

H-PEA Bylaws

Article I: Name

The name of the organization is Hawaii-Pacific Evaluation Association (H-PEA), hereafter referred to as the Association.

Article II: Purpose

Section 1. Purposes. The local affiliate's purpose is to improve the quality of evaluation research, theory and practice in Hawai'i and the U.S. Affiliated Pacific Jurisdictions by creating forums for dialogue, relationship-building, learning, and collaboration.

The H-PEA:

- Engages the knowledge and experience of the ethnic groups in the Pacific region to conduct evaluation research and practice that is respectful of and responsive to different ways of knowing, values, beliefs, and behavior.
- Nurtures and upholds standards of ethical conduct.
- Continues to formulate standards and ethical recommendations regarding practice.
- Increases the pool of well-trained and culturally responsive evaluators through dialogue, conferences, continuous training and education, and mentoring relationships to build professional capacity.
- Seeks to help build professional capacity in research and practice through training, additional resources, observation and practice.
- Increases awareness and educates potential consumers of evaluation services about how evaluation can inform program improvements and effectiveness, including building evaluative practice into organizational procedures, and how to select appropriate evaluation services and providers.

Article III: Organizational Status

H-PEA is recognized as an official affiliate association of the American Evaluation Association

Article IV: Membership

Section 1. Eligibility. Any individuals interested in the purposes of the Association shall be eligible for membership. Members are defined as those who have completed an application form, received acknowledgment of membership from the Association, and paid the currently stipulated membership dues.

Section 2. Application for Membership. An individual desiring to join this Association may ask for consideration by making a written application to the Secretary or other duly-authorized agent, including the appropriate fee.

Section 3. Rights. All members shall have the right to vote for officers and on other official matters of the Association defined in the bylaws, to hold office if duly elected, to receive all notifications pertaining to the official business of the Association and to receive membership publications.

Section 4. Dues. The annual membership dues and assessments shall be determined by the Executive Committee.

Article V: Annual Meeting

Section 1. Place and Time. Annual Meetings of the membership shall be held at a time and place designated by the Executive Committee. At least one annual business meeting shall be held within each calendar year.

Section 2. Notice of Meetings. At least thirty (30) days in advance thereof the Association shall notify each member of the annual meeting.

Section 3. Annual Meeting Format. The annual meeting shall be a business meeting and may include a professional component. The business meeting activities shall include but are not limited to: A report of the status of the Association by the President, a financial report by the Treasurer, status reports from committees, and items of new business invited from the floor.

Section 4. Quorum. Those members present at the business meetings of the membership shall constitute the quorum.

Section 5. Voting. Each member present shall have one vote in business meetings. Only advisory votes shall be permitted on any business raised at the Annual Meeting. Should any proposal be made that would be binding in any way on the Association, an advisory vote shall be taken and the results forwarded to the Executive Committee for further action.

Article VI: Officers

Sec. 1 - Composition

The elected officers of the Association shall be:

President;
Vice-President;
Secretary; and
Treasurer.

Sec. 2 - Eligibility

Any member of the Association, except a Nominating Committee member, shall be eligible to be nominated for and elected to become an officer.

Sec. 3 - Election

Officers shall be elected at the Annual Meeting or by electronic ballot, if approved by the Executive Committee. The Nominating Committee shall present a slate of at least one candidate for each office to be filled. This list of candidates shall be sent to all members of the Association before the Annual Meeting. Additional nominations may be made from the floor or by write-in on paper or electronic ballots, and voting shall not be limited to the nominees put forth by the Nominating Committee. The plurality vote of the members present shall constitute an election.

Sec. 4 - Term of Office

Officers shall be elected for a term of one (1) year. Officers may serve up to 3 consecutive years in the same position.

Sec. 5 - Filling of Vacancies

A vacancy in the President's position shall be filled by the Vice-President upon notice of the vacancy to the Executive Committee. A vacancy in any elective office, except that of President, shall be filled by the Executive Committee.

Sec. 6 - Duties of Officers

A. The President shall:

- a. Preside over all meetings of the Association;
- b. Appoint all Standing and Special Committee Chairs;
- c. Serve as an ex-officio member of all committees except the Nominating Committee; and
- d. Represent the Association at H-PEA meetings or appoint such representative;
- e. Represent the Association at AEA meetings or shall appoint such a representative.
- f. Serve as immediate Past President on the Executive Committee, for one year.

B. The Vice-President shall:

- a. Assume the duties of the President in the absence of that officer and whenever directed by the President; and
- b. Assist in organizing and planning the Annual Meeting.

C. The Secretary shall:

- a. Record the proceedings of the Association;
- b. Keep the records of Bylaws and subsequent amendments; and
- c. Handle all the general correspondence of the Association, as directed by the President and the members.

D. The Treasurer shall:

- a. Collect dues and any other funds to be received by the Association;
- b. Report at general membership meetings and prepare an annual/fiscal year report;
- c. Transact the general business of the Association in the interim between meetings; and
- d. Disburse funds and pay bills in accordance with the provision of the Bylaws or policies of the Executive Committee.

E. The outgoing officers shall deliver to their successors all books and materials of their respective offices by September 15.

Article VII: Fiscal Management

Section 1. Fiscal Year. Unless otherwise specified, the fiscal year of the Association shall begin on the first day of September of every year.

Section 2. Books and Accounts. Books and accounts of the Association shall be kept under the direction of the Treasurer of the Association.

Section 3. Financial Signatories. For all bank accounts established for the Association, there must be at least two signatories, the Treasurer and at least one other officer, or the duly-authorized agent.

Article VIII: Committees

Section 1. Executive Committee. The President, Past President, Secretary, Vice President, and Treasurer compose the Executive Committee, which conducts the day-to-day business of the Association and oversees the budget.

Section 2. Standing Committees. There shall be standing committees on Membership, Professional Development, and on Nominations and Elections.

Article IX: Amendments

These Bylaws may be amended upon affirmation of two-thirds (2/3) of the members voting on the proposed change. Amendments may be proposed by the Executive Committee and shall be submitted to the entire membership for vote no later than the next general elections. Such amendments, following affirmation, shall become effective the next January 1st.