

The Bylaws of the O'ahu Council
of the
Association of Hawaiian Civic Clubs
(Approved Oct. 13, 2001)

Article I
Meetings and Quorum of the Council

Section 1. Regular Council meetings shall be held in the months of January, April, July, and October, on dates and at times and places established by this Council.

Section 2. A majority of all members to whom this Council is entitled shall constitute a quorum for any meeting.

Article II
Meetings and Quorum of the Board of Directors

Section 1. The Board of Directors of this Council shall meet on dates and at times and places selected by its President, provided that said Board shall meet no less than quarterly.

Section 2. A majority of all the members to whom the Board of Directors of this Council is entitled shall constitute a quorum for any meeting.

Article III
Elections, Terms of Office and Vacancies

Section 1. The President of this Council and the three Association Directors shall be elected by the delegates, named by the Hawaiian Civic Clubs organized on the Island of O'ahu to represent such clubs at the Annual Convention of the Association of Hawaiian Civic Clubs meeting in pre-convention caucus prior to the said Annual Convention which shall convene in any even-numbered year. Each candidate for this office must be of Hawaiian ancestry and an active member in good standing of a Hawaiian Civic Club organized on the Island of O'ahu and a member of this Council.

Section 2. The First Vice President, the Second Vice President, the Treasurer, and the four O'ahu Council Directors, shall be elected in any even numbered year by the membership of this Council at a special meeting of this Council held at least thirty (30) days prior to the annual convention of the Association of Hawaiian Civic Clubs. Each candidate for office must be of Hawaiian ancestry and an active member in good standing of a Hawaiian Civic Club organized on the Island of O'ahu.

Section 3. The office of the Immediate past President of this Council shall automatically be filled by the retiring President.

Section 4. The Recording Secretary and the Corresponding Secretary for this Council shall be appointed by the President of this Council and shall be considered Board staff without a vote. Any appointee to these offices must be of Hawaiian ancestry and an active member in good standing of a Hawaiian Civic Club organized on the island of O'ahu.

Section 5. All officers and directors of this Council shall serve a term of two years.

Section 6. No officer or director of the Council shall serve more than two consecutive terms in the same office.

Section 7. An office shall be declared vacant if the officer or director holding said elected position shall have failed to attend three consecutive meetings of the Board or Council without having been excused by the President. The Board shall have the power and obligation to determine policy on excused absences. In addition, an office shall be declared vacant in the event of the death or inability of said officer or director to perform his or her duties.

Section 8. Except in the event of a vacancy in the office of the President of this Council, where the First Vice President shall automatically fill the vacancy for the unexpired term and the Second Vice President shall fill the unexpired term of the First Vice President, the Board shall appoint a member of this Council to fill any vacancy in any office for the balance of the term.

Article IV Duties of Officers and Board Staff

Section 1. **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.

Section 2. **First Vice President** shall, in the absence or inability of the President, perform his or her duties and 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.

Section 3. **Second Vice President**, in the absence of the President and the 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.

Section 4. **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.

Section 5. **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.

Section 6. **Treasurer** shall a) receive all funds paid in and belong to this Council providing a receipt thereof, and shall deposit such funds in any bank or depository approved by the Board of Directors;

b) 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;

c) 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;

d) Have accounts and books open at all times to the inspection of the Board, the President and auditors named by the Board;

e) Submit a complete report of all money received and disbursed to the Board of Directors at each meeting;

f) Submit an annual report to the Board of Directors;

g) Deliver to his or her duly qualified successor all money or property in his or her possession or control, taking a receipt therefore, within fourteen (14) days after leaving office.

Section 7. **Council Directors** shall provide guidance and coordination with member clubs by geographic regions and club locations; the Council Directors shall provide reports on the status of these member clubs in every Council meeting and such other duties as may be required by the Council;

Section 8. **Association Directors** shall coordinate and provide information to the Council on specific Association Standing Committees as assigned by the President and shall provide other such duties as may be required by the President.

Article V Committees

Section 1. The President, with the approval of the Board of Directors, shall appoint the Chairman of each of the following standing committees:

1. Budget and Finance
2. Constitution and Bylaws
3. Na Mea Hawai'i
4. Community Relations
5. Government Relations
6. Health and Human Services
7. Education
8. Ho'ike'ike
9. Preservation of Historic Sites and Cultural Properties
10. Self-determination and Self-governance

Each Committee Chairperson must be an active member in good standing of a Member Club organized on the island of O'ahu.

Section 2. From time to time, the President may appoint, with the approval of the Board of Directors, other committees as necessary.

Article VI Order of Business

Section 1. The order of business for the meetings of this Council shall be as follows:

- I. Call to Order
- II. Pule Ho'owehe: Na Aumakua
- III. Hawai'i Pono'i
- IV. Pledge to Hawai'i
- V. Roll Call
- VI. Reading and Approval of the Minutes
- VII. Treasurer's Report
- VIII. Correspondence
- IX. Committee Reports
- X. Unfinished Business
- XI. New Business
- XII. Announcements
- XIII. Pule Ho'oku'u
- XIV. Ku'u Home I Keaukaha
- XV. Adjournment

Article VII
Formation and Dissolution of Hawaiian Civic Clubs

Section 1. A petition that a charter be granted for the formation of a Hawaiian Civic Club on the Island of O’ahu shall first be filed with this Council. Such petition shall be in the form and meet the specific requirements as shall be prescribed by this Council, provided that such petition shall be signed by at least twenty-five (25) individuals who meet the qualifications of being of Hawaiian ancestry. Upon the receipt of such petition, the Board of Directors of this Council shall study and investigate same and shall make a recommendation for action thereon to this Council. This Council shall then adopt a resolution recommending appropriate action to the Board of Directors of the Association of Hawaiian Civic Clubs.

Section 2. The President of any Hawaiian Civic Club on the Island of O’ahu desiring to dissolve its charter, may request dissolution of that club after first filing proper written notice with this Council stating the reasons thereof. Such request for dissolution, after due and careful consideration by this Council, shall be referred, together with findings and recommendations of this Council, within fourteen (14) days of receipt thereof, to the Board of Directors of the Association of Hawaiian Civic Clubs for final determination. No request for dissolution shall be accepted, however, unless and until any and all indebtedness of such club, owing to this Council or to the Association of Hawaiian Civic Clubs shall have first been paid in full and the charter which may have been issued by said Association, shall have been surrendered.

Section 3. Notice shall be given to the Council of the intent of clubs to merge. Clubs wishing to merge must have no indebtedness to the Association of the Hawaiian Civic Clubs or the Council. A roll/list of members that have paid dues and per capita for the past five (5) years and a new club Constitution and Bylaws must be submitted for review by the Constitution and bylaws Chair. After review of the documents for compliance with the Council and Association requirements, the Constitution and Bylaws Chair shall make a recommendation to the Board and members. Upon approval from the membership, the Council shall petition the Association of Hawaiian Civic Clubs for a Charter. If requested, the Association may retire the Charters of the merged clubs.

Article VIII
Duties of Chartered Clubs

Section 1. The duties of each chartered Hawaiian Civic Club organized on the Island of O’ahu are as follows:

A) To meet regularly and to encourage attendance at meetings and foster active participation in Club and Association activities;

B) To submit reports to this Council and the Board of Directors of the Association of Hawaiian Civic Clubs as follows:

1. A club roster of members and officers sixty (60) days prior to the convening of the next annual convention of the Association of Hawaiian Civic Clubs, together with the per capita due to the Council;
2. A list of delegates and alternates to the annual convention, together with registration fees, thirty (30) days prior to the convening of the annual convention;
3. An annual report of club accomplishments;
4. Any other report as may be required by either the Board of directors of the Association or this Council;
5. To elect officers and to see that said officers assume their respective duties in accordance with the constitution and bylaws of their club;
6. To send to every annual convention at least one delegate;
7. To forward to this Council a report of its intent to dissolve, if such is the case, at least thirty (30) days prior to the anticipated date of dissolution.

Article IX Sanctions

Section 1. If there shall exist an indebtedness on the part of any club to the Council or the Association, then said club shall be deemed, not in good standing, and shall be subject to such sanctions as shall be levied by this Council.

Section 2. Failure to send a delegate to the annual convention may result in suspension or revocation of the club's charter.

Article X Amendments, Ratification

Section 1. Any member club may recommend an amendment to these bylaws, bylaws may be amended at a regular Council meeting by a majority affirmative vote of council members present and voting, provided that all proposed amendments are circulated to all clubs of this Council no less than forty-five (45) days prior to the regular Council meeting.

Section 2. The bylaws may also be amended and ratified at a Constitutional Convention every ten years in a non-election year, beginning in the year 2011 unless there is a two-thirds (2/3) vote of the Council members at a regular quarterly meeting, not to hold a Constitutional Convention.

Section 3. The Council may convene a Constitutional Convention, at any time, by a two-thirds (2/3) vote of the Council.

Article XI Delegates to Constitutional Convention

Section 1. The number of delegates to a Council Constitutional Convention shall be one-half the number of eligible delegates for each club as certified at a regular annual convention of the Association of Hawaiian Civic Clubs in the year preceding the Council Constitutional Convention.

Section 2. Officers and directors shall not have at-large voting privileges in a Constitutional Convention of the Council.

Article XII Rules of Order

Section 1. All meetings of this Council shall be governed in accordance with Robert's Rules of Order, except where the rules conflict with a provision of this Constitution and bylaws, in which case, the latter shall govern.

Section 2. Appropriate rules of order may be written specifically for governance of a Council Constitutional Convention.