

**HUI 'O NA WAHINE**  
Schofield Barracks, Hawaii

**BYLAWS**  
February 2023

**ARTICLE I**  
**PURPOSE**

The purpose of these Bylaws is to establish a Standard Operating Procedure (SOP) for the Hui 'O Na Wahine Scholarship and Welfare Fund (Hui).

**ARTICLE II**  
**TERMS OF OFFICE**

The Hui Board, excluding Advisors, will abide by the following term limits and conditions:

- A. A board member may only hold a particular board position for two consecutive years.
- B. No member shall hold more than one (1) Governing Board position at a time unless approved by the Executive Board while the search to fill the position continues.
- C. A board member cannot hold a paid position with the Thrift Shop.

**ARTICLE III**  
**GENERAL RESPONSIBILITIES of the EXECUTIVE BOARD**

**Executive Board Members shall:**

- A. Attend called Executive Board meetings, monthly Governing Board meetings, General Membership meetings, Hui Thrift Shop Advisory Board (HTSAB) meetings, committees and other meetings deemed necessary by their board position. Should the member be unable to attend they will notify the President 48 hours prior and provide any reports or documents for the meeting.
- B. Be a voting member of the Executive Board, Governing Board, the Hui Thrift Shop Advisory Board with the exception of Honorary Officer(s)/Advisor(s), the President and Parliamentarian. The President may vote in the event of a tie.
- C. Submit a written monthly report to include a "no report" to the President and the Secretary by designated deadline. A copy shall be retained for their continuity notebook.
- D. Give advance notice, at the discretion of the President, of any items they wish to place on the agenda for Hui Board discussion.
- E. Ensure that the Secretary and President review all correspondence to the general membership before being distributed.
- F. Prepare and submit a proposed budget to the Treasurer at the beginning of the board year if a position or committee requires one and operate within individual budget allowances as approved by the General Membership. The Executive Board must approve additional allowances.

- G. Submit a detailed Year End Report in May to the Secretary to include a proposed budget for the following board year, if applicable.
- H. Maintain a continuity binder to include a copy of the Constitution and Bylaws, budget, monthly reports, expenses, and End of Year Report.
- I. Be encouraged to volunteer at the Hui Thrift Shop at least four hours per month.
- J. Perform additional duties as designated by the President.
- K. Register in the Volunteer Management Information System (VMIS) and record hours regularly.

**ARTICLE IV**  
**DUTIES of the EXECUTIVE BOARD**

***Section 1: Honorary Officer(s) (Honorary President & Honorary Vice President) shall:***

- A. These positions are available to the spouse of the 25th Infantry Division Commander or a designee of the Commanding General's spouse, the spouse of the 25th Infantry Division Command Sergeant Major or a designee of the 25th Infantry Division Command Sergeant Major's spouse.
- B. Act in an advisory capacity, counsel, inform, mentor, coach, and provide policy guidance in matters pertaining to the Executive Board.
- C. Serve in an advisory capacity as a non-voting member of the Budget Committee, the Constitution and Bylaws Committee, the Nominating Committee, and additional committees as required.
- D. If the spouse of the Commander and/or CSM of the 25<sup>th</sup> Infantry Division declines their positions within the Hui, an Honorary Advisor may be appointed and the Honorary President and/or Vice President positions may remain vacant.

***Section 2: Honorary Advisor(s) shall:***

- A. Be appointed by the President with approval of the Executive Board.
- B. Act in an advisory capacity, counsel, inform, mentor, coach, and provide appropriate policy guidance in matters pertaining to the Executive Board.
- C. Serve in an advisory capacity as a nonvoting member of the Budget Committee, the Constitution and Bylaws Committee, the Nominating Committee, and additional committees as required.

***Section 3: Additional Advisor(s) shall:***

- A. Be appointed by the President with the approval of the Executive Board.
- B. Act in an advisory capacity, counsel, inform, mentor, coach, and provide policy guidance in matters pertaining to the Executive Board.
- C. May be invited to serve in an advisory capacity as a nonvoting member of the Budget Committee, Welfare Committee, Scholarship Committee, the Constitution and Bylaws Committee, the Nominating Committee, and additional committees as required.

***Section 4: President shall:***

- A. Preside at all membership functions, special meetings, Governing and Executive Board meetings, and HTSAB meetings.

- B. Not initiate a motion, nor vote except in the event of a tie.
- C. Ensure that the Constitution and Bylaws are upheld.
- D. Call special membership, committee, or board meetings as necessary.
- E. Appoint the Parliamentarian, Thrift Shop Liaison, and all standing and special committee chairpersons, subject to approval of the Executive Board, whenever necessary to conduct the business of the Hui.
- F. Serve as a non-voting member of all committees, except in the event of a tie.
- G. Together with the Treasurer be bonded, sign all contracts and obligations authorized by the Executive Board, have authority to co-sign all disbursements from Hui bank accounts, and be a co-account holder for the Hui Thrift Shop with the Manager and Bookkeeper.
- H. Disburse funds in the event of the temporary absence of the Treasurer.
- I. Review the Operating Fund, Scholarship & Welfare, and Hui Thrift Shop financial books, bank statements and treasury reports monthly as an internal control necessary to meet the requirement for the surety bond.
- J. Oversee and maintain keys for all Hui assets. Sign for all government property used by the Hui, such as the Hui Thrift Shop, at the Real Property Branch of Directorate of Public Works (DPW).
- K. Along with the Secretary, ensure that all required documents needed to re-validate the Hui are submitted to the Private Organization Supervisor at Directorate, Family and Morale, Welfare and Recreation (DFMWR). NOTE: Revalidation takes place every two years. The outgoing President is responsible for providing all documents for the revalidation to be included in their continuity binder.
- L. Plan the Hui's year with the Executive Board, ensuring that events are coordinated on the venue's calendar and the Schofield Barracks master calendar in the G3's office.
- M. Purchase gifts for Governing Board members within the President's budget.
- N. Authorize a telephonic or electronic vote in order to expedite a decision facilitated by the Parliamentarian as outlined in ARTICLE IX, Section 2 of these Bylaws. Results should be recorded in the following month's minutes by the Secretary.
- O. Serve as representative or appoint a representative to all community meetings and events requiring Hui presence.
- P. Serve as Chair of the Hui Thrift Shop Advisory Board and a voting member only in the event of a tie.
- Q. Along with the Hui Thrift Shop Manager, Thrift Shop Liaison, assist with interviewing applicants for the Hui Thrift Shop positions.
- R. Submit a President's Letter for publication on available platforms as requested.
- S. Ensure Hui information is submitted to the Garrison Commander's Office for publication in any information exchange by designated deadline and attend any related meetings.
- T. Write a letter to Schofield PX-UPS Store listing board members authorized to pick up Hui and Thrift Shop mail.

**Section 5: First Vice President shall:**

- A. Serve as a voting member of the Executive Board, Governing Board, Scholarship Committee, Welfare Committee, HTSAB and other special committees.
- B. Perform additional duties as designated by the President, subject to approval of the

- Executive Board and the Honorary President.
- C. In the absence of the President, perform duties of the President.
  - D. Succeed the President in the event of the President's resignation.
  - E. Recruit, coordinate, and chair committees responsible for Super Sign-up and other Hui events as needed. Communicate with the Governing Board all pertinent information about special events. Form subcommittees as needed.
  - F. Be bonded and co-sign checks with the Treasurer or the President.
  - G. Coordinate and purchase an appreciation memento for the President.

**Section 6: Second Vice President shall:**

- A. Serve as a voting member of the Executive Board, Governing Board, Scholarship Committee, Welfare Committee, HTSAB and other special committees.
- B. Perform additional duties as designated by the President, subject to approval of the Executive Board and the Honorary President.
- C. Assume the responsibilities of the President or First Vice-President in the absence of either.
- D. Establish and chair the Luncheon Committee with approval of the Executive Board.
- E. Coordinate, plan, and arrange for all Hui luncheons/dinners and/or programs.
- F. Serve as venue liaison for Hui events and coordinate all requirements in accordance with the venue contract.

**Section 7: Secretary shall:**

- A. Serve as a voting member of the Executive Board, Governing Board, Scholarship Committee, Welfare Committee, HTSAB and other special committees.
- B. Perform additional duties as designated by the President, subject to approval of the Executive Board and the Honorary President.
- C. Ensure the President reviews all correspondence before being distributed.
- D. Record and preserve the minutes of all Governing and Executive Board meetings and HTSAB meetings.
- E. Shall be official keeper/custodian of the Hui 'O Na Wahine records, except the Treasurer's books and maintain said records for a period of five years. These records shall be maintained at the Hui Thrift Shop and on an approved Hui platform for storage.
- F. Distribute the minutes via email within one week after the board meetings. If any revisions are submitted, distribute the revised copy via email to the respective Board prior to the following board meeting. Present the minutes for approval at the next Board meeting.
- G. Amend, to reflect in the minutes, any telephone or email votes.
- H. Coordinate with the President to provide revalidation documents to DFMWR.
- I. Ensure a standard form of the Year End Report is provided to all Governing Board members.
- J. In May, collect Year End Reports from each Governing Board member (Honorary Officers/Advisors are exempt) to be distributed to the incoming President, Secretary, and incoming Chairs.
- K. Maintain a roster of the Governing Board.
- L. Mail all correspondence as directed by the President.

- M. Pick up and distribute mail on a weekly basis (1 June- 31 May).
- N. Reserve location for monthly board meetings.
- O. Ensure all Hui Board and committee members are registered in the Volunteer Information Management System (VMIS) and serve as the OPOC.
- P. Write thank you notes on behalf of the Hui.

**Section 8: Treasurer shall:**

- A. Serve as a voting member of the Executive Board, Governing Board, Scholarship Committee, Welfare Committee, HTSAB and other special committees.
- B. Perform additional duties as designated by the President, subject to approval of the Executive Board and the Honorary President.
- C. Assist President in all financial decisions for the Hui.
- D. Present budget(s) to the Governing Board for approval and take to the first general membership meeting for final approval.
- E. Prepare and submit financial statements monthly to be reconciled by the President.
- F. Prepare and submit a monthly Treasurer report to share at the Governing Board meeting. Submit electronically to the Secretary (along with any audit reports) quarterly.
- G. Maintain checking accounts with the President. Two signatures are required per check to fulfill the bonding requirements, one of which may be the Treasurer.
- H. Obtain bonding with the insurance agency and ensure the Thrift Shop Manager, Assistant Manager, and Bookkeeper, as well as the signatories on the bank accounts, are bonded.
- I. Disburse funds for authorized expenses as approved by the budget of the Hui, using a disbursement voucher to record expenses, attaching all receipts.
- J. Collect funds and complete receipt vouchers with proper documentation and deposit funds into appropriate Hui checking accounts.
- K. Maintain itemized financial records for at least seven years.
- L. Ensure all financial records are in order for an annual audit per USAG-Hawaii, State of Hawaii and IRS.
- M. Work with a CPA firm to ensure all federal and state taxes are submitted within the time requirements.
- N. At the end of the board year, collect and compile previous budgets from each position and submit a rough draft budget to the new President and Treasurer.

**Section 9: Parliamentarian shall:**

- A. Be appointed by the President upon approval of the Executive Board as a nonvoting member.
- B. Be the parliamentary authority on all procedures to ensure orderly conduct as outlined in *Robert's Rules of Order, Revised* and to oversee and advise the Governing Board and general membership on voting and parliamentary procedures in accordance with the Constitution, Bylaws and AR 210-22.
- C. Chair the Constitution and Bylaw Review Committee and the Nominating Committee as outlined in ARTICLE VII, Section 2 of these Bylaws and ARTICLE VI of the Constitution.
- D. Be responsible for typing and reproducing the Constitution and Bylaws for

- distribution to members of the Governing Board and ensuring it is published on the general membership website.
- E. Prepare proposed amendments to the Constitution and Bylaws for the Governing Board and General Membership meetings.
  - F. Ensure that approved revisions/amendments to the Constitution and Bylaws are submitted to the Approving Authority.
  - G. Ensure that each eligible member casts only one vote, either in absentia or in person.
  - H. Ensure a current copy of the Constitution and Bylaws is available at the Super Sign-Up event and at the monthly meetings (luncheons) for members to review.

***Section 10: Communications Officer:***

- A. Serve as a voting member of the Executive Board, Governing Board, Scholarship Committee, Welfare Committee, HTSAB and other special committees.
- B. Perform additional duties as designated by the President, subject to approval of the Executive Board and the Honorary President.
- C. Record important notes from Governing Board, Executive Board, and HTSAB meetings and develop tactics to communicate Hui information to both internal and external stakeholders.
- D. Assign communications needs to appropriate Governing Board members who serve in communications roles such as the Social Media Chair and Public Relations Chair. If those roles are not filled, ensure that these items are carried through in a timely fashion to meet the deadlines for proposed requests.
- E. Adhere to all U.S. Army Garrison, Hawaii communications policies and refer to the Hui Branding Guidelines & Talking Points for approved communications items.
- F. Ensure that the Hui Branding Guidelines and Talking Points are given to all new board members and update this document as needed throughout the year when the board makes necessary changes that affect the guidelines.
- G. Be responsible for all facets of creation and publication of the Hui Lei. The Hui Lei will include publicity on Hui activities and actions by the Governing board and any other information to the membership.
- H. Meet with the President over the summer to decide the specific deadlines for the Hui Lei submissions and maintain a consistent deadline for submissions of materials to be published. Coordinate with the President to determine the date of production for the Hui Lei to be distributed at Super Sign-Up and order copies of the Hui Lei for mass distribution at Super Sign-Up Night. Coordinate with the Advertising Chair to determine advertising layout.
- I. Coordinate with all board members on material submitted for the Hui Lei and be a liaison between the Governing Board and the printing company chosen to produce the Hui Lei.

**ARTICLE V**

**GENERAL RESPONSIBILITIES of the GOVERNING BOARD**

All Board Members shall be Hui members in good standing. Appointed officers will carry out the responsibilities of their positions as stated in the Constitution, these Bylaws and their respective job descriptions.

**Governing Board Members shall:**

- A. Attend monthly Governing Board meetings, General Membership meetings and other meetings as deemed necessary in their job description. Members should notify the President of their intended absence prior to any meeting.
- B. Be a voting member of the Governing Board with the exception of the Honorary Officers/Advisor(s), the President and the Parliamentarian. The President may vote in the event of a tie.
- C. Give notice to the President of items they wish to place on the agenda for Hui Board discussion by the designated deadline as determined by the President.
- D. Ensure that the Secretary and President review all correspondence to the general membership before being distributed.
- E. Where applicable, prepare and submit a proposed budget to the Treasurer at the beginning of the board year. Operate within this individual budget allowance as approved by the General Membership. The Executive Board must approve additional allowances.
- F. Submit a detailed Year End Report to the Secretary in May to include a proposed budget for the following board year, if applicable.
- G. Maintain a continuity binder to include a copy of the Constitution and Bylaws, budget, monthly reports, expenses, and End of Year Report.
- H. Be encouraged to volunteer at the Hui Thrift Shop at least four hours per month.
- I. Perform additional duties as designated by the President.
- J. Positions that are co-chaired must share one vote.
- K. Register in the Volunteer Management Information System (VMIS) and record hours regularly.

**ARTICLE VI**  
**DUTIES OF APPOINTED POSITIONS**

***Section 1: Activities Chair shall:***

- A. Perform all duties as outlined in ARTICLE V of these Bylaws.
- B. Serve on the Super Sign-Up Committee and perform duties assigned by the First Vice President.
- C. Provide an opportunity for members to sign up for activities and clubs at the Super Sign-Up event and other general member events. Leaders for each activity will be solicited from the general membership.
- D. Ensure that all activity leaders are made aware of and adhere to Hui policies and procedures.
- E. Ensure that upcoming activity club events are advertised to members on all available media platforms, on the website and/or at monthly meetings (luncheons) to ensure Hui membership rules are followed.
- F. Review Hui Activities Policies and Procedures. Any changes must be presented to the Executive Board for approval no later than the August General Board meeting.

***Section 2: Advertising/ Donations Chair shall:***

- A. Perform all duties as outlined in ARTICLE V of these Bylaws.
- B. Comply with all Army regulations regarding solicitations for advertising on

- Hui platforms.
- C. Submit all advertising electronically to the 2nd VP and the Publicity Chair.
  - D. Bill and collect all advertising fees. All proceeds will be turned into the Treasurer for deposit.

***Section 3: Community Outreach Chair shall:***

- A. Perform all duties as outlined in ARTICLE V of these Bylaws.
- B. Organize community organizations for Super Sign-Up.
- C. Submit a list of charities for monthly luncheons.
- D. Coordinate with charities each month to attend luncheons and ensure the charity is vetted through FMWR when necessary.
- E. Submit to the Second Vice President information about charities and requirements/requested items for supported charity.
- F. Along with the President & Publicity Chair, organize outreach events for Hui membership.
- G. Serve on the Luncheon Committee.

***Section 4: Decorations Chair shall:***

- A. Perform all duties as outlined in ARTICLE V of these Bylaws.
- B. Coordinate with the appropriate Vice President for the decorations needed for the monthly functions and special events.
- C. Maintain and hold keys/combo for Hui Storage.
- D. Review the Hui's annual Holiday Card Lane display by October to ensure the necessary improvements and adjustments are completed.
- E. Set up and take down the Hui's annual Holiday Card Lane display in January as designated by Garrison.
- F. Serve on the Luncheon Committee.

***Section 5: Historian shall:***

- A. Perform all duties as outlined in ARTICLE V of these Bylaws.
- B. Take photos at all official Hui functions and Hui sponsored events (e.g. luncheons, dinners, fundraisers and any community sponsored welcomes and farewells).
- C. Prepare and assemble photo albums. The archive photo albums will be permanent property of the Hui and submitted to the Secretary and President.
- D. Label and store all photo albums and digital data in designated area in the Hui Thrift Shop.
- E. Ensure all digital photos are in the Historian Google drive.
- F. Maintain and purchase photographic supplies from Hui designated budget.
- G. Submit photos to the Publicity Chair for distribution.

***Section 6: Membership Chair shall:***

- A. Perform all duties as outlined in ARTICLE V of these Bylaws.
- B. Review and update membership application forms at the beginning of the board year to be approved by the Executive Board.
- C. Submit a copy of the new Hui Membership Application to the Publicity Chair and Secretary once approved.



- D. Collect membership dues and turn dues over to the Treasurer in a timely manner.
- E. Compile, maintain, and update monthly a complete and accurate membership file to include an email distribution list on the Google drive to be accessed by the Second Vice President, the Secretary, and the Reservations Chair.
- F. Ensures applications are available for those interested in joining after Super Sign-Up.
- G. Coordinate with Reservations Chair to send applications to guests attending luncheons.
- H. Compile a list of all members' birthdays for recognition.
- I. Coordinate with the Reservations Chair and Treasurer to maintain a confidential list of members "not in good standing" and report to the President, Scholarship Chair, and Property Chair.
- J. Coordinate with the OPOC to maintain a database of the Hui general membership volunteers to be given to the President.
- K. Mail out letters of invitation and membership applications to eligible guests as requested using the standard President approved letter.

**Section 7: Social Media Chair shall:**

- A. Perform all duties as outlined in ARTICLE V of these Bylaws.
- B. Follow all Army and Garrison regulations regarding websites and social media and refer to the Hui Branding Guidelines & Talking Points for approved communications items.
- C. Perform duties as designated by the Communications Officer regarding Hui and Hui Thrift Shop news, events, and general communications needs.
- D. Create content including but not limited to social media graphics, social media language, flyers, and banners and publish content on approved Hui platforms. Additionally, update the Hui publicity wall at the Hui Thrift Shop..
- E. Update the Hui website in a timely manner regarding Hui events and information.
- F. Post and update all Hui applications on the website.
- G. Serve on the Luncheon Committee.

**Section 8: Public Affairs Chair shall:**

- A. Perform all duties as outlined in ARTICLE V of these Bylaws.
- B. Follow all Army and Garrison regulations regarding websites and social media and refer to the Hui Branding Guidelines & Talking Points for approved communications items.
- C. Perform duties as designated by the Communications Officer regarding Hui and Hui Thrift Shop news, events and general communications needs.
- D. Coordinate with the Social Media Chair to develop proper communications strategies to reach targeted Hui audiences both on the military installation and throughout Oahu.
- E. Establish, maintain and update important military installation points of contact in a continuity binder and consistently touch base with these individuals to relay the communication needs of the Hui in a timely and relevant manner.
- F. Coordinate with proper military installation liaisons for the Hui to be represented at community events or in proper military outlets like the monthly Community Information Exchange (CIE), the 25th Infantry Division's weekly Roll Up emails,

- etc.
- G. Write press releases for newsworthy Hui events. Distribute press releases to proper outlets and update these news contacts in the continuity binder.
  - H. Create and manage any Hui newsworthy content on the Hui website.

**Section 9: Reservations Chair shall:**

- A. Perform all duties as outlined in ARTICLE V of these Bylaws.
- B. Submit any changes to the reservation and no-show policies to the Publicity Chair one month prior to the event for publication on available platforms.
- C. Maintain Evite guest list and send the luncheon invitation monthly.
- D. Accept reservations for Hui events and maintain an accurate guest list of each function.
- E. Turn in reservation/meal count to the Second Vice President as required.
- F. Send out invoices to Members who wish to prepay for the monthly luncheon and give them the opportunity to add opportunity tickets to their invoice. Note: some luncheons may require prepayment.
- G. Sell opportunity tickets at monthly luncheons.
- H. Ensure members who make reservations for Hui activities are held responsible for payment. If members fail to cancel reservations by the deadline or fail to show up at the event, the Chair shall send out a collection letter and collect all appropriate charges.
- I. Turn over all monies collected to the Treasurer after the event.
- J. Prepare, distribute and keep permanent name tags and place cards for membership and have them available at all Hui events.
- K. Notify the Membership Chair of any guest in attendance that is eligible to join the Hui so that a Membership Application can be sent to them.
- L. Notify the President, Membership Chair, Treasurer, Scholarship and Property Chair if a member does not pay for a missed luncheon within one month of written notification.
- M. Inform Membership Chair of open invoices for “in good standing” status.
- N. Serve on the Luncheon Committee.

**Section 10: Scholarship Chair shall:**

- A. Perform all duties as outlined in ARTICLE V of these Bylaws.
- B. Coordinate, update, and assemble materials, applications, and establish a committee for the Hui ‘O Na Wahine Merit Scholarship Program by October 1<sup>st</sup> of the current membership year.
- C. Chair the Scholarship committee as outlined in ARTICLE VII, Section 4 of these Bylaws to select scholarship recipients from authorized applicants: spouses or dependent children of active duty, reserve, retired active-duty military, deceased military personnel or DOD civilians who are assigned to or reside on Oahu, Hawaii.
- D. Submit scholarship information to the Publicity Chair prior to the Governing Board deadline of the current membership year.
- E. Submit a list of the recipients for publication on available platforms.
- F. Coordinate with the Executive Board to determine how and when scholarships will be distributed.

- G. All applications and communications with applicants will be kept on file by the Scholarship Chair until all awards have been given. A record of the final scholarship recipients and amounts awarded will be retained permanently.

***Section 11: Thrift Shop Liaison shall:***

- A. Perform all duties as outlined in ARTICLE V of these Bylaws.
- B. Be appointed by the Hui President with the concurrence of the Thrift Shop Manager and approval by the Executive Board.
- C. Act as the liaison between the Governing Board, the Hui Thrift Shop Advisory Board (HTSAB) and the Hui Thrift Shop employees and volunteers with the understanding that the Thrift Shop operates as a subsidiary of the Hui. The Liaison therefore works in the best interest of the Hui.
- D. Serve on the HTSAB, Scholarship Committee and Welfare Committee as a voting member.
- E. Maintain a roster for the HTSAB and create an email distribution list for minutes and pertinent information regarding the HTSAB.
- F. Along with the HTSAB, supervise the Thrift Shop Manager in the operation of the Hui Thrift Shop and administration of the Thrift Shop policies.
- G. Coordinate with the Thrift Store Manager for agenda items for the HTSAB meetings and send agenda items to the President 72 hours prior to the meeting.
- H. Coordinate timeline and types of publicity needed with the Hui Thrift Shop Manager and send requests to the Publicity Chair for publication.
- I. Submit Hui Thrift Shop information via e-mail to the Publicity Chair for publication on available platforms and CIE meeting distribution. This information must comply with the established format and all designated deadlines.
- J. Attend Organization Point of Contact training by ACS and act as an OPOC for the Hui Thrift Store volunteers.
- K. Coordinate with the Hui Thrift Shop Manager to hold new volunteer orientations on a regular basis.
- L. Ensure all volunteers are registered in VMIS.
- M. Coordinate with the Hui Thrift Shop Manager to ensure all volunteers are being appropriately recognized at appropriate intervals.
- N. Assist the Thrift Shop Manager and President with updating the Hui Thrift Shop SOP as needed.
- O. Act as the Property Chair with duties as follows:
  - a. At the beginning and end of the board year, conduct an audit of and verify the insured property inventory.
  - b. Maintain an up-to-date inventory of Hui property and luncheon items.
  - c. Maintain an up-to-date inventory of Hui electronic items to include serial numbers.
  - d. Hold keys to the independently locked Hui property storage areas, the insured property closet, and the Thrift Shop.
  - e. Be responsible for all hand receipts, maintenance, and disbursement of Hui property (e.g. silver and crystal, laminator, tables, etc.).
  - f. Receive permission from the Governing Board to dispose of or remove any Hui property.

- g. Review and update Rental Contract for Hui property annually.
- h. Coordinate publicity for all Hui property available for rent.
- i. Set appointments for Hui members to rent Hui property and be sure the member is in good standing in coordination with the Membership Chair.
- j. Inspect all Hui property upon return to ensure completeness and condition of items.
- k. Maintain a deposit policy with appropriate deposits and fees to be paid if property is damaged or missing.
- l. Provide Hui property for Hui sponsored events in coordination with event chairs.
- m. Notify the President if any items need to be repaired or replaced.
- n. At the conclusion of the Board Year, conduct an inventory review of all Hui property, especially high value inventory with the incoming Property Chair.

***Section 12: Vendor Chair shall:***

- A. Perform all duties as outlined in ARTICLE V of these Bylaws.
- B. Review and revise vendor application at the beginning of the board year with the President.
- C. Ensure potential vendors are vetted by Family Morale, Welfare and Recreation (FMWR).
- D. Contact vendors in advance of Hui luncheons/events and assign them a table.
- E. Notify the Second Vice President of the number of vendor tables needed prior to the reservation deadline.
- F. Coordinate with the Reservations Chair for the number of vendor meals needed prior to the reservation deadline.
- G. Ensure vendor's table fees are remitted to the Treasurer before each event with proper documents.
- H. Ensure that each vendor completes the Vendor Policy Letter before participating in Hui events and that vendors abide by this agreement.
- I. Coordinate and collect door prizes from vendors.

***Section 13: Ways and Means Chair shall:***

- A. Perform all duties as outlined in ARTICLE V of these Bylaws.
- B. Raise funds that contribute to the Operating Fund of the Hui.
- C. At the beginning of the board year, inventory Ways & Means items from the previous year's Board and submit along with verification to the Treasurer. Submit inventory at the end of the board year or as needed during the year to the Treasurer.
- D. Maintain an inventory of items on hand. Present to the Governing Board a selection of possible new items for review.
- E. Make purchases as necessary, based on the recommendations of the Governing Board, within budget constraints. All purchases require approval of the Executive Board. No inventory items should be inscribed with a date that would cause it to become obsolete, (e.g. dated Christmas ornaments).
- F. Maintain property at the Hui Thrift Shop.
- G. Be responsible for the Ways & Means table at functions (luncheons/dinners, craft fairs, and as required).
- H. Provide the Treasurer with a receipt voucher, inventory of items sold and the

cash/checks received at the end of each function.

- I. For tax purposes, ensure all monies for Hui and Ways and Means items are kept separate.
- J. Serve on the Luncheon Committee.

***Section 14: Welfare Chair shall:***

- A. Perform all duties as outlined in ARTICLE V of these Bylaws.
- B. Coordinate, update, and assemble materials, applications, and establish a committee for the Hui 'O Na Wahine Welfare Grant Program no later than October 1st of the current membership year.
- C. Chair the Welfare Committee responsible for the selection of Welfare distributions as outlined in ARTICLE VII, Section 4 of these Bylaws.
- D. Coordinate with the Executive Board to determine how and when Welfare grants will be distributed.
- E. Submit a list of the Grant Recipients for publication on available platforms.
- F. Prepare letters for organizations informing them of their grant approval or denial and the amount of the grant.
- G. Work with the Treasurer to ensure checks and letters are mailed or hand delivered to the recipients in a timely manner. All disbursements must be concluded by May Luncheon of the current board year.

**ARTICLE VII**  
**SPECIAL COMMITTEES**

Special committees may be created, changed or dissolved at the direction of the President with the approval of the Executive Board.

General Members who serve on Special Committees should be consistent attendees in good standing. It is the responsibility of the Chair or Co-chairs of the committee to recruit these members.

***Section 1: Budget Committee:***

- A. Shall be co-chaired by the President and Treasurer and will include the Executive Board, Scholarship Chair, and Welfare Chair.
- B. Prepare and submit a proposed budget for the Hui year, based on the draft budget from the previous Board, to be presented to and approved by the Governing Board at the August Governing Board meeting. Upon approval the proposed budget is taken to the General Membership for approval at the next regularly scheduled General Membership Meeting.
- C. Determine budget limitations for committees.
- D. Advise the Governing Board of budget imbalance and recommend changes necessary in the budget for approval during the year as needed.
- E. A minimum of \$2,000 shall be maintained in the Scholarship and Welfare account as required by the current bank (First Hawaiian Bank). A minimum of \$2,000 shall be carried forward for next year's board. In order to maintain the Bank account, additional sums may be reserved and granted at the discretion of the Executive Board.

- The Scholarship and Welfare fund consists of monies from company donations, benefactors, fundraising activities and Hui Thrift Shop revenue.
- F. A minimum of \$7,000 shall be carried forward in the Operating Budget for next year's Board. The Operating Budget consists of all monies for appointed positions other than the Scholarship and Welfare budget.
  - G. Ensure that the Operating fund, the Scholarship and Welfare fund and the CD are kept on deposit to the credit of the Hui at a financial institution which has subscribed to the FDIC.

***Section 2: Constitution and Bylaws Review Committee:***

- A. Shall be chaired by the Parliamentarian and include the Executive Board and three eligible Hui general members.
- B. Review the Constitution and Bylaws every two years, or more often as necessary, to ensure these documents accurately and effectively govern the Hui pursuant to its purpose as stated in the Constitution ARTICLE I, Section 2 and in accordance with applicable USAG-Hawaii regulations.
- C. Ensure that revisions and/or amendments to the Constitution are approved by the Governing Board in accordance with ARTICLE XI of the Constitution and then presented to the General Membership in writing with advance notice of a vote.
- D. Submit approved changes to the Secretary to be forwarded to the Commander, US Army Garrison, Hawaii for review.

***Section 3: Luncheon Committee:***

- A. Shall be chaired by the Second VP and consists of Decorations Chair, Community Outreach Chair, Publicity Chair, Reservations Chair, and Ways & Means Chair. Other chairs may be invited at the discretion of the Second VP.
- B. Meet monthly to coordinate luncheons to include, invitations, programs, publicity, needs of community outreach guests, set up and tear down times, and board member involvement.

***Section 4: Scholarship Committee:***

- A. Shall be chaired by the appointed Scholarship Chair (non-voting) and consist of the Executive Board, Thrift Shop Liaison and four (4) additional eligible Hui general members as voting members. General Members cannot be employed by the Thrift Shop.
- B. Shall be established no later than October 1st of the current membership year.
- C. Parents and/or relatives of students applying for the scholarship or members applying are ineligible to serve on the Committee or be present during any Board votes concerning scholarships.
- D. The Committee will determine the number of awards to be given, and their value, using the available Scholarship funds in accordance with the Scholarship SOP and the Rubric located in the Scholarship Chair's continuity binder.
- E. Present recommendations to the Governing Board for approval at the April Board meeting.
- F. Prepare a spreadsheet of recipients and award amounts for the Executive Board and keep it permanently.

**Section 5: Welfare Committee:**

- A. Shall be chaired by the appointed Welfare Chair (non-voting) and consist of the Executive Board, Thrift Store Liaison, and four (4) additional eligible Hui general members as voting members. General Members cannot be employed by the Thrift Shop.
- B. Shall be established no later than October 1st of the current membership year.
- C. Members of organizations applying for welfare funds are not eligible to serve on the Committee.
- D. The Committee will determine the number of awards to be given, and their value, using the available Welfare funds in accordance with the Welfare SOP in the Welfare Chair's continuity binder.
- E. Present recommendations to the Governing Board for approval at the April Board meeting.
- F. Prepare a spreadsheet of recipients and award amounts for the Executive Board and keep it permanently.

**Section 6: Nominating Committee:**

- A. Shall be chaired by the Parliamentarian and consist of the Honorary Advisor, two (2) governing Board Members and two (2) General Members. If the Parliamentarian wishes to be considered for the slate, the President will appoint another Governing Board Member to be the chairperson. The Honorary President will be invited to all committee meetings.
- B. Members of the Committee are not to be considered for the slate.
- C. The Committee should be formed by January 1 and their names presented by the Parliamentarian, or appointee, with a point of contact to the General Membership no later than February.
- D. Determine the slate after reviewing nominees' applications to ensure their knowledge, qualifications, and experience match those required of the positions.
- E. Slate nominees will be disclosed by the March General Membership meeting and via available platforms.
- F. The final slate will be announced at the March General Membership meeting and should be published prior to the April election.

**Section 7: Other Committees and Temporary Positions:**

The President, with approval of the Executive Board, may appoint other committees which may include Super Sign Up, Holiday Lane Card, Prom Drives, and special events. This shall include any temporary committees or positions. The Executive board shall determine their duties and terms of office; they shall have no vote on the Governing Board.

**ARTICLE VIII**  
**HUI THRIFT SHOP ADVISORY BOARD (HTSAB)**

**Section 1: PURPOSE** ~ The Hui Thrift Shop has been formed and is operated as a subsidiary organization of the Hui 'O Na Wahine, Schofield Barracks, Hawaii. In accordance with all applicable Army regulations, the Hui Thrift Shop is dedicated to serving the Army community

by providing a convenient and reliable service for the sale of serviceable goods to generate revenues that are to be used for funding the Scholarship and Welfare Fund of the Hui.

**Section 2: GENERAL ~**

- A. The operation of the Hui Thrift Shop and administration of the Hui Thrift Shop policies are the responsibilities of the Manager, functioning under the supervision of the HTSAB and the Hui Thrift Shop Liaison.
- B. Operation is governed by the Constitution and Bylaws.
- C. The Hui Thrift Shop is open to the public.
- D. The Hui Thrift Shop should not be used as a resale location for items purchased at yard sales, flea markets, swap meets, etc. with the intent of resale as consignment.

**Section 3: ADMINISTRATION ~**

- A. The HTSAB will meet monthly or at a minimum quarterly at the discretion of the President. Special meetings may be called as necessary with advance notice at the President's discretion.
- B. The HTSAB will be chaired by the Hui President. The President will ensure there is an agenda for the meeting with input from the Thrift Shop Liaison.
- C. The HTSAB will consist of the Executive Board, one Hui General Member, the Hui Thrift Shop Liaison and the Hui Thrift Shop Manager. With the exception of the President and Parliamentarian, all members are voting members. The General Member who joins this committee cannot be employed by the Thrift Shop.
- D. The Thrift Shop Liaison will, upon recommendation of the Thrift Shop Manager, bring the hiring and/or termination of employees, necessary for the efficient operation of the Hui Thrift Shop, to the voting members of the HTSAB for final approval.
- D. A proposed annual budget for the Thrift Shop will be brought before the HTSAB by the Thrift Shop Manager no later than August 1<sup>st</sup>.
- E. Written authorization is needed for any purchases over \$500 in addition to the approved annual budget, for necessary supplies and improvements required in the operation of the Hui Thrift Shop and will require prior approval by the HTSAB.
- F. Treasurer will procure bonding for the Thrift Shop Manager, Assistant Thrift Shop Manager and Bookkeeper. Bonding certificates will be kept on file in the Thrift Shop.
- G. The Hui Thrift Shop will be audited by an independent auditor not affiliated with the Hui Thrift Shop at the end of each fiscal year and/or upon change of the Bookkeeper in accordance with the Constitution.

**ARTICLE IX**  
**VOTING PROCEDURES**

All eligible members will be given the opportunity to vote. Members must be in good standing in order to be eligible to vote as defined in ARTICLE XI, Section 1 of the Bylaws.

**Section 1:** Election Voting. The General Membership shall elect the Hui Elected Officers annually in the spring. Following *Robert's Rules of Order*, the following procedures shall be used



in the election:

A. IN-PERSON VOTING:

- a. Eligible voters must sign for a ballot at the voting table after being cross-referenced on a membership list to verify that no vote has been previously cast.
- b. Voters are allowed to cast their vote in secrecy.
- c. Voting will conclude at the designated time.

B. ABSENTEE VOTING:

- a. Absentee ballots and the slate of nominees will be published on available platforms and sent out via email.
- b. Absentee ballots will be due to the Parliamentarian by a designated deadline.
- c. A valid vote consists of the voter's selections as well as the voter's name and signature on the absentee ballot.

C. TABULATION OF VOTES:

- a. Upon conclusion of the election, both absentee and in person ballots will be tallied by the Parliamentarian or a designee and verified by the Honorary Advisor.
- b. The Officers shall be elected by a majority vote of ballots received at the April General Membership meeting and the valid absentee ballots.
- c. Election results will be announced prior to the conclusion of the April General Membership Meeting.
- d. The number of votes cast for each candidate will not be published. A candidate may submit a request in writing to the Parliamentarian no later than 15 days after elections are held for a recount of his/her specific office. The recount committee will be appointed by the Honorary Advisor, consisting of at least three (3) but no more than five (5) HUI members in good standing.
- e. If all offices are uncontested, the slate may be accepted by acclamation.

***Section 2:*** Telephonic or Electronic Voting:

- A. The President shall have the authority to authorize a vote by telephone or email in the event of the requirement of an immediate decision to conduct Hui business expeditiously.
- B. The telephone or email vote is to be administered by the President and reported to the Secretary. The minutes shall include the exact wording of the main motion, the names of those Hui Board Members who cannot be contacted and the exact account of the vote.
- C. If there is no email response from a Board Member within the allotted time frame of the vote request being emailed, the Parliamentarian is required to attempt contact with that Board member.

The President will inform the Governing Board members of the results of any electronic votes within one week of their conclusion. Voting must be concluded within the allotted time frame.

**ARTICLE X**  
**MEETINGS**

Governing Board meetings are open to the Hui General Membership. Any member in good standing may attend a Governing Board meeting to observe the proceedings, to present an issue and/or participate in the discussion of the said issue that is on the agenda. The observing member will not vote. This member may attend after notifying the President at least 72 hours in advance via email with their purpose for attending.

## **ARTICLE XI**

### **DISCIPLINARY PROCEDURES**

**Section 1:** Good Standing Membership is defined as:

- A. Dues paid in full.
- B. Payment remitted of costs associated with the attendance at monthly General Membership luncheons, welcomes, farewells, and Division events.
- C. Return of all borrowed or rented Hui 'O Na Wahine property in the same condition as obtained.

**Section 2:** A Member not in good standing shall be subject to the following disciplinary measures:

- A. Shall not participate in any Hui functions.
- B. Is not eligible to borrow or rent Hui property.

**Section 3:** General Members may be removed from general membership or Board Members from their positions for Just Cause upon vote of the majority of the Governing Board at a regularly scheduled meeting. The following criteria must be met:

- A. All charges must be specific.
- B. The Member must be notified of the charges and have the opportunity to respond via written correspondence before a vote is taken.

**Section 4:** Just Cause:

- A. Members and employees are required to be of honorable character and reputation. The Hui has the ultimate right to require that its members and employees refrain from conduct injurious to the organization or its purposes. No one will be allowed to remain a member or employee if his/her retention will do this organization harm. Just Cause for removal from office/employment must be shown for conduct tending to injure the good name of the organization, disturb its well-being, or hamper its work.
- B. Examples of Just Cause as to be determined by the Executive board are defined but not limited to the following:
  - a. Lack of adequate competence as a leader.
  - b. Lack of ability to meet deadlines.
  - c. Lack of integrity.
  - d. Poor attitude.
  - e. Inability to get along with others.
  - f. Slander of the Hui and/or members of the Hui by the use of media outlets.

- g. Failure to perform the duties of the position elected or appointed to.

**ARTICLE XII**  
**APPRECIATION MEMENTOS**

- A. An appropriate memento, not to exceed \$50 and a Hui ‘O Na Wahine scrapbook will be presented to the Hui President at the completion of their term. The First Vice President is responsible for coordinating the purchase of this memento.
- B. Appreciation Mementos for the Executive and Governing Board members will not exceed \$20 each. The Hui President is responsible for coordinating the purchase of these mementos.
- C. A Board member must serve at least six months of their term of office to receive an appreciation memento or upon the discretion of Executive Board approval.
- D. Refer to Joint Ethics Regulation (JER) DoD 5500.7-R for guidance when purchasing gifts for Honorary Officers and Advisors. The office of the Staff Judge Advocate is the POC concerning this regulation.

**ARTICLE XIII**  
**GENERAL PROVISIONS**

**Section 1: General Membership Motions:** Any motions to be presented at a General Membership meeting must be submitted in writing to the President at least 72 hours prior to the scheduled meeting.

**Section 2: Post Office Box:** All correspondence, bank statements and checks shall be directed to the Hui Post Office Box rather than a home address.

**Section 3: Children:** No children between the ages of 6 months and seventeen (17) years will be in attendance at any General Membership Meeting or Club function unless designated as a Family Event.

**Section 4: Conduct:** Members shall be responsible for their conduct and that of their guests.

**ARTICLE XIV**  
**ADOPTION**

These Bylaws were submitted to and approved by the Governing Board February 8, 2023. The adoption of these Bylaws supersedes, revokes, and nullifies any prior Bylaws of the Hui.

Amanda Anderson, President

Signature – President 

Elizabeth Garcia, Parliamentarian

Signature – Parliamentarian   
Elizabeth Garcia (Jun 3, 2023 11:08 HST)

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Date submitted to Commander, US Army Garrison, Hawaii






# February 2023 Bylaws.docx

Final Audit Report

2023-06-03

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