



# 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 December 31, 2023)

1. Reimbursements for LVHCC Pelekekina, Mainland Council Koho Mua, and approved 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 by the Board per qualified Club Member attending as Delegates. Additional coverage is detailed in this policy for the Pelekekina and Koho Mua for in-person Quarterly Mainland Council meetings.
  - AHCC Conventions: Delegates to Conventions must be LVHCC Members in good standing (i.e., dues paid and age 18 or older to vote per LVHCC Bylaws). A maximum of four (4) reimbursements of \$250 per Board approved Delegates are in the annual budget regardless of the number of Delegates approved to attend. Should there be more than four (4) Delegates attending, the Board will review eligibility for reimbursement. This review follows the below criteria **after** Convention concludes
    - Criteria for payment
      - \$250 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)
      - In the event of circumstances related to travel during times of state mandated restrictions (e.g., a pandemic) the minimum attendance requirement at Convention from a Hawaiian Civic Club, per AHCC Bylaws, is one representative
      - Pelekikena and Mainland Council Koho Mua are mandatory attendees and will always receive reimbursement for plane tickets and hotel fees; however, neither person will receive reimbursement for items detailed in paragraph 2
      - Should the Pelekikena or Koho Mua (or both) be unable to attend a Convention, the stipend established for their attendance will be considered for use by the Board, per recommendation from the Finance Committee (Komike) Chair, for Delegate travel
      - 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

- AHCC Convention Registration fees (e.g., annual Convention, decentennial [every 10 years] Constitutional Convention) will be paid by the attending Delegate and reimbursed with available funds **after** the Delegate returns and submits a reimbursement request. **No registration fees are authorized** for LVHCC Members attending Convention 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 Constitutional Convention is identified as: half the number of delegates attending the most recent annual Convention (e.g., 6 Delegates attended Convention, 3 Delegates attend Constitutional Convention)
  - LVHCC will not pay for LVHCC Members attending any Convention who represent other Clubs
- Should there be additional funds available, the following procedure is established to ensure fair and transparent reimbursement based on the number of days Delegates attended and the total number of Delegates per day contingent on Board review/approval.
  - The calculated reimbursement amount should not exceed the daily budget with reimbursement disbursed promptly after submission and verification of the request
  - Budget Allocation (using a representative amount of \$3160): The daily budget is calculated as follows:
    - Daily Budget = Total Budget / Number of Days of the Convention
    - Daily Budget = \$3160 / 5 = \$632 per day available for potential use
    - Daily budget is then divided by the number of delegates per day to determine the per delegate reimbursement amount:

<u>Day</u>	<u>Daily Amount</u>	<u>Number of Delegates</u>	<u>Daily Total</u>
Day 1:	\$632	/ 5 =	\$126.40 each
Day 2:	\$632	/ 5 =	\$126.40 each
Day 3:	\$632	/ 4 =	\$158.00 each
Day 4:	\$632	/ 4 =	\$158.00 each
Day 5:	\$632	/ 3 =	\$210.66 each

- 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 those on the LVHCC Policy & Procedures Komike 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)
  - LVHCC began a Con-Con Delegate travel stipend monthly set aside in 2023 to assist in offsetting travel/hotel fees for LVHCC Delegates—paragraph 2 is in effect
- Mainland Council (MC) Quarterly Meetings: With except of the 1<sup>st</sup> Quarter Meeting, all MC Quarterly Meetings are conducted virtually and require no reimbursement for travel or attendance. The 1<sup>st</sup> Quarter Meetings beginning 2024 are in person and the Koho Mua is the primary representative of LVHCC. Stipends will be paid by LVHCC only for plane tickets, hotel costs (early reservations for both will occur), and mileage if a personal vehicle is used (per mile reimbursement will not exceed annual IRS amounts; for 2024 that amount is \$0.14/mile for non-profit organizations)

- LVHCC is allowed three (3) voting Delegates to these meetings. 1<sup>st</sup> Quarter meetings have historically occurred in Las Vegas and this means no reimbursements will occur. If the 1<sup>st</sup> Quarter Meeting is not in Las Vegas, a third Delegate's reimbursement will be taken into consideration. If other LVHCC Members wish to attend the 1<sup>st</sup> Quarter Meetings in person they do so as non-voting observers which first require approval of the Board and will be at those Member's own expense
- Should hybrid (in-person and virtual) occur, LVHCC Board will consider the most cost-effective attendance aspects

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.

- Caveat: When Convention is hosted by any Council but the Mainland Council LVHCC is expected to provide Makana for the hosting Council and its Clubs. Per approval of the Board of what Makana items will be, a designated individual will either use the Club debit card or submit an LVHCC Form 103 (Reimbursement) for Makana purchases

3. All approved travelers to Conventions and/or MC quarterly meetings 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 of Hope Pelekikena Mua 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 above process is completed.

- All checks will have two signatures from designated Club Executive Board Officers (e.g., Pelekikena, Hope Pelekikena Mua [1<sup>st</sup> Vice President], Hope Pelekikena 'Elua [2<sup>nd</sup> Vice President], or [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. Check fraud and/or forging signatures on an LVHCC check that is identified will be provided to Las Vegas law enforcement for investigation and potential prosecution

4. The LVHCC Board will annually review this policy.



KALANI HEU  
Pelekikena  
Las Vegas Hawaiian Civic Club

1<sup>st</sup> Review: November 5, 2019 (Completed)  
2<sup>nd</sup> Review: November 3, 2020 (Completed)  
3<sup>rd</sup> Review: November 15, 2021 (Completed)  
4<sup>th</sup> Review: December 7, 2022 (Completed)  
5<sup>th</sup> Review: December 31, 2023