



NATIONAL PACIFIC ISLANDER EDUCATOR NETWORK BY-LAWS

ARTICLE I – NAME AND PURPOSES

Section 1 – Name & Nonprofit Status

The name of this organization shall be the National Pacific Islander Educator Network (NPIEN). NPIEN is a 501.c3 federal nonprofit organization as determined by the United States Internal Revenue Service, and a public benefit nonprofit corporation, as determined by the Franchise Tax Board of the State of California.

Section 2 – Purposes

The purposes of this organization shall be:

- a. To create a network among Pacific Islander educators and non- Pacific Islander educators who serve Pacific Islander students, and community-based organizations to identify existing resources and serve the needs of Pacific Islander students.
- b. To ensure equal recognition, representation, and funding for Pacific Islanders in education at all levels of government.
- c. To develop a professional network for Pacific Islander educators and future educators which will share professional knowledge and expertise.

ARTICLE II – ORGANIZATION

Section 1 – Membership

Membership shall be open to all K-16 school administrators, counselors, teachers, classified staff, and other school personnel.

Community members such as community-based organizations, law enforcement personnel, counseling and mental health agencies, parents, and others who work as resources to schools are also eligible members.

(Section 1 Continued)

Memberships shall be categorized as follows:

Educator: K-16 school administrators, counselors, classified staff, and other school personnel.

Community: Community members such as community-based organizations, law enforcement personnel, counseling and mental health agencies, parents, and other school resource personnel.

Student: Enrolled in a full-time educational institution.

Retired: Retired educators or community resource personnel. .

Honorary: Honorary Board members.

Organization: Institutional memberships for educational or community-based organizations.

Partner: Affiliate organizations that would like to serve as partners and be included in the resource or scholarship directories.

Section 3 – Fiscal Year

The fiscal year of this association shall be from July 1 through June 30, inclusive.

Section 4 – Dues

- a. Dues shall be established according to member category.
- b. Dues may be paid in full by November 1.
- a. Honorary Board members shall have their fees waived.

Section 5 – Meetings

- a. An organizational meeting shall be called by the President prior to October 1.
- b. Regular meetings shall be scheduled by the Executive Board.

- c. The President may call special meetings when a matter of urgency is identified.
- d. A quorum for the transaction of business shall consist of twenty-five percent (25%) of the membership in good standing at meetings which have been duly scheduled and announced.
- e. Published announcements of meetings will be sent at least five (5) calendar days in advance of all regularly scheduled meetings.
- f. In the event an emergency meeting is called, as much notice as possible will be given in the form of a written notice of telephone or electronic communication.

ARTICLE III – GOVERNING BODIES

Section 1 – Executive Board

- a. The Executive Board shall consist of the officers and Directors. Executive Board members must be NPIEN members.
- b. The meetings of the Executive Board shall be held at such time and place as may be directed by the President and a majority of board members shall constitute a quorum. Board members shall attend 75% of all board meetings.
- c. Vacancies occurring on the Executive Board due to a vote of the majority of the board or resignation may be filled on a temporary basis by an appointment of the President until such time as an election for the replacement can be conducted.
- d. Vacancies occurring on the Executive Board shall be filled by an election conducted with the total membership of the organization, by ballot or at a general membership meeting.
- e. The membership approves or disapproves the slate of officers nominated by the executive board in a general election, conducted by ballot or at a general meeting.
- f. The Executive Board shall:
 - (1) Have general supervision over the affairs of NPIEN during the interim between meetings. None of its acts shall conflict with action taken by NPIEN nor shall it act without consultation with the general membership.
 - (2) The Executive Board of NPIEN will be authorized to approve all expenditures in adopted budget categories.

- (3) Officers of the NPIEN will be held accountable to the Executive Board for expenditures within budget categories.
- (4) Assure that the objectives of the organization are accomplished.

Section 2 – Officers

The elective officers shall be a President, President-Elect, Past President, Vice President, Secretary, and Treasurer.

Section 3 – Duties of Officers

- a. The President shall:
 - (1) Preside at all NPIEN and Executive Board Meetings.
 - (2) Represent NPIEN in an official capacity.
 - (3) Have the usual powers as may pertain to the office of President or as shall be assigned to him/her by the Executive Board.
 - (4) Call special meetings when deemed necessary
- b. The President Elect shall assist the President when called upon and prepare in all respects for the succession to the office of president.
- c. The Vice President shall preside in the absence of the President and direct the internal and external affairs of the organization.
- d. The Secretary shall:
 - (1) Record the proceedings of the meetings of the Executive Board and NPIEN.
 - (2) Notify all members of all scheduled meetings and all special meetings.
 - (3) Perform such other secretarial functions as may be assigned by the President or the Executive Board.
 - (4) The Executive Board may create Recording Secretary and Corresponding Secretary positions with organizational growth.

- e. The Treasurer shall:
 - (1) Present the proposed budget to the general membership.
 - (2) Collect and receive all money due to NPIEN.
 - (3) Disburse budgeted funds upon approval of the Executive Board. Non-budgeted items are to be approved by the general membership prior to disbursement.
 - (4) Keep accurate records and inform the membership.
 - (5) Provide records for audit by a committee appointed by the President.
 - (6) The Treasurer will establish accounting procedures so that
 - a) One signature is required on checks, b) a ledger separate from check book is maintained, c) an annual audit can be conducted, d) All officers are maintained on the signature card to sign checks.
 - (7) Any member may request to review expenditures and/or the budget with the Executive Board at any Regular Executive Board Meeting.

- f. The Immediate Past President shall provide support to the President and President Elect when called upon and promote new membership when called upon. The Immediate Past President chairs the nominating committee.

- f. Other officers may be appointed by the President and Executive Board to meet the growth needs of NPIEN.

Section 4 – Election of Officers

- a. Officers shall be elected annually at the June business meeting and shall hold office until their successors are elected, for a two to three year term. A plurality vote shall constitute an election.

- b. No later than March 1st, the President shall appoint a nominating committee representative of the membership. It shall be the duty of this committee to prepare a list of nominees for the offices to be filled by election. The list of nominees shall be mailed to the membership at least one week prior to the June meeting, US mail or electronically. Nominations may be made from the floor at the June meeting.

- c. The Immediate Past President shall serve as Chairman of the nominating committee.

Section 5 – Executive Director (ED)

- a. The ED is appointed by the Executive Board and must be a NPIEN member.
- b. The ED is responsible for the day-to-day operations and management of NPIEN, and serves as a support to the Executive Board.
- c. The ED serves as an ex-officio member of the Executive Board.
- d. The Executive Board may appoint other staff to assist the ED as needed, such as Executive Assistants and others.

ARTICLE IV – ADVISORS TO THE EXECUTIVE BOARD, DIRECTORS, AND COMMITTEES

Section 1 – Definition and Purpose

- a. The Executive Board may appoint Advisors to the Executive Board who will serve the Board in an advisory role.
- b. The Executive Board may appoint Directors to serve as chair of the NPIEN standing committees.
- c. All advisors, directors, and committee members must be NPIEN members.
- c. There shall be standing committees and such special committees as the Executive Board may authorize.
- d. The purpose and suggested activities of any committee shall be determined by the Executive Board and the Executive Board shall review annually the achievements of all committees.

Section 2 – Membership

- a. The composition and number of members on a committee shall be determined by the Executive Board.
- b. Committee members shall be appointed by the Director designated by the President, with the approval of the Executive Board, unless otherwise provided for in these by-laws.
- c. Members of Special Committees shall serve terms to be designated at time of appointment.
- d. Standing committees shall be
 - (1) Nominating Committee
 - (2) Conference Committee
- e. Special committees may be the following:

Educational Services: Adult Education, Curriculum, Instruction, & Evaluation, Elementary Education, Middle Grades Education, Secondary Education, Higher Education

Support Services: Business Services, Human Resources, Counselors, Pupil Services, Special Education, Classified Employees, Athletics, Alternative Education

Community Services: Legislative Action, Diversity and Equity Opportunity, SEAPI Alliance, Island Relations, CBOs, Churches, Law Enforcement, Counseling and Mental Health Agencies, Recreation and After-School Programs, Employment, Media Relations, Grants

ARTICLE V – HONORARY AND EX-OFFICIO MEMBERS

Section 1 – Definition

- a. Honorary and Ex-Officio/Founding Board Members may be appointed by the Executive Board
- b. Honorary membership may also be bestowed upon Honorary and Ex-Officio/Founding Board Members by the Executive Board.

ARTICLE VI- RULES OF ORDER

Section 1 – Parliamentary Authority

Roberts Rules of Order, Newly Revised, shall govern the proceedings of the Association not herein provided for.

Section 2 – Amendments to the By-Laws

These by-laws may be amended at any regularly scheduled meeting by a majority vote of the quorum, provided the amendment was submitted in writing at the previous meeting.

Respectfully Submitted: _____
NPIEN Board Secretary

Date

Proposed: September 1, 2001
Adopted: September 8, 2001
Revised: October 27, 2001
Adopted: November 3, 2001
Revised: January 22, 2003
Adopted: January 24, 2003

Amended (Article VI): June 10, 2004
Amended: February 28, 2005
Amended: April 18, 2005
Amended: August 22, 2005
Amended: February 13, 2006
Amended: February 11, 2008