

2010

Las Vegas Hawaiian Civic Club  
Constitution and By-Laws



# Las Vegas Hawaiian Civic Club

Approved by the General Membership as amended on January 21, 2010; as amended on June 17, 2010; as amended on November 18, 2010



On behalf of the membership of the Las Vegas Hawaiian Civic Club, Officers and Board of Directors, herein is being presented the Constitution and By-Laws of the Las Vegas Hawaiian Civic Club. This document becomes effective the date on which it has been approved and amended by a duly constituted General Membership Meeting of the Las Vegas Hawaiian Civic Club.

Approval shall be noted by signature and date of the Pelekikena of the LVHCC on behalf of its members. This document represents a user friendly, understandable and yet comprehensive guide to lead the Las Vegas Hawaiian Civic Club into the future. Each and every member is encouraged to read over and become familiar with the Purpose and Objectives of the Las Vegas Hawaiian Civic Club and to keep the "Aloha Spirit" in one's heart and mind, for we are `Ohana.

Las Vegas Hawaiian Civic Club 2010

## **Table of Contents**

### **CONSTITUTION**

ARTICLE I – NAME AND CHARTER .....	4
ARTICLE II – PURPOSE AND OBJECTIVE .....	4
ARTICLE III – MOTTO .....	4
ARTICLE IV – CLUB COLORS • CLUB FLOWERS • CLUB SONG .....	5
ARTICLE V – MEMBERSHIP .....	5
ARTICLE VI – MEMBERSHIP DUES.....	6
ARTICLE VII – ORGANIZATION.....	6
ARTICLE VIII – TAX EXEMPT STATUS.....	7
ARTICLE IX – PROHIBITION.....	7

**BY-LAWS**

ARTICLE X – ELECTED OFFICERS AND DIRECTORS.....	8
ARTICLE XI – DUTIES & RESPONSIBILITIES OF ELECTED OFFICERS, DIRECTORS, & MAINLAND COUNCIL REPRESENTATIVES.....	9
ARTICLE XII – BOARD OF DIRECTORS & GENERAL MEMBERSHIP MEETINGS.....	14
ARTICLE XIII – NOMINATIONS & ELECTION OF OFFICERS .....	16
ARTICLE XIV – REVENUE & FINANCIAL.....	18
ARTICLE XV – ANNUAL CONVENTION & MAINLAND COUNCIL REPRESENTATIVE.....	19
ARTICLE XVI – COMMITTEES.....	19
ARTICLE XVII – AMENDMENTS TO THE CONSTITUTION.....	21
ARTICLE XVIII – OFFICERS & DIRECTORS LIABILITY INSURANCE .....	22
HE HAWAI`I AU .....	24
LVHCC CHARTERED MEMBERS.....	25
LVHCC PAST PRESIDENTS.....	26

**CONSTITUTION**

**1.1                   ARTICLE I – NAME AND CHARTER**  
*Ha’awina ‘Ekāhi - Inoa a me Palapala Ho’ohui*

1.1.1               The name of the organization shall be the Las Vegas Hawaiian Civic Club,

hereinafter referred to as “LVHCC”.

1.1.2 The LVHCC is chartered in the State of Nevada since November 17, 1989 as a non-profit organization and shall operate within its adopted Constitution and By-Laws, as well as its Policy and Procedure Manual.

1.1.3 The official office of the LVHCC shall be located within Clark County Nevada, City of Las Vegas, and State of Nevada.

1.1.4 The LVHCC is a member of the Mainland Council and chartered member of the Association of Hawaiian Civic Clubs of the State of Hawaii.

## **1.2 ARTICLE II – PURPOSE AND OBJECTIVE**

*Ha’awina ‘Elua - Pono a me Pahuhopu Hāiki*

1.2.1 The purposes of the LVHCC are:

1. To promote and perpetuate the traditional values and cultural expertise of the native Hawaiians. To promote educational projects for the benefit of any race (but with primary emphasis on people of Hawaiian ancestry or Hawai’i born) and to assist in furthering their education with the aid of scholarships.
2. To actively promote and perpetuate the traditional values and cultural expertise of the Native Hawaiians.
3. To unite members into one harmonious group, working to promote the principles of good government.
4. To take an active interest in the civic, economic, social, health and moral welfare of the community and the people of Hawaiian ancestry.
5. To provide a forum for free discussion of issues in the public interest and programs beneficial to the Hawaiian Community.
6. To perpetuate and preserve the traditions, mele (songs), culture, and Hawaiian language of Hawai’i and to encourage their use.

1.2.2 The LVHCC purposes and powers shall be to exercise all rights of a non-profit corporation under Federal and State laws and enter into business transaction that does not conflict with Federal or State statutes for non-profit corporations.

## **1.3 ARTICLE III – MOTTO**

*Ha’awina ‘Ekolu – Mākia*

1.3.1 The motto of the LVHCC shall be:

Kūlia E Loa’a Ka Na’auao (Strive to Obtain Wisdom)

## **1.4 ARTICLE IV – CLUB COLORS • CLUB FLOWERS • CLUB SONG**

*Ha’awina ‘Ehā – Kala • Pua • Mele*

1.4.1 The Colors of the LVHCC shall be:  
Red and Gold (‘Ula a me Kula)

1.4.2 The Flowers of the LVHCC shall be:  
Red Carnation and Ohai Ali’i

1.4.3 The LVHCC song shall be:  
He Hawai’i Au

## **1.5 ARTICLE V – MEMBERSHIP**

1.5.1 **Definition of a member in "Good Standing"** - A member in "Good Standing" is defined as an individual, who is current on their membership dues with the LVHCC and meets one or more of the following requirements:

1. Active in their participation at major fund raising events to include the annual Ho'olaule`a, Regatta, Club events and activities;
2. Attended five (5) or more General Membership meetings in a year;
3. Active on a Standard Committee and/or Ad Hoc committee

1.5.2 **Type of Memberships** - Every member of the LVHCC shall have the right to decide the type of membership which best suits their purpose into the LVHCC. However, no member shall have more than one type of membership.

There will be five (5) types of membership offered by the LVHCC.

These are: Single, Family, Corporate, Life-time, and Kokua membership.

1. *Single Members.* Any adult eighteen (18) years or older of good standing in his/her community is eligible for membership. Single Members shall have one (1) vote, the right to speak on all issues, elect officers/board of directors, eligible to serve as an officer, be a delegate to the Mainland Council and serve on any Standing and/or Ad-Hoc committee.
2. *Family Membership.* Any family, with a minimum of two adults eighteen (18) years or older of good standing in his/her community is eligible for membership. Family membership is defined as a family living within the same house/under one roof. A Family Membership shall have two (2) votes. The designated family adult family member(s) has the right to speak on all issues, elect officers/board of directors, eligible to serve as an officer, be a delegate to the Mainland Council and serve on any Standing and/or Ad-Hoc committee.
2. *Corporate Members.* Any corporation, private business, or governmental entity that supports the goals of the LVHCC. Corporate Members shall have one (1) vote and the right to speak on all issues presented before the LVHCC. Corporate Members are not eligible to be elected or serve in any capacity on the Board of Directors.
3. *Lifetime Members (Ka wā e ola ana miki).* This is a special membership which is awarded to a current or past member with no less than ten (10) years of continuous service with the LVHCC, and whose contribution has made a significant impact to the Association for the Hawaiian community at-large. Lifetime Members are exempt from paying club dues, yet shall exercise all right and privileges of a Regular Member.
4. *Kokua.* Kokua Members are individuals whose sole intent is to donate a minimum of \$15.00 per year to the Club. Kokua Members will receive notifications of various Club activities and/or events. Kokua Members have no voting rights, nor will they be included as part of the per capita assessments.

1.5.3 **Termination of Membership** - The following shall constitute the terms and conditions through which an automatic termination of membership be warranted.

1. Delinquent in payment of dues by more than sixty (60) days following formal notification of such delinquency;
2. Theft of or destruction of any LVHCC property;
3. Convicted of any felony;
4. Suspected of Theft, Fraud and/or Collusion of LVHCC finances;

5. Constitution and By-Law Violations, including the Oath of Office by an elected Board Member;
6. Non-adherence to the philosophy and purpose of the LVHCC;
7. Death;
8. The Policy and Procedure Manual will outline the process through which the Board of Directors will follow to terminate a club member.

1.5.4 **Appeal Process** - Any member terminated from the LVHCC shall have the right to appeal their termination within thirty (30) days receipt of notification via certified mail to the Pelekikena of the LVHCC of such action. Members wishing to appeal their termination will be provided with the most current appeal process procedures as outlined with the LVHCC Policy and Procedure Manual. It should be noted that all appeals must be submitted in writing with ten (10) copies addressed to the Pelekikena of the LVHCC. All appeals will be acted upon within thirty (30) days upon receipt. The Board of Directors will have final determination on all Appeals.

## 1.6 **ARTICLE VI – MEMBERSHIP DUES**

*Ha'awina 'Eono – Na Uku Kūmau*

Membership dues for all New and Renewing Members will be defined in accordance to the Policy and Procedures Manual.

## 1.7 **ARTICLE VII – ORGANIZATION**

*Ha'awina 'Ehiku – Kukulu 'Ana*

### 1.7.1 **Officers**

This organization shall be composed of the following elected officers:

- |                          |                       |
|--------------------------|-----------------------|
| 1. Pelekikena            | President             |
| 2. Hope Pelekikena Mua   | First Vice President  |
| 3. Hope Pelekikena 'Elua | Second Vice President |
| 4. Kākau `Ōlelo Ho'opa'a | Secretary             |
| 5. Pu'ukū                | Treasurer             |
| 6. Papa Ho'oholo         | Directors (4)         |

## 1.8 **ARTICLE VIII – TAX EXEMPT STATUS**

*Ha'awina 'Ewalu – Ku 'Ole I Ka 'Auhau*

1. This corporation is organized under the General Non-Profit Corporation Law of the State of Nevada, Section 501C (4) of the Internal Revenue Code and Section 23701(f) of the Revenue and Taxation Code.
2. No individual LVHCC member shall receive a direct benefit, or gain profit from any net income generated by LVHCC
3. The LVHCC is not a Private-for-Profit Organization.
4. Upon the dissolution of the LVHCC, the LVHCC Board shall, upon payment of all liabilities of this corporation, dispose of all the remaining assets by distribution to a like fund, foundation or corporation, organized and operated exclusively for charitable or educational purposes and exempt from Federal income tax as an organization described in Section 501C (4) of the Internal Revenue Code.

## 1.9 **ARTICLE IX – PROHIBITION**

*Ha'awina 'Eiwa - Pāpā 'Ana*

1. The LVHCC shall not partner with any group, organization, consulting firm and/or fund raising event that promotes political candidates or individuals seeking public office.
2. No LVHCC member shall use the name “LVHCC” or any referenced similarities of the Club name for purposes of furthering personal or political aspirations.
3. No LVHCC member shall invite to or solicit any candidate for political office for purposes of making a presentation at any General Membership Meeting without the expressed approval from the LVHCC Board.
4. No LVHCC member will promote him or herself as an “official representative” of the LVHCC without the approval of the Pelekikena and ratified by the General Membership.

## **1.10 ARTICLE X – ELECTED OFFICERS AND DIRECTORS**

*Ha’awina ‘Umi –*

### **1.10.1 Officers**

This organization shall be composed of the following elected officers:

- |                          |                       |
|--------------------------|-----------------------|
| 1. Pelekikena            | President             |
| 2. Hope Pelekikena Mua   | First Vice President  |
| 3. Hope Pelekikena ‘Elua | Second Vice President |
| 4. Kākau `Ōlelo Ho’opa’a | Secretary             |
| 5. Pu’ukū                | Treasurer             |
| 6. Papa Ho’oholo         | Directors (4)         |

### **1.10.2 Succession to the Elected Office of Pelekikena**

The order of succession to the position of Pelekikena of the LVHCC in the event a vacancy occurs for whatever reason will be as follows:

1. Hope Pelekikena Mua, (if decline)
2. General Election for the position of Pelekikena

### **1.10.3 Eligibility Requirements for Elected Positions**

The following represents the eligibility requirements for individuals seeking to fill only the below stated elected positions with the LVHCC.

1. *Pelekikena* – Individuals considered for this position must meet each of these following qualifications:
  - A. Be an adult eighteen (18) years or older of Hawaiian or part Hawaiian ancestry and provide proof of documentation of Hawaiian ancestry will be required.
  - B. Have served two (2) years as an LVHCC Board Member.
  - C. Have two (2) years as a Regular member as defined in the C&B’s.
  - D. Must have current dues paid up to date.
  - E. Must physically reside in Clark County of the State of Nevada.
  - F. Must be computer literate and have computer accessibility.

2. *Hope Pelekikena Mua* – Individuals considered for this position must meet each of the following qualifications:
  - A. Be an adult eighteen (18) years or older of Hawaiian or part Hawaiian ancestry and provide proof of documentation of Hawaiian ancestry will be required.
  - B. Have served two (2) years as an LVHCC Board Member.
  - C. Have two (2) years as a Regular members as defined in the C&B's.
  - D. Must have current dues paid up to date.
  - E. Must physically reside in Clark County of the State of Nevada.
  - F. Must be computer literate and have computer accessibility.
3. *Hope Pelekikena 'Elua* – Individuals considered for this position must meet each of the following qualifications:
  - A. Be an adult eighteen (18) years or older.
  - B. Have served two (2) years as an LVHCC Board Member.
  - C. Have two (2) years as a Regular member as defined in the C&B's.
  - D. Must have current dues paid up to date.
  - E. Must physically reside in Clark County of the State of Nevada.
  - F. Must be computer literate and have computer accessibility.
4. *Kākau `Ōlelo* – Individuals considered for this position must meet each of the following qualification:
  - A. Be an adult eighteen (18) years or older.
  - B. Have one (1) year as a Regular member as defined in the C&B's.
  - C. Must have current dues paid up to date.
  - D. Must physically reside in Clark County of the State of Nevada.
  - E. Must have computer background, experience and accessibility.
5. *Pu'ukū* – Individuals considered for this position must meet each of the following qualification:
  - A. Be an adult eighteen (18) years or older.
  - B. Have one (1) year as a Regular member as defined in the C&B's.
  - C. Must have current dues paid up to date.
  - D. Must physically reside in Clark County of the State of Nevada.
  - E. Must have computer background, experience and accessibility.
  - F. Must have accounting background and/or audit experience.
6. *Papa Ho'oholo* – Individuals considered for this position must meet each of the following qualifications:
  - A. Be an adult eighteen (18) years or older.
  - B. Have one (1) year as a Regular member as defined in the C&B's.
  - C. Must have current dues paid up to date.
  - D. Must physically reside in Clark County of the State of Nevada.
  - E. Must be computer literate and have computer accessibility.

**1.11 ARTICLE XI – DUTIES AND RESPONSIBILITIES OF ELECTED OFFICERS, DIRECTORS, AND MAINLAND COUNCIL REPRESENTATIVES**

*Ha'awina 'Umi kūmākahi* –

**1.11.1 Pelekikena shall:**

1. Exercise full commitment and leadership qualities for purposes of fulfilling and carrying out the overall goals and objectives of the LVHCC
2. Serve as the Chief Executive Officer on all matters to include, but not limited to, presiding over all General Membership and LVHCC Board meetings.
3. Ensure that all financial obligations are met to maintain the stability of the club.
4. Provide direction and guidance on policy issues.
5. Serve as a Delegate to the Mainland Council.

6. Represent the LVHCC at scheduled Convention of Civic Club Associations.
7. Upon Board approval, appoint a member of the LVHCC Board to serve as a delegate to the Mainland Council.
8. Establish ad-hoc committees as necessary.
9. Maintain continuous communication with the LVHCC Board members.
10. Be responsible for ensuring file maintenance on all matters associated with the Club.
11. Respond to all financial inquires.
12. Chair all appeal hearings, conducts all meetings in accordance with the agenda as well as current revised Robert's Rules of Order.
13. With concurrence from the LVHCC Board appoints the positions of Sergeant at Arms, Historian and Club Chaplin.
14. Ensure that all properties are maintained and kept in good order.
15. Upon request represent the Club at any governmental, public or private entity meetings.
16. Have signature on file with appropriate financial institution during the term of office.
17. Be responsible for oversight activities, monitoring the progress of all standing committees.
18. Prepare Reports deemed necessary by the General Membership or LVHCC Board in a timely manner.
19. Sign all out-going correspondence as necessary.
20. Maintain a positive attitude at all times.
21. Refrain from voting on matters of conflict of interest, votes in case of a tie on all matters before the General Membership or LVHCC Board.
22. Abide by all rules, regulations, Constitution and By-Laws as established by the LVHCC.
23. Appoint only eligible and qualified members in good standing to fill any elected vacancy created on the LVHCC Board for a 60 day period until an election can be held
24. Appoint members in good standing to any ad hoc committee as described within this C&B's.

The Pelekikena will be responsible to direct and oversee the following Standing Committees:

*Convention.* To ensure that members are encouraged to attend the Annual Convention of the Hawaiian Civic Clubs, cost involved and dates and location facilities.

*Publicity.* Promote the publicity of the Club via media exposure, as well as printed information. To represent the Club at all public speaking functions.

- 1.11.2 **Hope Pelekikena Mua** shall:
1. Serve in the absence of the Pelekikena to preside over the General Membership and/or Board of Directors meetings.
  2. Appoint a Chairperson to the assigned Committees no later than February of each year.
  3. Ensure that all appropriate records, documents, club equipment are inventoried on a regular basis as stored in the LVHCC storage facility.
  4. Work with the Pelekikena for purposes of website communication and update of club information.

The Hope Pelekikena Mua will be responsible to direct and oversee the following Standing Committees:

*Club Programs.* (i.e. Canoe, Kupuna, etc.)

*Education.* Founders Scholarship, Adult Career Education Services (ACES) and Kamehameha Schools Explorations Grant.

- 1.11.3 **Hope Pelekikena 'Elua** shall:

1. Serve in the absence of the Pelekikena or Hope Pelekikena Mua in presiding over the General Membership and/or LVHCC Board meetings.
2. Appoint a Chairperson to the assigned Committees no later than February of each year.
3. Ensure that the procedures as established by the LVHCC Policy and Procedure Manual are current and followed accordingly.

The Hope Pelekikena 'Elua will be responsible to direct and oversee the following Standing Committees:

Ways and Means. Fundraising Events  
 Program Activities. Ohana Day, Installation of Officers, Club Excursions, Holiday Celebration, etc.)

1.11.4 **Kākau `Ōlelo** – The Kākau `Ōlelo shall:

1. Record the proceeding of the LVHCC Board and General Membership Meetings.
2. Record in the form of minutes all General Membership and LVHCC Board meetings which will be presented in a printed format for acceptance and approval prior to subsequent meetings.
3. Take roll call of all Officers and Directors at each meeting and record their attendance.
4. Collect the membership and guest sign-in sheets where appropriate.
5. Maintain and have available upon request of any Board Member the proceedings recorded.
6. Provide copies of all minutes taken to each Board Member at their regularly scheduled meetings.
7. Provide at the request of membership a verbal reading of past proceedings of General Membership Meetings.
8. Record any special meeting as necessary.
9. When necessary attend any and all standing and ad-hoc committees.
10. Ensures that any and all motions made at either the General Membership or LVHCC Board meetings are properly recorded to include the maker and second of the motion, and outcome of the results to the motion.
11. Will be responsible for receiving all correspondence addressed to the LVHCC at its post office box.
12. Will present a verbal report at each LVHCC Board and General Membership Meetings of all correspondence received.
13. Maintain a file of all correspondence and/or responses issued under the Pelekikena or the Pelekikena designee's signature.
14. Record by name, the attendance and all excused and unexcused absences of all Elected Officers and LVHCC Board in the minutes of each General Membership Meeting and LVHCC Board meetings

The Kākau `Ōlelo will be responsible to direct and oversee the following Standing Committee: *Membership*

1.11.5 **Pu'ukū** shall:

1. Receive all income and funds obtained through fund raising efforts on the part of the Club.
2. Makes all bank deposits, maintains a record of each deposit and/or receipt of such on file for reporting purposes.
3. Disburse all funds through an approved check form method with an acceptable financial institution, records all disbursements, keeps

- appropriate records and/or receipts of funds disbursed for reporting purposes.
4. Provide on a monthly basis at each LVHCC Board meeting a written detailed report of current and year-to-date activities regarding income and expenditures reported.
  5. Provide on a monthly basis at each General Membership Meeting a verbal report on the overall financial situation of the Club. May prepare upon request by the General Membership any specific report for presentation at the next General membership meeting.
  6. Obtain a second signature on all checks disbursed either from the Pelekikena or Hope Pelekikena Mua.
  7. Ensure that no check is payable to "Cash" nor any check issued as a direct payment to an individual who is also a co-signer on the same check for issuance.
  8. Cooperate fully with any auditor as approved by the LVHCC Board.
  9. Prepare a Year-to-Date financial report through the period ending November of each year to the LVHCC Board at its December meeting.
  10. Ensure that all income generated is assigned to the appropriate budgetary account as well as all expenditures for tracking and reporting purposes.
  11. Serve on the Budget and Finance Committee.
  12. Maintain all financial information, accounts, and reporting in accordance with Generally Accepted Accounting Principles. (GAAP)
  13. Keep financial records in legible order.
  14. Provide for any open inspection of any financial records associated with the Club to the Pelekikena, current member of the LVHCC Board, auditor and/or law enforcement agency.
  15. Ensure that all appropriate payments are made regarding Incorporation fees, insurance fees associated with fund raising events, as well as outstanding bank charges are paid on time.
  16. Report on any discrepancy with receipts, expenditures reported, delinquent warrants and associated problems with financial reporting statements.
  17. Prepare a Budget Forecast of funding availability to the LVHCC Board at the July meeting for ratification by the General Membership

The Pu'ukū will be responsible to direct and oversee the following Standing Committee:  
*Budget and Finance*

1.11.6

**Papa Ho'oholo** shall:

1. Uphold the integrity of the LVHCC Constitution and By-Laws, to encourage Club members to continue to preserve the culture, traditions and beliefs of Hawaiian ancestry as well as the preservation of the Hawaiian race.
2. Ensure that the philosophy, goals and objectives of the LVHCC is being carried out in accordance to the business and affairs of the Association as well as the direction provided by its membership.
3. Ensure that all members of the LVHCC Board will adhere to the Code of Ethics regarding professionalism and disclose any appearance of, or potential individual conflict of interest in any matter whereby the interest of the LVHCC may best benefit such a Board Member financially. Such disclosures will be presented at the first LVHCC Board meeting held during the Month of January each year as well as reported in the record for both the LVHCC Board and General Membership meetings.
4. Serve as a Chairperson on a committee or member on a Standing Committee.
5. Participate in all major fundraising events.

6. Attend all LVHCC Board and General Membership Meetings, unless a notification has been received and accepted by the Pelekikena.

1.11.7 **Pelekikena Iho Nei** shall:

1. Serve on the LVHCC Board in an Advisory capacity.
  2. When requested may serve as ex-officio on all standing and ad-hoc committees.
3. Advises the LVHCC Board on matters pertaining to past experiences of the Club
4. Work closely with the LVHCC Board on fund raising activities.

1.11.8 **Mainland Council Representative** - The LVHCC shall have as its representatives to the Mainland Council as noted below:

1. Current Pelekikena of the LVHCC.
2. One (1) Mainland Council Representative (At-Large) elected from the General Membership at its annual November meeting to serve for a one year period commencing the subsequent year.
3. One (1) appointed Mainland Council representative from the LVHCC Board at its January or subsequent meeting voted and approved by the Board to serve through December 31st of that year.

The Mainland Council Representative Responsibilities and duties are as follows:

1. Represent the Las Vegas Hawaiian Civic Club at all Mainland Council meetings,
2. Participate and present the Clubs position on all matters of discussion and debate,
3. Report to the General Membership, Officers and Directors of the activities of the Mainland Council,
4. Forward any approved budgeted cost by the Officers and Directors which has been incurred for participation in the Mainland Council activities on behalf of the LVHCC for reimbursement,
5. Maintains a file and keeps current any and all information distributed by the Mainland Council.

1.11.9 **Return of Records and Property**

Each and every elected Officer, Directors and/or appointed individual or former member who have served in a capacity whereby they were, past or present, responsible for maintaining documents on behalf of the LVHCC or any written, tangible property belonging to the LVHCC to include, but not limited to records, photographs, equipment, correspondence, financial materials and/or files of standing and ad-hoc committees will surrender any and all such materials and/or copies of materials, including computer disk/tapes, will be surrendered within ten (10) day following the conclusion of service or assignment to the LVHCC Pelekikena or designee.

1.11.10 **Non Compliance**

Any elected Officer, Director and/or appointed individual serving in a capacity of a coordinator, chairperson who is responsible for maintaining any documentation as so stated in the above Section 09 (Return of Records and Property) that does not return club records within the established time frame will automatically lose their membership with the LVHCC as voted by the LVHCC Board.

1.12 **ARTICLE XII – LVHCC BOARD AND GENERAL MEMBERSHIP MEETINGS**

*Ha‘awina ‘Umi kūmālua – Ku ‘Ole I Ka ‘Auhau*

### 1.12.1

#### **LVHCC Board Meetings**

1. The Board of Directors shall meet no less than once on a monthly basis.
2. A full year's schedule of LVHCC Board meetings will be decided during the month of January each year, and published to the Membership through the Club's Newsletter and/or posted on the LVHCC website
3. The Pelekikena of the LVHCC shall serve as the Chairperson for all LVHCC Board meetings. In their absence, Hope Pelekikena Mua will assume the chair.
4. All LVHCC Board meetings must include two (2) of these positions as being present: Pelekikena, Hope Pelekikena Mua, or the Hope Pelekikena 'Elua, before business can be conducted.
5. A quorum at all LVHCC Board members meeting shall be defined as 51% or more of the total LVHCC Board, present at the meeting.
6. Excused absences from a LVHCC Board meeting will be present in writing prior to the meeting. The Kākau `Ōlelo shall keep a record of all non-excused and excused absences.
7. Any Board Member with two (2) consecutive unexcused absences may be placed on suspension by the Pelekikena
8. Due to the nature of a subject matter, Special and/or Emergency Board meetings may be called by the Pelekikena during the year. Absenteeism by a Board Member at these meetings will be noted as an Excused Absence; however Sub-part (4) as noted above will apply.

### 1.12.2

#### **General Membership Meetings**

1. The regular meeting of the General Membership shall be held monthly with the exception of December at such time as the LVHCC Board may decide in the best interest of the Membership.
2. A complete schedule of the General Membership meetings will be announced during the month of January, and/or published to the Membership through the Club's newsletter or LVHCC website.
3. No less than ten (10) General Membership meetings shall take place during a calendar year.
4. All General Membership meetings must include two (2) of these positions as being present: Pelekikena, Hope Pelekikena Mua, and Hope Pelekikena 'Elua, before business can be conducted.
5. A Quorum for all General Membership Meetings is defined as 51% or more of all elected Officers and Directors present at the meeting.
6. Any Board Member with two (2) consecutive unexcused absences from a General Membership meeting may be placed on suspension by the Pelekikena.

### 1.12.3

#### **Order of Business**

1. General Membership Meeting shall not exceed 2.0 hours from the established published start time. Only through a majority vote of Members present would additional time to complete the General Membership Meeting be given.
2. General Membership Meeting agenda shall be conducted in the following order.
  - Call meeting to order by the Pelekikena – Kahea Ho'omalū
  - Invocation – Pule
  - Pledge of Allegiance
  - Hawai'i Pono'i

- Roll Call of Officers – Kāhea Inoa O Na Luna Ku Mau
  - Introductions – Ho’olauna Ana I Na Mea I Konia
  - Reading and Approval of Minutes – Heluhelu ‘Ana O Ka Minuke A Ka Halawai I Hala Hope
  - Correspondence – Launa Palapala
  - Treasurer’s Report – Hō`ike Pu`ukū
  - 1<sup>st</sup> Vice President’s Report – Hō`ike Hope Pelekikena Mua
  - 2nd Vice President’s Report – Hō`ike Hope Pelekikena ‘Elua
  - President’s Report – Hō`ike Pelekikena
  - Unfinished Business – Hana Kahiko
  - New Business – Hana Hou
  - Announcements – Kuahaua
  - Adjournment – Ho’omalolo
3. Board of Directors Meetings shall not exceed 2.0 hours from the established published start time. After the 2.0 hours have expired, only through a majority vote of the Board Members, would additional time be granted to continue the LVHCC Board Meeting, not to exceed one (1) hour.
4. LVHCC Board meeting agenda shall be conducted in the following order:
- Call meeting to order by the Pelekikena – Kahea Ho’omalū
  - Roll Call of Officers – Kāhea Inoa O Na Luna Ku Mau
  - Reading and Approval of Minutes – Heluhelu ‘Ana O Ka Minuke A Ka Halawai I Hala Hope
  - Correspondence – Launa Palapala
  - Treasurer’s Report – Hō`ike Pu`ukū
  - 1<sup>st</sup> Vice President’s Report – Hō`ike Hope Pelekikena Mua
  - 2nd Vice President’s Report – Hō`ike Hope Pelekikena ‘Elua
  - President’s Report – Hō`ike Pelekikena
  - Directors Report - Hō`ike Alaka`i
  - Unfinished Business – Hana Kahiko
  - New Business – Hana Hou
  - Announcements – Kuahaua
  - Adjournment – Ho’omalolo

#### 1.12.4 **Rules of Order**

All General Membership and LVHCC Board meetings shall be governed in accordance with Robert’s Rules of Order, as amended.

### 1.13 **ARTICLE XIII – NOMINATIONS AND ELECTIONS OF OFFICERS**

*Ha’awina ‘Umi kūmākolū – Koho’ana a me Koho Pāloka*

#### 1.13.1 **Eligibility for Nomination**

1. Only Regular members, as defined in this Constitution and By-Laws, who are in good standing at the time of nomination with the LVHCC for no less than one (1) year are eligible to be nominated for Office as noted.
2. Members nominated for the Office of Pelekikena must meet the eligibility requirements for the position.

#### 1.13.2 **Nomination Committee**

Each year by the September General Membership meeting, a Nomination Committee will be appointed by the Pelekikena. The Appointed chairperson will solicit committee members who are not nominated for any position under consideration. The responsibilities and duties of the Nomination Committee shall be outlined within the LVHCC Policy and Procedure Manual.

Nominations for office will open up to all members in good standing at the September General Membership meeting. Nominations for office will be presented to the General Membership at its meeting held in November each year, at which time final nominations must be confirmed and accepted before being placed on the ballot. Members can only be nominated for one position.

### 1.13.3

#### **Election of Officers**

1. Elections of Officers will be held during the month of November each year, immediately following the closing of final nominations.
2. No proxy votes will be accepted for any Election of an Officer, or Mainland Council Representative at-Large.
3. Elections will be conducted by secret ballot. Only members that are in good standing and who are present at the meeting will be eligible to vote in the election.
4. The majority votes counted shall decide who is to be elected to the position for which he or she was nominated. All ballots will be destroyed following an election.
5. In the case of a tie, voting will continue until the majority vote has decided a winner.
6. In the event there is only one (1) candidate nominated and there are no further nominations, such candidate shall automatically assume the position and receive a vote of acclamation from the membership.
7. The Pelekikena, Hope Pelekikena 'Elua, Recording Kākau `Ōlelo and two (2) Na Papa Ho'oholo will be elected for two (2) years, to begin their terms starting in odd numbered years.
8. The Hope Pelekikena Mua, Pu'ukū, and two (2) Na Papa Ho'oholo will be elected for two (2) years, to begin their terms starting in even numbered years.
9. Mainland Council Representative (At-Large) will be elected for one year
10. Should a current member of the LVHCC Board, whose term of office will not expire until the subsequent year, be nominated for a vacant position and be elected, their present position will be declared as vacant.
11. Such a vacancy is not subject to be filled until the start of the New Year.
12. The fulfillment of any vacant position will be subject for a temporary appointment by the Pelekikena upon concurrence of the Officers and Directors upon the start of the New Year.

### 1.13.4

#### **Vacancy of an Elected Officer or Board of Director's Position**

The Pelekikena of the LVHCC shall have the authority to appoint an eligible and qualified member for the position as defined within the C&B's for the purpose to fill any vacancy created by any elected officer after an election. Such individual(s) may only serve in their appointed position not to exceed a 60-day period until a Special Election can be held.

### 1.13.5

#### **Special Elections**

1. A Special Election(s) is generally held to fill any vacancy created by an Officer or Board of Director of the LVHCC, or Mainland Council Representative At-Large. Special Election(s) shall take place at the next scheduled General Membership Meeting to fill the vacant position(s).
2. A Special Election will also be held for any vacancy with the Mainland Council Representative At-Large position, 30 days following the date when such vacancy occurs or at the next scheduled General Membership Meeting

1.13.6

**Term of Office**

The Term of Office of all elected positions (with the exception of the Mainland Council – At Large) shall be for two (2) consecutive years.

They are listed below:

- Pelekikena (President)
- Hope Pelekikena Mua (First Vice-President)
- Hope Pelekikena 'Elua (Second Vice-President)
- Pu'ukū (Treasurer)
- Kākau `Ōlelo (Secretary)
- Na Papa Ho'oholo (Board of Directors)
  - Two (2) elected Na Papa Ho'oholo to begin their terms starting in even numbered years, and
  - Two (2) elected Na Papa Ho'oholo to begin their terms starting in Odd numbered years

The Term of Office for the Mainland Council Representative (At-Large) shall be for one (1) year only

1.14

**ARTICLE XIV – REVENUE AND FINANCIAL**

*Ha'awina 'Umi kūmāhā – Loa'a a me Waiwai*

1.14.1

**Income and Expenses**

All income generated by the LVHCC shall be used to carry out the objectives and purposes as so stated within this Constitution and By-Laws. All expenses incurred by the Club shall be for lawful business activities and shall be in accordance with current LVHCC Policy and Procedures on allowable activities as so stated. Documentation of all income generated as well as expenditures shall be recorded and kept under the duties as defined for the Pu'ukū of the LVHCC.

1.14.2

**Bank Accounts**

The LVHCC will maintain one (1) Checking Account; and if necessary A Saving Account may be established by approval of the LVHCC Board for the sole purpose of generating financial interest. Funds will be allowed to be transferred between accounts.

1.14.3

**Fiscal Year**

The LVHCC will use the Calendar Year as its Fiscal Year in reporting of all income and expenditures. The Calendar is defined as commencing on January 1st through the period ending December 31st of the year.

1.14.4

**Salaries**

No member in an elective, appointive or committee level position shall receive any salary for their services rendered on behalf of the LVHCC.

1.14.5

**Financial Compilation**

An annual financial compilation by an independent qualified vendor (non-member) shall be performed during the month of December each year on all records, accounts and financial reporting thereof for the LVHCC. Funds to procure such a financial compilation will be set aside as part of the overall budgetary process stated in the LVHCC Policy and Procedural Manual.

1.14.6

**Fund Raising**

All fund raising conducted on behalf of the LVHCC and/or its committees, activities or programs must be approved by the Officers and Directors.

**1.15 ARTICLE XV– ANNUAL CONVENTION AND MAINLAND COUNCIL REPRESENTATION**

*Ha‘awina ‘Umi kūmālima – ‘Ahahui Makahiki a me ‘Aha Hō‘ailona*

**1.15.1 Annual Convention**

1. The President shall represent the LVHCC at all Annual conventions sponsored by the Association of Hawaiian Civic Clubs. In the event the President is unable to attend the Annual Convention, the order of succession to the elected office shall be followed.
2. With the exception of Corporate Membership, regular members may represent the LVHCC as a Delegate at all Annual Civic Club Conventions sponsored by the Association of Hawaiian Civic Clubs provided that they meet the following criteria:
  - Be a member with the LVHCC for no less than one (1) year; or another Association of Hawaiian Civic Club Component Club no less than one (1) year.
  - Be a member in good standing
3. Delegates may receive an approved stipend by the Officers and Directors for attending Convention dependant on available funds within the LVHCC budget at the time said Convention begins.
4. Annual Convention of the Association of the Hawaiian Civic Clubs appropriated funds shall be divided equally amongst (4) or more delegates, meeting the criteria as stated in Article XV, Section 1, item 2. Such funds are provided through the Budgetary Process as outlined within the LVHCC Policy and Procedures Manual.
5. In the event that three (3) or less Delegates are able to attend the Annual Convention of the Association of Hawaiian Civic Clubs; then a maximum not to exceed five hundred dollars (\$500.00) per attending Delegate will be allotted dependant on available funds within the LVHCC budget at the time said Convention begins.
6. Only those allowable expenses as defined within the LVHCC Policy and Procedures Manual will be acceptable for those representing the LVHCC at the Annual Convention meetings.

**1.16 ARTICLE XVI– COMMITTEES**

*Ha‘awina ‘Umi kūmāono – Na Komike*

**1.16.1 General**

Committees

*All Standing Committees* are created for the purpose of meeting an objective of the Club and to serve the membership in accordance with its goals and philosophy.

*All Standing Committee* Chairpersons and its members shall serve on a voluntary basis during the calendar year.

*The LVHCC* shall have eight (8) Standing Committees. The Standing Committee Chairpersons under the direction of the Pelekikena, Hope Pelekikena Mua, Hope Pelekikena ‘Elua, Kākau `Ōlelo, and Pu‘ukū under their respective duties and responsibilities in the C&B’s.

*Other duties* and responsibilities of a Standing Committee are incorporated within the LVHCC Policy and Procedure Manual.

Reports

Reports (verbal or written) from a Standing Committee shall be presented at each General Membership meeting by its chair or designee.

#### 1.16.2

#### **Standing Committees**

There are eight (8) Standing Committees under the Direction of the Officers.

1. Publicity Under the direction of the Pelekikena
2. Convention Under the direction of the Pelekikena
3. Club Programs Under the direction of the Hope Pelekikena Mua
4. Education Under the direction of the Hope Pelekikena Mua
5. Ways and Means Under the direction of the Hope Pelekikena 'Elua
6. Program Activities Under the direction of the Hope Pelekikena 'Elua
7. Membership Under the direction of the Kākau `Ōlelo
8. Budget & Finance Under the direction of the Pu'ukū

#### 1.16.3

#### **Description of Standing Committees**

##### *Publicity*

Under the direction of the Pelekikena this committee will be responsible for the promotion of the LVHCC.

##### *Convention*

Under the direction of the Pelekikena this committee shall also be responsible for the planning and coordination of activities for the annual Association of Hawaiian Civic Club convention, to include but not limited to, providing information, developing an overall plan of action to be taken by LVHCC representatives at convention, soliciting from the membership interested representatives to attend the annual convention, propose travel and accommodation plans to the annual convention to the LVHCC Board for approval and perform other duties as assigned by the LVHCC Board.

##### *Club Programs*

Under the direction of the Hope Pelekikena Mua this committee is responsible for coordinating and overseeing all Club Programs.

##### *Education*

Under the direction of the Hope Pelekikena Mua this committee is responsible for the solicitation, evaluation and recommendation of all components associated with the Founders Scholarship, A.C.E. Grant in Aid and the Kamehameha Explorations Scholarship.

##### *Ways and Means*

Under the direction of the Hope Pelekikena 'Elua this committee is responsible for all Fund Raising activities generating revenue for the LVHCC.

##### *Program Activities*

Under the direction of the Hope Pelekikena 'Elua this committee is responsible for club activities.

##### *Membership*

Under the direction of the Kākau `Ōlelo this committee is responsible for the management of the club membership database, membership attendance at meetings and work in accordance with the Pu'ukū on membership dues.

##### *Budget and Finance Committee*

Under the direction of the Pu'ukū this committee is responsible for managing the LVHCC annual budget, Standing Committee budgets and

Program Activity budgets. This committee is also responsible for the planning and execution of the Reforecast Budget in the month of July.

1.16.4

**Ad-Hoc Committees**

The following Ad Hoc Committees are established as part of the on-going operation of the LVHCC.

The purpose of an Ad Hoc Committee is to meet on a temporary appointment basis to achieve the goals and directives as associated with the C&B's.

The following Ad Hoc Committees are, but not limited to:

1. Constitution and By-Laws
2. Guest Speakers
3. Health Committee
4. Hearings and Appeals
5. Nomination of Officers and Directors
6. Policies and Procedures
7. Training and Workshops

1.17

**ARTICLE XVII – AMENDMENTS TO THE CONSTITUTION**

*Ha'awina 'Umi kūmāhiku – Ho`ololi `Ōlelo Pāku`i*

1.17.1

**Amendments**

Any proposed revision/amendments to the Constitution and By-Laws of the LVHCC, must be first presented to the LVHCC Board, prior to the General Membership Approval. Procedures for submitting a revision /amendment will be outlined within the LVHCC Policy and Procedure Manual. All revisions/amendments approved by the LVHCC Board will be presented at the next regular scheduled meeting of the General Membership for final approval.

1.17.2

**Voting on Revisions/Amendments**

Revisions/Amendments to the Constitution and By-Laws shall be voted at a General Membership Meeting by a two-thirds majority of members present and who are in good standings, with dues paid up-to-date.

1.18

**ARTICLE XVIII – OFFICERS AND DIRECTORS LIABILITY INSURANCE**

*Ha'awina 'Umi kūmāwalu – Kū I Ka Hana Hewa 'Inikua*

1. The LVHCC shall provide adequate liability coverage of all its Officers and Directors on an annual basis. Such coverage will commence through the period of January 1 through December 31st of the current year
2. A copy of such liability coverage shall be made available for review by any elected officer.

**LVHCC  
Constitution and By-Laws  
Effective June 17, 2010, as amended on November 18, 2010**

As approved at the General Membership Meeting of the LVHCC, held on January 21, 2010, as amended on November 18, 2010, the following signatures as noted below shall duly constitute the acceptance of all amendments, revisions and/or changes herein as its current Constitution and By-Laws.

\_\_\_\_\_  
Tamar Hoapili  
Pelekikena

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vincent Souza  
Hope Pelekikena Mua

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jeff Hoapili  
Hope Pelekikena `Elua

\_\_\_\_\_  
Date

\_\_\_\_\_  
Renee Kanani Cadaoas  
Kākau `Ōlelo

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jessica Piikea Sayles  
Pu'ukū

\_\_\_\_\_  
Date

L VHCC

Club Song

**He Hawai'i Au**

Words and music by Ron Rosha & Peter Moon

Music by Peter Moon

Source: Translated by Alica Namakelua

I keia po eia au me `oe

Keia po ua ho`i mai au

He loa ka helena ma ke ala hele

E huli i wahi ma keia ao

Maopopo a ua `ike ho`i

Ka home i loko o ku`u pu`uwai

Ua ho`i mai au, ke `ike nei au

`A`ole au e `auana hou

Ke maopopo he Hawai`i au

Tonight I am here with you

Tonight I have returned

Long was my journey on the path

To seek a place in this world

I now clearly see and understand

The home within my heart

I returned when I realized this

I will not wander again

For I understand, I am Hawaiian

L VHCC  
 Chartered Members  
 July 1, 1989

1. Abbey, Healani	30. Mitchell, Chuck
2. Akana, Toni-Ann Noelani	31. Murakami, Bryan
3. Bradley, Marty	32. Nakamoto, Keith K.
4. Braun, Martha	33. Nakamoto, Kelli
5. Chang, Leilani Oliver	34. Nisonger, Kenneth
6. Chung Jr., Ronald Ka`allele	35. Ohata-Sims, Diane
7. DeMotta, Mildred B.	36. Onekea, Oni
8. DePonet, Albert	37. Onekea, Tayne K.
9. DePonet, Samantha P.	38. Paki, Raymond K.
10. Ferreira, Joe	39. Palmer, Richard
11. Ferreira, Sandy	40. Panoke, Wayne K.
12. Fox, Phenella Healani	41. Puana, Cal
13. Frink, Donald	42. Puana, Cindy
14. Frink, Kathy	43. Reed, Mohala K.
15. Gerction, Bobbie	44. Sauer, Betty
16. Giordano, Anthony	45. Sims, Roger Lokela
17. Giordano, Daneta K.	46. Tamburi, Arthur Paiko
18. Hall, Herbert	47. Tamburi, Emalei L.
19. Hall, Theresa	48. Tamburi, Lorna Kawaiala
20. Hampp, Carol	49. Terronez, Mark
21. Hampp, Mitchell	50. Thomas, Marcia Kay
22. Heleloa, Ladd Kahele	51. Warren, Terry
23. Iverson, Jan	52. Warren, Theresa K.
24. Jarrett, Bernice P.	53. Willick, Faith
25. Jarrett, Victor K.	54. Woods, Vivian
26. Kraemer, Beverly	55. Yamamoto, George
27. Lee, Clifford	56. Yamamoto, Miriam
28. Lee, Rozita	57. Yogi, Steve

LVHCC  
Past President

1989	Wayne Panoke
1990	Wayne Panoke
1991	Wayne Panoke
1992	Wayne Panoke
1993	Wayne Panoke
1994	Herbie Watson
1995	Art Wooters
1996	Pauline Clark
1997	Pauline Clark
1998	Oni Onekea
1999	Jeff Pagan
2000	Jeff Pagan
2001	Teri Keli`iheleua
2002	Teri Keli`iheleua
2003	Helene Pierce
2004	Helene Pierce
2005	Lehua Vincent
2006	Lehua Vincent
2007	Charles Herring
2008	Charles Herring
2009	Tamar Hoapili
2010	Tamar Hoapili