

Committee Name: Makaha Surfside (“MSS”) AOA By-laws Committee (“Committee”)
Formation Date: May 29, 2025

Purpose:

To continually review and evaluate, and propose to the AOA’s Board of Directors (“Board”), any Amendment to MSS’ AOA’s By-Laws, as the Committee determines is needed to clarify procedures, update or correct language, ensure compliance with Hawai’i Revised Statutes Chapter 514B, and identify and recommend adoption of best practices in AOA governance.

Scope of Work:

- Review the existing By-laws for legal compliance, clarity, and consistency.
- Identify sections that may require amendments based on operational issues or matters or outdated provisions.
- Draft and submit to the Board recommendations for revisions, with supporting rationale and legality of such revisions.
- Submit findings and proposals to the board of directors for review and further action.

Membership Composition:

- Chair: Appointed by the President of and confirmed by the Board.
- 2–4 volunteer members (Owners in good standing) selected based on availability, experience, and willingness to serve; however, any Owner, who is or has been in the last 24 months, in arrears on any amount owed to the AOA, may not serve on the Committee.
- No current board members may serve as chair of the By-laws Committee.

Meeting Frequency:

To be determined by the Chair and committee members. Meetings may be held virtually or in person, with minutes or summary notes provided to the board.

Reporting:

- Provide to the Board seven days before each scheduled Board meeting, a Written Report (“Report”).
- Such Report will include updates and progress on all matters within the Purpose and Scope of Work of the Committee, including, but not limited to, drafts of Amendments to the By-laws or other Amendments under review by the Committee, and any procedural concerns or legal considerations.

Duration:

The Committee will serve at the discretion of the Board or a majority of the Owners, as applicable.