

***2008  
By-Laws***



***Hui O' Na Wahine***  
***Schofield Barracks, Hawaii***

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

**BY-LAWS**  
February 2008

**Article I**

**ACTIVITIES AND DUES**

*Section 1: ACTIVITIES ~*

- A. Members in good standing are eligible to participate in activities and events sponsored by the Hui, to borrow property from the Hui Property inventory, to apply for scholarships and to receive our monthly publication the *Hui Lei*,
- B. Members not in good standing lose the above privileges until in good standing status is resumed.

*Section 2: DUES ~*

- A. Dues are payable annually for membership, from 1 June – 31 May. Half-year memberships are offered at half price from 1 January to 31 May.
- B. Membership dues are not refundable.
- C. The Governing Board determines membership dues.
- D. Governing Board members, with the exception of Honorary Officer(s) and Honorary Advisor(s), must pay dues in full before the June Governing Board meeting.

*Section 3: DISSOLUTION~*

- A. Upon the dissolution of the Hui O' Na Wahine the balance of all Hui assets will be donated to a local **non-profit** organization(s) as determined by the membership, subject to the approval of the Garrison Commander. Under no circumstances will any assets personally benefit any prior or existing Hui O' Na Wahine member.

**Article II**

**ELECTED OFFICERS**

*Section 1: DUTIES AND RESPONSIBILITIES OF THE ELECTED OFFICERS ~*

- A. General Duties for all elected positions:
  - 1. Attends monthly Governing Board Meetings.
  - 2. Is a voting member of the Governing Board.
  - 3. Submits a monthly report to the President and Recording Secretary at monthly board meetings. (See Policies and Procedures, section F, #3)
  - 4. Submits in April, three copies of an After Action Report to the Recording Secretary. (See Policies and Procedures, F, #14)
  - 5. Ensures that all correspondence is reviewed by the Corresponding Secretary or President before being distributed.
  - 6. Is encouraged to volunteer at the Thrift Shop four hours per month.
  - 7. Shall assume any duties deemed necessary by the President.
- B. PRESIDENT ~
  - 1. Calls and presides over all meetings. Exercises general supervision of the affairs of the Hui, and serves as ex-officio member of all committees.
  - 2. Appoints all chairpersons. May use elected officers to assist in the selection process.
  - 3. Fills vacancies in elected offices, other than the Presidency, subject to the approval of the Governing Board.
  - 4. Ensures that the Constitution, By-Laws, and Policies and Procedures are upheld.
  - 5. Calls special Board meetings as needed.
  - 6. Assigns duties, other than those outlined in the By-Laws and Policies and Procedures, to the Governing Board as needed.
  - 7. Is bonded and may disburse Hui funds.
  - 8. Ensures that the Recording Secretary sends updated copies of rosters, board meeting minutes, Thrift Shop Advisory Board (TSAB) meeting minutes, financial reports, annual audits, insurance, taxes, and bond policies to the Private Organization Supervisor at Directorate, Family and Morale, Welfare and Recreation (DFMWR) located on Wheeler Army Airfield, Bldg, 547.
  - 9. Oversees all Hui assets.
  - 10. Is a co-account holder with the Treasurer for all bank accounts maintained by the Hui, to include the Thrift Shop. May act for the Treasurer in receiving or disbursing funds.
  - 11. Ensures accounts are being paid by the Treasurer.
  - 12. Performs a review of the Treasurer's transactions, monthly bank reconciliation, and monthly Treasurer's Report. Signs the bank statement to indicate that a review has been performed. This is an internal control necessary to meet the requirement for the surety bond.

13. Serves as co chair with the Thrift Shop Liaison of the Thrift Shop Advisory Board and is a voting member.
14. Purchases farewell gifts for Governing Board members within President's budget.
15. In December, selects an Active Hui member and an Honorary Officer/Advisor to head the Nominating Committee for the next year's Elected Officers.
16. Ensures the Hui is revalidated with USAG- Oahu every two years as required. See previous President's After Action Reports for procedures.
17. May remove any Member of the Board for just cause, with the approval of the Executive Board and the Honorary President.
18. Is the Hui representative on the Welcome/Farewell Spouses Planning Committee for the welcomes/farewells for the Command Group Spouses of the 25<sup>th</sup> Inf Division (CG, DCG's, COS and DCSM). These Guidelines are attached in Policies and Procedures, Section F, #11.

#### C. FIRST VICE-PRESIDENT ~

1. Performs duties as designated by the President, and in the absence of the President, performs the duties of President.
2. Succeeds the President in the event of the President's resignation.
3. Is bonded and co-signs checks with the Treasurer or the President.
4. Attends the Thrift Shop Advisory Board (TSAB) meeting as a voting member.
5. Is a voting member of the Budget Committee.
6. Oversees the following appointed positions: Fundraising, Publicity, Historian, Hui Lei Editor, Hui Lei Advertising, Hui Lei Distribution, Ways & Means, Property, Membership, Scholarship, Welfare, Webmaster, and Thrift Shop Liaison.

#### D. SECOND VICE-PRESIDENT ~

1. Assumes the responsibilities of the President or First Vice-President in the absence of either.
2. Coordinates, plans, and arranges for all Hui luncheons/dinners.
3. Recommends to the Governing Board and coordinates suitable programs for the General Membership meetings and events. Submits proposed programs for the calendar year at the September Governing Board Meeting.
4. Coordinates all aspects of the program with guest speaker(s) (e.g. Fashion Show Coordinator, Bingo Caller, demonstrator, etc.) such as, but not limited to, time of arrival, meal reservation, music before, during and after program, microphones, dance floor, tables, extension cords, time required for program, etc.
5. Announces program and/or program guest speaker to the membership at the event and thanks the guest speaker at the conclusion of the program.
6. Attends the Thrift Shop Advisory Board (TSAB) meeting as a non-voting member.
7. Oversees the following appointed positions: Decorations, Reservations, Activities and Hospitality, and Vendors.

#### E. RECORDING SECRETARY ~

1. Records and preserves the minutes of all Governing Board meetings.
2. Collects all monthly reports.
3. Shall be official keeper or custodian of the Hui O' Na Wahine records to include insurance policies, except the Treasurer's books and maintains said records for a period of five years. These records shall be maintained at the Thrift Shop.
4. Distributes the minutes within one week of the board meeting's date via e-mail for review. If any revisions are submitted, distributes the revised copy via email to the governing board prior to the following board meeting. Presents the minutes and the Monthly Treasurers Report for approval at the next Governing Board meeting.
5. Amends, to reflect in the minutes, any telephone or e-mail votes.
6. Maintains the official Constitution, By-Laws, and Policies and Procedures, and records of the Hui to include the Thrift Shop and turns these over to the successor upon departure or expiration of term of office.
7. Submits one approved copy of Governing Board rosters, minutes, telephone/e-mail votes, financial reports, Thrift Shop financial reports and audits to: "DFMWR, Bldg. 547, 350 Eastman Rd, Wheeler AAF, HI 96854". The Governing Board rosters, board meeting minutes, and amendments will be submitted on a quarterly basis. The Thrift Shop Advisory Board financial reports and annual audits will be submitted annually upon their renewal.
8. Provides a standard form of the After-Action Report to all Governing Board members in March. (See Policies and Procedures, section F, #14)
9. In April, collects three required After-Action Reports from each Governing Board member (Honorary Officers/Advisors are exempt) to be distributed to the incoming President, Recording Secretary, and incoming Chairs.
10. Attends the Thrift Shop Advisory Meeting as a non-voting member and serves as the TSAB Recording Secretary.

#### F. CORRESPONDING SECRETARY ~

1. Maintains Hui correspondence files on a CD (digital copy) and keeps them on file for a minimum of five years turning these over to her successor upon her departure or expiration of her term in office. Purges outdated files annually.
2. Responsible for mailing all correspondence as directed by the President.

3. Picks up mail from the Wahiawa Post Office and distributes it on a **weekly** basis. Placing President's mail in the President's mailbox at the Thrift Shop and giving insurance information to the Recording Secretary and Thrift Shop Information to the Thrift Shop Manager.
4. Responsible for sending "Thank you's" as requested by the board members.
5. Coordinates with board positions in preparing and distributing all correspondence upon the approval or request of the President.
6. Attends the Thrift Shop Advisory Board (TSAB) meeting as a non-voting member.
7. Shall ensure each Governing Board Member is registered with VMIS
  - (a) Shall ensure all HUI Members who volunteer for HUI activities are registered with VMIS and is the Official Point of Contact (OPOC)
  - (b) Shall coordinate recruiting of volunteers as needed for HUI activities
  - (c) Shall coordinate internal volunteer recognition for HUI
  - (d) Submits quarterly volunteer to 25<sup>th</sup> ID Volunteer Area Coordinator (VAC)

**G. TREASURER ~**

1. Assists President in all financial decisions for the Hui.
2. Disburses funds for authorized expenses of the Hui and maintains itemized financial records for at least seven years.
3. Keeps records of all income versus expenses following acceptable accounting practices.
4. Ensures all disbursements are paid in the current year before turning over the books to the next Treasurer, with the exception of approved scholarships.
5. Provides financial statements monthly to be reconciled by the President.
6. Maintains a checking account with the President and/or 1<sup>st</sup> Vice-President as authorized co-signer(s). Two signatures are required per check to fulfill the bonding requirements.
7. Prepares a dated Treasurer's Budget Report to be presented and approved at each monthly Governing Board Meeting. This report is to be electronically distributed to Governing Board members at least two days prior to this meeting for their review.
8. Is a voting member of the Welfare and Scholarship Committee(s).
9. Reviews the accounting procedures of the Thrift Shop on a monthly basis to ensure compliance with bonding requirements.
10. Prepares the annual Federal Tax return for Organization Exempt from Income Tax and submits completed form to the State within the time requirements (five months after accounting period ends-this is due by October 15).
11. Prepares all Hawaii General Excise Tax (GET) forms and submits necessary payment monthly to state agency according to State Law. The General Excise Tax payment should be reconciled at the end of the fiscal year.
12. Ensures the Hui financial records are complete and in order for annual audit to be performed by a qualified, disinterested party directly upon the closure of all financial responsibilities or in the event the Treasurer vacates the position. An annual audit is required to fulfill the bonding requirements.
13. At the beginning and end of the Board year or as necessary during the year, collects one (1) copy of the inventory of Decoration's, Hui Logo's, Hui Property and Ways & Means for verification.
14. Ensures bonding is current for positions of President, 1<sup>st</sup> Vice President, Treasurer, Thrift Shop Manager, Thrift Shop Bookkeeper and Thrift Shop Cashier(s).
15. Chairs the Budget Committee once per year and as necessary. (See *Budget Committee* in Policies & Procedures, section B, #1).
16. Pays all Hui bills to include insurance, post office box, and copier.
17. As necessary at the request of the President, acts as financial manager for any 25<sup>th</sup> ID welcome/farewell for the Command Group spouses of 25<sup>th</sup> Inf Division, (CG, DCG's, COS, and DSCM) (See Policies and Procedures, section F, attachment #11)
18. As necessary at the request of the President, oversees the Tropic Lightning Welcome and Farewell Fund. (See Policies and Procedures, section F, attachment #11)
19. Attends the Thrift Shop Advisory Board (TSAB) meeting as a voting member.
20. Oversees the Tropic Lightning Museum donation box.
21. All job related materials (i.e. software) shall be given to successor at the joint Governing Board Meeting in May.

**Article III**

**APPOINTED POSITIONS**

*Section 1: DUTIES AND RESPONSIBILITIES OF THE APPOINTED POSITIONS~*

**A. General Duties of the Appointed Positions:**

1. Attends monthly Governing Board Meetings.
2. Is a voting member of the Governing Board unless stated otherwise in the respective job description.
3. Submits monthly report to President and Recording Secretary at the monthly board meetings. (See form in Policies and Procedures, section F, #3)
4. Ensures that all correspondence is reviewed by the Corresponding Secretary or President before being distributed.

5. Submits in April, three copies of an After Action Report to the Recording Secretary. (See Policies and Procedures, F, #14)
6. Is encouraged to volunteer at the Thrift Shop four hours per month.
7. Shall assume any duties deemed necessary by the President.

B. ACTIVITIES and HOSPITALITY CHAIR ~

1. The Activities Chair will provide an opportunity for members to sign-up for activities and clubs at the Super Sign-up event. Leaders for each activity will be solicited from the general membership.
2. Ensures that there is a *Communities Unaffiliated Units* or “*Stray Cats*” activity group and that the leader of this group disseminates all community related information to its members and promotes upcoming “*Stray Cats*” events.
3. Notifies the 2<sup>nd</sup> Vice-President of the need for additional tables at Hui luncheons to facilitate Hui activities sign-up.
4. Ensures that up-coming activity club events are advertised to members in the *Hui Lei* and/or at monthly meetings (luncheons).
5. Coordinates with the various activity leaders and notifies the Membership Chair of any one-time guests who attend the activities so that a Letter of Invitation and a membership application can be sent to them or may ask them to please view the Hui Website in order to submit their membership application if they would like to join the Hui. (See Policies and Procedures, F, #2 and #6)
6. Oversees the “welcoming” of members and guests at general membership day/evening events. Guests may be welcomed with a small token such as shell lei and new members may be presented with a gift bag.
7. Coordinates a group of greeters to welcome people at the entrance of Super Sign-Up Night event and to respond to questions.
8. The committee coordinator for this position is the 2<sup>nd</sup> Vice President.

C. DECORATIONS CHAIR~

1. Responsible for decorating tables with centerpieces for lunch/dinner events. Centerpieces should be coordinated with the 2<sup>nd</sup> Vice President according to the program or season.
2. As necessary at the request of the President, Assists or advises the Welcome/Farewell Spouses Planning Committee concerning decorations for the welcomes/farewells of Command Group Spouses of the 25<sup>th</sup> ID (CG, DCG’s, COS and DCSM). (See Policies and Procedures, section F, attachment #11)
3. Determines how table decoration will be given away when Hui funds have been used to purchase decorations.
4. Maintains and holds keys/combination for Hui decorations cabinets.
5. Provides an inventory of Hui items used for decorating to the Treasurer at the end and beginning of the Hui year or as needed during the year.
6. The committee coordinator for this position is the 2<sup>nd</sup> Vice President.

C. FUNDRAISING CHAIR~

1. Presents to the Governing Board for approval (no later than the September board meeting) a plan of ideas/projects for charitable/welfare fundraising for the year.
2. Recruits, coordinates and chairs a committee responsible for all Hui fundraising activities. The committee will be made up of individual event/special project chairpersons who will recruit and chair their own committees as deemed necessary/desirable. Subcommittees may include budget, decorations, entertainment, publicity, contests, donations, or ticket sales.
3. Acts as a liaison between the special project/event chairpersons and the Governing Board for purposes of any financial or logistical support necessary to successfully execute the event. Responsible for ensuring complete and current communication between the Governing Board and the subcommittees.
4. Solicits and submits in May to the Recording Secretary, three copies of the After Action Report from each of the special project/event chairpersons. This report will include a projected budget for the following year and all other duties performed by the Fundraising Chair and the subcommittees not specifically listed in the By-Laws. Reports should be written and submitted to the Fundraising Chair within 30 days of the conclusion of each special project/event.
5. The committee coordinator for this position is the 1<sup>st</sup> Vice President.

D. HISTORIAN ~

1. Responsible for taking photos at all official Hui functions and Hui sponsored events (e.g. luncheons, dinners, fund-raisers and any community sponsored welcomes and farewells).
2. Prepares and assembles three photo albums for the Hui President, Honorary President and Hui archives. The archives photo album should include, but is not limited to, monthly minutes, pictures of each event, the names of members in each photo, invitations, flyers, *Hui Leis*, and thank you notes. The archive photo album will be permanent property of the Hui.
3. Labels and stores all photographic data.
4. Maintains and purchases photographic supplies from Hui designated budget.
5. The committee coordinator for this position is the 1<sup>st</sup> Vice President.

F. *HUI LEI* ADVERTISING CHAIR~

1. Responsible for soliciting advertisements for the monthly membership publication, *Hui Lei* and any related Hui special events publication such as Tour of Homes or Hui Members' Directory. (See Policies and Procedures Section F, #8)
2. Submits all advertising on a disk or print ready to *Hui Lei* Editor or Layout Editor by predetermined deadlines.
3. Responsible for billing and collection of all advertising fees.
4. Provides mailing labels to *Hui Lei* Distribution Chair as coordinated.
5. Is a voting member of the Budget Committee.
6. The committee coordinator for this position is the *Hui Lei* Editor.

G. *HUI LEI* DISTRIBUTION CHAIR~

1. Coordinates with Editor to determine when printing of the *Hui Leis* is complete.
2. Coordinates with the Treasurer to obtain the check to pay for printing of the *Hui Leis*.
3. Coordinates with the printer to pick up the *Hui Leis*.
4. Coordinates with Membership and *Hui Lei* Advertising to obtain the labels for the *Hui Leis*.
5. Applies labels and mails *Hui Leis* using the bulk mail system for Non-Profit Organizations.
6. Mails annual Hui Directories using the bulk mail system for Membership and mails all other bulk mailing for the Hui.
7. Coordinates payment for bulk mailing with Treasurer.
8. Members are responsible for providing any changes of address to ensure timely delivery of *Hui Lei*.
9. The committee coordinator for this position is the *Hui Lei* Editor.

H. *HUI LEI* EDITOR ~

1. Responsible for all facets of publication of the *Hui Lei*. The *Hui Lei* will include publicity on Hui activities and actions by the Governing Board and any other information pertinent to the membership.
2. May recruit and chair a committee to write, edit, work on graphic design, layout, proof and all other functions deemed necessary for the successful production of a quality publication.
3. Coordinates with *Hui Lei* Advertising Chair to determine advertisement layouts.
4. Coordinates with *Hui Lei* Distribution Chair for timely delivery.
5. All job related materials (i.e. software) shall be given to successor at the joint Governing Board Meeting in May.
6. The committee coordinator for this position is the 1<sup>st</sup> Vice President.

I. HUI LOGO ITEMS CHAIR~

1. Audits and signs for the inventory of LOGO items from previous year's Board at the beginning of the new Board year and submits verification to the Treasurer.
2. Raises monies that contribute to the Operating Fund of the Hui.
3. Sets up and runs the Hui LOGO table at various events (luncheons, dinners, craft fairs, etc).
4. Provides the Treasurer a signed receipts voucher, inventory of items sold, and the monies received at the end of each function.
5. Makes purchases as necessary. No inventory items should be inscribed with a date that would cause it to become obsolete. (e.g. dated Christmas ornaments).
6. Maintains an up-to-date inventory of items on hand. Provides a copy of the complete inventory to the Treasurer at the beginning and the end of the Hui year or as needed during the year.
7. The committee coordinator for this position is the Ways and Means.

J. HUI PROPERTY CHAIR~

1. Audits and signs for the inventory of the Hui property to include Thrift Shop's business related property from last year's Board at the beginning of the new Board year and at the end of the Hui year or as needed during the year and submits audits to the Treasurer.
2. Keeps an up-to-date inventory of all Hui property to include serial numbers. Responsible for all hand receipts, maintenance, and disbursement of Hui property (e.g. silver and crystal, laminator, tents, tables, etc.) See Policies and Procedures, section F, #15 for lending form.
3. Responsible for the maintenance and ordering of supplies for the Hui copier.
4. The committee coordinator for this position is the 1<sup>st</sup> Vice President.

K. MEMBERSHIP CHAIR ~

1. Membership Chair is authorized a co-chair, at the President's discretion, to share the responsibilities of the position.
2. Responsible for the distribution of Membership information and processing of that information.
3. Accountable for the collection of Membership dues to be turned in to the Treasurer with proper documentation.

4. Designs, compiles, prints and coordinates the reproduction of the annual Hui Membership Directory. Deadlines for the publication of the Membership Directory should be determined by the Governing Board over the summer months, but should be no later than November of the Membership year.
5. Provides name tags of the general membership for Hui functions. The Reservation Chair will store these after each luncheon.
6. Prints mailing labels for the *Hui Lei* Distribution Chair monthly.
7. Shall maintain a current membership file to include updating the e-mail distribution list as needed and e-mailing at the request of the President.
8. All job related materials (i.e. software, labels, etc) shall be given to successor at the joint Governing Board Meeting in May.
9. The committee coordinator for this position is the 1<sup>st</sup> Vice President.

#### L. PARLIAMENTARIAN ~

1. Oversees and advises the Governing Board and the general membership on voting and parliamentary procedures in accordance with the Constitution, By-Laws, and Policies and Procedures as guided by *Robert's Rules of Order-Newly Revised*.
2. Chairs a committee to review the Constitution and By-laws every two (2) years in accordance with applicable Army regulations. (See *Constitution and By Laws Review Committee* in Policies and Procedures, Section B,#2)
3. Oversees the Hui Nominating Committee each year. (See Article IV of the Constitution)
4. Is a non-voting member of the Governing Board.
5. Attends the Thrift Shop Advisory Board Meeting as a non-voting member.
6. The committee coordinator for this position is the President.

#### N. PUBLICITY CHAIR~

1. Publishes announcements of Hui fundraising events in the Hawaii Army Weekly, MWR Discovery, Channel 2, and in any other suitable media to include the Webmaster for the Hui.
2. Publishes luncheon announcements/programs and news of the Hui in the *Hui Lei*, Hawaii Army Weekly, MWR Discovery, Channel 2, and in any other suitable media.
3. Publishes requests and deadline information on behalf of the Welfare and Scholarship Chair(s).
4. Keeps a historical file of any and all Hui publicity for activities and events (e.g. programs, ad layouts, flyers etc.).
5. The committee coordinator for this position is the 1<sup>st</sup> Vice President.

#### O. RESERVATIONS CHAIR ~

1. Reservations Chair is authorized a co-chair, at the President's discretion, to share the responsibilities of the position.
2. Responsible for updating and printing a Reservation Policy letter including opportunity to request permanent luncheon reservations. This will be distributed at the Super Sign-up Event and at subsequent Hui luncheons/events. (See attachment in Policies and Procedures Section F, #4)
3. Accepts reservations for Hui events.
4. Submits the reservation and no-show policy to the *Hui Lei* Editor one month prior to the event for publication in the *Hui Lei*.
5. Turns in reservation/meal count to the 2<sup>nd</sup> Vice-President as required.
6. Informs the 2<sup>nd</sup> Vice-President of VIPs and/or special guests.
7. Ensures nametags are available at Hui events and collects them for storage until the next event. (nametags are made by the Membership Chair)
8. Gives the count of actual reservation attendance and the number of walk-ins to the Treasurer to ensure proper payment. Turns over all monies collected to the Treasurer at the conclusion of the event with the proper documentation (e.g. Reservations form, Cash Receipts Voucher, etc.).
9. Sends out collection letters (See Policies and Procedures section F, #5) to those that reserved a place at a Hui luncheon or event, but did not attend or cancel.
11. Notifies the Membership Chair of any guest in attendance who is eligible to join the Hui so that a Letter of Invitation and a Membership Application can be sent to them. (See Policies and Procedures, F, #2 and #6)
12. The committee coordinator for this position is the 2<sup>nd</sup> Vice President.

#### P. SCHOLARSHIP CHAIR ~

1. Hui O' Na Wahine Merit Scholarships can be funded through private companies, beneficiaries and/or fundraising.
2. Coordinates and assembles materials, applications, and committees for the Hui O' Na Wahine Merit Scholarship Program.
3. Submits scholarship information to the Publicity Chair, including but not limited to; dates of packet availability, deadlines, and the point of contact for additional information.
4. Makes available the scholarship application packets (e.g. High School Counselors office, commissary, Army Community Services, Sgt. Yano Library, Hui Thrift Shops, etc.) at the beginning of January.
5. Chairs a committee responsible for the selection of scholarship recipients from high school seniors and Hui members and/or their family members. (See *Scholarship Committee* in Policies and Procedures Document section B.)
6. Ensures that scholarship applicants meet the following criteria:

#### HIGH SCHOOL SENIORS:

- Must be a family member of a Hui member in good standing.
  - (1) If joined prior to 31 December of that membership year then they may apply for a Scholarship with no application fee.
  - (2) If joined after 31 December of that membership year and paid the half price membership fee then they may apply for a Scholarship but a \$15.00 application fee will apply.
- Must be a graduating high school senior or have graduated within the past two years and have NOT YET attended college, business or trade school,
- Must attend an accredited college, business or trade school within the next academic year,
- Must have a cumulative grade point average (GPA) of 3.0 or higher,
- Must not have accepted ANY 4-year scholarship (military academy appointment, ROTC, athletic scholarship or the like).

#### HUI MEMBER/FAMILY MEMBER:

- Must be Hui members, or their family member, in good standing.
  - (1) If joined prior to 31 December of that membership year then they may apply for a Scholarship with no application fee.
  - (2) If joined after 31 December of that membership year and paid the half price membership fee then they may apply for a Scholarship but a \$15.00 application fee will apply.
- Must be currently enrolled in an accredited college, business or trade school with a minimum of six (6) credit hours per semester or its equivalent, and
- Must have a cumulative grade point average (GPA) of 3.0 or higher.

7. Criteria for the scholarship applicants shall be based, in order, upon the following:  
**High School Senior:** 1) Academic merit, 2) Extra-curricular activities, 3) Community Service, 4) Personal essay, 5) Contribution to the local Oahu community, 6) References.  
**Continuing Education:** 1) Academic merit, 2) Community Service, 3) Personal essay, 4) Contribution to the local Oahu community, 5) References.
8. Submits scholarship recipients' names to the *Hui Lei* Editor for publication.
9. Ensures that previous Hui O' Na Wahine Merit Scholarship recipients are not accepted for consideration.
10. Scholarships will be awarded at the May Scholarship/Welfare dinner event. Scholarship Chair purchases flower leis for each recipient and notifies the Reservation Chair of the number of meals necessary for each recipient and their guests. Hui pays for the meal of the Scholarship recipient plus one guest.
11. The scholarship check, made out to the recipient's academic institution, will be given directly to the recipient at the scholarship dinner. It is the recipient's responsibility to ensure that the check goes to the correct office at their academic institution. If the recipient does not enroll in the academic institution in the fall semester, the money will be returned to the Hui.
12. Is a voting member of the Welfare Committee.
13. The committee coordinator for this position is the 1<sup>st</sup> Vice President.

#### Q. THRIFT SHOP LIAISON ~

1. Appointed by the Hui President with the concurrence of the Honorary President.
2. Works as liaison for the Hui O' Na Wahine Thrift Shop on Schofield Barracks.
3. Acts as the liaison between the Governing Board, the Thrift Shop Advisory Board (TSAB) and the Thrift Shop employees/volunteers.
4. Acts as the point of contact between the Thrift Shop employees/volunteers in the absence of the Thrift Shop Manager.
5. Co chairs, with the Hui President, the TSAB meetings and is a voting member.
6. Determines the material to be publicized with the Thrift Shop Manager. Coordinates with the Publicity Chair to write/submit publicity releases on a regular basis (*Hui Lei*, Hawaii Army Weekly, MWR Discovery, Channel 2, and in any other suitable media).
7. Submits Thrift Shop information via e-mail to the Hui President for publication in the Spouse Information Newsletter. This information must comply with the established format and all designated deadlines.
8. Coordinates date, time, and place of the TSAB meeting and notifies TSAB members of this information as a reminder.
9. Interviews applicants for Thrift Shop positions in conjunction with the President, one (1) Honorary Officer/Advisor, and Thrift Shop Manager; unless hiring for Manager Position.
10. Maintains a current file of the Thrift Shop Standard Operating Procedures (SOP)/job descriptions. Responsible for ensuring that all new employees of the Thrift Shop receive a copy of the SOP/job description. Ensures that employees read and sign a copy of the Employment Agreement. Keeps signed copies of the Employment Agreement for each employee on file in the Thrift Shop.
11. Ensures that the Thrift Shop SOP, job descriptions, Employment Agreement and other official policies and documents are reviewed annually. Any revisions to these should be brought before the TSAB for approval. Also ensures that these revisions are consistent with the Hui O'Na Wahine's Constitution, By-Laws, and Policies and Procedures.
12. Coordinates a Thrift Shop Volunteer Appreciation ceremony annually to formally thank volunteers.

13. Follows established volunteer procedures for volunteer recognition of Thrift Shop Volunteers. Submits Volunteer of Merit justification to Hui President for final approval.
14. Notifies the 2<sup>nd</sup> Vice-President of any tables needed at Hui events to promote the Thrift Shop (e.g. Fall Membership and Activities Sign-up, Hui luncheons, etc.).
15. Ensures DPW Real Estate safety packet is renewed annually. ( traditionally in February)
16. The committee coordinator for this position is the 1<sup>st</sup> Vice President.

R. VENDOR CHAIR~

1. Organize the Super Sign-up Membership and Activities event with the Second Vice President. Event will include: membership sign-up for the new Hui year, a member activity sign-up, vendor tables, information tables, and door prizes.
2. Contacts vendors in advance of Hui luncheons/events and assigns them a table. Collects vendor's table fees and gives the money to Treasurer at the end of each event with a signed Receipts Voucher.
3. Coordinates and collects door prizes from vendors. Responsible for selling opportunity tickets for door prizes with the assistance of the Corresponding Secretary.
4. Notifies the 2<sup>nd</sup> Vice-President of the number of vendor tables needed prior to the reservation deadline. Coordinates with Reservations Chair for number of vendor meals needed prior to the reservation deadline.
5. The committee coordinator for this position is the 2<sup>nd</sup> Vice President.

S. WAYS AND MEANS CHAIR~

1. Ways & Means is authorized a co-chair, at the President's discretion, to share the responsibilities of the position.
2. Raises funds that contribute to the Operating Fund of the Hui.
3. Makes purchases as necessary. No inventory items should be inscribed with a date that would cause it to become obsolete, (e.g. dated Christmas ornaments).
4. Property will be maintained at the Ways & Means Chair's home and/or the Hui Thrift Shop.
5. Responsible for the Ways & Means table at functions (lunches/dinners, craft fairs, and as required)
6. At the beginning of the board year, audits the inventory of Ways & Means from the last year's Board and submits audit and verification to the Treasurer. Also submits audit of inventory at the end of board year or as needed during the year to the Treasurer.
7. Maintains an inventory of items on hand. Presents to the Governing Board a selection of possible items for review. Makes purchases, based on the recommendations of the Governing Board, within budget constraints.
8. Provides the Treasurer a receipts voucher, inventory of items sold and the cash/checks received at the end of each function.
9. Sells inventory on a wholesale basis when gift is to be presented at a Hui event.
10. Is a voting member of the Budget Committee.
11. The committee coordinator for this position is the 1<sup>st</sup> Vice President

T. WELFARE CHAIR~

1. Hui O' Na Wahine Welfare monies can be funded through private companies, beneficiaries and/or fundraising.
2. Coordinates with the Publicity Chair for advertising to community organizations (e.g. Spouse Information Newsletter, *Hui Lei*, Hawaii Army Weekly, MWR Discovery, Channel 2, and in any other suitable media) the the availability of the Welfare Grant Request Form (see Policies and Procedures F,#10) and the deadline for applying for Welfare grants.
3. Accepts all requests for welfare funds to be disbursed in May. However, throughout the board year, the welfare committee has the discretion to consider time sensitive requests. Special requests approved by the welfare committee for full or partial funding will be presented to the Governing Board for approval and disbursement.
4. Chairs a committee responsible for the selection of Welfare distributions (See *Welfare Committee* in Policies and Procedures, section B, #4).
5. Prepares packets for the Welfare Committee members to review before their meeting. The packets consist of copies of the request letters and the budget.
6. Contacts the organization if more information or clarification is needed.
7. Presents the Welfare Committee's recommendation packets to the Governing Board for a vote (must be accepted as a packet or denied as a packet).
8. Receives the signed checks from the Treasurer upon the approval of the Welfare packet. Mails letters of approval along with an invitation to attend and accept the check at the May Scholarship/Welfare event. The letter, printed on Hui stationery, will include reservation and meal payment procedural information. If recipient is unable to attend, the Welfare Chair mails the check and congratulatory letter.
9. Mails letters of denial to Welfare applicant on Hui stationery obtained through the Corresponding Secretary.
10. Submits a list of the Grant Recipients for publication in the May *Hui Lei*.
11. Shares with the Governing Board Thank-you letters from organizations that received welfare funds and gives notes to the Historian.
12. Is a voting member of the Scholarship Committee.
13. The committee coordinator for this position is the 1<sup>st</sup> Vice President.

U. WEBMASTER~

1. Limits website to Hui O' Na Wahine events and information
2. Coordinates with appropriate positions to post monthly Hui events and programs
3. Applications should be posted on the website (e.g. Membership, Scholarship, Welfare, and others as needed)
4. Thrift Shop information should be posted and kept up to date.
5. Dated material must be removed in a timely manner.
6. HUI Website must be updated as needed and remain current.
7. Must follow Post regulations regarding Websites.
8. The committee coordinator for this position is the 1<sup>st</sup> Vice President.

**Article IV**

**SPECIAL RULES OF ORDER**

During Governing Board meetings, once the Parliamentarian has established a quorum (two-thirds of the members of the Governing Board), the quorum will continue throughout the meeting, thus allowing business to be conducted even if a member of the quorum leaves the meeting. All votes pass with the majority of the quorum to be successful.

**Article V**

**THRIFT SHOP ADVISORY BOARD (TSAB)**

*Section 1: PURPOSE ~*

The 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 Thrift Shop is dedicated to serving the Army community by selling serviceable goods to generate revenues that are to be used for funding the welfare/scholarship programs of the Hui.

*Section 2: GENERAL ~*

- A. The operation of the Thrift Shop and administration of the Thrift Shop policies are the responsibilities of the Manager, functioning under the supervision of the TSAB and the Thrift Shop Liaison.
- B. Article VI, Financial Administration, Section 1 of the Hui O' Na Wahine Constitution and Article V, Thrift Shop, Schofield Barracks, Hui O' Na Wahine By-Laws govern the operation.
- C. The Thrift Shop is located in building 2107, Schofield Barracks.
- D. The objective of the Thrift Shop is to provide a convenient and reliable service for the sale, purchase and donations of used merchandise belonging to the following: military personnel (active and retired), their family members, and any civilian who possesses an authorized government identification card.
- E. The Thrift Shop is open to the public on a cash basis.
- F. The Hui O' Na Wahine Thrift Shop should not be used as a resale location for items purchased at yard sales, flea markets, swapmeets, etc. with the intent of resale as consignment.

*Section 3: ADMINISTRATION ~*

- A. The TSAB will meet every 6 months or within a minimum of 6 months or as necessary and consists of the following members:
  1. Hui Honorary President (non-voting member)
  2. Hui Honorary Vice President (non-voting member)
  3. Hui Honorary Advisor(s) (non-voting members)
  4. Hui President or designated representative (voting member)
  5. Hui 1<sup>st</sup> Vice-President ( voting member)
  6. Hui 2<sup>nd</sup> Vice-President (non voting member)
  7. Hui Treasurer (voting member)
  8. Hui Corresponding Secretary (non voting member)
  9. Hui Recording Secretary (non-voting member)
  10. Hui Thrift Shop Liaison (voting member)
  11. Thrift Shop Manager (voting member)
  12. Thrift Shop Bookkeeper (non-voting member)
  13. Thrift Shop Cashier (non-voting member)
  14. Thrift Shop Consignment supervisor (non-voting member)
  15. Thrift Shop Donations supervisor (non-voting Member)
  16. Representative of the USAG-Oahu (non-voting member)
  17. Parliamentarian (non-voting member)
- B. The Thrift Shop Liaison will ensure there is an agenda for the meeting and will serve as co-chair with the Hui President or designated representative.
- C. The TSAB will be responsible for the overall management and supervision of the Thrift Shop.
- D. The TSAB will recommend the hiring and or termination of employees, necessary for the efficient operation of the Thrift Shop, to the voting members for final approval.

- E. Authorization to spend funds, in excess of the approved annual budget, for necessary supplies and improvements required in the operation of the Thrift Shop will require prior approval by the TSAB.
- F. A proposed annual budget will be brought before the Hui O' Na Wahine Budget Committee.
- G. The Thrift Shop will be audited by an independent auditor not affiliated with the Thrift Shop at the end of each fiscal year and/or upon change of the Bookkeeper. The auditor cannot hold a position on the Hui Governing Board.
- H. Procedures, policies and job descriptions of employees and volunteers shall be reviewed annually and revised as necessary by the TSAB.
- I. Salaries will be determined by the TSAB. All new employees will sign, read and understand the Employment Agreement which is valid for a period of one (1) year and will only be renewed with the approval of the TSAB.
- J. Periodic Thrift Shop closures will be determined by the TSAB.

*Section 4: DISSOLUTION ~*

- A. In the event of the dissolution of the Thrift Shop, the Hui Governing Board will be responsible for the liquidation of any remaining assets and liabilities and the disposition of funds and property of the Thrift Shop.
- B. Publish advance notice of closing.
- C. Consignors will be advised that consigned merchandise not claimed by the proposed and announced closing date will be discarded.
- D. Disposition of funds and property shall be made only after the approval of the Commander, U.S. Army Garrison, Oahu.
- E. All liabilities and obligations will be settled and liquidated.
- F. All assets, property and equipment that can not be converted to cash will be donated to activities that are part of the Schofield Barracks Community.
- G. All residual cash assets will be transferred to the Hui Welfare Account.

**The above five articles of the By-Laws of the Schofield Barracks Women's Club "Hui O' Na Wahine" were revised and approved by the Governing Board on February 6, 2008.**

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**Charla Dumas, President, Hui O' Na Wahine**

Revisions made and approved by the Governing Board through February 2008 are also reflected in this copy of the by-laws.

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Paula Lundy, Parliamentarian, Hui O' Na Wahine