



LAS VEGAS HAWAIIAN CIVIC CLUB

Kulia E Loa'a Ka Na'auao -- Strive to obtain wisdom

7260 West Azure Drive Suite 140-1052, Las Vegas, NV 89130

Las Vegas Hawaiian Civic Club Reimbursement Policy for Attending Mainland Council & Association of Hawaiian Civic Club Meetings (Updated November 12, 2022)

1. Reimbursements for LVHCC Pelekekina, Mainland Council Koho Mua, and Delegates traveling to attend Association of Hawaiian Civic Club (AHCC) Conventions and Mainland Council Quarterly Meetings will occur as noted in this policy.

2. Reimbursements will not exceed amounts identified per qualified Club Member attending AHCC Conventions as Delegates. Additional coverage is detailed in this policy for the Pelekekina and Koho Mua for Quarterly Mainland Council meetings if/when they return to in-person events i.

- AHCC Conventions: Delegates to Conventions must be LVHCC Members in good standing (i.e., dues paid and age 18 or older per LVHCC Bylaws)
- Annual AHCC Conventions: A maximum of four reimbursements of \$250 per Board approved Delegates will be issued. Should there be more than four Delegates attending Convention, the Board will review Delegates' eligibility for reimbursement. This review will follow the below criteria after a Convention concludes
 - Criteria for payment
 - Pelekikena and Mainland Council Koho Mua are mandatory attendees and will always receive reimbursement which includes reimbursement for plane tickets and hotel fees less a \$250 amount; however, neither person will receive reimbursement for items detailed in paragraph 2 below
 - In the event of circumstances related to travel during times of state mandated restrictions (e.g., during a pandemic) the minimum attendance requirement at an AHCC Convention, per AHCC Bylaws, is one LVHCC representative
 - Remaining reimbursements for Delegates will occur once the Board reviews criteria that includes Delegate years of service to LVHCC, attendance at Club meetings, and aspects of specific service to the Club (e.g., being on or running a committee, Board of Director, event planner or sub-committee lead)
 - Board will present recommendations to the Pelekekina for approval
- Delegates approved for reimbursement will submit their request per paragraph 3 below to support attendance claims **after returning** from the meetings; **no advance payments** will occur to ensure fiscal responsibility of Club funds
- Mainland Council Quarterly Meetings: At present, all Mainland Council Quarterly Meetings are conducted virtually and require no reimbursement for travel or attendance.

Should this change stipends specific to the Pelekekina and Koho Mua will be paid for by LVHCC only for plane tickets and hotel costs for the 1st, 2nd, and 3rd Quarter meetings (early reservations for air travel and hotel will occur to ensure the most economical price)

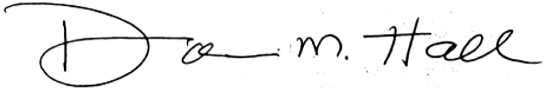
- Currently, only the Koho Mua has a Mainland Council travel stipend accounted for in the annual budget. This is because the Koho Mua normally attends Mainland Council meetings without the Pelekekina and because past Koho Mua have spent money out of pocket to attend these meetings
 - LVHCC will begin monthly set asides in 2023 to support newly developed Pelekekina and Koho Mua travel stipends. The Hawaiian Civic movement is voluntary and expecting these Officers to fully fund travel and meeting attendance is unrealistic
 - If other LVHCC Members wish to attend these meetings in person as non-voting observers this will first require approval of the LVHCC Board and will be at the traveler's expense
 - Should hybrid (in-person and virtual aspects) occur, LVHCC Board will consider the most cost-effective attendance aspects
- AHCC Constitutional Conventions (Con-Con): These events occur, per AHCC Bylaws, every 10 years in a year ending in the number "9." LVHCC Delegates chosen are limited to the LVHCC Policy & Procedures Komike (Committee) and authors of amendments to the AHCC Constitution and Bylaws
 - This limitation is in place due to the AHCC formula for determining Delegate attendance limits the number of Delegates (See Registration fee clause below)
 - LVHCC will begin a Con-Con monthly set aside in 2023 to support a newly developed Con-Con Delegate travel stipend specific to travel and hotel fees. LVHCC Delegates in the volunteer Hawaiian Civic movement should not be expected to fund the cost of a second event attendance on top of annual Convention attendance
- AHCC Convention Registration fees (e.g., annual Convention, decentennial [every 10 years] Con-Con) will be paid by the Club for each qualified Member. **No registration fees are authorized** for LVHCC Members attending that are not first approved by the LVHCC Board
 - The formula to identify the number of delegates representing the Club at an annual Convention is identified as: one delegate for every 10 LVHCC Members in good standing as referenced to the annual Per Capita reporting to AHCC which occurs 60 days before the annual Convention
 - The formula to identify the number of delegates for a Con-Con is half the number of delegates attending the most recent annual Convention prior to the Con-Con
 - LVHCC will not pay for LVHCC Members attending as representatives of other Clubs as this is an expense budgeted for LVHCC use only

2. Reimbursements **will not occur** to Convention Delegates for: alcohol, meals or other Per Diem, rental cars, personal item or Makana (gift) purchases, or any other items associated with attendance at Convention, Mainland Council, or Con-Con.

3. Traveler will use LVHCC Form 103 (Reimbursement), attach copies of all receipts with any personally identifiable information (e.g., credit card numbers, account numbers, expiration dates) blacked out, but the traveler's name must be visible, and submit this packet to the Pelekikena for signature approval. Funds disbursement will not occur until voted on at either a Board or Membership Meeting. Reimbursement packet is then provided to the Club Pu'uku (Treasurer) for record keeping. Club funds will not be disbursed until reimbursement is requested, voted on, and approved.

- All checks will have two signatures from designated Club Executive Board Officers (e.g., Pelekikena, 1st Vice President, Secretary)
- Checks with one signature or an unauthorized signature will be cancelled and a cancellation fee (\$35) will be applied as directed by the LVHCC Board

4. The LVHCC Board will annually review this policy.

A handwritten signature in black ink that reads "Doreen M. Hall". The signature is written in a cursive style with a large initial "D".

DOREEN M. HALL

Pelekikena

Las Vegas Hawaiian Civic Club

1st Review: November 5, 2019 (Completed)
2nd Review: November 3, 2020 (Completed)
3rd Review: November 15, 2021 (Completed)
4th Review: December 7, 2022