

HUI O'WAHINE
Enlisted, Officer & Civilian Spouses' Club
4285 Lawehana St
PMB # A-8
Honolulu, Hi 96818-3128

BY-LAWS

ARTICLE I: PURPOSE

The purpose of these By-Laws is to establish a general operating procedure for the operation of the Hui O'Wahine Enlisted, Officer & Civilian Spouses' Club, hereafter referred to as the "HUI O'WAHINE", in accordance with the provisions of DOD Instruction 1000.15, Private Organizations on Department of Defense Installations, AF 210-22, Private Organizations of Department of the Army Installations, and pertinent local regulations.

ARTICLE II: DUTIES OF OFFICERS AND GOVERNING BODY

The HUI O'WAHINE Governing Board shall discuss and prepare all business that is presented to the general membership.

Section 1. General responsibilities of all HUI O'WAHINE Governing Board members

A. Meetings and Attendance

1. All members shall attend HUI O'WAHINE governing Board meetings, general membership meetings, and support as many HUI O'WAHINE sponsored activities as possible.
2. Members shall notify the President of their intended absence, prior to the Board meeting.
3. Members shall inform the President three days in advance of items they wish to place on the agenda for HUI O'WAHINE board discussion.

B. Replacement of HUI O'WAHINE Board members

1. Absence from HUI O'WAHINE governing Board meetings (see Hui O'Wahine SOP 1D) shall be considered good reason for dismissal from the HUI O'WAHINE governing Board, at the discretion of the President, with the advice of the Honorary President and the Advisor.
2. Any HUI O'WAHINE Board member who, for just cause, will be temporarily unable to fulfill their duties will request, in writing to the President, a leave of absence. The President, if needed, shall appoint a temporary replacement.
3. Resignations shall be submitted in writing to the President.

C. Appointment of assistants and committee members

1. Any elected officer or Chairman of a Standing Committee may appoint an assistant, with the approval of the President, in addition to any other committee members as deemed necessary.
2. All committee members must be current HUI O'WAHINE members.

D. Reports and record keeping

1. Each HUI O'WAHINE Governing Board member shall maintain written records on a continuous basis to include:
 - a) Current Constitution and By-Laws
 - b) Applicable SOP
 - c) Current budget, minutes and financial statements
 - d) After Action Reports
2. Each HUI O'WAHINE governing Board member shall read, be knowledgeable of, and adhere to the HUI O'WAHINE Constitution and execute their duties as defined and outlined in the By-Laws and SOP.
3. Each HUI O'WAHINE governing Board member will submit a written monthly report, to include a "no report", to the elected official who has oversight of that position and one to the President and one to the Recording Secretary. A copy shall be retained for their committee notebook.
4. Each officer and Standing Committee Chairperson shall provide a detailed After Action Report, one given to the President, one to the Recording Secretary, to go to the appropriate file, and one to his/her successor, by the May board meeting.
5. The last HUI O'WAHINE governing Board meeting of the fiscal year shall be a joint meeting of the outgoing and incoming board. At that time the official transfer of all records to the incoming board will occur. If the successor has not yet been appointed, all information shall be turned over to the incoming President.
6. All HUI O'WAHINE governing Board members and sub-committee members shall submit all information pertinent to their committee to the Hui Spirit Editor and the Publicity Chairperson, in a timely manner.

E. Each Officer will meet with their successor prior to the installation of the elected officers to discuss their duties.

F. The HUI O'WAHINE Governing Board shall approve:

1. The budget of the Hui O'Wahine and the budget of the Ft. Shafter Thrift Shop.
2. Disbursements of welfare funds and Scholarships amounts.
3. Non-budgeted expenses.

Section 2: Duties of the Executive Board. The Honorary President, Advisor and Parliamentarian are non-voting members. The President shall only vote in the event of a tie during any HUI O'WAHINE meeting. All other Executive Board positions are voting members. Executive Board members shall attend HUI O'WAHINE Executive Board and Board meetings, general membership luncheons, special functions, and serve on the Constitution and By-Laws Review Committee.

A. Honorary President

1. Serve in the advisory capacity (counsel, inform, mentor and coach).
2. Be available to provide assistance and advice, while allowing the HUI O'WAHINE Board to make their own decisions.
3. Shall designate an Advisor to the Ft. Shafter Thrift Shop with the majority approval of the General Board.
4. Shall provide appropriate policy guidance in all matters pertaining to HUI O'WAHINE.
5. Shall concur with the President on selection of Standing Committee Chairpersons.

6. Serve on the Hui OWahine Governing Board, Ft. Shafter Thrift Shop Advisory Board, Scholarship, Welfare, Nomination, Constitution, Bylaws, SOP, and Budget Committees as an Advisor in a non voting role.

B. Honorary Advisor

1. Serve in an advisory capacity (counsel, inform, mentor and coach).
2. Be available to provide assistance and advice, while allowing the HUI O'WAHINE Board to make its own decisions.
3. Shall provide appropriate policy guidance in all matters pertaining to HUI O'WAHINE
4. Advise committees as assigned by the Honorary President.
5. Serve on the Hui OWahine Governing Board, Ft. Shafter Thrift Shop Advisory Board, Scholarship, Welfare, Nomination, Constitution, Bylaws, SOP, and Budget Committees as an Advisor in a non voting role.

C. President

1. Calls and presides over all meetings. Exercises general supervision of the affairs of the Hui, and serves as an ex-officio member of all committees except the Nominating Committee.
2. Shall represent the HUI O'WAHINE, or shall be represented by the President's designee, at all appropriate meetings.
3. Shall, together with the Treasurer, sign all contracts and obligations authorized by the HUI O'WAHINE Board with the exception of luncheon contracts, which shall be signed by the First/Second Vice President.
4. Shall review the final edit of the Hui Spirit prior to publication.
5. Shall co-sign all disbursements (checks) in excess of one thousand dollars.
6. Shall in consultation with the majority approval of the Executive Board, appoint the Parliamentarian and all Standing Committee Chairpersons.
7. May select tokens of appreciation for the HUI O'WAHINE Board members not to exceed approved budget amount.
8. May assign duties, other than those outlined in the Bylaws, to Hui officers, committee chairs and representatives.
9. The President may not ask for the resignation of any individual serving on the Hui Board without proper approval of the Hui Governing Board. Such approval may be obtained by securing a majority vote via telephone.
10. Shall be bonded and may disburse approved Hui funds.
11. Is an alternate signer with the Treasurer for all bank accounts maintained by the Hui and may act for the Treasurer in receiving or disbursing funds.
12. Call for special meetings.
13. Chair the meetings of the Ft. Shafter Thrift Shop Advisory Board and serve as a non voting member of that board.
14. Serve on the Constitution, Bylaws, SOP Review Committees and Budget Committee.
15. Enforce the Constitution, By-Laws and SOP.
16. Cast the breaking vote in case a deadlock.
17. Fill elected officer vacancies by appointment, other than the Presidency with the majority approval of the Executive Board. (See Section 8: Vacancies).
18. Authorize Club approved expenditures.
19. Maintain a positive relationship with all committee chairpersons.
20. Maintain a working knowledge of all Hui O'Wahine activities.
21. Complete an After Action Report Monthly and maintain in you Continuity Book.

22. Submit an After Action Report and all properties of the office within 30 (thirty) days of the installation of the new President.

D. First Vice-President and Second Vice President

These duties will be performed in a joint manner:

1. Performs such duties as are designated by the President, and in the absence of the President performs the duties of the President.
2. Succeed to the office of the President if that office is vacated in accordance with the Constitution.
3. Attend Hui O'Wahine Governing Board meetings as a voting member.
4. Shall preside at all meetings in the absence of both the President and First Vice-President.
5. Be a contracting party on behalf of the organization in the absence of the President
6. Maintain a working knowledge of all Hui O'Wahine activities
7. Attend monthly Hui O'Wahine Functions.
8. Is Hui-Function coordinator
 - (a) Plans and coordinates with Second Vice President and Executive Board in arranging for the August welcome/sign-up function.
 - (b) Presents to the Hui O'Wahine Governing board NLT September meeting a schedule of events and dates for the upcoming Monthly Luncheons for approval
 - (c) Shall be responsible for planning, scheduling and coordinating the logistical needs of all monthly Luncheons and special functions /Dinners to include menu selection.
 - (d) Reserves whatever meeting places are needed, and sees to any special requirements, such as microphones, podium, etc for monthly meetings and monthly luncheons
 - (e) Shall sign all contracts pertaining to food contracts with the Hale Ikena' Club Catering Office or other hosting facility.
 - (f) Handles seating plans or arrangements, in cooperation with the President and Program Chairperson.
 - (g) Is responsible for any required table decorations as monthly luncheons or special functions.
 - (h) Works with Reservations Chairperson to coordinate members and special guests attending Hui functions.
 - (i) Shall coordinate in regards to the monthly Luncheons with the Hospitality, Reservations, Publicity and report to the President.
 - (j) Shall arrange for speakers or entertainment for general membership meetings.
 - (k) Shall arrange transportation and lodging if needed for speakers and entertainers.
 - (l) Shall draw-up (when required) speaker contracts and ensure that fees are paid prior to the guest speaker's departure the day of the event.
 - (m) Shall provide escort for guest speakers and any guest of the HUI O'WAHINE
 - (n) Purchase appreciation gifts and/or obtain Hui O'Wahine Certificates of Appreciation for guest speakers with prior approval from Executive Board.
 - (o) In consultation with the Publicity Chairperson, shall submit to the Hui Spirit Editor the publicity for general membership Luncheons.
 - (p) Makes monthly report to the Board on previous months activities or events.
9. Serve on the Constitution, Bylaws, SOP Review Committees and Budget Committee
10. May select and buy end-of-the-year gift for the outgoing President not to exceed approved budget amount.

11. Submit an After Action Report Monthly to the President and maintain a copy in your Continuity Book.
12. Submit an After Action Report and all properties of the office within thirty (30) days of the installation of the new First Vice President

F. Secretary

1. Is a voting member of the Hui O'Wahine Governing Board.
2. Records the minutes of any Governing Board proceedings and General Membership meetings and maintains both for permanent file.
3. Shall submit a rough draft of these minutes to the President for approval within seven working days of the HUI O'WAHINE Governing Board meeting.
4. Shall have the minutes of the HUI O'WAHINE Board meeting signed by the President.
5. Before the Hui Board meeting, reproduces and distributes copies of the agenda and minutes of the last meeting to all Board members.
6. Within 10days of the HUI O'WAHINE Board meeting submit a copy to the MWR Private Organization office:
 - (a) The minutes of the Governing Board Meeting,
 - (b) The HUI O'WAHINE and the Ft. Shafter Thrift Shop financial statements for the period ending the last day of the month.
 - (c) Reports of any action by the Board which requires approval of the Garrison Commander to include revisions of the Constitution and bylaws.
7. Report at the following month's board meeting the date the minutes were forwarded to the MWR Private Organization office.
8. Shall be responsible for properly entering the results of any telephone or email vote in the addendum to the minutes to be read at the scheduled HUI O'WAHINE Governing Board meeting.
9. Shall be responsible for posting the minutes of the HUI O'WAHINE Board meetings at all HUI O'WAHINE general meetings and Luncheon.
10. Shall be responsible for maintaining the permanent historical file as stated in ARTICLE XII of the Constitution.
11. Shall be responsible for collecting and maintaining official copies of all after action reports from each standing and special committee according to ARTICLE II of the By-Laws.
12. Maintains current Board roster and provides copies of it to all Board members.
13. Prepares name plates of Board members for Board Meetings if required.
14. Prepares all correspondence of the Hui, as necessary.
15. Keeps all correspondence for at least five (5) years.
16. Maintains up-to-date property inventory list.
17. Shall be responsible for picking up all HUI O'WAHINE correspondence at the post office weekly, and distributing in a prompt manner to Board members.
18. Shall be a key holder for all HUI O'WAHINE mailboxes as required
19. Serves as circulation editor for the Hui Spirit and all other bulk mail for the HUI O'WAHINE.
20. Shall be available to the President to assume all other duties assigned or deemed appropriate by the President.
21. Prepares and After-Action Report to include, but not be limited to, all duties performed by the Secretary, but not specifically listed in the Bylaws.

H. Treasurer

1. Is a voting member of the Hui Governing Board.
2. Is custodian of all Hui funds shall be authorized to receive all dues and monies and to obligate and disburse any funds of the HUI O'WAHINE under the direction of the HUI O'WAHINE Governing Board and maintains itemized financial reports for at least seven (7) preceding years.
3. Shall serve as the Chair of the Budget committee. The Executive Board will serve as committee members and helps prepare an annual budget for approval by the Hui Governing Board at its first board meeting. Upon approval by the Governing Board, the proposed budget will be published in the newsletter and subsequently submitted to the General Membership for approval at the first General Membership meeting.
4. Arranges for the bonding of the President, Treasurer and any other board member as required, for the maximum amount of funds to which they may have access.
5. The Treasurer on behalf of the Hui O'Wahine shall employ a qualified disinterested person for the Hui O' Wahine and the Thrift Shop Books, the cost of said accountant to be divided between the two parties with the understanding that the said accountant shall be responsible for the taxes and shall be called upon when needed.
6. Submits books for annual audit and income tax preparation.
7. Maintains, in the name of the Hui O'Wahine, with the President as authorized alternate signer, a checking account in the bank designated by the Hui Governing Board.
8. Shall keep an itemized account of all receipts and disbursements and present a report at the monthly meeting of the HUI O'WAHINE Board on all transactions since the previous HUI O'WAHINE Board meeting.
9. When making deposits or expenditures, writes a voucher and attaches receipt. If not receipt, item must be covered in Board minutes and so stated on the voucher. The President must co-sign all vouchers, verifying transaction (usually at Board meeting), and co-signs disbursements exceeding \$500.00.
10. All cash receipts to be deposited in the bank within seventy-two (72) hours of receipt.
11. Pays Hale Ikena or other facility for luncheon/dinner functions in a timely manner each month.
12. Shall prepare financial statements for the period ending the last day of the month to include year to date transactions in the operating and welfare accounts, with copies available for all HUI O'WAHINE Governing Board members at the monthly board meeting. The record of accounts shall be open to inspection by any member of HUI O'WAHINE.
13. Shall submit a signed financial statement/Treasury report each month to the Secretary.
14. Ensures checkbook accuracy by balancing checkbook monthly.
15. Prepares monthly expenditures report for the budgeted positions.
16. Serves on the Welfare Committee, Scholarship committee.
17. Serves on the Thrift Shop Advisory Board as a voting member.
18. Prepares an After-Action Report to include, but not to be limited to, all duties performed by the Treasurer not specifically listed in the Bylaws.
19. Shall disburse Scholarship Recipients award in the form of a check to their attending College. No monies for scholarship will be directly paid to an individual.
20. Shall disburse Welfare checks to approved organizations
21. Shall, together with the President, sign contracts, obligations and all disbursements authorized by the HUI O'WAHINE Board, with the exception of luncheon/dinner accounts, which shall be signed by the First/Second Vice.

22. Shall co-sign all disbursements (checks) in excess of one thousand dollars, with an officer of the Executive Board authorized to sign checks.
23. Shall conduct a budget revision in January if required.
24. Shall reimburse members for outstanding expenses with a valid receipt, in a reasonable amount of time to be agreed upon by the Treasurer and President.
25. Shall submit the Hui O'Wahine Treasurer's and Ft. Shafter Thrift Shop books for audit annually within one month of the close of the HUI O'WAHINE fiscal year (May 31), and shall submit one copy of the annual audit to the MWR Private Organization office.
26. Shall ensure proper financial coordination for the operation of The Hui Spirit.
27. Shall ensure all necessary insurance is paid and provide documentation to Secretary.
28. Shall be available to the President to assume all other duties assigned or deemed appropriate by the President.
29. Prepares and After-Action Report to include, but not be limited to, all duties performed by the Treasurer, but not specifically listed in the Bylaws.

J. Parliamentarian

1. Serve on the Hui O'Wahine Governing Board as a non-voting member.
2. Insures that parliamentary procedures are followed and voting is in accordance with Roberts Rules of Order, Newly Revised, and complies with the Constitution and Bylaws of the Hui O'Wahine at all Executive and Governing Board meetings.
3. Attend all Hui O'Wahine Board meetings.
4. Serve as chairperson for the Constitution, Bylaws and SOP Review Committees which shall meet no later than January every two years.
5. Prepares proposed changes in the Constitution and Bylaws for the Board and General Membership Meetings.
6. Shall be responsible for forwarding a copy of any revisions of the HUI O'WAHINE Constitution to the Garrison Commander - Hawaii and legal.
7. Shall act as the Chairperson of the Nominating Committee each year.
 - (a) Shall be responsible for selecting active HUI O'WAHINE members in consultation with the Honorary President and/or Advisor to serve as committee members, which represent a cross section of the Hui O'Wahine.
 - (b) Conducts the annual elections of officers in a manner deemed appropriate and prepares balloting materials for voting purposes. Selects assistants as needed when voting is to be done
 - (c) Shall be responsible for setting the slate of nominees for all elected officers, as set forth in ARTICLE V, of the Constitution. Shall ensure elected positions do not exceed the two-year consecutive term limit, unless a suitable candidate cannot be found.
 - (d) Shall provide each nominee a copy of the Constitution and By-Laws prior to the election.
 - (e) Shall provide each applicant an information sheet to be completed for consideration
8. Oversee all voting and election procedures for all officers at the General Membership function each year.
9. Shall be responsible for collecting and counting ballots and announcing the results of the HUI O'WAHINE elections.
10. Administer all telephone and/or electronic mail votes and report results to the President and Secretary.

11. Supervise the destruction of all outdated (10 years or older) Hui O’Wahine financial documents in accordance with the Constitution and applicable military regulations.
12. Submit an After Action Report Monthly to the President and maintain a copy in you Continuity Book.
13. Prepares and has available at all Board Meetings copies of the Constitution, Bylaws and the Thrift Shop Charter and sees that each Board Member has a copy of each.
14. Shall act as the President’s advisor on Parliamentary Procedure in accordance with the Constitution and By-Laws and the most recent edition of Robert’s Rules of Order.
15. Submit an After Action Report and all properties of the office within thirty (30) days of the installation of the new Parliamentarian.

ARTICLE III: STANDING COMMITTEES

Section 1: Standing Committees may be created, changed, and/or abolished at the direction of the President with the approval of the Executive HUI O’WAHINE Board. These committees may include the following but not limited to: Hui spirit Editor and/or Assistant Editor, Ft. Shafter Thrift Shop Representative Chairperson, Historian, Hospitality Chairperson(s), Membership Chairperson, Publicity Chairperson, Reservation Chairperson, Scholarship Chairperson, Volunteer Coordinator Chairperson, Webmaster.

- a. Standing Committee chairpersons are voting members and shall attend all HUI O’WAHINE governing Board and general membership Luncheons and other HUI O’WAHINE functions.
- b. Standing Committee chairpersons shall be available to the President to assume all other duties assigned or deemed appropriate by the President.
- c. Standing Committee chairpersons shall appoint their own committee members.

Section 2: The President shall select the best-qualified chairperson with the guidance of the Executive Board.

Section 3: Chairpersons may serve a maximum of two consecutive years in the same position (unless a suitable candidate cannot be found).

Section 4: The Governing Board Standing Committee chairperson duties are published in the Hui O’Wahine SOP

Section 5: Standard Operating Procedures:

The SOPs should make specific written reference to the whole operating procedure intended by these committees. These standard operating procedures shall be maintained as an addendum to the constitution.

Section 6: Vacancies

- A. Vacancies of Standing Committee Chairs on the General Board will be appointed by the President with the approval of the majority of the Executive Board.

Section 7: Notification

- A. Removal of a Board member will result in the notification to other organizations wherein the Board member represents DSA in an official capacity.

ARTICLE IV: OPERATING PROCEDURES

Section 1: Telephone Voting or Email voting

- (a) The President shall have the authority to authorize a vote by telephone or email of the members of the HUI O'WAHINE O'WAHINE Board in the event of the requirement of an immediate decision of such urgency as to preclude a called meeting per ARTICLE VIII of the constitution.
- (b) A quorum of the voting members of the HUI O'WAHINE Governing Board must be polled. The majority must vote in agreement in order to render a legal decision.
- (c) The telephone or email vote is to be administered solely by the Parliamentarian and reported to the Secretary. The minutes shall include the exact wording of the main motion, the name of the HUI O'WAHINE Board member who cannot be contacted and the exact account of the vote.
- (d) If no email response on a vote being conducted is received by the Parliamentarian from a Board member within 24 hours, the Parliamentarian is required to attempt contact with that Board member by telephone.
- (e) Vote must be concluded within 48 hours

Section 2: Up to but not exceeding ten percent of funds raised for welfare are available for transfer to operating funds at the discretion of the HUI O'WAHINE Governing Board once in a board year.

Section 3: Tax Compliance

1. The HUI O'WAHINE will comply with current tax regulations as follows:
 - (a) In accordance with Internal Revenue Service Code 1954 the HUI O'WAHINE shall file the appropriate state and federal tax forms annually. Any and all changes of status, activity, or purpose of the HUI O'WAHINE shall be reported to the Internal Revenue Service.
 - (b) Appropriate, correct, and complete records shall be maintained on all tax matters affecting the orderly operation of the HUI O'WAHINE.
 - (c) Form 990, Federal Income Tax Return for Non-Profit Organizations, will be prepared by a qualified accountant and signed by the President and Treasurer. A copy will be filed with the Treasurer.
2. The HUI O'WAHINE Governing Board will ensure that the Ft Shafter Thrift Stop complies, completes and pays all state and federal taxes in accordance with the Hawaiian State Tax code and the Internal Revenue Service Code of 1954.

ARTICLE II – MEETINGS

Section 1: General Membership Luncheons/Functions:

- (a) The regular general membership luncheons/functions will be held once a month, from September through May with a Membership Drive held in August.
- (b) Business may be conducted at monthly luncheons/functions as deemed necessary.

Section 2: Governing Board Meetings

- (a) The Hui O'Wahine board year shall be from 1 June to 31 May.
- (b) The Governing Board shall meet once every calendar month from June through May, or as deemed necessary by the President.

Section 3: Executive Board Meetings

- (a) The President may call an Executive Board meeting as required.

ARTICLE III – VOTING PROCEDURES

Section 1: Telephone and/or Electronic Mail Vote

In the event there is a requirement for an immediate decision from the General Board and/or Executive Board of such urgency as to preclude any meeting as prescribed by these Bylaws, a telephone and/or electronic mail vote may be authorized by a majority vote of the Executive Board. An attempt must be made to poll all voting members. A vote of the quorum, as defined by the Constitution and Bylaws, shall govern. The telephone and/or electronic mail vote is to be administered by the Parliamentarian. The Parliamentarian shall insure the legitimacy of all votes. All telephone and/or electronic mail votes are to be recorded by the Recording Secretary in the minutes. The minutes shall include the exact wording of the main motion, the names of those voting members who could not be contacted, and an exact vote of yeas, nays, and abstentions.

ARTICLE IV – DISCIPLINARY PROCEDURES

Section 1: Good standing membership status is defined as:

- (a) Dues paid in full.
- (b) Payment of costs associated with the attendance at monthly General Membership luncheons/functions.
- (c) Return of all borrowed or rented Hui O’Wahine property in the same condition as obtained.

Section 2: Just Cause

- (a) Members and employee are required to be of honorable character and reputation. The Hui O’Wahine has the ultimate right to require that its members and Employees refrain from conduct injurious to the organization or its purposes. No one should be allowed to remain a member or employee if [her/his] retention will do this organization harm. Just cause for removal from office/employment can be shown for conduct tending to injure the good name of the organization, disturb its well-being, or hamper its work. ¹
- (b) Examples of just cause are defined but not limited to the following: (See reference note below) ²
 - 1. More than five (5) excused or three (3) unexcused absences from Monthly Governing Board Meetings. (Board Members Only)
 - 2. Loss of confidence
 - 3. Lack of adequate competence as a leader
 - 4. Lack of ability to meet deadlines
 - 5. Lack of integrity
 - 6. Poor attitude
 - 7. Inability to get along with others

ARTICLE V – METHODS OF FINANCING

Section 1: The Governing Board shall:

- (a) Ensure that the financial records and accounts of Hui O’Wahine are audited annually and during the transition to a new Treasurer.
- (b) Be charged with the responsibility for the overall financial management of the Hui O’Wahine to ensure solvency and ability to meet obligations.
- (c) Ensure that Operating funds no less that \$1000 are left in the Hui O’Wahine account for the following year.
- (d) Ensure that all welfare and approved funds that have not been released by May are allocated and those monies are left in the Hui O’Wahine account for the specified purposes.

Section 2: All outside donations, after approval by JAG, are to be disbursed in welfare projects unless otherwise specified by the donor.

ARTICLE VI – SCHOLARSHIPS

Section 1: High School and Continuing Education Scholarships:

- A. For the purpose of scholarship eligibility, Hui O’Wahine membership must be effective no later than 31 January of the current year with the exception of newly arriving members to Oahu, (newly arrived members must have become a Hui O’Wahine member within 30 days of PCS order date). Any applications for Hui O’Wahine Scholarships must be submitted by the determined deadline. The SOP provides additional guidelines which are to be implemented.

ARTICLE VII: BY-LAW AMENDMENT PROCEDURE

Section 1: Proposed Changes:

An amendment to the By-Laws may be proposed by any Governing Board member in a voting status. Sufficient time prior to the vote will be allocated for research and to obtain pertinent information. The proposed amendment must be approved by a 2/3 vote of a quorum of voting HUI O’WAHINE Governing Board members. Approved amendments will be submitted to the Garrison Commander - Hawaii or his representative for approval.

Section 2: Review Procedure:

The Constitution Review Committee will conduct a yearly review of the By-Laws. However, a review of By-Laws may be done as necessary by the serving HUI O’WAHINE Governing Board, but not less than once a year. Sufficient time prior to the vote will be allocated for research and to obtain pertinent information. The proposed revision will be submitted in writing and must be approved by a quorum of voting HUI O’WAHINE Governing Board members. Approved amendments will be submitted to the Garrison Commander - Hawaii for approval.

ARTICLE VIII– ADOPTION

Section 1: The Bylaws shall become accepted as changed by a 2/3 vote of a quorum of voting HUI O’WAHINE Governing Board members. Upon approval of the Garrison Commander - Hawaii, these Bylaws shall then supersede all previous bylaws and amendments except that it shall neither affect already elected/appointed officers nor contracts entered into until such officers have completed their designated term and said contracts have reached their expiration.¹

Section 2: Robert’s Rules of Order (newly revised) shall govern all parliamentary procedures not covered by this Constitution and/or Bylaws.

SECTION 3: The following General Board members reviewed and approved these Bylaws:

President

Secretary

First Vice President

Treasurer

Second Vice President

Honorary President

ACCEPTED AND APPROVED THIS ____ DAY OF _____ 2009.
(Supersedes all other Bylaws submitted prior to the above date)

¹ Roberts Rules of Order, Newly Revised, 10th Edition; General Henry M. Robert; 2000; pp. 624, 630.

² Rules and Tools for Leaders, Perry M. Smith; 1998; p 196.
