

**CONSTITUTION**

**AND**

**BYLAWS**

**LAU KANAKA NO HAWAII  
HAWAIIAN CIVIC CLUB OF ARIZONA**

**ADOPTED AND ACCEPTED  
SEPTEMBER 11, 2010**

**BYLAWS  
LAU KANAKA NO HAWAII**

**As Voted on by the Membership 11/11/10**

**Article I  
Membership**

**Section 1  
CLASSES OF MEMBERSHIP**

The membership of this club shall consist of the following classes: active and associate

**Section 2  
MEMBERSHIP APPLICATION**

The membership shall be open to any person or persons of Hawaiian Ancestry and/or their spouse and children and/or any person or persons interested in the promotion of the social, recreational, athletic and social welfare activities in keeping with the traditions and culture of Hawaii.

**Section 3  
QUALIFICATIONS FOR MEMBERSHIP**

**A. Active Member**

Membership shall be limited to persons residing in the United States who are interested in the purpose of this club and are not in arrears of dues.

**B. Associate Member**

Any person who resides outside the State of Arizona who seeks the privileges of the club and who is not in arrears of dues is an associate member.

**Section 4  
PRIVILEGES OF MEMBERSHIP**

**A.** An Active member shall enjoy all rights, benefits and privileges of this club. They may vote, hold elective positions after being a member of the Club for three months, and may serve on any board or committee.

**B.** An Associate member shall not be able to vote, make motions, and/or hold elected offices. However, The Board of Directors may call upon Associate members to vote on matters concerning a change in the purpose or the club and its future continuance.

**Section 5**  
**REVOCAION OF MEMBERSHIP**

The final authority for revocation of membership lies with the Board of Directors by a majority vote.

**Article II**  
**Finances**

**Section 1**  
**BUDGET**

Starting with the 1996-97 fiscal year, the Board of Directors will propose an annual budget to the general membership, for their approval, by the second meeting of the new fiscal year.

The Board of Directors will review all budgetary proposals from members and member committees and make a recommendation for action.

The Board of Directors will present new budget categories to the membership at a meeting for approval.

**Section 2**  
**MEMBERSHIP ANNIVERSARY DATE**

Dues of this club are payable on an annual basis in the member's anniversary month. The treasurer shall notify members who are 60 days in arrears and those whose dues are not paid within 30 days thereafter shall have their names dropped from the roster.

**Article III**  
**Board of Directors and Officers**

**Section 1**  
**PRESIDENT**

It shall be the duty of the President to preside at meetings of the club and meetings of the Board of Directors, have the power to perform such other duties pertaining to this office, and shall appoint, subject to the approval of the Board of Directors, the chairs of the following committees: Membership, Hospitality, Public Relations and any other committee deemed necessary by the Board. The President shall be an ex-officio member of all Committees.

**Section 2**  
**VICE PRESIDENT**

The vice President shall, during his/her term, perform such other duties as may be directed by the Board of Directors. In the event of a temporary absence of the President, the Vice-President shall perform the duties and have the same authority as the President.

**Section 3**  
**IMMEDIATE PAST PRESIDENT**

It shall be the duty of the Immediate Past President to advise the President and to chair the Nominating Committee.

**Section 4**  
**SECRETARY**

The secretary shall keep a complete record of all business transactions and reports (in books especially provided for the purpose,) conduct all necessary correspondence, and send notices of special meetings to all members.

**Section 5**  
**TREASURER**

It shall be the duty of the Treasurer to assure the receipts and expenditures of funds in accordance with the directives established by the Board of Directors, shall submit a statement of all receipts and expenditures at such time as requested by the Board of Directors and Officers. The Treasurer shall submit the books for audit as directed by the Board of directors, fill out annual internal revenue forms within ninety (90) days of close of the books for previous year, and pay all legitimate debts upon presentation of a receipt.

**Section 6**  
**BOARD MEMBER**

- A.** The term of office shall be two (2) years. An elected Board member shall serve no more than two consecutive full terms as an elected Board member.
- B.** In the event of vacancy among Board Members, the Board of Directors and Officers shall elect no more that 2 successors to serve until the next election meeting. At the next election meeting, the vacancy shall be filled by election to fill the unexpired term.

**Section 6a**  
**OPIO BOARD MEMBER**

**Opio Board member shall be a member between the ages of 17 and 25, who are or**

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**whose parents are members in good standing and serve a two (2) year term. It is**

**incumbent on the Opio Board Member to advise the board especially on projects regarding the keiki and junior members of the club. In the event of a vacancy, the Board of Directors and Officers shall appoint a successor to serve until the next election.**

## **Section 7**

### **BOARD OF DIRECTORS**

- A.** The Board of Directors shall consist of the President, Vice President, Immediate Past President, Secretary, Treasurer, and then two (2) Board members at large elected from the membership. The President of the club shall serve as the Chairman of the Board of Directors and the secretary shall serve as Secretary to the Board of Directors.
- B.** Chairpersons of all standing and special committees shall attend meetings when requested to do so by the President, but shall have no vote.
- C.** The Board of Directors shall hold no less than quarterly meetings to execute business approved by the membership and shall require membership approval of the expenditures over \$500.00.
- D.** The Board of Directors shall fill, by majority vote, any vacancy occurring in any office in accordance with Article IV, Section 4.
- E.** A majority vote of a quorum of the Board of Directors shall be necessary for the transaction of business.
- F.** The Board of Directors shall provide for an annual audit.

## **Article IV**

### **Nominations and Elections**

## **Section 1**

### **NOMINATING COMMITTEE**

- A.** The nominating committee shall consist of two active members elected by the Board of Directors plus the Immediate Past President who shall serve as chairperson. No other officers or board members shall be eligible to serve on this committee during their tenure in office.
- B.** Members of this committee shall be elected to serve one year.
- C.** In the event of vacancy among the nominating committee, the Board of Directors shall elect a successor to serve the remaining term of office.
- D.** The Nominating Committee shall be responsible for compiling a slate of elective positions of the club. This slate of nominees shall be sent to each active member at least fifteen (15) days prior to the election meeting.
- E.** Any officer of the club may be nominated for a different office, and may continue until the election to different office is made official, whereupon a resignation from the original office must be effective.
- F.** The nominating committee shall not recommend a nominee for office who has not consented to serve in such office if elected.

**Section 2**  
**ELECTION**

- A.** The election shall be by a plurality vote. A tie shall be resolved by lot.
- B.** The official list of candidates for each office shall be presented at the February meeting by the nominating committee and additional nominations for each office may then be made from the floor. The elections shall be held at the March meeting.
- C.** An official ballot shall be sent to each active member by the nominating committee at least fifteen (15) days prior to the election meeting.
- D.** Members unable to attend the election meeting may return their official vote in a sealed envelope to the nominating committee. The sealed envelope shall be enclosed in another envelope with the member's name and address thereon. The nominating committee shall be responsible for checking the names on the absentee ballots against the attendance at the election meeting to be sure that there is no duplication of votes. These ballots will remain sealed until time of tabulation of ballot, at which time they will be opened and counted.
- E.** The method of voting will be by ballot only. Any active, paid members eighteen (18) years and older shall deposit their official vote in a ballot box provided at the election meeting.

**Section 3**  
**TERM OF OFFICE**

- A.** The officers of this club shall hold office for a term of two calendar years (April 10 through April 09) unless removed for cause.
- B.** No officer shall be elected for more than two successive terms in the same office. No one individual may hold more than one office at one time.
- C.** Upon termination of office, each officer shall turn over any books, papers, records and other property, which came into the officer's possession, custody, and control, to the club.

**Section 4**  
**FILLING OF VACANCIES**

- A.** A vacancy occurring in the office, not filled by the directives in the following paragraphs, shall be filled by a majority vote of the Board of Directors until the next election meeting.
- B.** In the event of the death, resignation, or total disability of the President, the Vice President shall become the President of the club for the remainder of the year of the President's term of office. The Immediate Past President shall serve as Vice President for the remainder of the year in which the vacancy occurs. At the next annual election following the occurrence of the vacancy of the office of President, the active members shall elect a new president for the term on one year.

In the event of the simultaneous removal during their term of office of both the President and Vice President, the Immediate Past President shall become the President of the club for the remainder of the unexpired term of the President. The office of Vice President shall remain vacant until the next annual election meeting when both a President and Vice president shall be elected.

## **Section 5**

### **IMPEACHMENT AND REMOVAL OF ELECTED OFFICIALS**

Impeachment may be initiated by an active member of the club who shall file with the Board of Directors and Officers formal and specific charges against a particular person holding a position of trust in this club. After investigation of the charges, the Board of directors and officers shall either exonerate the person or offer him/her a choice of adding by the recommendations of a hearing. The Board, in such a hearing, would consist of either the Board of Directors and Officers of a two-thirds (2/3) vote of the active members present at the hearing. The choice of which group would govern would be solely the choice of the members being impeached. Impeachment may be undertaken where elected officers fail to attend two (2) consecutive Board or regular meetings without legitimate excuse.

## **Article V** **Meetings**

### **Section 1**

#### **REGULAR MEETINGS**

Meetings shall be held once a month April 1 through March 31, the second Saturday of each month, unless ordered by the club or Board of Directors.

### **Section 2**

#### **SPECIAL MEETINGS**

Special meetings may be called by the President and/or the Board of Directors and Officers. The secretary shall notify members of these meetings.

## **Article VI** **Standing Committees**

### **Section 1**

#### **MEMBERSHIP**

This committee shall provide information and application forms for the purpose of promoting membership in the club.

**Section 2**  
**HOSPITALITY and PUBLIC RELATIONS COMMITTEES**

This committee shall disperse information and promote understanding of the Hawaiian culture and heritage.

**Article VII**  
**Official Publications**

**Section 1**  
**NEWSLETTER**

An official newsletter shall be published monthly. This newsletter shall be made available to all members not in arrears of dues.

**Section 2**  
**EDITORS**

The editor shall be appointed by the President of the club. The associate editor shall be appointed annually by the editor.

**Article VIII**

**Fiscal Year**

The fiscal year of this club shall be April 1 through March 31.

**Article IX**

**Quorum**

A. A quorum at any Board meeting shall be one more than one-half ( $\frac{1}{2}$ ) the elected number of Board members. A quorum at any regular meeting shall be one-fourth ( $\frac{1}{4}$ ) the number of active members, but no less than 30 members and include at least one more than one-half of the elected Board members. A Board member may appoint a proxy as a stand-in with the approval of the President.

**Article X**  
**Parliamentary Authority**

“Robert's Rules of Order, Newly Revised” shall be the parliamentary authority for all matters of procedure not specifically covered by the Bylaws of the club by special rules of procedure adopted by it.



**Article XI**  
**Amendments**

**Section 1**

The Articles of incorporation may be amended at any meeting by two-thirds (2/3)

vote of the active members who are present, provided all active members shall have been notified in writing of proposed amendment at least thirty (30) days prior to the meeting.

**Section 2**

The Bylaws may be amended by a two-thirds (2/3) vote of the active members present at any meeting of the club, provided all active members have been notified in writing of the proposed bylaw changes at least thirty (30) days prior to the meeting.

**Article XII**  
**Dissolutions**

This club shall dissolve upon the vote of two-thirds (2/3) of the active members present at any meeting of the club, provided all active members shall be notified in writing of the Dissolution Proposal at least thirty (30) days prior to said meeting.

In the event of the dissolution of the Lau Kanaka No Hawaii, after discharge of all debts and the settlement of its affairs, any funds and properties shall be dispersed to charitable organizations.