L A S V E G A S H A W A I I A N C I V I C C L U B

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

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

Member Acceptance & Renewal Procedure
(Updated October 10, 2026)

PURPOSE: In order for the Las Vegas Hawaiian Civic Club (LVHCC) to accept new Members, identifying how such a procedure occurs is important.

PROCEDURE: The following procedure will be used by all elected Board Directors, Officers, Committee Chairs, designated sub-Committee Chairs, and their supporting members as well as any and all Club Members involved with the Member acceptance process.

1. After a Membership application and annual dues have been received by the Secretary, the Secretary, or designated representative, will, during a monthly General Membership Meeting (GMM), announce that there are potential new Members wishing to join the Club.

2. The Secretary, or designated representative, will make a motion to accept the new Member(s) into the Club at the GMM. The type of motion depends on if there is an objection to the potential new Member being accepted by the attending Members. The Secretary will attempt to make a motion without objection to accept the new member—such a motion does not require a second. If an objection is raised a motion by the Secretary will then be made that requires a second. After being properly seconded, discussion or questions may be asked by current Members—non-Members or Observers may not comment or vote—about the requesting individual(s) to identify if any of the attendees object to the requester's request to join the Club.

a. If there are objections, the person or person objecting must provide valid reason or reasons as to why accepting the requester(s) into the Club would not be acceptable.

b. If there are no objections, the procedure of acceptance will continue.

3. Acceptance procedure.

a. Upon completion of discussion, if objections are addressed with no additional challenges to the requestor(s), the Pelekikena, or designated representative, will call for the vote.

b. Once the motion passes, the Secretary will provide Membership dues received to the Club Pu'uku (Treasurer), or deposit them, if need be, after recording the dues as income, into the Club's income designated bank account.

c. At the first opportunity, the Secretary will generate a Welcome Letter, a funds received receipt, and Membership card(s), and mail them to the new Member(s).

4. Renewal.

a. Two months prior to the Member's membership ending, the Secretary will generate a renewal letter, which specifies the type of Membership expiring and cost of dues, note the online Membership application and URL, and mail the letter to the Member(s).

b. If there is no response prior to two weeks before the Membership ends, the Secretary will generate a reminder email, attach a Membership application and/or place the URL for the Club website Member page, and email the packet to the Member. If multiple Members are being emailed, the Secretary will use the "blind copy (Bcc)" address function to send out the email.

c. On the final day of the Member's membership, if no response has been received, the Secretary will send an email noting the expiration of the Membership, thanking the Member for their time in the Club, adding a note about potential future application to the Club and the URL for the Member page and online application, and note they may rejoin with membership approval at the next GMM.

Procedure Approvals:

_____/S/_____ November 15, 2026
Kalani Heu, Pelekikena Date

_____/S/_____ November 15, 2026
Pat Filbert, Policy & Procedure Komike Chair Date

Distribution:
LVHCC Board
LVHCC Membership
LVHCC Website