notices and agendas of public meetings on the school's internet website, Maui News, and in the school's administrative building, as well as email same to all council members.

## **ARTICLE V: COMMITTEES**

There shall be committees created by the KSCC as may be required to carry on the work of the Council.

- Section 1.       **Quorum.** The quorum for a committee meeting shall be a majority of its members.
- Section 2.       **Selection of committee members.** The chairperson and members of committees shall be appointed by the KSCC Chair subject to the ratification of the Council.
- Section 3.       **Reporting responsibilities.** Committee chairs shall present plans of work to the KSCC for approval.
- Section 4.       **Standing Committees.** Standing committees may include a school public relations committee and school policy review committee.

## **ARTICLE VI: DUTIES OF MEMBERS**

- Section 1:       **The duties of members** shall be to:
1. Attend all council meetings on time or inform the secretary and alternate of the expected absence in order that the alternate may be seated.
  2. Serve as an officer or committee member when so appointed or elected, unless unable to fulfill the requisite duties and attend committee meetings.
  3. Actively participate in the workshops and training sessions sponsored by the KSCC to increase knowledge of the school community council's purpose and functions.
  4. Make regular reports of KSCC proceedings and actions to their own constituent groups, and to bring back recommendations from those groups to KSCC.

## **ARTICLE VII: MEETINGS**

Section 1. **Regular Meetings.** Regular meetings of the KSCC will be held at least once per month. The Council shall set the meeting schedule at the first meeting of each school year.

Section 2. **Special Meetings.** Special meetings may be called by the Chairperson or by a majority vote of the KSCC. A meeting notice and agenda must be posted in a public location at the school and on the school web site at least 6 days prior to a special meeting.

Section 3. **Order of Meetings.** All regular and special meetings of the KSCC shall be conducted using parliamentary procedures or an appropriate adaptation thereof. The KSCC shared decision-making process shall be conducted with the intention of reaching consensus. In the event the KSCC reaches an impasse which prohibits business from being conducted, the following action will be taken. The KSCC will take a vote with a 50% +1 majority required for the decision to be approved.

Section 4. **Quorum.** No business can be acted upon in any meeting without a quorum present. A quorum shall consist of 50% plus one (1) of the membership, of which there shall be at least one from 4 of the 6 constituent groups.

## **ARTICLE VIII: AMENDMENTS**

These by-laws may be amended by the KSCC. The proposed amendments must have been presented and discussed at one previous regular meeting for which the necessary notice of meeting and agenda were posted. Passage of amendments to the by-laws requires an affirmative vote of at least 2/3 of the voting members.