

## BY-LAWS OF NANAIKAPONO HAWAIIAN CIVIC CLUB

### ARTICLE I Membership

- Section 1. There shall be the following categories for membership:
- a. Regular Membership: Adults, eighteen years and older of Hawaiian ancestry of good moral character and good standing in the community; shall have the right to vote on all questions and issues, hold elective office as governed by the Clubs Nomination procedures and policies, chair and serve on all Club committees.
  - b. Associate: Persons unable to qualify as to ancestry sponsored by a regular member in good standing; shall be subject to the same rules and regulations as governed by the Constitution and By-Laws, except holding an elective office.
  - c. Lifetime Membership – May be provided to any active or associate members who must meet ALL of the following conditions:
    - i. Must be an active member in good standing and has been in the club for two years or more;
    - ii. Must receive a written recommendation from a fellow civic club member;
    - iii. Must receive a two-third affirmative vote of the Board of Directors and assembled membership at the next scheduled meeting;
    - iv. Must pay the following lump sum amount:
      - 60 years and older pay \$100.00
      - 50 to 59 years old must pay \$250.00
      - 49 years old and below must pay \$500.00
    - v. Lifetime members shall have all the rights and privileges as an active member of the club.

(Amend May 6, 2010 at special meeting.)
  - d. Honorary: A person who has rendered unusual and especially valuable service to the organization of the Hawaiian people. This category of membership is conferred only on recommendation of the Board of Directors and by a two-thirds vote of the membership present at a regular membership meeting. This category of membership carries no voting privileges, but entitles the member to participate in all of the Club’s activities.
  - e. Youth: Any youth, 13-17 years old who supports the purpose and objectives of this Club. A Youth member, is entitled to vote at all meetings of the membership, to be nominated for, be elected to, and hold office, to serve on

committees to which he/she is appointed and to participate in all of the Club's activities.

- Section 2. Illness, employment or transportation problems are acceptable reasons for absence, providing notice of absence must be received by the Club President prior to any scheduled meeting:
- a. Penalty for unexcused absence:  
Officers/Directors - \$1.00  
Member- .50 cents

## ARTICLE II Dues And Fees

- Section 1. The Club dues shall be \$20.00 annually for all adults; \$10.00 annually for youth, payable at the first Club meeting held in each new year, except elected Officers and Directors whose dues are payable before installation.
- a. Dues Breakdown:

\$20.00	\$10.00	General Fund
	\$10.00	Scholarship Fund
\$10.00	\$5.00	General Fund
	\$5.00	Scholarship Fund

## ARTICLE III

### Funds

- Section 1. There shall be the following funds:
- a. The General Fund: This Fund shall be for the purpose of administrative expenses.
  - b. The Scholarship Fund: This Fund shall be for the purpose of financially assisting worthy, eligible applicants, Hawaiian ancestry having priority, in obtaining, developing higher learning skills; funds shall also be applied to defray expenses of the Annual Scholarship Fundraiser.
  - c. A portion of the Club dues credited to the Scholarship Fund, shall initially be deposited in to the General Fund, until such time as the Scholarship Fundraiser Committee is in action, when that credited portion shall be transferred from the General Fund in to the Scholarship Fund.
  - d. All monies, from whatever source, shall be controlled, directed and distributed solely by majority vote of the Board of Directors.

## ARTICLE IV

### Elections, Terms of Office and Vacancies

- Section 1. Election of Officers shall take place every two years in the even years beginning in the year 2004, at the regular Club meeting in November, by regular members in good standing. Candidates for each office must have completed a one-year regular member in good standing. The following officers shall be elected:
- a. The President, the First Vice President, the Secretary, the treasurer, and four or more Directors.
  - b. The office of Immediate Past President of this Club shall be referred to as President Ex-officio upon payment of dues.
  - c. The Secretary shall be elected by the Club members in good standing and shall have a vote.
- Section 2. Term of Office: All Officers and Directors of this Club shall serve a term of two years, beginning on January 1.
- Section 3. Vacancies:
- a. 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 Club without having been excused by the President. 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.
  - b. Except in the event of a vacancy in the office of president of this Club, where the First Vice President shall automatically fill this vacancy for the unexpired term and the Board shall appoint a member of this Club to fill any vacancy in any office for the balance of the term and appoint a member of this Club to fill any vacancy in any office for the balance of the term.

## ARTICLE V

### Duties of Officers and Board Directors

- Section 1. President: The President shall be the presiding officer at all meetings of the Club and of the Board of Directors; shall supervise the work and activities of the Club; and shall perform such other duties as usually pertain to that office; shall countersign all checks for payment by the Treasurer in the name of the Club.
- Section 2. 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 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 3. Secretary: Shall take notes of the proceedings at all meetings of this Club and of the Board of Directors and shall keep a full, true record thereof; shall prepare and submit the Minutes of each meeting when called for by the President; shall deliver to his or her duly qualified successor, all books, papers, and such her possession within fourteen days after leaving office.

Section 4. Treasurer:

- a. Receive all funds paid in and belonging to this Club, providing a receipt therefore 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 if absent, with the authorized third signature on the Clubs banking account, shall sign all checks or drafts for the withdrawal of funds;
- c. Have accounts and books open at all times to the inspection of the President, the Board, and auditors as named by the Board;
- d. Submit a complete report of all monies received, deposited and disbursed, to the Board of Directors at each meeting;
- e. Submit an annual report to the Board of Directors at the first meeting following the end of the year;
- f. Deliver to his or her duly qualified successor all monies, records or property in his or her possession, taking a receipt therefore, within fourteen days after leaving office.

## ARTICLE VI

### Duties of the Board of Directors

Section 1.

- a. Conduct the business of the Club in accordance with the Purposes and Objectives of the Club;
- b. Chair Committees as appointed by the President;
- c. Serve in capacities as assigned by the President; Provide responsible assistance as may be required or requested by Committees;
- d. Review all Committee reports and recommendations prior to the Club meetings;
- e. Review all club members correspondence, concerns and recommendations prior to Club meetings;
- f. Review all correspondence, concerns, and resolutions from the O'ahu Council and the Association;
- g. Attend all Board of Directors and Club meetings;
- h. Prepare, review and approve Agenda for Club meetings.

## ARTICLE VII

## Meetings and Quorum of the Club

- Section 1. Club meetings shall be held quarterly on date, at time and place established by this Club.
- Section 2. A one-third of all members to which this Club is entitled shall constitute a quorum for meetings.

## ARTICLE VIII

### Meetings and Quorum of the Board of Directors

- Section 1. The Board of Directors shall meet no less than quarterly, on dates, at time and Places selected by the President.
- Section 2. A majority of two-third of the members to which the Board of Directors is entitled shall constitute a quorum.

## ARTICLE IX

### Committees

All Committees shall consist of a Chair or Coordinator appointed, and as many members as deemed necessary to fulfill that Committees responsibility. A Committee of one is not acceptable. Each Committee through its Chair or Coordinator shall submit timely written reports to the Baord of Directors prior to any Club meeting. Verbal reports limited to 3 minutes may be presented but a written Committee report must be submitted. The President shall be an ex-officio member of all Committees.

- Section 1. Standing Committees
- a. COMMUNITY RELATIONS – This Committee shall develop plans to give our movement greater public exposure; Enhancing the level of communication between Club members, other Hawaiian Civic Clubs, the O’ahu Council, the Association and the community shall be this Committees target. Keeping the membership and the aforementioned organizations informed on all meetings, activities, issues and concerns that reflect the Purposes and Objectives of this Club is this Committees responsibility.

- b. CONVENTION - This Committee shall relate to the membership all information obtained and secured from the Association and O'ahu Council regarding the Annual Association Convention-where and when it is to be held, meetings, programs workshops and activities offered. Prepare and submit to the Board of Directors prior to Club meetings, a detailed analysis of approximate expenses per member regarding registration fees, transportation costs, room reservations, etc.  
This Committee shall relate highlights of the Convention proceeding and events at the Clubs December meeting.
- c. Finance and Ways and Means – This Committee oversees the prompt collection of annual Club dues and assessments in accordance with the By-Laws. Established policy to keep the Clubs Fund balances stable and not spend beyond this Clubs income or assets shall be adhered to. This Committee shall assist the Treasurer to ensure that monthly and annual Treasurers reports are submitted to the Board of Directors. This Committee shall also plan, propose and initiate fund raising projects in the name of this Club ONLY. The Committee shall assist the Clubs various Committees with their fund raising plans and activities. Other organizations seeking contributions shall be reviewed and considered by the Board of Directors.
- d. GOVERNMENT RELATIONS – It is the duty of this Committee to make a study of all Bills, Acts, Resolutions and Ordinances presented at the Legislature of the Sate of Hawai'i and the City Council of the City and County of Honolulu. It shall monitor actions of the Office of Hawaiian people and the Hawaiian Civic Clubs, and report its findings to the Club members; and, if directed by the Board of Directors, to appear before such organizations to present the Clubs views.
- e. Benefits & Trusts – Targets the Hawaiian Homes Program, the Public (Ceded) Land Trust, the Ali'i Trusts and all state and federal claims for redress and reparations and Hawaiian sovereignty initiatives.
- f. Native Rights – Monitors the status of the various rights possessed by Hawaiians as a native people to gathering, access, religious practices, water, fisheries and related environmental issues.
- g. Honors and Awards – This Committee shall monitor the attendance, contributions and active participation of the Officers, Directors and members of this Club in achieving the Purposes and Objectives as set forth by this Clubs Constitution; This Committee shall coordinate with the Membership Committee in nominating and recommending to the Board of Directors, the individuals who meet the criteria for the following prestigious awards:

1. Kupuna Katherine Kamalukukui Maunakea Award: Recognizing every two years in the odd years, this Clubs OUTSTANDING MEMBER; this Outstanding Member will also be the Clubs nominee in that year, vying for:
  - a. Ka Po'okela, the OUTSTANDING HAWAIIAN CIVIC CLUB MEMBER, an Association of Hawaiian Civic Clubs annual Convention award, AHCC criteria.
  - b. Helen C. Kane Mahalo Award: An O'ahu Council Annual Award, recognizing two individuals nominated by their respective clubs. O'ahu Council criteria.

All Awards nominees are recognized at this Clubs annual Scholarship Fundraiser by the Honors and Awards Committee Chair.

- h. Membership – The Chair of this Committee shall keep an up-to-date file on Membership Application Forms; shall collect all Membership Application Forms; shall collect all membership dues and turn over dues collected to the Clubs Treasurer, receiving a receipt thereof ; shall sustain new applicants into the membership at a Club meeting; shall, along with the President, sign and issue membership cards when dues are paid, and upon sustainment of new members; Maintain a membership roster and monitor Officers, Directors and members attendance, participation and contributions to all meetings, activities, functions and programs undertaken by this Club. This Committee shall develop methods to aid in the recruitment, retention and reactivating of former members; The Committee shall demand 100% meeting attendance, activities participation and cooperation from Officers, Directors and Committee Chairs being present at all meetings and activities of the Club. This Committee shall submit reports when called for by the President, and, shall coordinate with the Honors and Awards Committee with necessary criteria information.
- i. Nomination – This Committee shall consist of the Chair, and not less than three other active members in good standing who are not listed in the roster of the Clubs Officers and Directors; the Committee shall:
  1. Solicit candidates from among the active members in good standing;
  2. Submit a slate of at least one nominee for each office at the October meeting of the Club;
  3. Additional nominations may be made from the floor at the November meeting of the Club, when the Election will be conducted.

Election – The Nomination Committee shall conduct the elections at the Club meeting in November. Candidates for the various offices shall be voted for

separately, either by voice vote or secret ballot, discretion of the Nomination Committee.

1. The candidate(s) receiving a majority of votes cast for that office shall be declared elected, by the Club President.

Installation – Traditionally held in December, combined with the Clubs Christmas Celebration.

1. The Nomination Committee shall plan the combined function with focus on the following:

- a. Installation Officer,      b. Date,                      c. Time,
- d. Place,                      e. Program,                      f. Menu,
- g. Cost,                      h. Tickets,      i. Invitations/Correspondence

The Nomination Committee Chairperson shall: Submit progress reports as each phase of responsibility occurs, with recommendations, plans, to the Board of Directors. Approved recommendations will be presented to the membership at Club meeting by the Committee Chairperson.

- j. Policy and Planning (C&BL) – This Committee shall oversee the Constitution and By-Laws and the policies of the Club, assuring conformity with Constitution and By-Laws of the Association of Hawaiian Civic Clubs and the O’ahu Council. The Committee shall review proposed amendments to the By-Laws and shall submit a report with the Committee’s recommendations to the Board of Directors and to the general membership. The Committee shall summarize salient points of the By-Laws and plan and arrange one meeting each year to thoroughly familiarize every member with the Clubs’ Constitution and By-Laws.
- k&l. Scholarship Application & Fundraising Coordinator - This Committee shall consist of, a Chairperson, and at least two (2) other active members in good standing, discretion of this Committees; Chair; The Education Committee Chairperson is an automatic member of this Committee; This Committee shall oversee the selection, screening and interviewing of eligible candidates for the following Scholarship Awards:
  - a. Christina Kunukau Scholarship Award only one (1), to a graduating Nanakuli High School Senior;
  - b. Charles and Doreen K. Lindsey Scholarship Award: Three (3), dependent on funds raised; Candidates must be of Hawaiian ancestry, have a high school diploma; Must be sponsored by an active Club member in good standing;
  - c. Caesar Paishon, III, Special Continuing Education Award; One (1) only; Candidates need to be of Hawaiian ancestry; thirty years old and plus; have a



high school diploma; Must be sponsored by an active Club member in good standing.

The Committee shall inform Club members and high schools in the Community of the availability and deadline dates for each scholarship application offered. Recommendations for eligible recipients shall be made by the Committee Chair to the Board of Directors prior to Club meetings. Awards are made from the Scholarship Fund as outright grants at the Clubs Annual Scholarship Fundraiser in July. The Committee Chair will shall correspond with the recipients as to their role in being present at this fundraiser. The Committee shall continue to correspond with the recipient and keep complete accounts of all funds paid out towards scholarships ranted by the Club. The Committee shall also keep accounts for any funds returned to the Club by a recipient for any infraction to agreements.

Since 1984, the second Saturday in July of each year is set aside for this special project, when funds are raised to supplement the educational goals of eligible applicants for Scholarship. The appointed Coordinator shall assign as many members deemed necessary to co-chair the many and various responsibilities of this Committee which demands the commitment and united efforts of every member. The Committee shall plan, review and discuss their area of responsibility with the Coordinator, who shall submit the Committees recommendations to the Board of Directors prior to Club meetings.

- m. EDUCATION – This Committee shall study and implement Club, O’ahu Council and Community Organizations advocating improvements in the education for Hawaiians; This committees Chair shall also serve as a member of the SCHOLARSHIP APPLICATIONS AND FUNDRAISER COORDINATOR COMMITTEE.
- n. HEALTH & BENEVOLENT – This Committee shall study and implement all Club, O’ahu Council, Association and Community Organizations projects and efforts advocating health care and benefits for Hawaiians.
  - 1. c Health – This Committee shall assure that a dues-paid member who has been report ill, receives a visit OR phone call offering Club members concerns and wishes for a speedy recovery;
  - 2. c Further, that a dues-paid member, hospitalized or bed-ridden for 3-days plus, receives one of the following (Committee discretion):  
Basket of fruit or flowers, OR a good book, OR a GET WELL card signed by available Club members + \$10.00.  
Follow-up with a visit or phone call.

There are no initial monies in the Clubs treasury to assist this Committee in financial aid. Therefore, "a willing and humble heart donation" is requested of each Club member; that shall be restricted to usage by this Committee for the ONE-TIME FIRST-REPORTED HOSPITALIZED OR BED-RIDDEN MEMBER as described in item 2.c.

Should the donations exceed the \$10.00 expense limit, the excess shall be recorded by the Committee, and deposited by the Club Treasurer in to the General Fund earmarked HEALTH FUND. In the event the sum of \$10.00 shall not have been donated, the deficiency shall be paid from the General Fund.

3.c BENEVOLENT (Responsibility of HEALTH COMMITTEE)  
Death Benefit Assessment

Upon the death of member(s) who shall have been in good standing for six months prior to demise, a death benefit of \$50.00 payable to the members designated beneficiary, shall be paid as set forth: A complete account of all transactions shall be maintained by this Committee;

- a. Each member shall be assessed the sum of one dollar upon notification of a members death; and deposited by the Treasurer in to the General Fund earmarked BENEVOLENT FUND;
- b. A club check signed by the President and Treasurer for the benefit amount of \$50.00 shall be forwarded to the beneficiary;
- c. In the event that the funds so assessed and collected shall exceed \$50.00, the excess shall be retained and deposited by the Treasurer into the earmarked BENEVOLENT FUND excess;
- d. In the event the sum of \$50.00 has not been collected by the Committee within thirty days of death notification, the Club shall make up the deficiency from the BENEVOLENT FUND excess;
- e. If the excess be insufficient, the benefit will be paid from the Clubs General Fund.

Death benefits shall be paid within forty days after the death of a member. Failure to pay the death assessment by any member shall subject the offender to the same penalty as attached to the delinquent dues and fines assessments. This BY-LAW can only be rescinded by a two-third majority vote of the membership.

Section 2. ADHOC COMMITTEES

- a. ALI'I OBSERVANCES – This Committee shall keep Club members informed of all memorial services, events, festivities and parades honoring and paying tribute to Hawai'i's Ali'i, whereby Club members can and shall participate or contribute.
- b. HO'IKE'IKE – This annual O'ahu Council sponsored event deposits net gains in to the Clubs General Fund. Committee plans shall include a decision to participate with a food booth, a craft booth or both, or, an exhibition/demonstration booth. A united effort of member participation and/or contributions in preparing the 'for sale items' and working in the booths is required.
- c. NA MEA HAWAI'I
  - (1) 'Olelo Hawai'i
  - (2) Na Mele O Hawai'i
  - (3) Ka Hana Lima No'eau

These are three individual Committees whose functions targets the BY-LAWS Objective. The Chairs of these Committees shall plan and conduct classes or workshops for all members.

## ARTICLE X

### Convention and Delegates

A convention of the Association of Hawaiian Civic Clubs shall be held each year at a time and place to be determined by the Board of Directors of the Association; each duly chartered club in good standing shall be entitled to one delegate and one alternate-delegate, for every ten or major fraction of its members in good standing. Inasmuch as the Association of Hawaiian Civic Clubs at Conventions assembled, and in order that this Club may have its voice in Association matters, this Club shall have the power to pay the necessary expenses of at least one delegate to convention each year; The Club President, by virtue of that office, shall be an automatic delegate. Club Delegates and Alternate-Delegates are appointed by the Club President from among the active members in good standing who are attending convention.

## ARTICLE XI

## Rules Of Order and Order Of Business

- Section 1. Rules Of Order – In the absence of rules in the Constitution and By-Laws of this Club, all meetings of this Club shall be governed in accordance with Roberts’ Revised Rules of Order.
- Section 2. Order of Business – The Order Of Business for meetings of this Club shall be as follows:
- a. Call to Order
  - b. Pule Wehe
  - c. Reading and Approval of the Minutes
  - d. Treasurers’ Report
  - e. Correspondence
  - f. Committee Reports
  - g. Unfinished Business
  - h. New Business
  - i. Announcements
  - j. Club Song Kalaunu O Ku’u Pu’uwai/Nanakuli Ea
  - k. Pule Ho’oku’u
  - l. Adjournment

## ARTICLE XII

### Clubs’ Motto, Flower, Color, Song

- Section 1.
- a. This Club shall have as its Motto, “NANA I KA PONO”, translated, “Look to Righteousness”.
  - b. PUA KALAUNU KAI’INA, Lavender Crown Blossom shall be the Club Flower.
  - c. The COLOR of this Club shall be LAVENDER.
  - d. The Medley, KALAUNU O KU’U PU’UWAI and NANAKULI EA, shall be the Club Song.

## ARTICLE XIII

### Club Uniform

Within six months of sustained membership, the Club uniform, with recommended material and style, is a requirement for every member.

## **ARTICLE XIV**

### **Amendments**

The By-Laws may be amended only at an annual or special meeting of this Club, by a two-thirds (2/3) affirmative vote of the members assembled. Proposed amendments to the By-Laws shall be submitted to the President of the Club and circulated to each Club member by the policy and Planning Committee no later than thirty (30) days prior to the annual or special meeting as scheduled and confirmed by the Committee. Proposed amendments may be submitted by any active member in good standing, the Executive Board, the Board of Directors, or, Standing, Ad Hoc or other Committees.

Approved by the General Membership at a GM & Special meeting held on May 14, 2009.