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

Las Vegas Hawaiian Civic Club Reimbursement Policy for Attending Mainland Council & Association of Hawaiian Civic Club Meetings
(Updated October 10, 2026)

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) and approved by the Membership at the October General Membership Meeting. A maximum of four (4) reimbursements of $250 per approved Delegates are in the annual budget regardless of the number of Delegates approved to attend. Should there be more than four (4) Delegates approved to attend, 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, recurring event volunteer, or sub-committee lead)
    - Normally, 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
    - 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
    - Board will present recommendations for reimbursements 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 LVHCC unless the Delegate has withdrawn at the last minute—these Delegates are responsible to reimburse LVHCC the cost of their registration due to the 2023 AHCC policy of no registration fee reimbursements. **No registration fees are authorized** for LVHCC Members attending Convention that are not first approved by the LVHCC Membership
  - 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 (Con-Con) is identified as: half the number of delegates attending the most recent annual Convention (e.g., 6 Delegates attended Convention, 3 Delegates attend Con-Con)
  - LVHCC will not pay for our Members attending 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 and Membership 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 and five (5) Delegates): 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 per Delegate
    - Daily budget is then divided by the number of Delegates per day to determine the per Delegate reimbursement amount:

Day	Daily Amount	Number of Delegates	Daily Total
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 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 (P&P) Komike, authors of amendments to the AHCC Constitution and Bylaws, or designated Delegates if the P&P Komike has less than the required number of potential Delegates (this limitation is in place due to the AHCC formula for determining Delegate attendance limits the number of Delegates). Should a Con-Con occur, review of available Delegate offset funds will occur
- Mainland Council (MC) Quarterly Meetings: With exception of the 1st and 4th Quarter Meetings, all MC Quarterly Meetings are conducted virtually and require no reimbursement for travel or attendance. The 1st and 4th Quarter Meetings are in person (4th Quarter Meeting occurs at Convention) and the Koho Mua is the primary representative of LVHCC.

Commented [PF1]: This was removed by the Finance Komike during development of the 2027 BE as the current trend shows Con-Cons may no longer be occurring.

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 2026 that amount is $0.14/mile for non-profit organizations) pending availability of funds

- LVHCC is allowed three (3) voting Representatives to these meetings. 1st Quarter meetings have historically occurred in Las Vegas and this means no reimbursements will occur. If the 1st Quarter Meeting is not in Las Vegas, a third Representative's reimbursement will be taken into consideration. If other LVHCC Members wish to attend the 1st 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
- 4th Quarter Meetings will have reviews conducted similar to the 1st Quarter Meeting stipulations above
- 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 items, 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 use the LVHCC Business Credit Card 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 or Hope Pelekikena Mua for signature approval. Funds disbursement will not occur until voted on at a Board of Directors meeting for acceptance and then at a General Membership Meeting for approval. 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.

- Zelle: in order to reduce transaction fees, Zelle will be utilized as much as possible for reimbursements
- Checks: will have two signatures from designated Club Executive Board Officers (e.g., those on the Bank signature card - Pelekikena, Hope Pelekikena Mua [1st Vice President], Hope Pelekikena 'Elua [2nd 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 review this policy biennially.

/s/
KALANI HEU
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 (Completed)
5th Review: December 31, 2023 (Completed)
6th Review: November 5, 2024 (Completed)
7th Review: October 10, 2026