

**ASSOCIATION OF HAWAIIAN CIVIC CLUBS**

**OAHU COUNCIL**

**GUIDE FOR OFFICERS, DIRECTORS AND COMMITTEE CHAIRS**

**December 29, 1998**

**Issued by: Leimomi Khan, Pelekikena**

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**OAHU COUNCIL**

**January 1, 1999**

## OFFICERS, BOARD OF DIRECTORS, AND COMMITTEE CHAIRPERSONS

1. **Purpose:** The purpose of the O‘ahu Council of the Association of Hawaiian Civic Clubs as outlined in Article II, Section I of its Constitution is as follows:

- a. To provide guidance to and assist in the activities of all Hawaiian Civic Clubs on the Island of O‘ahu hereinafter referred to as Member Clubs which are now or may hereafter be organized;
- b. To advocate positions endorsed by the Annual Convention, or as approved by the O‘ahu Council.

2. **Objectives:** The objectives of the O‘ahu Council as outlined in Article II, Section 2 of its Constitution are as follows:

- “a. To unite our members in the bonds of friendship, good fellowship, and mutual understanding;
- b. To promote the theory and practice of the principles of good government and good citizenship;
- c. To take an active interest in civic, economic, social, health, and moral welfare of our community, and particularly, the activities of those agencies and organizations who are responsible for the improvement of the conditions of the people of Hawaiian ancestry, and to support programs of benefit to them and to the community at large. This interest will be pursued with a commitment to and a sensitivity for the traditional cultural values and assets of the Hawaiian people and our culture;
- d. To provide a forum for the full and free discussion of all matters of public interest, excepting those which may be specifically prohibited by this Constitution and Bylaws;
- e. To preserve and cherish all sources and records of the ancient traditions, na oli a me na mele, traditional and historic sites of Hawai‘i nei, and to protect the endemic and indigenous flora and fauna of this land, and to actively encourage the teaching, learning and use of ‘olelo makuahine (our mother tongue), the Hawaiian language;
- f. To actively encourage and assist furthering the education of persons of Hawaiian ancestry, promoting cultural sensitivity by educational institutions for the special needs and values of Hawaiian students, and pursuing the enhancement and sharing of Hawaiian cultural practices.”

### 3. Duties of the Officers and Board of Directors

a. **President: Leimomi Khan** (Hawaiian Civic Club of Honolulu): “The President shall be the presiding officer at all meetings of this Council and of the Board of Directors and shall supervise the work and activities of the organization, perform such other duties that usually pertain to that office; shall countersign all checks presented for payment by the Treasurer in the name of this Council and shall submit an annual report on Council activities to the president of the Association of Hawaiian Civic Clubs.” (Article IV, O‘ahu Council By-laws as amended Oct 14, 1995)

“The President, with the approval of the Board of Directors, shall appoint the Chairman of each of the following standing committees: Budget and Finance; Constitution and By-Laws, Na Mea Hawai‘i;

Community Relations; Government Relations; Health and Human Services; Education; and Ho‘ike‘ike.” (Article V, Section 1 O‘ahu Council By-laws as amended Oct 14, 1995)

“The President, with the approval of the Board of Directors, shall appoint, from time to time, other committees as necessary.” (Article V, Section 2, O‘ahu Council By-laws as amended Oct 14, 1995)

b. **First Vice President: Doreen Lindsey** (Nanaikapono HCC): “The First Vice President, in the absence or inability of the President to perform his or her duties, shall act as and have the same authority as the President. He or she shall serve as liaison officer for the committees assigned to him or her by the President.” (Article IV, Section 2, O‘ahu Council By-laws as amended Oct 14, 1995)

***For the term 1999-2000, the First Vice President shall be the liaison for the following committees: Budget and Finance, Community Relations, Education, and Ho‘ike‘ike.***

c. **Second Vice President: Manny Vierra** (Waialua HCC): “The Second Vice President, in the absence of the President and First Vice President to perform his or her duties, shall act as and have the same authority as the President. He or she shall serve as liaison officer for the committees assigned to him or her by the President.” (Article IV, Section 3, O‘ahu Council By-laws as amended Oct 14, 1995)

***For the term 1999-2000, the Second Vice President shall be assigned liaison for the following committees: Constitution and By-laws; Na Mea Hawai‘i; Government Relations; Health and Human Services.***

d. **Recording Secretary: Teri Loo** (Pearl Harbor Hawaiian Civic Club): “The Recording Secretary shall take notes of the proceedings at all meetings of this Council and of the Board of Directors and shall keep a full, true and correct record thereof. Said officer shall deliver to his or her duly qualified successor all books, paper, and such other possessions, within fourteen (14) days after leaving office.” (Article IV, Section 4, Oahu Council By-laws as amended Oct 14, 1995)

The recording secretary shall be expected to be present at all General Council, Officer and Board of Directors’ meetings, and to have minutes of the proceedings of all such meetings completed and coordinated with the President by not later than two weeks after the meeting. A copy of the minutes shall be provided to the Corresponding Secretary

14 days prior to the scheduled meetings(s) for distribution to the Officers, Board of Directors and clubs.

e. **Corresponding Secretary: Luana Sala** (Hawaiian Civic Club of Honolulu): “The Corresponding Secretary shall prepare all correspondence, read all communications, documents and shall maintain full and complete record of same; shall deliver to his or her duly qualified successor all books, papers, and such other articles belonging to this Council as may be in his or her possession, within fourteen (14) days after leaving office.” (Article IV, Section 5, O‘ahu Council By-laws as amended Oct 14, 1995)

The Corresponding secretary shall be expected to be present at all General Council, Officer and Board of Directors’ meetings to report on all communications received or dispatched; shall check the Council’s mail box at least once a week; shall inform the President of correspondence received, being time sensitive to those requiring response (such as invitations and community meetings); to mail all reports of the Officers, Board of Directors, and Committee Chairs to the Officers and Board of Directors, Committee Chairs Club Presidents and permanent members at least seven days prior to the Board of

Directors meetings and General Council meetings; to notify the Board of Directors, Committee Chairs and Club Presidents of scheduled meetings.

f. Treasurer, **Alberta Low** (Pearl Harbor HCC): “The Treasurer shall (1) Receive all funds paid in and belonging to this Council, providing a receipt therefor, and shall deposit such funds in any bank or depository approved by the Board of Directors; (2) Make disbursements as authorized by the Board of Directors and together with the President or in his or her absence the First Vice President, shall sign all checks or drafts for the withdrawal of funds; (3) Prior to taking office, a bond, approved by the Board of Directors, may if deemed appropriate, be executed and filed. The amount of the bond shall be determined by the Board of Directors; (4) Have accounts and books open at all times to the inspection of the Board, the President and auditors as named by the Board; (5) **Submit a complete report of all money received and disbursed to the Board of Directors at each meeting; (6) Submit an annual report to the Board of Directors;** and (6) Deliver to his or her duly qualified successor all money or property in his or her possession or control, taking a receipt therefor, within fourteen (14) days after leaving office.” (Article IV, Section 6, O‘ahu Council By-laws as amended Oct 14, 1995)

The Treasurer shall be expected to be present at all Officers and Board of Directors and General Membership meetings; to submit a copy of the Treasurer’s Report to the Corresponding Secretary for distribution to the membership at least 14 days to any scheduled meeting. (If not received by this date, the Treasurer shall be responsible for printing and distributing her report)

The Treasurer shall be expected to deposit any moneys received within seven days of receipt, and to pay bills not later than seven days after the bill is received.

The Treasurer shall ensure that disbursements made do not exceed that programmed in the budget prepared by the Budget and Finance Committee and as approved by the Board of Directors.

The Treasurer shall track annual per capita payments made by clubs, reminding clubs of the per capita due dates for the Association and the O‘ahu Council. The Treasurer shall inform the President of any clubs who have not submitted their per capita within seven days of the due date, so that the President may do a personal call to the Club President to advise of the adverse consequences should the per capita not be paid on time.

g. Board of Directors:

(1) Association Directors: Association Directors shall represent the Council at the Association of Hawaiian Civic Clubs (AHCC) Board of Directors meetings. They shall serve as advocate for O‘ahu Council positions and as liaison between the Council and the AHCC and shall provide reports of the AHCC administrative committees, program committees, and special projects.

***For the term 1999-2000, Association Directors are assigned the following:***

***- Jalna Keala, 'Ahahui Siwila Hawai'i o Kapolei: Employment and Housing; Government Relations; Benefits and Trusts; Native Rights***

***- Charlie Kapua, Pearl Harbor HCC: Health, Na Mea Hawai'i, Education, and Special Committees***

***- Wayne Panoke, Kualoa He'eia: Community Relations, Finance, Policy and Planning, Conventions and Meetings***

Association Directors shall submit a copy of their report to the Corresponding Secretary for distribution to members of the Council at least 14 days prior to any scheduled meeting.

(If not received by this date, directors shall be responsible for printing and distributing their reports)

h. O'ahu Council Directors: The duties of the O'ahu Council Directors shall be to conduct the business of the O'ahu Council in accordance with the purposes and objectives of the Council. Council directors shall serve as liaison between clubs and the O'ahu Council, at least quarterly contacting clubs assigned to gather information on their accomplishments, their needs for assistance, and the health of their club members. Keeps President informed of achievements, illnesses and deaths, so that the President may send appropriate messages of congratulations, get well, condolences, etc. Council directors shall provide a copy of their report to the Corresponding Secretary for distribution to members of the Council at least 14 days prior to any scheduled meeting. (If not received by this date, directors shall be responsible for printing and distributing their reports).

***For the term 1999-2000, Council Directors are assigned the following clubs:***

***(1) Harriet Roxburgh, Prince Kuhio HCC: Prince Kuhio; Queen Emma; Kapiolani; Kalihi Palama; Waimanalo; Pearl Harbor***

***(2) Piikea Tomczyk, Waikiki HCC: Waikiki; Waialua; Ali'i Pauahi; Ko'olaupoko; Ko'olaupoko; Wahiawa***

***(3) Ruth Holt, Nanaikapono HCC: Pu'uloa; Ewa; Nanaikapono; Kapolei; Wai'anae; Lanihuli***

***(4) Shelly Hao-Tamon, King Kamehameha HCC: Ka'iulani; Kamehameha; Honolulu; Kailua; Kualoa-Heeia***

#### 4. Committee Assignment and Responsibilities:

a. General Responsibilities: (1) It is suggested that each chair have a vice chair who will be groomed for future leadership; (2) Chairs and vice-chairs will assist clubs that request help through a council director or through direct contact; (3) Each committee will create an action plan and budget for the years 1999 and 2000; the required budget will be submitted to the Budget and Finance Committee by the date specified for receipt of such report; (4) The chair will plan the agenda for his/her committee meeting, conduct the meeting, facilitate discussion and follow-up on assignments; (5) The chair or vice-chair shall keep either the 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, or Immediate Past President, as applicable, informed of the activities of his/her committee (see assignments at paras 3b and 3c above); (6) The chair or vice-chair shall present a report on his/her committee's activities to the Board of Directors and

Council members—a copy of said report shall be provided to the Corresponding Secretary for distribution to members of the Council at least 14 days prior to any scheduled meeting. (If not received by this date, the chairperson shall be responsible for printing and distributing his/her report).

b. Committee Assignments and Responsibilities for the Term 1999-2000:

(1) Budget and Finance: **Elizabeth Lau**, Kualoa-Heeia HCC, Chair. The Budget and Finance Committee shall have responsibility for the following:

(a) Prepare the Council's annual budget for the fiscal period of January through December 31. The committee will work in close coordination with the Treasurer, Committee Chairpersons, and the President in formulating the budget. The proposed annual budget shall be submitted for approval by the Board of Directors by the April meeting.

(b) Identify alternative sources of income and develop a strategic action plan to generate external funding sources to help defray the costs of the O'ahu Council, consistent with the overall goals and objectives of the Council and the Association. Responsible for creative planning and executing of fund-raisers earmarked for the general fund. Solicits donations, keeps itemized records of expenditures and profits, and sends letters of acknowledgment for all donations.

© Provide guidance and expertise in areas of fiscal management for the Council, its various committees, and member clubs. Activities may include workshops and seminars on financial management development and fiscal control.

(d) Prepare the necessary paperwork to seek a non-profit designation by the Internal Revenue Service, i.e., a 501c(3) and a 501c(4) designation.

(2) Constitution and By-Laws: **Annelle Amaral** ('Ahahui Siwila Hawaii O Kapolei), Chair. The Constitution and By-Laws Committee shall have responsibility for the following: Annually, assess the constitution and by-laws of the O'ahu Council; ensure that the Council's Constitution and By-laws are current and in compliance with those of the Association, and explains said documents to Clubs as necessary. Provide recommendations for amendments to the Board of Directors and the Council; upon request from member clubs of the Council, provide guidance and expertise on the preparation of Constitution and By-Laws.

(3) Na Mea Hawai'i: **Malia Nobrega** (Waikiki HCC), Chair. The Na Mea Hawai'i Committee develops activities consistent with the Council's Constitution, Article II, Section 2, i.e., "To preserve and cherish all sources and records of the ancient traditions, na oli a me na mele, traditional and historic sites of Hawaii nei, and to protect the endemic and indigenous flora and fauna of this land, and to actively encourage the teaching, learning and use of 'olelo makuahine (our mother tongue) the Hawaiian language." Specific responsibilities:

(a) Keep abreast of legislature actions affecting Native cultural rights, and provide testimony to the legislature, on behalf of the Council and consistent with Association and Council positions, on bills concerning Native Hawaiian cultural rights. Such testimony will be coordinated with the President, the 1<sup>st</sup> Vice President, and the Government Relations Chair;

(b) Work in concert with the Association's Na Mea Hawai'i Committee. To the extent possible and practical, develop plans to support the Association's Na Mea Hawai'i Committee's efforts;

(c) Assess the needs of the Council in areas of language, history, culture and arts and implement various programs to increase the knowledge and understanding of "Na Mea Hawai'i (i.e., history, language, arts, crafts, culture and tradition). Assist clubs, when requested, with their Na Mea Hawai'i Programs. Conduct workshops/seminars.

(4) Community Relations: **Bill Correa** (Queen Emma HCC), Chair. The Community Relations Committee develops activities consistent with the Council's Constitution, Article II, Section 2, i.e., "To take an active interest in civic, economic, social, health, and moral welfare of our community, and **particularly, the activities of those agencies and organizations who are responsible for the improvement of the conditions of the people of Hawaiian ancestry, and to support programs of benefit to them and to the community at large.** This interest will be pursued with a commitment to and a sensitivity for the traditional cultural values and assets of the Hawaiian people and our culture." The Committee will also be responsible for assisting clubs with membership drives. Specific responsibilities:

(a) Keep the membership informed of significant community activities, for example, gathering of Hawaiian organizations for a specific purpose;

(b) Promote good public relations with community organizations. Establish liaison with various community organizations soliciting information on their activities, e.g., OHA, Alu Like, DHHL, etc. prepares and disseminates periodic public relations materials;

© Assess the membership status among member clubs on an annual basis. Assist clubs with membership drives. Conduct workshops/seminars on "membership campaign drives" and "public relations and its impact on member clubs.";

(d) Work in concert with the Association's Community Relations Committee. To the extent possible and practical, develop plans to support the Association's Committee's efforts;

(e) Coordinate the Easter Egg decoration contest held at the O'ahu Council April meeting;

(f) Coordinate the annual food drive.

(5) Government Relations: **Jalna Keala**, ('Ahahui Siwila Hawaii O Kapolei), Chair (Tent). The Government Relations Committee develops activities consistent with the Council's Constitution, Article II, Section 1 and 2, i.e., "To take an active interest in civic, economic, social, health, and moral welfare of our community..."; "To advocate positions endorsed by the Annual Convention, or as approved by the Council"; and "To promote the theory and practice of the principles of good government and good citizenship." Specific responsibilities:

(a) Provide information to the O'ahu Council on legislative issues impacting the Hawaiian community;

(b) Monitor federal, state, and county legislation impacting the Hawaiian community; prepares written testimony for the President to the legislature, consistent with Association and Council positions, on bills affecting the welfare of the Hawaiian people;

(c) Conduct workshops/seminars of the legislative process;

(d) Coordinate the development and implementation of “special projects” as directly related to committee objectives and its direct impact on the native Hawaiian community. Special projects may include: a) voter registration campaign; b) census bureau studies; c) monitoring of political issues impacting on the Hawaiian community; development of a resource guide on state, federal resources targeted for the Hawaiian community, etc.;

(e) Represent the O‘ahu Council, with the President, on issues concerning the selection of the Kamehameha Schools/Bishop Estate Trustees;

(f) Work in concert with the Association’s Government Relations Committee. To the extent possible and practical, develop plans to support the Association’s Committee’s efforts.

(6) Health & Human Services: **Dexter Soares** (Kalihi-Palama HCC) and **Casina Waterman** (Queen Emma HCC), co-Chairs. The Health & Human Services Committee develops activities consistent with the Council’s Constitution, Article II, Section 1, i.e., “To take an active interest in ...health, and moral welfare of our community, and particularly, the activities of those agencies and organizations who are responsible for the improvement of the conditions of the people of Hawaiian ancestry, and to support programs of benefit to them and to the community at large. This interest will be pursued with a commitment to and a sensitivity for the traditional cultural values and assets of the Hawaiian people and our culture.” Health is a major concern and issue within the Hawaiian community. Various state and national studies on Hawaiian health conditions indicate the need to effectively identify proper resources and develop appropriate resource networks targeted for the Hawaiian community. The Health and Human Services Committee will keep the Council informed on good nutritional programs, updates on health issues impacting the community and Hawaiian health issues in general. Specific responsibilities:

(a) Keep abreast of legislature actions affecting Health and Human Services (such as Housing and Employment), and provide testimony to the legislature, on behalf of the Council and consistent with Association and Council positions, on bills concerning Health and Human Services. Monitor state and federal legislation and funding sources in health for the target community. Coordinate legislative testimony with the President and/or the 1<sup>st</sup> Vice President.

(b) Establish and maintain liaison with Hawaiian health organizations, soliciting information on their activities and health programs;

(c) Work in concert with the Association’s Health and Employment and Housing Committees. To the extent possible and practical, develop plans to support the efforts of these committees;

(d) Provide the Council with information on health issues and program services targeted for the Hawaiian community.



(e) Develop a health directory of services targeted for the Hawaiian community;

(f) Be sensitive and aware of the traditional and non-traditional native Hawaiian health practices which fosters and embraces the holistic development of native Hawaiian Health.

(7) Education: **Al Akeo**, (Nanaikapono HCC), Chair. The Education Committee develops activities consistent with the Council's Constitution, Article II, Section 1, i.e., "To take an active interest in ...education..., and particularly, the activities of those agencies and organizations who are responsible for the improvement of the conditions of the people of Hawaiian ancestry, and to support programs of benefit to them and to the community at large. To actively encourage and assist furthering the education or persons of Hawaiian ancestry, promoting cultural sensitivity by educational institutions for the special needs and values of Hawaiian students, and pursuing the enhancement and sharing of Hawaiian cultural practices." Specific responsibilities:

(a) Keep abreast of legislature actions affecting Education and provide testimony to the legislature, on behalf of the Council and consistent with Association and Council positions, on bills concerning Education. Monitor state and federal legislation and funding sources in education for the Hawaiian community. Coordinate legislative testimony with the President and/or the 1<sup>st</sup> Vice President.

(b) Establish and maintain liaison with educational institutions, soliciting information on their activities and educational programs;

(c) Work in concert with the Association's Education Committee. To the extent possible and practical, develop plans to support the Association's Education Committee's efforts;

(d) Assist clubs in assessing the quality of education in their ahupua'a and initiating any necessary actions to improve delivery to services to Hawaiians;

(e) Mentor high school students on educational opportunities consistent with their career aspirations;

(f) Assist clubs in the development of financial aid/scholarship programs;

(g) Foster the continued development, implementation, and perpetuation of Hawaiian studies programs;

(h) Organize the Council's participation in the annual 'aha 'opio sponsored by the Office of Hawaiian Affairs.

(8) Ho'ike'ike: **Luana Sala** (Honolulu), Chair. The Ho'ike'ike chair develops activities consistent with the Council's Constitution, Article II, Section 1, i.e., "To unite our members in the bonds of friendship, good fellowship, and mutual understanding. To preserve and cherish all sources and records of the ancient traditions, na oli a me na mele, traditional and historic sites of Hawaii nei, and to protect the endemic and indigenous flora and fauna of this land, and to actively encourage the teaching, learning and use of 'olelo makuahine (our mother tongue) the Hawaiian language." Specific responsibilities:

(a) Coordinates the O‘ahu Council’s major activity to exhibit and demonstrate Hawaiian arts and crafts. This is also the Council’s major fundraising activity in support of its clubs;

(b) Selects the site, obtains a co-sponsor, determines logistical requirements, arranges logistical support, develops the program, arranges for guest speakers and entertainers, assigns exhibit areas, and publicizes the event;

© Seeks approval of Council on method for assignment of booths, and costs to private vendors.

c. Other Ad Hoc Committees (Oversight provided by Ike Kaaihue, Past President):

(1) Ali‘i Sunday and Mauna‘ala Activities: **Clarence and Helen Kelley**, co- Chair.

(a) Coordinates participation of O‘ahu Council clubs in ‘Ali‘i Sunday services, reminding clubs of dates of ‘Ali‘i Sunday services and “Lei of Aloha” responsibilities;

(b) Coordinates with the staff of Kawaiahao Church the participation of O ‘ahu Council members in the services, i.e., speakers and selection of songs and prayers. Coordinates with the hosting club their participation in these services;

(c) Coordinates the attendance of O‘ahu Council Clubs in Mauna‘ala Services, reminding them of dates of events and assuring proper protocol is observed for the services.

(2) Awards: **Louise Peters-Bradley** (Nanaikapono HCC), Chair: Administers the Helen C. Kane Mahalo Award, notifies clubs for submission of nominees, prepares certificates and organizes presentation ceremonies. Recommends other award programs.

(3) Kamehameha Day: **Crissy Anjo** (Pearl Harbor HCC), Chair: Coordinates the club’s participation in the Kamehameha Day floral parade. Prepares budget, solicits donations, organizes logistical support, develop float design. Provides recommendations to the Council on its participation. Prepares necessary application forms.

(4) Nominations and Elections: Chair: The role of the Nominations and Elections Committee is a crucial one. Their process has as its goal the governance of the organization by qualified individuals chosen by their peers. Specific Responsibilities:

(a) In concert with the Board of Directors, determines the methods of nomination (i.e., written, verbal, seconds required, etc.) and proper and professional communication of these methods to all O‘ahu Council Club Presidents in a timely manner;

(b) In concert with the Board of Directors, determines the election format and process to be utilized prior to the meeting of the O‘ahu Council held in October of the election year;

(c) Submits to the O‘ahu Council a proposed slate of candidates for existing elective offices: President, First Vice President, Second Vice President, Treasurer, Council Directors (4) and Association directors (3). Assures that candidates satisfy the qualifications outlined in the O‘ahu Council by-laws, Article III, Elections, Terms of Office and Vacancies.

(5) Picnic: **Paige Barber** (Waianae HCC), Chair (Tent): Organizes club participation. Plans activities, prepares budget, solicits donations, organizes logistical support.

d. Other positions:

(1) Chaplain: **Arline Eaton** (Puuloa HCC). The kahu shall provide spiritual leadership for the Council. He/she shall work closely with the President and officers of the Council and shall attend all meetings

(2) Parliamentarian: **Linda DeLaney** (Prince Kuhio HCC): Provides technical guidance to the President on Roberts Rule of Orders in conducting meetings

(3) Sgt-at-Arms: **Susan Pine** (Kalihi Palama HCC). The Sergeant-at-Arms shall know the identity of all present at a meeting and shall introduce all visiting members of other Hawaiian Civic Clubs and other guests. He/she shall be responsible for maintaining order at all meetings.

(4) Convention 2001 & Meetings: **Wayne Panoke** (Kualoa-Heeia), Chair, who shall be responsible for the following:

(a) Coordinateing all events, in collaboration with the Association Convention Coordinator, and following the Oahu Council Guide for Conventions.

(b) Notifying responsible clubs of their assignments for providing mea 'ai for council general membership meetings; and officers, directors, and committee chairs of mea 'ai for Board meetings.