

2017

Las Vegas Hawaiian Civic Club  
By-Laws



# **Las Vegas Hawaiian Civic Club**

Approved by the General Membership as revised on October 16, 2017  
Administratively amended (format & spelling) June 2020

**A M E N D M E N T S   &   R E V I S I O N S**

<b>DATE</b>	<b>Changes Made</b>
May 29, 2020	Formatting modifications
April 16, 2019	1 <sup>st</sup> Amendment to Bylaws ( <i>Hope Pelekikena 'Elua</i> ) 2 <sup>nd</sup> Amendment to Bylaws (Term Limits)

Table of Contents

BYLAWS	
ARTICLE I – NAME AND CHARTER .....	4
ARTICLE II – PURPOSE AND OBJECTIVE .....	4
ARTICLE III – TAX EXEMPT STATUS .....	5
ARTICLE IV – PROHIBITIONS .....	5
ARTICLE V – MEMBERSHIP .....	6
ARTICLE VI – ORGANIZATION .....	6
ARTICLE VII – DUTIES AND RESPONSIBILITIES OF ELECTED OFFICERS, DIRECTORS, AND MAINLAND COUNCIL REPRESENTATIVES .....	7
ARTICLE VIII – NOMINATIONS AND ELECTIONS OF OFFICERS .....	10
ARTICLE IX – LVHCC BOARD AND GENERAL MEMBERSHIP MEETINGS.....	12
ARTICLE X – COMMITTEES.....	13
ARTICLE XI – ANNUAL CONVENTION AND MAINLAND COUNCIL REPRESENTATION.....	13
ARTICLE XII – RULES OF ORDER.....	13
ARTICLE XIII – AMENDMENTS .....	14
ARTICLE XIV – REVENUE AND FINANCIAL .....	14
ARTICLE XV – OFFICERS & DIRECTORS LIABILITY INSURANCE .....	15

BYLAWS

OF THE LAS VEGAS HAWAIIAN CIVIC CLUB

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

**Section 1:** This organization shall be known as the Las Vegas Hawaiian Civic Club, herein referred to as “LVHCC”.

- a. Club Motto (*Ha‘awina ‘Ekolu – Mākia*)--The motto of this Club shall be “*Kūlia E Loa‘a Ka Na‘auao*” (Strive to Obtain Wisdom).
- b. Club Colors (*Ha‘awina ‘Ehā – Kala*)--The Club colors shall be red and gold (*‘Ula a me Kula*).
- c. Club Flowers (*Na Pua*)—The Club flowers shall be the carnation and *Ohai Ali‘i*.
- d. Club Song (*Mele*)—The Club song shall be “*He Hawai‘i Au*” (I am Hawaiian).

**Section 2:** The LVHCC has been chartered in the State of Nevada since November 17, 1989 as a non-profit organization and shall operate within its adopted Bylaws as well as its Policy & Procedures Manual. This club shall be located within Clark County, in the State of Nevada.

**Section 3:** The LVHCC is a member of the Mainland Council and chartered member of the Association of Hawaiian Civic Clubs (AHCC) of the State of *Hawai‘i*.

**ARTICLE II – PURPOSE AND OBJECTIVES** (*Ha‘awina ‘Elua - Pono a me Pahuhopu Hāiki*)

**Section 1.** The purposes of this Club are:

- a. To actively participate in the promotion, perpetuation and practice of traditional Native Hawaiian values and cultural expertise of Native Hawaiians.
- b. To perpetuate the traditions, songs (*mele*) and chants (*oli*), culture, customs, and Hawaiian language of Hawai‘i and to encourage their use.
- c. To promote educational projects for the benefit of any race with a primary emphasis on people of Hawaiian ancestry or *Hawai‘i* born.
- d. To initiate and to advocate for positions endorsed by the membership of this Club and the AHCC Board of Directors.

**Section 2.** The objectives of this Club are as follows:

- a. To unite our members in the bonds of friendship, good fellowship, and mutual understanding.
- b. To promote the theory and practice of the principles of good government and good citizenship, guided by Native Hawaiian values.
- c. To participate in activities that promote the civic, economic, social, health, education, housing, and social welfare of our community and in particular, the activities of those agencies and organizations who are responsible for the improvement of the conditions of the people of Hawaiian ancestry.

## AMENDMENTS & REVISIONS

- d. To provide a forum for our members to fully and freely discuss matters of public interest and programs beneficial to the Hawaiian Community.
- e. To preserve and perpetuate the culture and traditions of *Hawai'i nei*.
- f. To encourage the teaching, learning, and use of *'olelo makuahine*.
- g. To actively assert and defend the cultural and intellectual property rights of the Native Hawaiian peoples.
- h. To provide funds for scholarships to be awarded to post-high school people of Hawaiian ancestry, born in *Hawai'i*, or Hawaiian at heart to assist in furthering their education.

**Section 3.** The LVHCC purposes and powers shall be to exercise all rights of a nonprofit corporation under Federal and State laws and enter into business transactions that do not conflict with Federal or State statutes for nonprofit organizations.

### ARTICLE III – TAX EXEMPT STATUS (*Ha'awina 'Ewalu – Ku 'Ole I Ka 'Auhau*)

**Section 1.** The LVHCC is a not for profit corporation 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. The income or net earnings of this organization shall not inure to the benefit or profit of any LVHCC individual.

**Section 2.** This organization is not organized for profit and no part of the assets, income or earnings shall be used as dividends, or other withdrawals, or distributed to any of its members or officers, except for services actually rendered.

**Section 3.** Upon dissolution of this organization, the Directors shall, upon payment of all liabilities to the Association and Council, dispose of all the remaining assets by distribution to a like fund or a foundation or organization 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.

### ARTICLE IV – PROHIBITIONS (*Ha'awina 'Eiwa - Pāpā 'Ana*)

**Section 1. Political Advocacy.** The AHCC does not endorse or recommend any candidates for any elective political or public office; accordingly, LVHCC will follow that policy. LVHCC shall not partner with any group, organization, consulting firm and/or fund raising event that promotes political candidates or individuals seeking public office to include use by LVHCC members for purposes of furthering political or personal aspirations. Further, No LVHCC member shall invite 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.

**Section 2. Political Candidacy.** No officer or member of LVHCC shall use the club or the name "LVHCC" as a means of furthering the personal or political aspirations of any

## AMENDMENTS & REVISIONS

person, nor shall the Club take part in any movement that is not in keeping with the purposes and objectives as described in this Bylaws document.

**Section 3. LVHCC Representation.** 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.

**Section 4. 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. Similarly, no member in an elective, appointive, or committee level position shall receive any salary for his or her services rendered on behalf of the LVHCC.

### **ARTICLE V – MEMBERSHIP** (*Ha‘awina ‘Elima - Noho Lālā Ana*)

This organization shall have members who freely join and constitute the entirety of LVHCC who are not coerced into becoming a part of the LVHCC. The Policy & Procedures Manual provides specifics on the types of membership and related annual dues.

#### **Section 1. Membership.**

- a. A member in good standing is defined by an individual who is and adult eighteen (18) years or older, current in their membership dues with the LVHCC, and meets one or more of the following requirements.
- b. Membership requirements. Every member of the LVHCC shall have the right to decide the type of membership that best suits his or her purpose into the LVHCC. However, no member shall have more than one type of membership.
  - 1) Complies with and adheres to the terms and conditions with type of membership as outlined in the Policy and Procedures Manual.
  - 2) Automatic termination of membership will occur if any member is delinquent in their dues over sixty (60) days; steals or destroys LVHCC property, documents and files, or electronic files; are convicted of any felony; are suspected of fraud and/or collusion of LVHCC finances; violate Bylaws including the Oath of Office by an elected Board Member; non-adherence to the philosophy and purpose of the LVHCC; fails to follow the responsibilities of their elected position; or death.
  - 3) The Policy & Procedures Manual will outline the process through which the LVHCC Board will follow to terminate a club member. The Appeal Process for membership termination is also detailed in the Policy & Procedures Manual.

### **ARTICLE VI – ORGANIZATION** (*Ha‘awina ‘Ehiku – Kukulu ‘Ana*)

This organization shall be composed of elected and appointed officers brought forth by the membership of LVHCC and elected per the procedures outlined in these Bylaws and as identified in the Policy & Procedures Manual.

## AMENDMENTS & REVISIONS

**Section 1. Elected Officers and Directors** (*Ha'awina 'Umi*). This organization shall be composed of the following elected Officers and Directors. Roles and responsibilities are further detailed in the Policy & Procedures Manual.

- |                                     |  |
|-------------------------------------|--|
| 1. <i>Pelekikena</i>                | President                                      |
| 2. <i>Hope Pelekikena Mua</i>       | Vice President                                 |
| 3. <i>Kākau 'Ōlelo Ho'opa'a</i>     | Secretary                                      |
| 4. <i>Pu'ukū</i>                    | Treasurer                                      |
| 5. <i>Na Alaka'i</i>                | Directors (4)                                  |
| 6. Mainland Council <i>Koho Mua</i> | Mainland Council Representative                |
| 7. <i>Pelekekina Iho Nei</i>        | Immediate Past President, advisory not elected |

**Section 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:

- a. *Hope Pelekikena Mua*, (if decline).
- b. General Election for the position of *Pelekikena*.

**Section 3. Eligibility Requirements for Elected Positions.** Eligibility requirements for individuals seeking to fill positions of elected Officers and Directors with the LVHCC must meet specific qualifications as detailed in the Policy & Procedures Manual.

**Section 4. Executive Officers.** The Executive Officers of this organization shall be the *Pelekikena*, *Hope Pelekikena Mua*, *Pu'uku*, and *Kakau 'Olelo Ho'opa'a*.

**Section 5. Board of Directors.** The Officers, four (4) *Na Alaka'i*, Mainland Council *Koho Mua*, and *Pelekikena Iho Nei* shall constitute the LVHCC Board of Directors.

## ARTICLE VII – DUTIES AND RESPONSIBILITIES OF ELECTED OFFICERS, DIRECTORS, AND MAINLAND COUNCIL REPRESENTATIVES (*Ha'awina 'Umi kūmākahi*)

**Section 1. *Pelekikena* shall:**

- a. Exercise full commitment and leadership qualities for purposes of fulfilling and carrying out the overall goals and objectives of the LVHCC.
- b. Serve as the Chief Executive Officer on all matters to include, but not limited to, presiding over all General Membership and LVHCC Board meetings.
- c. Ensure that all financial obligations are met to maintain the stability of the club.
- d. Provide direction and guidance on policy issues.
- e. Serve as a Delegate to the Mainland Council.
- f. Represent the LVHCC at scheduled Convention of Civic Club Associations.
- g. Maintain continuous communication with the LVHCC Board members.
- h. Upon request represent the Club at any governmental, public or private entity meetings.
- i. Have signature on file with appropriate financial institution during the term of office.

## AMENDMENTS & REVISIONS

- j. Be responsible for oversight activities, monitoring the progress of all standing committees.
- k. 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.
- l. Appoint only eligible and qualified members in good standing to fill any elected vacancy created on the LVHCC Board for a sixty (60) day period until an election can be held.
- m. Execute additional duties and responsibilities as detailed in the Policy & Procedures Manual to include overseeing specific committees.

### **Section 2. *Hope Pelekikena Mua* shall:**

- a. Serve in the absence of the Pelekikena to preside over the General Membership and/or LVHCC Board meetings.
- b. Provide oversight for annual LVHCC filing requirements with the State of Nevada and the AHCC as detailed in the Policy & Procedures Manual.
- c. Direct and oversee the consolidation of committee written reports for inclusion into Club records.
- d. Execute additional duties and responsibilities as detailed in the Policy & Procedures Manual.

### **Section 3. *Kākau `Ōlelo Ho'opa'a* shall:**

- a. Record the proceeding of the LVHCC Board and General Membership Meetings in the form of minutes. Present the minutes at subsequent meetings for approval by the Board of Directors and Membership.
- b. When necessary, attend any and all standing and ad-hoc committees.
- c. Ensures that any and all motions made at either the General Membership or Board meetings are properly recorded to include the maker of the motion and outcome of the results to the motion.
- d. Execute duties and responsibilities as outlined in the Policy & Procedures Manual.

### **Section 4. *Pu'ukū* shall:**

- a. Receive all income and funds obtained through fund raising efforts on the part of the Club.
- b. Makes all bank deposits, maintains a record of each deposit and/or receipt of such on file for reporting purposes.
- c. Disburse all funds through an approved, two-signature check form method with an acceptable insured financial institution, records all disbursements, and keeps appropriate records and/or receipts of funds disbursed for reporting purposes. First signature on all checks will be the *Pelekikena*; second signature will be the *Hope Pelekikena Mua* unless an otherwise identified, and approved by the Board, member of the Executive Board is designated.
- d. Ensure that no check is payable to "Cash" or any check issued as a direct payment to an individual who is also a co-signer on the same check for issuance.
- e. Prepare a Year-to-Date financial report through the period ending November of each year to the LVHCC Board at its December meeting.



## AMENDMENTS & REVISIONS

- f. Ensure that all appropriate payments are made regarding Incorporation fees, insurance fees associated with fund raising events, insurance fees for LVHCC Director & Officer Liability and Crime & Fidelity coverage occurs, as well as outstanding bank charges are paid on time.
- g. Report on any discrepancy with receipts, expenditures reported, delinquent warrants and associated problems with financial reporting statements.
- h. Propose a forecasted budget to the LVHCC General Membership at the November General Membership Meeting after developing an “end of year” expenditures document and in conjunction with the Finance Committee.
- i. Ensure copies of all LVHCC bank statements are brought to General Membership and Board of Director Meetings.
- j. Execute duties and responsibilities as outlined in the Policy & Procedures Manual.

### **Section 5. *Na Alaka'i* shall:**

- a. 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.
- b. 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.
- c. Attend all LVHCC Board and General Membership Meetings, unless a notification has been received and accepted by the Pelekikena.
- d. Execute duties and responsibilities as outlined in the Policy & Procedures Manual.

### **Section 6. *Pelekikena Iho Nei* shall:**

- a. Serve on the LVHCC Board in an Advisory capacity.
- b. When requested may serve as ex-officio on all standing and ad-hoc committees.
- c. Advises the LVHCC Board on matters pertaining to past experiences of the Club.
- d. Execute duties and responsibilities as outlined in the Policy & Procedures Manual.

### **Section 7. Mainland Council *Koho Mua* shall:**

- a. Represent the LVHCC at all Mainland Council and AHCC Meetings. Additionally, participate and present the Clubs position on all matters of discussion and debate.
- b. Report to the General Membership, Officers and Directors of the activities of the Mainland Council and AHCC.
- c. Execute duties and responsibilities as outlined in the Policy & Procedures Manual.

### **Section 8. Return of Records and Property.** Each and every elected Officer, Director and/or appointed individual or former member who has served in a capacity

whereby they were, past or present, responsible for maintaining documents on behalf of the LVHCC will follow return procedures as outlined in the Policy & Procedures Manual.

**Section 9. Non-Compliance.** Any elected Officer, Director and/or appointed individual serving in a capacity of a coordinator, committee chairperson, Officer, or Director that does not return club records within the established time frame as outlined in the Policy & Procedures Manual will automatically lose their membership with the LVHCC as voted by the LVHCC Board.

## **ARTICLE VIII – NOMINATIONS AND ELECTIONS OF OFFICERS** (*Ha'awina 'Umi kūmākolū – Koho'ana a me Koho Pāloka*)

### **Section 1. Eligibility for Nomination**

- a. Only Regular members, as defined in these Bylaws, who are in good standing at the time of nomination with the LVHCC are eligible to be nominated for Office under Article V, Section 1 of these Bylaws and as detailed in the Policy & Procedures Manual.
- b. Should there be no members eligible, or interested, the *Pelekikena* can appoint members to Board of Director positions.
- c. Members nominated for the Office of *Pelekikena* must meet the eligibility qualifications for the position as outlined below and in the Policy & Procedures Manual.

### **Section 2. Nominations.**

- a. The *Pelekikena* shall appoint, with the approval of the Board of Directors, a nominating committee of three (3) members. The Appointed Chairperson will solicit committee members who are not nominated for any position under consideration. The responsibilities, duties, and timeline of the Nomination Committee shall be outlined within the LVHCC Policy & Procedures Manual. The nominating committee shall submit the names of one or more nominees for each office at a regular meeting of the membership in November. Nominations from the floor may be made at this meeting.
- b. Nominations for *Pelekikena* and *Hope Pelekikena Mua* require someone who has been an active member for one (1) year prior to taking office, be an adult eighteen (18) years of age or older, and be of Hawaiian or part Hawaiian ancestry and provide proof of documentation of Hawaiian ancestry.
- c. Nominations for all offices 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 of each calendar year, at which time final nominations must be confirmed and accepted before being placed on the ballot. Members can only run for one office at a time.

### **Section 3. Election of Officers and Terms of Office**

- a. Elections of Officers will be held during the month of November each year, immediately following the closing of final nominations.

## AMENDMENTS & REVISIONS

- b. No proxy votes will be accepted for any Officer or Mainland Council Representative at-Large.
- c. Elections will be conducted by secret ballot. Only members in good standing and present at the meeting will be eligible to vote in the election.
- d. 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. In the case of a tie, voting will continue until a winner is decided.
- e. 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.
- f. The *Pelekikena*, *Kākau `Ōlelo Ho'opa'a*, and two (2) *Na Alaka'i* will be elected for two (2) years, to begin their terms starting in odd numbered years.
- g. The *Hope Pelekikena Mua*, *Pu'ukū*, and two (2) *Na Alaka'i* will be elected for two (2) years, to begin their terms starting in even numbered years.
- h. Mainland Council *Koho Mua* will be elected for one year.
- i. 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.

### Section 4. Vacancy of an Elected Officer's or Director's Position

- a. The *Pelekikena* of the LVHCC shall have the authority to appoint an eligible and qualified member for position vacancies and until special elections can occur as defined within the Policy & Procedures Manual. Approval by the LVHCC Board of Directors is required.
- b. An elected office shall be declared vacant by the Board of Directors when the office holder fails to attend two (2) consecutive board meetings due to unexcused absences, unless the office holder is prevented from doing so for good and sufficient reason as determined by the Board.

### Section 5. Appointed Staff and Advisors

- a. The *Pelekekina Iho Nei* shall serve as an advisor to the BOD with full rights, privileges and powers accorded other members of the Board.
- b. Should the need arise for a *Hope Pelekikena 'Elua* (Second Vice President) the *Pelekikena* has the authority to both appoint one and/or identify a special election for the Membership to elect one.
- c. The Staff, as required, shall be appointed by the *Pelekikena* and shall consist of a Sergeant-at-Arms, Historian, and Chaplain, all non-voting Board positions but who retain voting rights as Members to be exercised at General Membership Meetings.

### Section 4. Special Elections

- a. Special Elections are generally held to fill any vacancy created by an Officer or Director of the LVHCC. Special Elections shall take place at the next scheduled General Membership Meeting to fill the vacant positions.

## AMENDMENTS & REVISIONS

- b. A Special Election will also be held for any vacancy with the Mainland Council *Koho Mua* position thirty (30) days following the date when such vacancy occurs or at the next scheduled General Membership Meeting.

### ARTICLE IX – LVHCC BOARD AND GENERAL MEMBERSHIP MEETINGS (*Ha'awina 'Umi kūmālua – Ku 'Ole I Ka 'Auhau*)

#### Section 1. LVHCC Board Meetings

- a. The LVHCC Board shall meet at least once on a monthly basis.
- b. A full year's schedule of LVHCC Board meetings will be decided by the month of January each year and provided in calendar form to the LVHCC Board of Directors.
- c. 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.
- d. All LVHCC Board meetings must have a quorum of Officers as identified in Article XII, Section 2 below.
- e. Requested absences from a LVHCC Board or General Membership Meeting will occur in the form of an email or telephone call to the *Pelekikena* prior to the meeting. The *Kākau 'Ōlelo Ho'opa'a* shall keep a record of all absences.
- f. Any Board Member with two (2) consecutive unexcused absences may be placed on suspension by the *Pelekikena* as defined in the Policy & Procedures Manual.

#### Section 2. General Membership Meetings

- a. The regular meeting of the General Membership shall be held monthly at such time as the LVHCC Board may decide in the best interest of the Membership.
- b. A complete schedule of the General Membership Meetings will be announced during the month of January and be published to the Membership through the Club's newsletter and LVHCC website.
- c. No less than ten (10) General Membership meetings shall take place during a calendar year and must follow the orders set out in Section 1 of this Article above.
- d. The *Pelekikena*, as defined in the Policy & Procedures Manual, may place any Board Member with two (2) consecutive unexcused absences from a General Membership meeting on suspension.

#### Section 3. Order of Business

- a. **General Membership Meetings**
  - 1) Shall not exceed two (2) 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, not to exceed one (1) hour.
  - 2) General Membership Meeting agenda shall be conducted as outlined in the Policy & Procedures Manual.

**b. Board of Directors Meetings**

- 1) Shall not exceed two (2) hours from the established published start time.  
Only through a majority vote of the Board of Directors, would additional time be granted to continue the LVHCC Board Meeting, not to exceed one (1) hour.
- 2) LVHCC Board meeting agenda shall be conducted as outlined in the Policy & Procedures Manual.

**ARTICLE X – COMMITTEES** (*Ha‘awina ‘Umi kūmāono – Na Komike*)

The *Pelekikena* shall appoint the chairperson for committees, as determined by the Board of Directors and the Club’s policies and procedures, necessary to carry out the work of the Club. LVHCC shall have six (6) Standing Committees, and their Chairpersons and members shall serve on a voluntary basis during the calendar year. Special or ad hoc committees are outlined in the Policy & Procedures Manual along with the specifics for Standing Committees.

- a. Education.
- b. Membership.
- c. *Na Mea Hawai‘i* (Hawaiian Culture).
- d. Ways and Means.
- e. Finance.
- f. Convention.

**ARTICLE XI – ANNUAL CONVENTION AND MAINLAND COUNCIL REPRESENTATION** (*Ha‘awina ‘Umi kūmālima – ‘Ahahui Makahiki a me ‘Aha Hō‘ailona*)

**Section 1. Annual Convention.** The *Pelekikena* shall represent the LVHCC at all Annual conventions sponsored by the Association of Hawaiian Civic Clubs. In the event the *Pelekikena* is unable to attend the Annual Convention, the order of succession to the elected office shall be followed.

**Section 2. Convention Attendance.** With the exception of Corporate Membership, regular members may represent the LVHCC as a Delegate at all Annual Civic Club Conventions sponsored by the AHCC provided that they meet the criteria detailed in the Policy & Procedure Manual. The metric of one (1) Delegate per ten (10) LVHCC Members will occur to support Delegate attendance at Conventions.

**ARTICLE XII – RULES OF ORDER.**

**Section 1. Parliamentary Authority.** The rules of order contained in the current edition of the publication “Robert’s Rules of Order Newly Revised” (Robert’s Rules) shall govern the deliberations of this Club in all cases to which they are applicable and in which they do not conflict with the Bylaws or any other special policies and procedures

## AMENDMENTS & REVISIONS

adopted by this Club. The provisions of the LVHCC Bylaws take precedence over Robert's Rules when there is a conflict.

**Section 2. Quorum Definition.** General Membership and Board of Director Meetings require a quorum to conduct official business. For the purposes of this organization, a quorum is defined as two (2) of these positions being present: *Pelekikena*, *Hope Pelekikena Mua*, *Pu'uku*, or *Kākau 'Ōlelo Ho'opa'a*. All General Membership and LVHCC Board meetings shall be governed in accordance with Robert's Rules, the LVHCC Bylaws, the LVHCC Policy & Procedures Manual, and any documented Amendments to the Bylaws.

### ARTICLE XIII – AMENDMENTS (*Ha'awina 'Umi kūmāhiku – Ho'ololi 'Ōlelo Pāku'i*)

**Section 1. Amendments.** These Bylaws may be revised or amended by a two-thirds majority vote of members present, and in good standing, at a regular General Membership Meeting. A two-thirds majority is required for a revision or amendment to pass and be incorporated into the Bylaws.

**Section 2. Amendment Timeline for Submittal.** Any proposed revision or amendment to the LVHCC Bylaws must be first presented to the LVHCC Board of Directors, prior to the General Membership approval. Procedures for developing a revision or amendment are outlined in the LVHCC Policy & Procedures Manual. The amendment must be circulated per the following timeline.

- a. Proposed amendments shall be submitted to the Board and circulated by the Policy and Procedures Committee (Special Committee) no later than sixty (60) days prior to the General Membership Meeting where the proposed amendment will be reviewed and voted on.
- b. The draft amendment will be submitted to the membership at least thirty (30) days prior to the General Membership Meeting when the proposed amendment will be reviewed and voted on.
- c. Procedures for submitting a revision or amendment are outlined within the LVHCC Policy & Procedures Manual. The Amendment will be maintained in a separate Amendments document to the Bylaws.

### ARTICLE XIV – REVENUE AND FINANCIAL (*Ha'awina 'Umi kūmāhā – Loa'a a me Waiwai*)

**Section 1. Income and Expenses.** All income generated by the LVHCC shall be used to carry out the objectives and purposes as so stated within these Bylaws. All expenses incurred by the Club shall be for lawful business activities and shall be in accordance with the current LVHCC Policy & Procedures Manual on allowable activities as so stated. Documentation of all income generated as well as expenditures shall be recorded and kept by the *Pu'ukū*.

## AMENDMENTS & REVISIONS

**Section 2. Bank Accounts.** The LVHCC will maintain a minimum of one (1) Checking Account and one (1) Savings Account established by approval of the LVHCC Board for the sole purpose of generating financial interest. Funds can be transferred between accounts only upon the authority of the *Pelekikena* upon approval of the Board and executed by the *Pu'uku*. Additional accounts to support operating budgets for standing and other committees may be established only upon approval of the Membership.

**Section 3. Salaries.** No member in an elective, appointive, or committee level position shall receive any salary for his or her services rendered on behalf of the LVHCC.

**Section 4. 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.

**Section 5.** Any Member or Officer of the Club found stealing, mishandling funds, or embezzlement shall be subject to prosecution in accordance with State or Federal law upon approval by the Membership.

**ARTICLE XV – OFFICERS AND DIRECTORS LIABILITY INSURANCE.** 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. This includes crime and fidelity coverage related to potential dishonest acts by Club members for personal gain resulting in loss of LVHCC monies and securities (see Article XIV, Section 5). A copy of such liability coverage will be maintained by the *Pu'uku* and shall be made available for review by the Membership.