



Tell me and I forget, teach me and I may remember, involve me and I learn." - Benjamin Franklin

Hawaii Youth Rodeo 'Ohana Bylaws

- This document serves as guidance for the Hawaii Youth Rodeo 'Ohana, a 501c3 publicly funded organization of the state of Hawaii.
- These Bylaws should be reviewed and assessed for needed changes at least once per year, voted on by the Board of Directors, ratified and shared with the public.
- The last time these Bylaws were reviewed and adopted was on October 9, 2022.
- This document was compiled by a group of community stakeholders who were asked to assist with forming the guidelines of HYRO on the basis of their experience as parents, youth leaders, cultural resource managers, early childhood educators and behavioral health specialists on Hawai'i island. All were strong contributors that volunteered their time at no cost because of their belief in the mission of this organization. *Mahalo!*
- This document was also informed by these publications:
How to Form a Nonprofit Corporation by Anthony Mancuso
A Step-by-Step Guide to Forming a 501(c)(3) Nonprofit in Any State
and HRS Chapter 414D – HAWAII NONPROFIT CORPORATION ACT



Article 1. *Organization Information*

The name of the organization is Hawai'i Youth Rodeo 'Ohana, abbreviated here as HYRO. The HYRO address is PO Box 6141, Kamuela, HI 96743. The phone number is 808-430-4301. There is a trade name associated with the Hawaii Youth Rodeo 'Ohana and it is registered in the state of Hawaii as "HYRO".

The Hawaii Youth Rodeo 'Ohana is registered with the State of Hawaii Department of Commerce and Consumer Affairs as a charitable non-profit organization.

A. Mission Statement

HYRO's mission is to create opportunities that allow for positive 'ohana engagement and youth development.

B. Purpose and Vision

Financial Support

HYRO understands that access to opportunities for youth and their 'ohana have much to do with availability of finances. It is our hope that we can be an avenue of financial support in a way that aligns with our purpose.

Scholarships

HYRO offers a rodeo travel scholarship. Potential applicants are made aware of the scholarship via the HYRO website and email distribution list. The scholarships have rigid and forthright eligibility requirements, always include a written statement of purpose explaining the intention of the funding and are processed using a review board. Reviewers are comprised



of individuals that have professional backgrounds in education, rodeo or the behavioral health sciences. Scholarship recipients must reside on Hawaii (Big) Island

‘Ohana Engagement

HYRO understands the benefits of family engagement upon youth. We seek to provide events where youth are able to showcase acquired skills in a fun atmosphere. We emphasize developmentally appropriate engagement activities with ‘ohana from all generations.

D. Core Values of the Hawaii Youth Rodeo ‘Ohana

What will guide the organization’s actions?

- Aloha
- ‘Ohana
- Hana Pono

Guiding Principles

- “ ‘A‘ole pau ka ‘ike i ka hālau ho‘okahi” *Not all knowledge is learned in one school* - Knowledge is vast and is gained from many different people, places, or experiences. In the spirit of ‘a‘ohe pau ka ‘ike i ka halau ho‘okahi, let us celebrate and learn from our differences and thus perpetuate our beloved Hawaiian heritage.
- He meheuheu mai nā kupuna mai - Habits acquired from the ancestors; such as farming - sciences that cultivates. The traditional way of behaving and doing something specific in a particular place... we receive this from our ancestors....it is passed down from generation to generation.



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- He mā'ona 'ai a he mā'ona i'a ko ka noanoa - The commoner is satisfied with food. - no greater ambition than success is farming. Health and Wellness (food, 'ohana, self-esteem). Whether the youth raise cattle or grow crops directly, HYRO offers opportunities to educate youth about the ranches and farms their food comes from. Students can learn more about their food systems, foster a relationship with the environment, and support local food producers, thus helping the community and economy!
 - I uka a i kai - Using the ahupua'a to teach 'āina-based (place-based) Hawaiian Educational programs to provide powerful learning experiences for Hawaiian and non-Hawaiian students alike. Keiki focus, and learn from their natural environment and develop a strong sense of kuleana (responsibility) and desire to malama (care for) the 'āina through their participation in farming and ranching opportunities.

Article 2. Governing Board

A. Powers of the Governing Board of the Hawaii Youth Rodeo 'Ohana

The governing body of Hawai'i Youth Rodeo 'Ohana will be known as the HYRO Governing Board (GB). The powers afforded to the HYRO GB are defined herein:

- 1) The GB shall have oversight of and be responsible for organizational, financial, physical property (i.e. livestock, equipment, management, and compliance with applicable federal and state laws.



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- 2) Hear appeals from any group or individual alleging violation of these bylaws or allegations of unfair treatment.
 - 3) Oversee election, appointment and removal of GB members.
 - 4) Our bylaws require that HYRO participants and volunteers support our Mission, Purpose and Goals. The GB has the power to remove or deny entry to individuals or groups seeking to disrupt or counter HYRO's mission, purpose, goals or that cannot or will not follow policy.

B. Structure, Organization and Meetings at the Hawaii Youth Rodeo 'Ohana

- 1) *Governing structure.* All GB members shall comply with Hawaii state law.

GB members shall be persons who:

- a. Provide the governing board with a diversity of perspective and a level of objectivity that accurately represents the interests of youth rodeo and the perpetuation of the paniolo lifestyle, and a value for education.
- b. Demonstrate an understanding of best practices of non-profit governance; and
- c. Possess strong fiscal knowledge and can demonstrate accountability practices that uphold integrity and honesty.

- 2) *Organization, Appointment and Election.* All nominations for Board members shall be presented to the present Governing Board. Any person whose views and/or actions are found



inconsistent with the mission/vision/purpose of the organization will not be considered.

3) *Meetings*

- a) Regular Meetings. The GB shall meet regularly at least four times a year.
- b) Working Meetings. A Working Meeting will be a non-business meeting and will be performed and conducted by GB members only.
- c) Emergency Meetings. In the case of urgent issues that require GB consideration or approval, the GB President or Vice President may call an Emergency Meeting. Every possible attempt must be made to contact GB members and notify them of the meeting location and time. Among members present, a majority must be reached in order to make a decision. Discussion and minutes of Emergency Meetings shall be reported in full at the next regular scheduled GB meeting.
- d) Executive Session. An Executive Session shall be called when it is necessary to discuss confidential or sensitive issues. Minutes of the Executive Sessions will be held in confidential meeting files held by the GB Secretary.
- e) Meeting Minutes. There shall be Meeting Minutes taken at every meeting. Meeting minutes will be reviewed and approved at each subsequent meeting only after all GB members present have had an opportunity to review them or waives his/her right to review them prior to approval of the GB as official meeting minutes.



4) *Quorum.* A simple majority of the full number of members shall constitute a quorum of the board for the transaction of business. When a quorum is present, a majority of the members present may take any action on behalf of the Board, except to the extent that a larger number is required by law, or by these Bylaws. Every act of a majority of the members present at a meeting duly held at which a quorum is present shall be regarded as the act of the Board of Trustees.

5) *Terms of Office*

a) Board members serve for 6 years, with the “changing of the guards” occurring at the beginning of the 5th year .

6) *Voting*

a) Voting may take place only when a quorum of (50% plus one voting member) has been established.

b) Consensus shall be sought, however in the case of disagreements; decisions shall be made by a two-thirds majority vote of those members in attendance.

7) *Resignation and Removal*

a) Any GB member may resign by providing written notice to the President. *30 days notice is appreciated.*

b) Any GB member who fails to complete their duties (as outlined in Article 3) may be considered for removal from the GB.

c) GB members are expected to attend all Board meetings. It shall be the duty of the Secretary of the Board to communicate with any member after such member's two unexcused absences. Failure to provide an adequate response may qualify as sufficient cause for



removal from the Board. *Board members cannot make informed decisions if they are not present at meetings and this sets a precedence for poor leadership representation.*

d) Any GB member whose views and/or actions are found inconsistent with the mission/vision/purpose of the organization may be removed.

e) Any GB member who is being considered for removal shall be provided reasonable notice and shall be given sufficient opportunity to be heard by the GB.

f) GB members may be removed only by a two-thirds vote of other members not currently being considered for removal.

8) *Conflicts of Interest.* Whenever a GB member feels that s/he may have a conflict of interest, such conflict shall be disclosed in a meeting where decisions may be made that may give rise to that conflict. If a majority of the GB agrees that a conflict of interest exists, the affected member shall refrain from any discussion beyond answering questions regarding the potential conflict, and will not be permitted to attend meetings about or vote on the issues giving rise to the conflict.

9) *Code of Ethics.* The GB is guided by the HYRO Core Values and Guiding Principles. (Insert Code of Ethics here).

10) *Indemnification Policy.* GB members shall not be personally liable for actions taken when acting in the capacity of a director unless actions are deemed negligent.

11) *Confidentiality.* Every GB member has a duty to maintain the confidentiality of all GB actions, discussions and votes held



in executive sessions. These meetings shall be held only when confidential matters must be discussed.

Article 3. Officers of the Governing Board of the Hawaii Youth Rodeo 'Ohana

A. Terms of Officers

Once HYRO is at a 5 year mark, elections of officers shall be every two years. The officers shall be: President, Vice President, Secretary, Corresponding Secretary and Treasurer.

B. President

- 1) Chair all board meetings.
- 2) Oversee compliance, bylaws, and policies.
- 3) Select and supervise committee chairs, and ensure that all committees function appropriately.
- 4) Work with other GB members and staff leaders to recruit new volunteers to the GB and its committees.
- 5) Makes representative statements for the board with board consensus, whenever possible.
- 6) Serve as signatory for financial transactions and official documents along with the Treasurer. Dual oversight is required for all financial transactions. (See Financial Transactions)

C. Vice-President

- 1) Perform all the duties of the President in the case of the President's absence, and when so acting, will assume the President's powers and be subject to the same restrictions.
- 2) The Vice-President shall have other powers and perform other duties as prescribed by the GB.

D. Secretary



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- 1) Keep (or cause to be kept) minutes of the meetings of GB committees, including time, place and persons in attendance, as well as whether it was a Regular, Annual or Emergency (and if Emergency, how called), followed by a detailed account of the proceedings of each meeting.
 - 2) Keep (or cause to be kept) a copy of the GB Bylaws, with amendments; to be available for reference at each meeting.
 - 3) Give notice of upcoming GB meetings, as required by the Bylaws.
 - 4) Have other powers and perform other duties as prescribed by the GB.
 - 5) Be responsible for the management and safe keeping of GB archives and all previously recorded agendaed meetings.

E. Corresponding Secretary

- 1) Coordinates with the secretary to capture meeting notes or other official meeting documentation.
- 2) Assists with the coordination and logistics associated with HYRO
- 3) Assists in administrative tasks related to the good of HYRO
- 4) Send emails as requested by GB members
- 5) Maintain social media pages
- 6) Correspondence between board and members

F. Treasurer

- 1) Along with the GB President, serve as a signatory for financial transactions. Dual oversight is required of all financial transactions.
- 2) Oversee and keep track of fiscal transactions and report current budget information at the meetings, or upon request by GB members.
- 3) Regular distribution of the treasurer's report to the board.



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- 4) Oversee and approve all financial plans or revisions to plans.

Article 4. GB Committees

The Board Members may appoint committees as it thinks necessary for the effective governing of the organization to include but not limited to Safety, Governance, Educational and Financial, Fundraising and Scholarship Committees. Each standing committee shall have a charge specific to its permitted activities; committees shall be populated by a majority of board members but also include those from outside the board who can bring expertise and knowledge to the task at hand.

A. Standing Committees

- 1) Safety Committee
 - Animal safety
 - Emergency Medical Response
 - First Aid
 - Public health
- 2) Governance Committee
- 3) Fundraising Committee
- 4) Education Committee:
 - Coordination and Outreach
 - Clinics
- 5) Keiki Rodeo Operations
- 6) Cattle Stewardship
- 7) Historian: Document youth success/records/events

Article 5. Contracts, Checks, Deposits, and Funds



The fee for non-sufficient funds checks is determined by the bank. After two non-sufficient funds checks are submitted, payment is required in cash-only going forward.

Article 6.

By-laws may only be amended by a minimum two-thirds vote of GB members.