



ASSOCIATION OF HAWAIIAN CIVIC CLUBS

BYLAWS

Revision 8.2

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The Bylaws are maintained by AHCC Kōmike Ho'okele (Policy & Planning Committee of the Association of Hawaiian Civic Clubs). Revision 8.2 was ratified by a majority vote of the House of Delegates at its sixty-third (63rd) convening on November 5, 2022, in Seattle, Washington.

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**ASSOCIATION OF HAWAIIAN CIVIC CLUBS
BYLAWS**

**ARTICLE I
OFFICERS, ASSOCIATION DIRECTORS, ADVISORS
ELECTION and TERMS OF OFFICE**

Section 1 Election of Officers

Officers of this Association shall be elected biennially by the House of Delegates in attendance at the convening of the House of Delegates, using individual ballots or electronic means as approved by the Board of Directors. They will include the:

- a. Pelekikena (President)
- b. Hope Pelekikena Mua (First Vice-President)
- c. Hope Pelekikena 'Elua (Second Vice-President)
- d. Pu'ukū (Treasurer)

Section 2 Election of Council Pelekikena and Association Directors

- a. Each Council, prior to the convening of the House of Delegates during which the biennial election of officers takes place, shall elect the Pelekikena and the Director(s) from the respective Council to the Board of Directors of the Association; and
- b. Each Council shall determine the process to be employed in the election of its Pelekikena and Association Director(s) in accordance with each Council's Constitution and Bylaws.

Section 3 Term of Office

All duly elected officers of the Association shall assume their office and serve for a term of two years beginning on January 1 of the year following their election. This provision shall not apply to filling a vacancy.

Section 4 Limitation of Terms

No officer of the Association shall serve more than two consecutive terms in the same office.

Section 5 Pelekikena Iho Nei (Immediate Past President)

- a. The non-elected position of Pelekikena Iho Nei (Immediate Past President) shall automatically be filled by the retiring Pelekikena. The Pelekikena Iho Nei shall advise the President.

- b. In the event the Pelekikena Iho Nei becomes unable to fulfill the duties of their office, this vacancy shall be filled by the most recent Pelekikena Iho (Past President) who has completed their term, is in good standing, and is able and willing to serve.

Section 6 Pelekikena Iho (Past President)

- a. Former Pelekikena, who have qualified as Pelekikena Iho Nei upon their retirement from the seat of Pelekikena of the Association, shall be designated Pelekikena Iho or Past President of the Association.
- b. Nā Pelekikena Iho (All Past Presidents) may be called upon by the Pelekikena to do special projects.

Section 7 Nu'ukeha (President Emeritus)

- a. The Nu'ukeha (President Emeritus) of the Association is a rare and special designation reserved for any Pelekikena Iho of the Association whose significant contributions and legacy have left a positive indelible mark on the Association of Hawaiian Civic Clubs.
- b. The Nu'ukeha designation shall be for life.

**ARTICLE II
VACANCIES, HOW FILLED**

Section 1 In the event of a vacancy in the office of the Pelekikena of the Association, the Hope Pelekikena Mua shall automatically fill the vacancy for the unexpired term. In the event the Hope Pelekikena Mua is unable to fill the vacancy, the Hope Pelekikena 'Elua shall fill the vacancy for the unexpired term.

Section 2 In the event of a vacancy in the office of the Hope Pelekikena 'Elua, the Board of Directors shall immediately meet to select a replacement from one of their own number.

Section 3 In the event of a vacancy in the office of Pu'ukū, the Board will select a qualified replacement from the membership of the Association.

Section 4 In the event of a vacancy in the office of a Director of the Association, the affected Council shall fill the vacancy for the unexpired term by the next regular Council meeting.

ARTICLE III
DUTIES OF THE BOARD OF DIRECTORS

The duties of the Board of Directors are as follows:

- a. Conduct the business of the Association in accordance with the Purposes of the Association;
- b. Review all resolutions from a Council recommending a charter for a new club, issuing the charter when appropriate;
- c. Suspend or revoke the charter of any member club found to be in violation of the Association's Constitution and/or Bylaws;
- d. Confirm all appointments of the Executive Committee [Refer to the Bylaws, *Article VI, Committees, Section 1a*];
- e. Direct the convening of the House of Delegates and select a "Host Council" which will agree to assume the operation of the convention [Refer to the Bylaws, *Article XI, Conventions, Section 1*];
- f. Determine a fiscal year cycle for the Association and maintain fiduciary accountability for Association resources;
- g. Create, update, and implement the Association's Strategic Plan, every five (5) years, with an annual report to the House of Delegates;
- h. Take appropriate actions and positions unanticipated by and not in conflict with actions taken by the House of Delegates;
- i. Confirm or reject proposed actions taken by the Executive Committee on behalf of the Association;
- j. Adopt policies regarding the management, compensation, and fringe benefits provided to Association staff; and
- k. Determine the place, date, time, and registration fee for the convening of the House of Delegates, special conventions, constitutional conventions, membership meetings and leadership conferences.

ARTICLE IV
DUTIES OF THE EXECUTIVE COMMITTEE

Section 1 The Executive Committee shall be responsible for the day-to-day administration of Association business in line with the policies established by the House of Delegates and the Board of Directors as stated in the Association Policies and Procedures Manual. Meetings of the Executive Committee may be called by the Pelekikena or at the written request of two (2) members of the Committee.

Section 2 The duties of the Executive Committee shall include the following:

- a. Keep members of the Board of Directors continually advised on all matters affecting the Association;
- b. Develop plans for projects aimed to implement the purposes of the Association;
- c. Appoint task forces or ad hoc committees to study matters of concern to the Association and/or to implement projects approved by the Board of Directors;
- d. Meet with all standing committees to evaluate progress being made in committee activities and to determine additional assistance that may be required;
- e. Prepare the agenda and determine the time and place for Board of Directors' meetings; and
- f. Conduct all necessary business of the Association in the interim between Board of Directors meetings.

ARTICLE V
DUTIES OF OFFICERS AND BOARD STAFF

OFFICERS:

Section 1 **Pelekikena** – The Pelekikena shall:

- a. Be the chief executive officer of the Association;
- b. Preside at all meetings of the Association and the Board of Directors;
- c. Supervise the work and activities of the organization;

- d. Be the chief spokesperson for the Association on resolutions passed at the convening of the House of Delegates and matters approved by the Board of Directors not covered at said convening and not in conflict with past resolutions; and
- e. Shall publicly express opinions with prior approval of a majority of the Board of Directors, unless previously expressed through Association resolutions.

Section 2 Hope Pelekikena Mua – The Hope Pelekikena Mua shall:

- a. In the absence or the inability of the Pelekikena to perform his/her duties, act as and have the same authority as the Pelekikena; and
- b. Actively monitor and support the goals and progress of Kōmike Pilina Kaiāulu (Community Relations), Kōmike Ho’onoHo Hālāwai (Conventions and Meetings), Kōmike Mo’ohelu Kālā (Finance), Kōmike Pilina Aupuni (Government Relations), Kōmike ‘Enehana (Information Technology), Kōmike Ho’oulu ‘Ahahui (Membership Development), Kōmike Ho’okele (Policy and Planning) and Kōmike ‘Ōlelo Ho’oholo (Resolutions & Bills for an Act).

Section 3 Hope Pelekikena ‘Elua – The Hope Pelekikena ‘Elua shall:

- a. In the absence or inability of the Pelekikena or the Hope Pelekikena Mua to perform his/her duties, act as and have the same authority as the Pelekikena or Hope Pelekikena Mua; and
- b. Actively monitor and support the goals and progress of Kōmike Ho’oilina Ali’i (Benefits and Trusts), Kōmike Pō’aiapuni Waiwai (Economic Development), Kōmike Ho’ona’auao (Education), Kōmike Kūlana Pono Maka’āinana (Employment and Housing), Kōmike Kaiaola (Ecosystems/Environment), Kōmike Mālama Ola (Health & Human Services), Kōmike Nohona Hawai’i and Kōmike Ho’okūpa’a (Native Rights).

Section 4 Pu’ukū - The Pu’ukū shall:

- a. Receive all funds paid in and belonging to the Association, providing a receipt thereof, and shall deposit such funds in a bank, banks, or depositories as are approved by the Board of Directors;
- b. Make disbursements as authorized by the Board of Directors, and

together with the Pelekikena or, in his/her absence, the Hope Pelekikena Mua, sign all checks or drafts for the withdrawal of funds;

- c. Have his/her accounts and books open at all times for inspection by members of the Board, the Finance Committee and auditors as named by the Board;
- d. Submit a complete report of all monies received and disbursed to the Board of Directors at each meeting;
- e. Submit a report to the House of Delegates at its convening;
- f. Submit a final year-end report at the first board meeting following the end of the fiscal year; and
- g. Deliver to his/her duly qualified successor all monies and other property in his/her possession or control; take receipt thereof within fourteen (14) days after leaving office.

BOARD STAFF:

Section 5 Kākau 'Ōlelo Palapala (Recording Secretary) – The Kākau 'Ōlelo Palapala shall:

- a. Take notes of the proceedings at all meetings of the Association, Executive Committee and the Board of Directors, keeping a full, true, and correct record thereof;
- b. Within ninety (90) days after completion of the convening of the House of Delegates, prepare and submit electronic and digital audio recording of the proceedings and written minutes of significant decisions made;
- c. Oversee the transcribing of electronic and digital audio recording of the proceedings; submit the same to the Board of Directors within 240 days after completion of the convening; and
- d. Within fourteen (14) days after leaving this Staff position, deliver to their duly qualified successor all books, papers, and such other articles belonging to the Association as may be in their possession.

Section 6 Hope Kākau 'Ōlelo Ka'a'ike (Corresponding Secretary) – The Hope Kākau 'Ōlelo Ka'a'ike shall:

- a. Prepare all correspondence;
- b. Read all communications, documents;
- c. Maintain a full and complete record of same;
- d. Maintain an up-to-date membership and administrative roster of the Association; and
- e. Within fourteen (14) days after leaving the office, deliver to his/her duly qualified successor all books, papers, and such other articles belonging to the Association as may be in his/her possession.

ARTICLE VI DUTIES OF THE COMMITTEES

Section 1 **General**

- a. The Pelekikena, in collaboration with Nā Hope Pelekikena, will nominate candidates for Standing Committee Chairs. With the approval and consent of the Board of Directors, Standing Committee Chairs will be appointed.
- b. The Standing Committees are required to submit a written quarterly report of their activities to the Corresponding Secretary for distribution to the Board of Directors.

Section 2 **Standing Committees**

- a. **Kōmike Pilina Kaiāulu (Community Relations)** – Operates the public relations and inter-club communication programs;
- b. **Kōmike Ho’onoHo Hālāwai (Conventions and Meetings)** – Directs facility acquisitions, activities coordination and attendee and delegate registration for the convening of the House of Delegates, Association Board meetings and other meetings and events;
- c. **Kōmike Mo’ohelu Kālā (Finance)** – Prepares the annual budget of the Association for presentation at the third quarterly meeting of the Board of Directors; serves as the internal financial reviewer of the Association. The Pu’ukū shall serve on the Finance committee as an *ex officio* member;

- d. **Kōmike Pilina Aupuni (Government Relations)** - Acts as a legislative reference bureau, facilitates legislation to be introduced, prepares testimony and coordinates all lobbying and all legislative activities on behalf of the Association and in coordination with program Chairs;
- e. **Kōmike 'Enehana (Information Technology)** - Administers the information and communications technology program including the support and enhancement of the capacity of Kanaka Hawai'i to develop content in our 'Ōlelo Hawai'i;
- f. **Kōmike Ho'oulu 'Ahahui (Membership Development)** - Manages the Association's programs to advise and, at the request of a Club, kōkua that Club in its efforts to recruit new members and retain existing members;
- g. **Kōmike Ho'okele (Policy and Planning)**
 - 1. In regards to the Constitution, Bylaws and Policies:
 - (a) Reviews all submitted amendments and edit for composition;
 - (b) Consolidates similar amendments for joint proposal subject to acceptance by the proposers;
 - (c) Possesses the ability to originate amendments;
 - (d) Submits proposed amendments to the appropriate body together with the committee's recommendations for action;
 - (e) Ensures, with the assistance of legal counsel, that the bylaws are in compliance with applicable federal and state statutes; and
 - (f) Prepares and submits the proposed revision in the event a revision is authorized.
 - 2. Upon receipt of the petition for a charter:
 - (a) Reviews and investigates the charter application for compliance with the criteria set forth in the Association Bylaws for chartering a club; and

- (b) Makes a recommendation to the Board on issuance of club charters.
- 3. Directs strategic planning initiatives of the Association and makes recommendations to the Board; and
- 4. Oversees the interpretation of and final decisions regarding the Association Constitution, Bylaws and Standing Rules by investigating and making a recommendation to the Board of Directors, who then has final authority of interpretation and decision.
- h. **Kōmike 'Ōlelo Ho'oholo (Resolutions & Bills for an Act)**
 - 1. Receives Resolutions for consideration by the Association which are submitted from any source;
 - 2. Oversees the dissemination of information, receipt, final preparation of Resolutions and Bills for an Act for action by the House of Delegates;
 - 3. Prepares the final approved Resolutions and Bills for an Act for transmittal;
 - 4. Prepares and digitally archives adopted Resolutions; and
 - 5. Is responsible for the updating and maintenance of the information in the Association Resolutions Database.
- i. **Kōmike Ho'oilina Ali'i (Benefits and Trusts)** – Monitors and advocates issues relating to the Hawaiian Home Lands, the Public (Ceded) Lands Trust and the Ali'i Trusts;
- j. **Kōmike Ho'oulu Waiwai (Economic Development)** – Champions initiatives which foster entrepreneurship, business management, capital generation and government contracting by Kanaka Hawai'i so as to form an economic base for our Kanaka Hawai'i Governing Entity;
- k. **Kōmike Ho'ona'auao (Education)** – Monitors and advocates for the development, implementation, assessment, expansion, and evaluation of innovative educational programs, financial aid for Kanaka Hawai'i students, Kanaka Hawai'i language medium programs, Kanaka Hawai'i culture-based educational programs, and other educational programs

to improve the academic achievement of Kanaka Hawai'i children and adults;

- l. **Kōmike Kūlana Pono Maka'āinana (Employment and Housing)** Advocates for programs on welfare, employment, employment training, and housing for Kanaka Hawai'i;
- m. **Kōmike Mālama Ola (Health & Human Services)** – Advocates and monitors programs for Kanaka Hawai'i health education, health services, nutrition, persons with disabilities, geriatrics, prevention of drugs and drug abuse, obesity and other aids to healthy aging; advocates and monitors costs of health insurance; advocates and monitors programs related to hānai, foster care, incarceration and rehabilitation of Kanaka Hawai'i;
- n. **Kōmike Nohona Hawai'i** – Monitors and advocates for the maintenance, protection, and development of the normalization of the Hawaiian language, Kanaka Hawai'i traditional knowledge, oral traditions, genealogy, literatures, cultural mores, designs, sports and traditional games, visual and performing arts, traditional wayfinding, and other cultural resources;
- o. **Kōmike Ho'okūpa'a Kūlana 'Ōiwi (Native Rights)** – Monitors and advocates for the various rights possessed by Kanaka Hawai'i as a native people to access and gather, religious practices, water, fisheries, historic and cultural sites, nā iwi kūpuna and sites, genealogy, lineal, and cultural claims, state and federal claims for redress, reparations and Hawaiian sovereignty initiatives; and
- p. **Kōmike Kaiaola (Ecosystem/Environment)** – Monitors and advocates for the conservation and sustainable use of Hawai'i's natural environment including all land, water and living resources according to and guided by the traditional knowledge of Kanaka Hawai'i as well as issues relating to our resources including, but not limited to, toxicity, climate change, non-point source pollution, genetic modification, etc.

Section 3 Program Committees shall be assigned to act on all issues related to their program area. Administrative Committees may be assigned Resolutions specific to their duties.

Section 4 Special Committees

- a. Ad Hoc – From time to time, the Pelekikena shall appoint, with the approval of the Board of Directors, ad hoc committees as necessary.
- b. Nominations, Elections & Installation – In election years, the Pelekikena shall appoint a Nominations Chair to facilitate the nomination of officers, the election process and the installation of officers and directors. The installation shall take place at a time and place, whether in person or remotely, which allows the ceremony to be conducted in a dignified and culturally appropriate manner.
- c. Task Force
 1. A task force shall be defined as a temporary unit created for the purpose of studying and providing a report on a specific issue. Once the report is submitted, the task force is deemed to be pau.
 2. All Task Forces will be assigned to a Standing Committee by the Pelekikena.
 3. Task Force Chairs shall be appointed by the Hope Pelekikena Mua or Hope Pelekikena ‘Elua depending upon the Committee to which it is assigned, subject to Board approval.
 4. All findings of a Task Force shall be submitted to the Chair of the assigned Committee and become property of the Association.
 5. The Committee Chair will be responsible for reporting all findings of a Task Force to the Board of Directors.

Section 5 Duties and Responsibilities of Committee Chair

The Chair of a Standing Committee shall:

- a. Be vigilant of actions affecting the Kanaka Hawai‘i Community in the area to which the committee is assigned;
- b. Inform and initiate recommendations to the Board of Directors, where necessary, to address any pertinent issues;

- c. Preside over its committee meeting at convention and throughout the year;
- d. Assist the Association Government Relations Chair in drafting legislation, developing testimony, and presenting testimony at the legislature, where necessary;
- e. Represent the President at community meetings when designated;
- f. Attend quarterly meetings of the Board of Directors as well as the convening of the House of Delegates;
- g. Submit a written quarterly report of activities to the Corresponding Secretary for distribution to the Board of Directors; and
- h. Provide budget requirements to the Finance Committee in support of committee work.

ARTICLE VII DUTIES OF THE COUNCILS

The Councils are organized by geographic area, usually by county designation or, in the case of the Mainland Council, by the continental United States, and the duties of each Council are as follows:

- a. Support the purposes of the Association;
- b. Keep in close contact with the Civic Clubs under their jurisdiction and coordinate and assist in any way possible;
- c. Upon receipt of a petition for charter, study and investigate the same, and, upon acceptance of the petition, adopt a resolution, recommending to the Board of Directors of the Association, the issuance of a charter;
- d. Meet at least once annually prior to the meeting of the Board of Directors of the Association at the convening of the House of Delegates;
- e. Upon receipt of a notice for dissolution from any chartered club, immediately investigate the notice for such dissolution and submit the findings and recommendations to the Board of Directors of the Association within fourteen (14) days of receipt of the request to

dissolve; and

- f. Provide a quarterly report of Council activities to the Association Board of Directors and a synopsis for publication in the convention booklet.

ARTICLE VIII DUTIES OF CHARTERED CLUBS

The duties of each chartered Hawaiian Civic Club are as follows:

- a. Support the purposes and/or objectives of the respective Council and the Association;
- b. Meet regularly (at least once every three (3) months) and to encourage participation at meetings;
- c. Submit reports to the Board of Directors of the Association and the Councils, as follows:
 - 1. To the Association and Council, a club roster of members and officers sixty (60) days prior to the next convening of the House of Delegates together with the per capita dues;
 - 2. To the Association, a list of delegates and alternates to the convening of the House of Delegates together with the registration fees, thirty (30) days prior to the convening;
 - 3. To the Association, a report of club accomplishments;
 - 4. Any other report as may be required by either the Association Board of Directors or Council.
- d. Elect officers and to see that said officers assume their respective duties in accordance with the Constitution and Bylaws of their club;
- e. Send to every convening of the House of Delegates at least one delegate;
- f. Forward to their Council a report of their intent to dissolve thirty (30) days prior to the anticipated day of dissolution;
- g. Comply with any federal, state, or local government filing requirements

for maintenance of the Association's nonprofit and tax-exempt status; and

- h. Keep its governing documents in line with the Association's Constitution and Bylaws and to provide the latest copy of the governing documents to the recording secretary.

ARTICLE IX

ISSUING OF CHARTERS, SUSPENSION AND TERMINATION

Section 1 Issuing of Charters

Whenever twenty-five (25) or more persons of Kanaka Hawai'i ancestry desire to form a Hawaiian Civic Club, they shall file a petition thereof with the Council for the district in which the club is to be established. The Council shall review said petition and make its recommendations to the Board of Directors of the Association. The Association's Policy and Planning Chair shall review and investigate the petition against the Association criteria for chartering clubs and make recommendations on said application.

- a. If the Board of Directors shall find that all of the requirements have been met by the petitioners, it may issue a charter to the petitioners thereby forming a Hawaiian Civic Club; and
- b. If the Board of Directors shall find that all requirements have not been met by petitioners, all documents shall be returned to the Council with the rationale for the denial.

Section 2 Suspension and Termination

The Board of Directors shall have the power to suspend or terminate the charter of a club for good cause.

ARTICLE X

PER CAPITA DUES

Section 1 Per Capita dues shall be paid annually to the Association no later than sixty (60) days prior to the convening of the House of Delegates. The amount of said dues shall be established on the basis of a budget approved by the Board of Directors of the Association and submitted to the House of Delegates for possible modification and adoption.

Section 2 If a member Hawaiian Civic Club is delinquent in paying dues, said member shall be deemed not to be in good standing and lose all benefits of membership, including, but not limited to, voting rights in the House of Delegates and Council. Upon payment in full of all delinquent dues, a member Hawaiian Civic Club shall be returned to good standing and allowed to vote at the convening of the House of Delegates for that year.

ARTICLE XI CONVENING OF THE HOUSE OF DELEGATES

Section 1 Date, Time, Place, and Host Council

The convening of the House of Delegates is held each year at a date, time and place to be determined by the Board of Directors. The Board of Directors shall create a five-year plan as to the date, time, and place for each convening.

- a. In the event of an emergency as defined by the Board of Directors, the Board may make changes to the time and place of the convening.
- b. If a two-thirds (2/3) majority of the Board of Directors determines that circumstances prevent the ability of the convening to safely take place in-person due to a government-declared state of emergency or equivalent event that makes meeting impractical, a virtual meeting may be utilized to carry out the Association's business otherwise conducted at an in-person meeting.
- c. Any Council of this Association desiring to host such a convening shall file its request with the Board of Directors of the Association which shall thereupon review the qualification and ability of the applicant to conduct such a convening.
- d. The decision of the Board of Directors of the Association regarding a Council's request to host such a convening shall be presented to the House of Delegates for ratification before adjournment.

Section 2 Officers of the House of Delegates

The officers shall be a Chair and a Kākau 'Ōlelo Palapala (Recording Secretary).

- a. The Pelekikena of the Association shall be the Presiding Chair.

- b. The Kākau 'Ōlelo Palapala of the Association shall be the Kākau 'Ōlelo Palapala.
- c. The Chair shall appoint any other officers, or assistants, such as the Sergeant-at-Arms, as may be necessary, to conduct business and to maintain order.

Section 3 Standing Committees

[Refer to the Bylaws, *Article VI, Committees, Section 2*].

Section 4 Officers and Delegates-At-Large – Voting Privilege

The Officers of the Association, the Pelekikena Iho Nei, the Association Directors and the Pelekikena Iho shall be Delegates-at-Large with no restrictions to their eligibility to vote on any issue at plenary sessions. A Delegate-at-Large must identify, prior to casting his/her vote or exercising any rights at convention, that he/she is exercising his/her capacity as a Delegate-at-Large and not as a member representative of his/her club.

Section 5 Delegates in Standing Committees – Voting Privilege

Each duly chartered club may have one and only one designated voting member in any Standing Committee meeting. Such designated voting member must be a currently registered Delegate, Alternate, or Delegate-at-Large.

Section 6 Voting in Standing Committees and Plenary Sessions

Voting shall be by voice, the raising of hands, using voting cards, standing to be counted, or electronic means. A roll call vote shall be called only upon demand of one-third (1/3) or more of the Delegates in attendance.

Section 7 Standing Committee Reports

Each Committee Report will be presented to the House of Delegates by the Committee Chair and shall be received for filing with the Minutes of the proceedings. The Presiding Chair will thereafter request Minority reports and these reports shall be received for filing with the Minutes. This process provides an opportunity for full discussion on both sides of the issue before the House of Delegates. The Committee's recommendation on their report may include: to adopt, not adopt, adopt as amended, or defer to a time certain.

Section 8 Non-Civic Club Presenters

A Committee Chair may utilize a resource speaker at a committee meeting who is not a member of a Civic Club. Such a presenter must first be approved by the Committee Chair and the Pelekikena of the Association.

Section 9 Registration of Delegates and Alternates

Each duly chartered Club in good standing shall be entitled to one Delegate and one Alternate for every ten (or major fraction thereof) of its members in good standing as shown by the records of the Pu'ukū of the Association as of sixty (60) days prior to the convening of the House of Delegates. The major fraction referred to herein shall be five (5) or more members. The designation of each Delegate and Alternate shall be evidenced by a certificate signed by the Pelekikena and Pu'ukū of each Club.

Section 10 Quorum

A majority of the delegates registered and present shall constitute a quorum at any Plenary Session of the House of Delegates.

Section 11 Resolutions

- a. Resolutions and Bills for an Act for consideration by the House of Delegates must be submitted to the Pelekikena of the Association no later than sixty (60) days prior to the convening. Any resolutions submitted after that date must be related to issues or actions developing after the sixty (60) day deadline and will be termed a late resolution. In no event, however, may a late resolution be submitted later than forty-eight (48) hours prior to the convening of the first plenary session. All resolutions shall be limited to three single-sided pages on 8-1/2 x 11" paper.
- b. The sponsor of any late resolution shall provide an electronic version of the resolution to the Pelekikena and Resolutions Chair and shall provide sufficient hard copies of the late resolution, based on the number of registered delegates and alternates. Said copies shall be delivered to the steno pool for distribution. Two-thirds (2/3) of the delegates present at the plenary session must vote in the affirmative to receive the late resolution(s) before it may be assigned for action to a Standing Committee.

- c. Resolutions for consideration may be submitted for introduction by: the Executive Committee of the Association; the Association Board of Directors; any Association standing, convention, ad hoc or other Committee; any Council or any Chartered Club.
- d. The Resolutions Chair shall circulate instructions for the preparation of resolutions and the exact date of the resolution submittal deadline to all clubs no less than ninety (90) days prior to convening.
- e. Transmittal of approved resolutions, for which names and addresses of the persons or organizations on distribution are provided by the sponsor of the resolution, shall be distributed to those named in the distribution clause limited to no more than six (6) certified copies. A set of extra plain copies containing resolutions having a legislative impact shall be mailed to the following offices: Governor, President of the Senate, Speaker of the House, Senate Committee on Judiciary & Hawaiian Affairs Chair, House Committee on Hawaiian Affairs Chair, Office of Hawaiian Affairs Chair of the Board of Trustees, and all County Mayors. A full set of the final resolutions shall be posted on the Association's website for viewing by any member of the Association.

Section 12 Preserving Records

The Kākau 'Ōlelo Palapala shall preserve the Records and Proceedings in writing and shall make them a permanent record of the Association. Permanent records shall be defined to include electronic, digital and hard copy records.

Section 13 Order of Business

The Order of Business shall be:

- a. Call to Order by the Presiding Chair
- b. Establishment of Quorum (also prior to each Plenary Session)
 - 1) Report of Credentials
 - 2) Establishment of Required Quorum to Conduct Business
- c. Adoption of the Convention Rules
- d. Approval of Minutes of the Previous Convening of the House of Delegates, as circulated
- e. Report of the Pu'ukū of the Association

- f. Approval of the Report of the Pu'ukū of the Association
- g. Report of the Resolutions Committee
- h. Report of the Nominating & Elections Committee if any
- i. Call for and adoption of Committee Reports in the order determined by the Presiding Chair
- j. Unfinished Business
- k. New Business
 - 1) Election Results of Officers, as appropriate
 - 2) Installation of Officers, as appropriate
 - 3) Other New Business
- l. Announcements
- m. Adjournment

Section 14 Opening and Closing Exercises

Prior to the Call to Order, Opening Exercises will include but not be limited to the Pule Wehe, Posting of the Colors followed by the singing of the Star Spangled Banner and Hawai'i Pono'i. Closing Exercises will include but not be limited to the Pule Ho'oku'u and the Retiring of the Colors following the Adjournment of the Business of the House of Delegates.

Section 15 Postponement Authority

In the event of an emergency, the Board of Directors by a two-thirds vote may postpone a convention or membership meeting. All members shall be notified of the postponement in a manner determined by the Board of Directors to be fair and reasonable under the circumstances. [Refer to the Bylaws, *Article XI, Convening of the House of Delegates, Section 1a*]

ARTICLE XII MEETINGS

Section 1 Type of Meetings

There shall be only Regular or Special meetings of the Board of Directors as described herein:

- a. **Regular Meetings.** Regular meetings of the Board are normally

scheduled meetings and shall be held at least once each quarter.

- b. **Special Meetings.** Special meetings of the Board of Directors may be called by the Pelekikena. If the Pelekikena is absent, unable or refuses to act, any Vice-President may call a special meeting.

The Board of Directors may request of the Pelekikena the convening of a special meeting. The request will be made in writing by a majority of the Board, thus identifying the members making the request, and delivered by mail or email to the corresponding secretary. Within seven (7) days of the receipt of the request, a meeting shall be called for the requested purpose(s).

Section 2 Locations

Meetings of this Association shall be held at a public place, such a place that is accessible to our general membership or may be called remotely utilizing available electronic communications.

Section 3 Notice of Meetings

- a. Notification of the Regular and/or Special meetings of the Board shall be mailed or telecommunicated to all members of the Board and all Club Pelekikena.
- b. Notice may be waived by the members of the Board in accordance with statutory requirements. Officers and Directors present at a meeting shall be deemed to have received, or to have waived, notice.

Section 4 Communication

All communication required in these Bylaws, including meeting notices, may be sent electronically.

Section 5 Right of Members to Participate

With the exception of an Executive Session, members of Hawaiian Civic Clubs of the Association may attend meetings of the Board.

Section 6 Executive Committee Meeting Minutes

The meeting minutes of the Executive Committee and any actions taken by the Executive Committee shall be incorporated into the report of the

Pelekikena to the Board of Directors at the next regular meeting of the Board.

Section 7 Electronic Meetings

The Association membership meetings, the convening of the House of Delegates, Board of Directors, Councils, Clubs, special convention, all committees, subcommittees, and task forces shall be authorized to meet through electronic means so long as all members can simultaneously hear each other and participate during the meeting.

Section 8 Quorum

A majority of the members of the Board of Directors shall constitute a quorum.

Section 9 Order of Business

The order of business for the meetings of the Association shall be as follows:

- a. Call to Order
- b. Pule Wehe
- c. Roll Call/Quorum
- d. Reading and Approval of Minutes
- e. Pu'ukū Report
- f. Correspondence
- g. Committee Reports
- h. Unfinished Business
- i. New Business
- j. Announcements
- k. Adjournment
- l. Pule Ho'oku'u

**ARTICLE XIII
AMENDMENTS**

Section 1 The Bylaws may be amended only at a convening of the House of Delegates of this Association by a majority affirmative vote of the Delegates assembled. [For exception, when a Constitutional Convention is ordered, refer to the Bylaws, *Article XIII, Section 6*]

- Section 2** Proposed amendments to the Bylaws offered at the convening of the House of Delegates shall be submitted to the Pelekikena of the Association no later than ninety (90) days prior to the next convening of the House of Delegates and the Pelekikena of the Association shall distribute said proposed amendments to the Chair of the Policy and Planning Committee for distribution to each club of the Association.
- Section 3** The Policy and Planning Chair shall distribute said proposed amendments to each club of the Association no later than sixty (60) days prior to the convening of the House of Delegates.
- Section 4** The President of the Association shall place all proposed amendments that are properly submitted on the agenda for consideration at the convening of the House of Delegates.
- Section 5** Proposed amendments may be submitted by the Executive Committee of the Association, the Association Board of Directors, any Standing Committee, any ad hoc or other committee, any Council, or any Hawaiian Civic Club.
- Section 6** The Constitution may be amended at any convening of the House of Delegates by a two-thirds vote, and the Bylaws by a majority vote provided that:
- a. **The Amendment with Prior Notice –**
 1. has been submitted by the Policy and Planning committee, the Board of Directors, a Standing Committee, a Council, or a member Hawaiian Civic Club;
 2. if originated by other than the Policy and Planning committee, has been submitted to the President of the Association as stated in the Constitution, Article XII, Section 2, at least ninety (90) days prior to a convening of the House of Delegates; and
 3. has been mailed or sent by electronic communication to member Hawaiian Civic Clubs no later than sixty (60) days prior to the convening of the House of Delegates with identification of proposer(s) and the committee’s recommendations for action.
 - b. **Amendment with Notice at a Convening of the House of Delegates –** by a nine-tenths vote, provided previous notice has been given at an earlier meeting of the same session of the convening of the House of Delegates.

Section 7 The effective date of amendments to the Bylaws shall be immediately upon the adjournment of the proceedings of the House of Delegates at which the amendment(s) were adopted or as prescribed within the amendment(s).

Section 8 The Association shall hold a constitutional convention:

- a. Every ten (10) years in a non-election year, beginning in 1999, unless, by a two-thirds vote of the House of Delegates preceding this call, the delegates vote not to hold a constitutional convention.
- b. The number of delegates to the constitutional convention shall be one-half of the number of eligible delegates for each club as certified at the regular annual convention in the year preceding the constitutional convention.

Article XIV Impossibility Provisions

In the event of an emergency, such as, but not limited to a natural disaster, a virus, or government restrictions, such provisions of these Bylaws, as determined necessary, may be suspended by the Board of Directors at a regular or special meeting. Any suspension under this provision must describe a compelling interest for the suspension and include specific dates when the suspension begins and ends.

GLOSSARY OF TERMS

‘Ahahui Sīwila Hawai‘i ¹	ASSOCIATION OF HAWAIIAN CIVIC CLUBS
‘Ahahui Sīwila Hawai‘i	Non-profit organization established and tax exempt under section 501 (c) (3) of the Internal Revenue Code
Helu ²	Section
Hope Pelekikena Mua	First Vice President
Hope Pelekikena ‘Elua	Second Vice President
Kanaka Hawai‘i	Native Hawaiian
Kākau ‘Ōlelo Ka‘a‘ike	Communication Secretary
Kākau ‘Ōlelo Palapala	Recording Secretary
Keiki	Generally, children
Ke One o Kākuihewa	O‘ahu Council
Kōmike ‘Enehana	Information Technology
Kōmike Ho‘okele	Policy and Planning
Kōmike Ho‘okūpa‘a Kūlana ‘Ōiwi	Native Rights
Kōmike Ho‘oilina Ali‘i	Benefits and Trusts
Kōmike Ho‘ona‘auao	Education
Kōmike Ho‘onoho Hālāwai	Convention and Meetings
Kōmike Hō‘oia	Credentials
Kōmike Ho‘oulu ‘Ahahui	Membership Development
Kōmike Ho‘oulu Waiwai	Economics & Development

¹ Hawaiian Name (‘Ahahui O Nā Hui Sīwila Hawai‘i) to be amended at the 64th Convening of the House of Delegates so as not to conflict with legal name of 501(c)(3) organization, ‘Ahahui Sīwila Hawai‘i,[Constitution, Article III, Section 2]

² Conversion of “Section” in the Constitution & Bylaws to “Helu” will be delayed until the translation of “Article” and “Section” descriptors to ‘Ōlelo Hawai‘i is determined.

Kōmike Kaiaola	Ecosystem/Environment
Kōmike Kūlana Pono Maka‘ainana	Employment & Housing
Kōmike Mālama Ola	Health & Human Services
Kōmike Mo‘ohelu Kālā	Finance
Kōmike ‘Ōlelo Ho‘oholo & Bills for an Act	Resolutions
Kōmike Nohona Hawai‘i	
Kōmike Pilina Aupuni	Government Relations
Kōmike Pilina Kaiāulu	Community Relations
Moku o Keawe	Hawai‘i Council
Moku o Manokalanipō	Kaua‘i Council
Mokuna ³	Article
Nā Hono A‘o Pi‘ilani	Maui Council
Nā Lei Makalapua	Mainland Council
Nu‘ukeha	President Emeritus
Pelekikena	President
Pelekikena Iho	All past presidents
Pelekikena Iho Nei	Immediate Past President
Pu‘ukū	Treasurer

A **POLICY** is a guiding principle to explain the way things are done.

A **RULE** is a statement about what to do or not to do.

A **PROCEDURE** is a series of steps to be followed to accomplish an end result.

³ Conversion of “Article” in the Constitution & Bylaws to “Mokuna” will be delayed until the translation of “Article” and “Section” descriptors to ‘Ōlelo Hawai‘i is determined.