

PEARL HARBOR HAWAIIAN CIVIC CLUB

“E Paepae I Luna Loa I Ka Malamalama”

“Hold High the Light of Knowledge”

Chartered: April 16, 1964

BYLAWS

ARTICLE I - DUTIES OF ELECTED OFFICERS

- Section 1: **PRESIDENT** - Will preside at all meetings of PHHCC and meetings of the Board of Directors. The President will supervise the work and activities and perform duties pertaining to that office. The President shall be responsible for the hand-held kahili and other articles belonging to PHHCC not already assigned or delegated to another officer.
- Section 2: **FIRST VICE-PRESIDENT** - In the absence or inability of the President to carry out the duties of that office, the powers and duties shall be assumed and performed by the First Vice-President.
- Section 3: **SECOND VICE-PRESIDENT** - In the absence or inability of the President and/or the First Vice-President, the power and duties will be assumed and performed by the Second Vice-President.
- Section 4: **TREASURER** – Shall receive all dues, fees, and funds paid in and belonging to PHHCC; providing receipts thereof, and will deposit the funds in a bank or other financial institution as approved by the Board of Directors and shall disperse the same by order and approval of the Board of Directors. The Treasurer, together with or in the President’s absence, the First Vice-President shall sign all checks or drafts for withdrawal of funds.
- A. The Treasurer accounts and books will, at all times, be open for inspection by the Board of Directors, the President, and any auditor(s) named by the Board of Directors.
 - B. Said officer will make a complete report at each meeting of monies received and disbursed to the Board of Directors. An annual report shall be made and submitted at the annual meeting of PHHCC. The annual report will be submitted within the first quarter.
 - C. Said officer will submit an Operating Budget to the Board of Directors and General Membership in January of each year.
 - D. Said officer will deliver to the successor, when duly qualified, all monies and property of PHHCC under the Treasurer’s control or possession within thirty-one (31) days after the expiration date of this office and take receipt thereof.
 - E. Said officer will be remunerated for service rendered at a sum of ten dollars (\$10.00) monthly and will file State and Federal tax returns. Said officer will file an annual financial exhibit(s) with the Department of Commerce and Consumer Affairs of the State of Hawai‘i.
- Section 5: **RECORDING SECRETARY** – Will take minutes of the proceedings of PHHCC meetings of PHHCC and the Board of Directors and keep true, correct, and full records thereof.
- A. Said Officer will deliver to duly qualified successor all books, papers, files and other articles belonging to PHHCC.
- Section 6: **CORRESPONDING SECRETARY** – Will pick up mail from PHHCC P.O. Box weekly and prepare all correspondence for possible distribution; read all communications and documents and keep a full and complete record of all such correspondence.

- Section 7: CHAPLAIN – Will provide spiritual leadership for PHHCC, be in close confidence with the President and Board of Directors and will attend all meetings. The Chaplain will participate in the initiation of new members, dedicatory exercises, and funeral services upon request. The chaplain will coordinate participation at Ali`i Sunday services.
- Section 8: HISTORIAN – Will be responsible for the compilation, in chronological order, of historical records of PHHCC activities and accomplishments, e.g. reports, letters, news articles, photographs, and other forms of documentation. The Historian will prepare documentation and a DVD of PHHCC’s accomplishments to be presented at the annual AOHCC Convention.
- Section 9: SERGEANT-AT-ARMS – Will ascertain the identity of all members present at a meeting by means of a register and will introduce to the President all visiting members of other Hawaiian Civic Clubs, and visitors. Be ready at all times to assist the President in maintaining order and decorum.
 A. Will be responsible for the arrangement of the meeting space.
 B. Will be responsible for the inventory of PHHCC storage space.
- Section 10: BOARD OF DIRECTORS – Will consist of the President, First Vice-President, Second Vice-President, Treasurer, Recording Secretary, Corresponding Secretary, Chaplain, Historian, Sergeant At-Arms, Immediate Past President and seven (7) directors elected from the membership.
 A. They shall provide an advisor for the `Opio Membership. They will also provide three (3) members to the Scholarship Committee.
 B. They shall manage, control, and dispose of the affairs, property and funds of the organization; authorize all expenditures and purchases by the organization, and prescribe the rules regulating the affairs and conduct of the organization not consistent with the Constitution and By Laws. It will be their duty to carry out the purposes of PHHCC according to its Constitution and By Laws.
- Section 11: IMMEDIATE PAST PRESIDENT – Will serve on the Board of Directors and assist on all matters and functions when requested by the President.

ARTICLE II – NOMINATIONS

- Section 1: At a General Membership Meeting four (4) months prior to the end of the fiscal year; the President will appoint a Nominations Chairperson who is not on the Board of Directors or seeking re-election. The chair shall name his/her own committee of three (3) members in good standing and are not members of the Board of Directors. The nominations committee will submit a slate of candidates for each office to the General Membership at a regular scheduled meeting three (3) months prior to the end of the fiscal year December.
- Section 2: At a regular scheduled meeting two (2) months prior to the end of the fiscal year during elections of officers, additional nominations may be taken from the membership.
- Section 3: Member will not be nominated for any office unless he/she has paid all dues and completed other obligations prior to the nomination.

ARTICLE III – ELECTIONS

- Section 1: The elections of officers will take place at a regular meeting two (2) months prior to the end of the fiscal year (December).
- Section 2: Candidates for various offices will be voted upon separately. The candidates receiving the majority of all votes cast for the office will be declared elected.
- Section 3: The President will not be elected to more than two (2) consecutive terms.
- Section 4: There will be seven (7) Boards of Directors elected by the membership.

ARTICLE IV – COMMITTEES

- Section 1: The President together with the First Vice-President and the Second Vice-President will appoint the following standing committees, no later than February General Membership Meeting:
- A. Budget & Finance
 - B. Education
 - C. Government Relations
 - D. Health & Welfare
 - E. Membership & Attendance
 - F. Na Mea Hawai'i & Historical Sites
 - G. Na `Opio
 - H. Programs & Publicity
 - I. Scholarship
 - J. Sports & Recreation

ARTICLE V – MEETINGS

- Section 1: The Board of Directors will designate the time and place for all regular meetings, and special meetings. Each committee Chairperson will designate the time and place of each committee meeting.
- Section 2: PHHCC regular monthly meetings will normally be held on the fourth (4th) Thursday of each month. Whenever, the designated meeting space is not available, this schedule is subject to change with appropriate prior notice to the membership.

ARTICLE VI – QUORUM

- Section 1: BOARD OF DIRECTORS MEETINGS – A quorum for any transaction of business at PHHCC Board Meeting of will be fifty-one percent (51%) of the Board of Directors.
- Section 2: REGULAR MEETINGS – A quorum for transaction of business at a regular meeting of PHHCC will be ten per cent (10%) of the paid membership.
- Section 3: SPECIAL MEETINGS – Same as for regular meetings.

ARTICLE VII - ORDER OF BUSINESS

- Section 1: The following will constitute the Order of Business of the organization.
- A. Call to Order
 - B. Invocation
 - C. Opening Remarks
 - D. Club Chant (oli)
 - E. Introduction
 - F. Recording Secretary's Report
 - G. Corresponding Secretary's Report
 - H. Treasurer's Report
 - I. Committee Reports
 - J. Unfinished Business
 - K. New Business
 - L. Announcements (Acknowledgements, Closing Thoughts)
 - M. Mahalo Chant
 - N. Benediction
 - O. Adjournment

ARTICLE VIII – SCHOLARSHIP MANAGEMENT

- Section 1: GENERAL - Scholarship Management will be the responsibility of the Board of Directors of PHHCC.
- Section 2: SCHOLARSHIP COMMITTEE – The President shall appoint the Chairperson of the Scholarship Committee. No member who is a relative of an applicant may sit on this committee.
- Section 3: CRITERIA FOR SCHOLARSHIP AWARD – ELIGIBILITY
- A. Any person of Hawaiian ancestry is eligible to apply.
 - B. Each applicant will submit a completed application to the Scholarship Committee. Applications will be made available by the Scholarship Chairperson, not later than April 1st of the fiscal year at our Regular Membership Meeting.
 - C. Scholarship applications will be made available on PHHCC's website.
 - D. Necessary enclosures to the application will be required by instructions in the application form. Scholarship requirements will be set in writing and attached to the application, i.e., GPA (Grade Point Average) and any such requirements not covered by the Constitution & Bylaws.
 - E. Closing date for applications will be June 30th of each year.
 - F. The Scholarship Chairperson will submit a written report to the Board of Directors at their July Board Meeting.
 - G. Notification of awards shall be made by the Scholarship Chairperson to the selected applicants at the July General Membership Meeting.
- Section 4: AWARDS – will be dispersed in two equal amounts as outlined in the scholarship application.
- A. The Scholarship Committee shall include awards to Doctor George Ihilani MILLS Scholarship Fund and Dorothy Kahananui GILLETT Scholarship Fund that are administered by Kamehameha Schools, Honolulu.

Section 5:

CONDITIONS –

- A. Recipients of PHHCC scholarship awards must complete twenty (20) hours of community service to PHHCC for the scholarship term; July-June. The recipient and/or his/her `ohana can fulfill this requirement. Community service requirement by scholarship recipient(s) in other than direct involvement in PHHCC events must be certified in writing and forwarded to the scholarship committee chair in a timely manner.
- B. Recipients of PHHCC scholarship awards must attend a minimum of three (3) PHHCC monthly membership meetings during the scholarship term July-June. The recipient and/or his/her `ohana can fulfill this requirement.
- C. Recipients of PHHCC scholarship awards who do not meet these conditions will not be considered for future scholarship awards.

ARTICLE IX – ASSOCIATION OF HAWAIIAN CIVIC CLUBS CONVENTION

Section 1:

DELEGATE REPRESENTATION – PHHCC will provide representation of not less than one (1) delegate and not more than ten percent (10%) of the paid membership to each annual convention of the Association of Hawaiian Civic Clubs Convention.

Section 2:

CONVENTION FEES – If sufficient funds are available, registration fees and fees for various events, golf, bowling, etc., shall be provided by the organization on approval of the Board of Directors.

ARTICLE X – MITCHELL PEI AWARD

Section 1:

A Mitchell Pei Award recipient shall be selected in the first quarter of each year. The Mitchell Pei Award is awarded to an Outstanding Member of PHHCC and must exemplify the highest ideals and principles of PHHCC.

- A. The nominee should not have won this award before. A member can only win this award once. The Mitchell Pei Award will be presented at the PHHCC Installation Luncheon on the first available date, time, and place designated by the Board of Directors.

Section 2:

The recipient must be a member of PHHCC a minimum of five (5) years and a member in good standing. He/she must have participated in 51% of PHHCC's activities, i.e., chairmanships, attended and volunteered to assist PHHCC at any and all events, for the previous year.

Section 3:

Any club member is encouraged to submit names of deserving individuals along with a detailed write-up for this prestigious honor. Please include specific activities from the one year you are nominating the individual. The guidelines for the write-up should include the following information:

- A. Shall include his/her current status, paid up regular or associate member.
- B. Club participation, committees, meetings, etc.
- C. Quality participation, dedication, chairmanships, etc.
- D. Perpetuation of Hawaiian ideals of the club, etc.
- E. Community involvement and other than club activities.
- F. Personal qualities, personality, aloha spirit, supporter of club goals and objectives, enthusiasm.

Section 4:

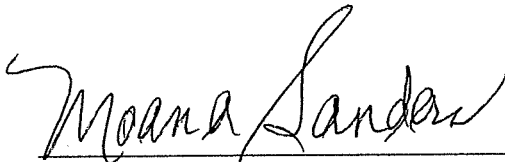
The chairperson will be the previous winner of the award. If there is more than one nominee, the chairperson will have a selection committee made up of previous award winners only. There should be a minimum of three (3) or an odd number of previous award winners and the chairperson will chair this committee and make a report only to the President before the award is presented.

ARTICLE XI – AMENDMENTS

The By Laws may be amended by a majority vote of a quorum of members present at a regular scheduled membership meeting provided that such amendments have been proposed in writing at a previous General Membership meeting and printed in our monthly newsletter at least thirty (30) days prior to the vote on the amendment. When an amendment is introduced, the sponsor must provide copies of each amendment in quantity of not less than twenty percent (20%) of the paid membership.

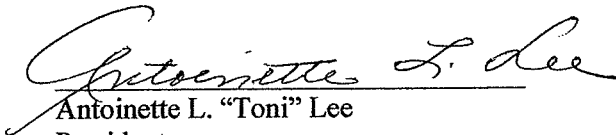
Submitted to PHHCC Officers and Board of Directors for review and discussion on December 6, 2015.

Submitted to PHHCC General Membership for review, discussion and acceptance on March 17, 2016.



Moana Sanders
Constitution and By Laws Chairperson
Pearl Harbor Hawaiian Civic Club

Ratified and accepted by the members of PHHCC. Agreed to changes to the Constitution and By Laws and accepted by the General Membership of PHHCC on March 17, 2016, as recommended by the Officers and Board of Directors.



Antoinette L. "Toni" Lee
President
Pearl Harbor Hawaiian Civic Club