

**BY-LAWS OF THE LOCAL ADVISORY PANEL  
of  
Kualapu`u School  
A New Century Conversion Public Charter School**

**ARTICLE I. Name**

The name of the school based advisory organization at Kualapu`u School shall be the Kualapu`u School Local Advisory Panel (hereinafter be known as the LAP).

**ARTICLE II. Responsibilities of the Local Advisory Panel**

**Section 1.** Assist the Ho`okako`o Corporation Board of Directors, the school administrator/principal and school staff in improving student achievement, educational outcomes and increasing parental and community involvement at Kualapu`u School.

**Section 2.** Advise the Ho`o kako`o Corporation Board of Directors in areas such as current and future plans (i.e. the school's strategic plan); annual budget; campus policies and hiring of school staff.

**Section 3.** Serve as a vital communication link between school, community and families.

**Section 4.** Build a strong network of active supporters of Kualapu`u School from the community and the parents.

**ARTICLE III. Local Advisory Panel Membership**

**Section 1. Representation on the Local Advisory Panel**

The Local Advisory Panel shall consist of the following members:

- Parents (5)
- Teachers (3)
- Classified Staff Members (3)
- Principal as an ex-officio voting member
- Ho`okako`o Corporation Executive Director as an ex-officio voting member
- Community and/or Business members interested in contributing to Kualapu`u School (4)

Local Advisory meetings shall have student participation.

The Principal may designate the Vice-Principal as an ex-officio voting member when the Principal is absent.

## **Section 2. Selection and Appointment**

The LAP members of each of the parent, teacher and classified role groups shall be nominated by the constituency they represent through a process determined by the LAP. Community members will be nominated by LAP members. Nominated members are subject to appointment by and serve at the pleasure of the Ho'okako'o Corporation's Board of Directors.

## **Section 3. Term of Office**

The term of office will be two (2) years.

Members may serve for unlimited consecutive terms.

## **Section 4. Vacancies**

When a vacancy occurs, the panel shall nominate a member selected by the role group to which the departing member belonged. The newly appointed LAP member shall serve the remainder of the term.

# **ARTICLE IV. Officers of the Local Advisory Panel**

## **Section 1. Definition**

The officers of the Local Advisory Panel shall be a Chairperson, Vice Chairperson and a Secretary.

## **Section 2. Duties and Responsibilities of Officers**

### **Chairperson**

- Conducts all meetings.
- Prepares agenda.
- Spokesperson for the activities of the panel whenever needed.
- Coordinates activities of the panel.

### **Vice Chairperson**

- Conducts meetings in the absence of the Chairperson.
- Oversees progress of all standing committees.

### **Secretary**

- Keeps the minutes of all meetings of the LAP.
- Drafts written communication to school community as directed by the LAP.
- Keeps all correspondence of the LAP
- Shall record attendance of the LAP members at all regular and special meetings.

### **Section 3. Selection of Officers**

The Chairperson, Vice Chairperson and Secretary shall be nominated from among the members of the LAP subject to the appointment by the Ho`okako`o Corporation Board of Directors. Officers shall be selected by the majority vote at the first regularly scheduled meeting of the new school year.

### **Section 4. Term of Officers**

Officers shall serve for a one-year term.

### **Section 5. Vacancies**

The vacancy of a LAP Officer will be filled by the panel based on majority vote, except that the chairperson is nominated by the panel and subject to the appointment by the Ho`okakao`o Corporation Board of Directors.

## **ARTICLE V. Meeting and Rules of the Local Advisory Panel**

### **Section 1. Regular Meetings**

The LAP shall meet at least bi-monthly at a time and place determined at the first meeting of the school year.

### **Section 2. Special Meetings**

Special meetings of the LAP may be called by the Chairperson, the Executive Director of Ho`okak`o`o Corporation, or the Ho`okako`o Board

### **Section 3. Notice of Meetings**

Notice of all regular and special meetings, along with the agenda, shall be given to all LAP members at least one calendar week prior to the meeting.

### **Section 4. Attendance**

The Secretary shall maintain attendance records of the LAP members at all regular and special meetings.

### **Section 5. Quorum**

Three (3) of the four roles groups (excluding student representatives, if any) and a majority of the members of the LAP must be present to constitute a quorum to conduct business.

### **Section 6. Recommendations**

All recommendations by the LAP shall be made by majority vote of the members present.

## **ARTICLE VI. Committees**

### **Section 1. General Provisions**

The LAP members will decide at the start of each year the Adhoc Committees needed, with the responsibilities and duties clearly outlined. Examples of potential committees include Finance, Strategic Plan Implementation, and Legislative.

## **ARTICLE VII. Conflict of Interest**

**Section 1.** The LAP members shall abide by the conflict of interest policy of the Ho`okako`o Corporation Board of Directors. (Conflict of Interest exists when the personal or professional concerns of a member or a staff member affect his or her ability to put the welfare of the organization before personal or professional benefit or agenda.)

## **ARTICLE VIII. Amendments**

### **Section 1. Amendments**

Amendments to the By-Laws shall be made by majority of the quorum.

### **Section 2. Notice**

Written notice of the proposed amendment(s) must be presented to the LAP members at least one month prior to the meeting.

Revised and Approved by LAP on August 18, 2008  
Revised and Approved by LAP on January 12, 2009  
Revised and Approved by LAP on January 24, 2011  
Revised and Approved by LAP on August 10, 2015  
Revised and Approved by LAP on February 8, 2022