

**Nā Kānāwai Kalāualani**  
**Kapi‘olani Community College**  
**Kalāhū, Kona, O‘ahu**

**Article I. Vision, Mission Statement and Values**

**Section 1.01: Nu‘ukia – Vision**

The vision of the ‘Aha Kalāualani is to move the cultural practices, knowledge and values of the indigenous people of Hawai‘i to the forefront of Kapi‘olani Community College.

**Section 1.02: Ala Nu‘ukia – Mission**

The mission of the ‘Aha Kalāualani is to advance Kapi‘olani Community College, as a recognized model indigenous-serving institution, in all areas related to Native Hawaiians. The ‘Aha Kalāualani shall provide a formal, independent organization to uphold the campus’ commitment to Native Hawaiians.

1. Lead the campus in the implementation and attainment of the goals and objectives of Hawai‘i Papa o Ke Ao.
2. Advocate for, assess, and evaluate, fairness and equity in all decisions, including budget and resource allocations, as well as grants related to the College as a Native Hawaiian Serving Institution.
3. Educate College administration, faculty and staff about issues important to Native Hawaiians including but not limited to self-determination, intellectual and cultural property rights, sanctity of land, proper pronunciation and usage of the Hawaiian language, and the concerns of Native Hawaiians at the College.
4. Advise the Chancellor and Administration Team regularly on Hawaiian cultural practices, knowledge, values, protocol and etiquette.
5. Guide the College’s commitment to serve Native Hawaiians in the areas of curriculum and instruction, programming, professional development, campus and long-range planning, strategic planning, accreditation self-study, policy development, and implementation.

**Section 1.03: Nā Lawena Waiwai – Values**

‘Aha Kalāualani honors the legacy of Queen Kapi‘olani through these values:

Kūpono	Practicing honesty and integrity with clarity in all relationships.
Kuleana	Sharing a common responsibility to support the future of our students, college, community, land, and sea.
Mālama	Protecting and perpetuating ancestral knowledge.
Kūloa‘a	Ensuring that the needs of our students are met with support and service.
Kūlia	Creating meaningful curricula and learning experiences that serve as a foundation for all to stand and move forward.

**Article II. Membership**

**Section 2.01: ‘Aha Lālā Laulaha - General Council Members**

1. The ‘Aha Lālā Laulaha constituency is comprised of Native Hawaiian faculty and staff of Kapi‘olani Community College.

2. General Council members have voting privileges and they are eligible to serve on the 'Aha Mole.

#### **Section 2.02: Kōko'o - Affiliate Council Members**

1. Kōko'o members are non-Native Hawaiians who support 'Aha Kalāualani vision, mission and values.
2. Kōko'o members do not have voting privileges and they are not eligible to serve on the 'Aha Mole or 'Aha Lālā Laulaha.

#### **Section 2.03: Roles and Responsibilities of 'Aha Kalāualani**

1. 'Aha Kalāualani members must attend at least one council meeting or a Kalāualani event per semester. 'Aha Kalāualani members regularly attend all 'Aha Lālā Laulaha meetings and participate in at least one of the standing committees.
2. When unable to attend 'Aha Lālā Laulaha meetings, 'Aha Kalāualani members are responsible for reading 'Aha Mole and 'Aha Lālā Laulaha meeting minutes.
3. 'Aha Lālā Laulaha members are expected to vote online, when solicited.

#### **Section 2.04: Membership Lists**

1. The Papakōnane shall maintain a current and updated email and contact list of its membership.

### **Article III. 'Aha Mole - Kalāualani Core Council**

#### **Section 3.01: Membership of 'Aha Mole**

1. 'Eku
2. Wae
3. Papakōnane
4. 'Iako
5. Ama
6. 'Ihoe
7. Kāhihika'ale
8. Pani
9. Kīpū
10. Moamoa

#### **Section 3.02: Term of Office and Term Limits for 'Aha Mole**

1. Term of office for 'Aha Mole member is two years. Term of office commences on July 1 of the elected term and ends on June 30, two years thereafter.
2. There are no term limits. 'Aha Mole members can serve in the same position or different 'Aha Mole position without limit, if re-elected.

#### **Section 3.03: Roles and Responsibilities for 'Aha Mole**

'Aha Kalāualani has designated the following roles and responsibilities for its 'Aha Mole.

1. **'Eku** - 'Eku cuts the pathway for the voyage of the wa'a by ensuring that the 'Aha Kalāualani's vision, mission and values are reflected with the proper Hawaiian cultural protocol and traditions. The 'Eku Committee is responsible to:
  - a. Identify and provide recommendations on issues relevant to Native Hawaiians in the areas of protocol, traditions and cultural practices.



- b. Provide professional development to faculty, staff and administration in Hawaiian protocol, traditions and cultural practices.
  - c. Review and respond to action requests related to Hawaiian protocol, traditions and cultural practices.
  - d. Carry out other duties as assigned by the 'Aha Kalāualani.
2. **Wae** – Wae sets the pace for the wa'a by ensuring that the 'Aha Kalāualani's vision, mission and values are reflected in the development of culturally appropriate curricula, programming, student support services, and the delivery of instruction, including best pedagogical practices. The Wae Committee is responsible to:
  - a. Identify and provide recommendations on issues relevant to Native Hawaiians in the areas of curriculum development, instruction, programming, student support services, professional development and training.
  - b. Provide guidance and support to faculty developing curriculum with content related to Hawaiian culture, language, and/or history.
  - c. Review and respond to action requests related to curriculum, instruction, and programming.
  - d. Carry out other duties as assigned by the 'Aha Kalāualani.
3. **Papakōnane** – Papakōnane communicates for the wa'a by ensuring that the 'Aha Kalāualani's vision, mission and values are disseminated to the 'Aha Kalāualani members and College.  
 The Papakōnane Committee is responsible to:
  - a. Identify and provide recommendations on issues relevant to Native Hawaiians in the areas of communication and dissemination for the 'Aha Kalāualani.
  - b. Serve as the 'Aha Kalāualani secretary, whose kuleana includes taking minutes at the 'Aha Mole and 'Aha Lālā Laulaha meetings as well as managing and updating the 'Aha Kalāualani website.
  - c. Review and respond to action requests related to communications.
  - d. Carry out other duties as assigned by the 'Aha Kalāualani.
4. **'Iako** – 'Iako holds/stabilizes the wa'a by ensuring that the 'Aha Kalāualani's vision, mission and values are reflected in Kapi'olani's campus/strategic planning and marketing/advertising.  
 The 'Iako Committee is responsible to:
  - a. Identify and provide recommendations on issues relevant to Native Hawaiians in the areas of campus planning involving renovations, new construction and existing structures and campus marketing and advertising.
  - b. Manage incoming action requests for review by the 'Aha Mole. Communicate decisions and progress made on action requests to the Kīpū and requestor. Collect recommendations from committees and disseminate to the 'Aha Mole and Kīpū for submittal to the Chancellor. Oversee responses from the Chancellor and forward responses to the 'Aha Mole. Respond to or appeal if necessary.
  - c. Review and respond to action requests related to campus planning and marketing.
  - d. Carry out other duties as assigned by the 'Aha Kalāualani.
5. **Ama** – Ama provides balance and stability for the wa'a by ensuring that the 'Aha Kalāualani's vision, mission and values are reflected through policy, procedures and governance at the College. The Ama Committee is responsible to:

- a. Identify and provide recommendations on issues relevant to Native Hawaiians in the areas of policy and governance.
  - b. Ensure that the 'Aha Kalāualani operates in compliance with its Nā Kānāwai Kalāualani and that the 'Aha Kalāualani participate as a formal, independent organization in the governance of the College.
  - c. Review and respond to action requests related to policy and governance.
  - d. Carry out other duties as assigned by the 'Aha Kalāualani.
6. **‘Īhoe** – ‘Īhoe is held open for our Native Hawaiian students as they are part of the voyage of the wa‘a. This is non-elected position and non-voting.
7. **Kāhihika‘ale** – Kāhihika‘ale manages the resources for the wa‘a by ensuring that the 'Aha Kalāualani's vision, mission and values are reflected through fairness and equity in all budgets, resource allocations, and grant decisions impacting Native Hawaiians. The Kāhihika‘ale Committee is responsible to:
  - a. Identify and provide recommendations on issues relevant to Native Hawaiians in the areas of budget, grant and resource allocations.
  - b. Ensure that the 'Aha Kalāualani is notified of all grant writing and development across campus that relate to the College as a Native Hawaiian, model indigenous serving institution, which directly impact the vision and mission of the 'Aha Kalāualani.
  - c. Review and prioritize resource allocation requests as developed by the Budget and Resource Allocation Committee in 2015. Manage the 'Aha Kalāualani Council and UH Foundation accounts.
  - d. Review and respond to action requests related to resources and budgets.
  - e. Carry out other duties as assigned by the 'Aha Kalāualani.
8. **Pani** – Pani will stand for the Kīpū when unavailable to steer the wa‘a by ensuring that the 'Aha Kalāualani's vision, mission and values are upheld and carried out at the College. The Pani is responsible to:
  - a. Collaborate with the Kīpū to identify and provide recommendations on issues relevant to Native Hawaiians in all matters related to the College's commitment to the 'Aha Kalāualani as an independent Authorized Governance Organization, UHCC Hawai'i Papa o Ke Ao and all UH system-wide matters.
  - b. Represent the 'Aha Kalāualani at the Pūko‘a Executive meetings and provide regular reports to the 'Aha Kalāualani.
  - c. Attend Faculty Senate Meetings when needed to and carry out the mission of the 'Aha Kalāualani and strengthen collaborations to support the directions of the 'Aha Kalāualani.
  - d. Work with the Kīpū in writing the 'Aha Mole and 'Aha Lālā Laulaha meetings and disseminate to the 'Aha Kalāualani membership.
  - e. Carry out other duties as assigned by the 'Aha Kalāualani.
9. **Kīpū** – Kīpū steers the wa‘a by ensuring that the 'Aha Kalāualani's vision, mission and values are upheld and carried out at the College. The Kīpū is responsible to:
  - a. Identify and provide recommendations on issues relevant to Native Hawaiians in all matters related to the College's commitment to the 'Aha Kalāualani as an independent Authorized Governance Organization, UHCC Hawai'i Papa o Ke Ao and all UH system-wide matters.
  - b. Serve as a member of the Chancellor's Advisory Council (CAC), Authorized



Governance Organization, Pūko‘a Executive Council, and the UHCC Hawai‘i Papa o Ke Ao Committee.

- c. Attend Chancellor’s Administrative Staff Team meetings when the agenda includes any discussion in relation to Native Hawaiian issues and the College’s mission of being a leading indigenous serving institution. The Kīpū is a member of the Chancellor’s Advisory Council (CAC), Authorized Governance Organization, Pūko‘a Executive Council, and the UHCC Hawai‘i Papa o Ke Ao Committee meetings to strengthen collaborations to support the directions of the ‘Aha Kalāualani.
  - d. Convene and chair the ‘Aha Lālā Laulaha and ‘Aha Mole meetings.
  - e. Draft and send resolutions to the Chancellor.
10. **Moamoa** – Moamoa advises and protects the wa‘a by ensuring the appropriate Hawaiian cultural practices, ancestral knowledge and traditions of Kalāhū, O‘ahu are upheld. The Moamoa is a voting member of the ‘Aha Mole. The Moamoa is recommended by the Kīpū and will be voted on by the ‘Aha Mole. Decision will be based on a majority vote of the ‘Aha Mole on the following criteria:
- a. ‘Ike ‘Āina – Possesses traditional cultural knowledge on Kalāhū, O‘ahu through oli, mo‘o‘ōlelo and other cultural practices.
  - b. ‘Ike Kūpuna – Grounded in Hawaiian ancestral knowledge and values that have been passed on from one generation to the next.
  - c. ‘Ike ‘Ōlelo Hawai‘i – Possesses fluency in and a deep cultural knowledge of Hawaiian language, meanings, metaphors and allusions.

#### **Article IV. ‘Aha Mole and ‘Aha Lālā Laulaha Meetings**

##### **Section 4.01: ‘Aha Mole and ‘Aha Lālā Laulaha Meetings**

1. ‘Aha Mole shall meet monthly.
2. ‘Aha Lālā Laulaha will meet no less than once a semester.

##### **Section 4.02: Notice, Agenda and Minutes**

1. The meeting dates, times, and location shall be determined by the Kīpū and announced before the commencing of each semester.
2. Agendas will be uploaded to the ‘Aha Kalāualani website one week prior to the ‘Aha Mole or ‘Aha Lālā Laulaha meeting.
3. Any member wishing to add an agenda item via the Kalāualani Action Request Form and should do so two weeks prior to the next meeting of the ‘Aha Mole or ‘Aha Lālā Laulaha meeting.
4. Minutes shall be taken by the Papakōnane at every ‘Aha Mole or ‘Aha Lālā Laulaha meeting and be posted on the ‘Aha Kalāualani website.

#### **Article V. Decision Making**

##### **Section 5.01: Decision Making – ‘Aha Kalāualani**

1. Motions for action can be made at ‘Aha Mole meetings, ‘Aha Lālā Laulaha meetings or through the online ‘Aha Kalāualani Action Request Form (ARF).
2. Action items related to the entire ‘Aha Kalāualani membership will be voted on by the ‘Aha Lālā Laulaha and ‘Aha Mole membership in attendance at that meeting.
3. Motions generated by the ‘Aha Mole needing the ‘Aha Lālā Laulaha membership decision shall be sent out for an online vote with a specified deadline.

4. All decisions will be based on a majority vote. Majority shall be defined as 50% plus one of the votes cast. All members of the 'Aha Kalāualani shall uphold any decisions determined.

#### **Section 5.02: Decision Making – 'Aha Mole**

1. Quorum for this body will be five (5) or more 'Aha Mole members.
2. Decisions made by the 'Aha Mole will be approved by a majority vote. Majority shall be defined as 50% plus one of the votes cast. All members of the 'Aha Kalāualani shall uphold any decisions determined.

#### **Section 5.03: 'Aha Kalāualani Action Request Form**

1. The 'Aha Kalāualani Action Request Form (ARF) is available to the entire college campus.
2. 'Aha Kalāualani Action Request Forms can be made throughout the academic year.
3. The 'Iako will manage the 'Aha Kalāualani's Action Request Forms and prepare for review at each 'Aha Mole Meeting.
4. The 'Aha Mole will review the action requests at each monthly meeting. Decisions or progress made at the 'Aha Mole meetings regarding action requests will be reflected in the 'Aha Mole meeting minutes and will be posted on the 'Aha Kalāualani website by the Papakōnane.
5. The 'Iako will email the person who submitted the action request, informing the person of the decision or progress made at the 'Aha Mole meeting.

### **Article VI: Ad Hoc Committees**

#### **Section 6.01: Ad Hoc Committees**

The 'Aha Kalāualani shall create Ad Hoc (temporary) committees as needed.

1. The Kīpū will determine Ad Hoc committee chairperson and members with consultation from the 'Aha Mole.
2. The charge of the Ad Hoc committees shall be specific, goal orientated, and completed within a time period set by the Kīpū with consultation from the 'Aha Mole.
3. Ad Hoc committee chairs shall report at 'Aha Mole meetings, but will not be considered a voting member of the 'Aha Mole.
4. Ad Hoc committees shall not continue beyond the time period set by the Kīpū. The charge of the committee can only be extended by the Kīpū. The committee will be dissolved once the charge of the committee is completed.
5. If the charge of the Ad Hoc committee is not being carried out, the Kīpū, with consultation from the 'Aha Mole, shall dissolve the committee.
6. Dissolution of an Ad Hoc committee is up to the discretion of the Kīpū, with consultation from the 'Aha Mole. A vote from the 'Aha Lālā Laulaha is not needed.
7. The Kīpū, with consultation from the 'Aha Mole, may recommend that Ad Hoc committees transition to standing committees upon substantial evidence that such committees warrant a permanent status.
8. The change of Ad Hoc committees to standing committees shall be approved with a majority vote of the 'Aha Mole and 'Aha Lālā Laulaha. Majority is defined as 50% plus one of the votes cast. An amendment of the bylaws reflecting the addition of a standing committee will be drafted and ratified by the 'Aha Mole.



## **Article VII. Elections**

### **Section 7.01: Election Committee and ‘Aha Mole Election Process**

The purpose of this committee will be to manage the nominations, voting process, and election results of the ‘Aha Mole.

1. Election Committee
  - a. The Kīpū will appoint the ‘Aha Mole Elections Committee Chair and members, with consultation from the ‘Aha Mole.
  - b. The ‘Aha Mole Election Committee shall carry out the nominations in accordance with Section 7.02 Nominations Guidelines, as well as the voting process and reporting the election results.
2. Eligibility
  - a. In accordance with Section 2.01: ‘Aha Lālā Laulaha – General Council members, only ‘Aha Lālā Laulaha and ‘Aha Mole members are eligible to be nominated and vote in ‘Aha Kalāualani elections.
3. ‘Aha Mole Election Process
  - a. Elections will be conducted confidentially by online poll or paper ballots. Online poll or ballots will be sent to all ‘Aha Lālā Laulaha and ‘Aha Mole members with a deadline for return.
  - b. The ‘Aha Mole Election Committee will collect online poll results or completed ballots and report the election results to the ‘Aha Lālā Laulaha and ‘Aha Mole.
  - c. The nominee who receives the majority number of votes from the votes cast will have earned the seat on the ‘Aha Mole. Majority shall be defined as 50% plus one of the votes cast. All members of the ‘Aha Kalāualani shall uphold any decisions determined by this vote.
  - d. In the event of a tie in any election, re-votes will be conducted among the nominees who tied until a winner is decided.
4. Election Timeline
  - a. Elections for ‘Aha Mole members will be held in the spring semester of odd-numbered years.
  - b. Call for nominations and voting will take place by the end of the spring semester of the election year.

### **Section 7.02: Nomination Guidelines**

The purpose of these guidelines is to ensure an equitable and fair nomination process.

1. Only ‘Aha Lālā Laulaha and ‘Aha Mole members are eligible to nominate and be a nominee.
2. An eligible member may only nominate one person per position.
3. Nominations cannot be made on behalf of another member.
4. The ‘Aha Mole Election Committee shall seek a minimum of one nominee per position with the goal of having at least two nominees selected per position.
5. Nominees shall be accepted from the membership, including the widest representation possible.
6. There is no maximum number of nominees per position.
7. Should a nominee be nominated for multiple positions; the nominee may only select one position. He/She/They will choose the position that will appear on the ballot.
8. The ‘Aha Mole Election Committee Chair will verify membership of each nominee and contact each nominee to confirm their desire to be a candidate.
9. The ‘Aha Mole Election Committee Chair and Committee will submit the confirmed list of nominees to the ‘Aha Mole for approval. The list may include the candidate’s

statement, educational background, organizational involvement and photo (if available) which will be emailed out to 'Aha Kalāualani membership before the election.

### **Section 7.03: Special Elections**

Should there be a midterm vacancy, a special election shall be initiated by the 'Aha Mole and will follow the procedures outlined in Article VII: Section 7.01 and 7.02.

1. After receiving a 'Aha Kalāualani request, the 'Aha Mole will approve a Special Election and nominations will be accepted at the next 'Aha Mole Meeting.
2. The candidate who received the majority of votes cast as defined as 50% plus one of the votes cast will fill the remainder of the term.

## **Article VIII. Evaluation of the 'Aha Kalāualani**

### **Section 8.01: Evaluation**

1. An evaluation of the effectiveness of the 'Aha Kalāualani, Kīpū, and the 'Aha Mole will be conducted by the Ama Committee, at least every two years.
2. The evaluation shall be administered to all members of the 'Aha Kalāualani at the College.
3. The purpose of the evaluation is to make continual improvements in both the effectiveness and efficiency of the 'Aha Kalāualani.

## **Article IX. Ratification and Revisions of Nā Kānāwai Kalāualani**

### **Section 9.01: Ratification**

1. The Ama Committee shall make revisions of the Kānāwai with consultation from the 'Aha Mole and 'Aha Lālā Laulaha members.
2. Ratification of the Kānāwai Kalāualani shall be submitted by the Ama Committee, to the 'Aha Mole, and must meet the approval of the 'Aha Lālā Laulaha and 'Aha Mole membership of the 'Aha Kalāualani.
3. Vote to ratify Nā Kānāwai Kalāualani will be honored with a majority vote. Majority shall be defined as 50% plus one of the votes cast. All members of the 'Aha Kalāualani shall uphold any decisions determined.
4. Once ratified by the 'Aha Lālā Laulaha and 'Aha Mole membership, Nā Kānāwai Kalāualani will be forwarded to the Chancellor for approval and authorization of the Nā Kānāwai Kalāualani.
5. The ratification date must be noted on the fully executed document and is enforceable from that date.
6. The ratified Nā Kānāwai of the 'Aha Kalāualani shall be posted on the 'Aha Kalāualani website.
7. Any changes or amendments to Nā Kānāwai Kalāualani must be:
  - a. Substantiated by evaluation of the 'Aha Kalāualani by the 'Aha Lālā Laulaha and 'Aha Mole membership;
  - b. Submitted in writing to the Kīpū;
  - c. Presented to the 'Aha Kalāualani membership for consideration and approval; and
  - d. Must pass by majority vote as defined as 50% plus one of the votes cast. All members of the 'Aha Kalāualani shall uphold any decisions determined.
  - e. Approved amendment(s) to Nā Kānāwai Kalāualani shall be posted on the 'Aha Kalāualani website.



## Article X: Relationship to Pūko‘a and the University

The ‘Aha Kalāualani shall have all the rights and privileges as a chartered organization under the Pūko‘a Council, which is Board of Regents statutorily recognized. The ‘Aha Kalāualani endorses the recommended policies and goals of the Pūko‘a Council.

### APPROVED BY

Kapulani Landgraf 20 Uelo 2020  
Kapulani Landgraf, ‘Aha Kalāualani, Kīpū Date

Louise Pagotto 5/20/2020  
Louise Pagotto, Chancellor Date

**KĀNĀWAI OF KALĀUALANI RATIFIED BY A MAJORITY OF THE GENERAL MEMBERS OF ‘AHA KALĀUALANI**

RATIFICATION DATE: 13 Uelo 2020