

Hawaii Self-Advocacy Advisory Council

By-Laws

(Adopted August 4, 2014)

Name

Hawaii Self-Advocacy Advisory Council (SAAC)

Hawaii Self-Advocacy Advisory Council Mission:

The Hawaii Self Advocacy Advisory Council's mission is to raise awareness and the quality of life for all self-advocates through leadership, education, and full participation in the community.

Self-Advocacy Network:

We “lead by example” and teach advocacy so people can have the life they want.

Self-Advocacy Network Outcomes:

1. To be leaders in our own lives and in the community.
2. To create change in ourselves, our homes, and our community.
3. To be independent, to have choice and make decision for ourselves.
4. To learn about our rights and educate people about disabilities.

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5. To speak up and have a voice in laws and policies about people with disabilities.
6. To network and partner with agencies, families, professionals, and other advocates to have the life they want.
7. To support the belief – “Nothing about us, without us.” We want to be part of the decision-making team.

Membership:

SAAC will have two types of members:

Voting members and non-voting members.

Voting members must:

1. Have a developmental disability and meet the definition from Hawaii Law (HRS Chapter 333F). This law says that to be considered to have a developmental disability you must have:
 - a. A severe, chronic disability which affects your physical or intellectual abilities;
 - b. Affects you before age twenty-two;
 - c. Is likely to continue for the rest of your life; and
 - d. Means you will need help in three or more of the following areas of major life activity:
 1. Self-care,
 2. Receptive and expressive language,

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3. Learning,
 4. Mobility,
 5. Self-direction,
 6. Capacity for independent living, and
 7. Economic sufficiency
-
2. Be 18 years or older; and
 3. Be committed to the mission and goals of SAAC.

Non-voting members must:

1. Be committed to the mission and goals of SAAC.
2. Junior Self-Advocates ages 12-17 years.

Personal Assistants and Family Members are welcomed and valued in their role of supporting self-advocates. However, they will not be allowed to vote in place of a self-advocate or for a self-advocate.

Meetings:

Regular SAAC membership meetings will be held monthly. Changes need to be agreed to at least one month in advance.

Officer meetings will be held once a month.

Sub-Committee meetings will be held once a month.

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Voting/ Decision Making:

SAAC Member Meetings: During the membership meetings, each member will be entitled to a vote if addressing membership issues.

A member who is unable to attend a meeting for any reason will inform the President, Secretary or SAAC Chair.

A majority (51%) of the appointed membership will be necessary to take a vote on business.

Officers Meeting: Voting and decision-making will be done by majority. In case of a tie the President will be responsible for making the final decision.

Officers:

The officers are comprised of fifteen (15) SAAC Officers. SAAC Officers must be voting members, these are:

1. **President:** the president is responsible for running the meeting, making sure everyone has a chance to participate, setting a tone of respect, enforcing council rules, and approving the agenda before the meeting.
2. **Vice President:** The Vice-President substitutes for the President when they are out or sick, coordinating meetings, and calling people to remind them of the meeting.

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3. **Secretary:** The Secretary is responsible for taking notes at the meeting, writing the agenda, and arranging other printing such as flyers.
4. **Treasurer:** The Treasurer is responsible for keeping track of the council's money and reporting this at the meetings.
5. **Meeting Officer:** The Meeting Officer is responsible for starting and closing the meeting and calls the meeting to order, reading Friendly Reminders, ensuring meeting rules are met.
6. **Time-Keeper:** The Time-Keeper is responsible for following the agenda and watching the time.
7. **Legislative Liaison:** Responsible for legislative updates, training on legislative bills, and support SAAC Event Chair for Day at the Capitol.
8. **Historian:** The Historian will create a scrapbook of for SAAC using pictures showing SAAC activities and events.
9. **Emergency Preparedness Officer:** Responsible for organizing emergency preparedness trainings and information events in the community.
10. **West Hawaii SAAC Chair:** Responsible for meetings, support membership participation in meetings, provide leadership training, and represent SAAC in community activities.
11. **East Hawaii SAAC Chair:** Responsible for meetings, support membership participation in meetings, provide leadership training, and represent SAAC in community activities.

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- 12. Maui SAAC Chair:** Responsible for meetings, support membership participation in meetings, provide leadership training, and represent SAAC in community activities.
- 13. Kauai SAAC Chair:** Responsible for meetings, support membership participation in meetings, provide leadership training, and represent SAAC in community activities.
- 14. Molokai SAAC Chair:** Responsible for meetings, support membership participation in meetings, provide leadership training, and represent SAAC in community activities.
- 15. Lanai SAAC Chair:** Responsible for meetings, support membership participation in meetings, provide leadership training, and represent SAAC in community activities.

Term period for all officers is two (2) years.

- a. First year designated to learn job responsibilities.
- b. Second year designated to work independently in position and mentor others who may be interested in the position.

The Officers will discuss issues and vote on items to be put before the General Voting Membership for a vote.

Major decisions must go before the General Voting Members for vote before adoption.

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Elections:

1. Nominations begin in November with due dates in December of even numbered years – 2014, 2016, 2018, 2020...
2. Voting occurs in January of odd numbered years – 2015, 2017, 2019...

Officer Resignation:

Any officer may choose to resign from their position. A letter must be sent the President.

If an Officer does not carry out their responsibilities, they will be notified verbally and in writing within five (5) business days. The Officer can request to a meeting with the Officers which can be held within 14 days business days of the Officer Removal Notice.

Member Removal:

Members are not removed from the roster unless the member requests to be removed. The following are reasons why a member may be removed from the roster.

- a. Conduct is not professional and is negative (picking fights, yelling, spitting, taking or damaging property, cursing, being drunk or using illegal drugs during a meeting.)
- b. Physically hurting others.

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- c. Not following the mission, values or by-laws of SAAC.
- d. Sexual misconduct, verbal and/or physical abuse.

Here are the steps to remove a member from the roster:

1. The President will speak to the member and gather information.
2. The President will present the issue to the Officers.
3. If approved, the President will send a letter talking about the reasons why the member is being suspended or removed from SAAC. The President will also speak to the member directly about the letter being sent.
4. The person can request a meeting with the President and/or Officers to discuss issue at the next Officer's Meeting.

The member can arrange to meet with the officers and discuss the situation.

The member will receive a letter from the President regarding removal from the SAAC membership roster.

SAAC Community, Media and Event Chairs:

1. **Community Outreach Chair:** Responsible for community outreach and presentations, conferences, fairs, and special events.

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2. **Media Committee Chair:** Responsible for newsletter, social media, press release, publications, videos, radio, and television.
3. **Event Chairs:** Responsible for SAAC sponsored events including coordinate volunteers, report progress to officers, ensure activities before, during and after the event are completed.

Role of the Hawaii State Council on Developmental Disabilities:

The Hawaii State Council on Developmental Disabilities helps SAAC by providing the funds through the state legislature for a coordinators position and a budget that supports their advocacy work in the community.

Budget/Money:

The budget is developed between Hawaii State Council on Developmental Disabilities and SAAC. SAAC and DD Council staff will identify future needs.

SAAC currently collects and recycles cans for their monies. The deposits and expenditures are recorded by the SAAC Treasurer in a ledger. The Treasurer reports on the balance of the monies at the SAAC Officer's meeting and the SAAC General Membership meeting.

The yearly expense budget is reviewed each September.

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Amendments of the By-Laws:

The Officers will have the power to amend, alter, make and repeal the bylaws of the organization by majority officer vote.

SAAC Officers, membership, local chapters can present by-law revisions to the Officers. The Officers will review the recommendations by accepting, rejecting, or revising the by-laws. A copy of the proposed revisions and the board's suggestions will be sent to the chapters at least 30 days before date of voting.