

BY LAWS  
Ewa Makai Middle School Ohana

ARTICLE I: Ewa Makai Middle School Ohana

The name of this organization is the “Ewa Makai Middle School Ohana,” referred to in the following text as “EMMS Ohana.”

ARTICLE II: PURPOSE

Section 1 The mission of the EMMS Ohana is to support the education goals of Ewa Makai Middle School:

- a. By facilitating the participation of parent volunteers.
- b. By helping to raise awareness and support for the school within the community.
- c. Through fundraising projects, or by supporting school fundraising efforts.
- d. In other ways deemed appropriate and necessary by the school’s teachers, administrators, and the EMMS Ohana Membership.

Section 2 The EMMS Ohana is a non-profit group organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501©3 of the Internal Revenue Code or corresponding section of any future tax code.

ARTICLE III: BASIC POLICIES

Section 1

- a. The EMMS Ohana shall be noncommercial, nonsectarian, and nonpartisan.
- b. Neither the name of the EMMS Ohana nor the names of any members in their official capacities shall be used to endorse or promote a commercial concern or any partisan interest.
- c. The EMMS Ohana will not participate in any political campaign on behalf of, or in opposition to, any candidate.
- d. No part of the net earnings of the EMMS Ohana shall be used to benefit any member, director, trustee, or officer, except in reimbursement for expenses incurred by that individual on behalf of the PTO.
- e. If the EMMS Ohana is ever dissolved, any assets remaining after settling debts and obligations shall be distributed to another non-profit organization.

ARTICLE IV: MEMBERSHIP

All families of students at EMMS, school staff, and interested parties in the community are eligible to join the EMMS Ohana.

ARTICLE V: GOVERNANCE

Section 1 The EMMS Ohana shall be governed by the Executive Board open to any member

willing to serve.

Section 2 The Executive Board shall be overseen by five officers: a president, vice president, secretary, treasurer, and band booster representative.

- a. Any adult EMMS Ohana member may volunteer for an officer's position.
- b. In the event that more than one person volunteers for a position, an election will be held during a meeting of the EMMS Ohana Executive Board. The candidate receiving the most votes will be awarded the position.

Section 3 Duties of Officer Positions:

a. **PRESIDENT** – The President shall schedule meetings; preside over meetings; coordinate the work of other officers and committees; perform other duties as necessary. The President shall serve as a member of all committees. The President shall have signature authority for EMMS Ohana bank account.

b. **VICE PRESIDENT** – The Vice President shall assist the President to perform duties as necessary; preside over the meeting if the President is unable to attend; perform other duties as necessary. The Vice President shall serve as the social media contact for EMMS Ohana, have signature authority for EMMS Ohana bank account and shall assume the duties of the President should the President resign.

c. **SECRETARY** – The Secretary shall keep the minutes of meetings; keep current copy of the bylaws; maintain records of all EMMS Ohana meetings and correspondence; perform other duties as necessary.

d. **TREASURER** – The Treasurer shall maintain custody of all funds; keep accounts of receipts and expenditures; prepare disbursements of funds as approved by the Executive Board; prepare financial statements; present financial statements at all meetings; have accounts audited at the end of each school year; perform other duties as necessary.

e. **BAND BOOSTER REPRESENTATIVE** - The Band Booster Representative shall serve as the liaison for band information and shall coordinate fund requests and all related financial activity for the EMMS band.

#### ARTICLE VI - AMENDMENT OF BY LAWS

These ByLaws may be amended at any regular meeting of the Executive Board.

Last Amended 9.20.2020