

2008
Policies and Procedures



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

Policies and Procedures

March 2008

A. General

These policies will be reviewed annually by the Parliamentarian and the Executive Board and presented to the Governing Board no later than the May Board Meeting for approval. No changes in these policies will be made without the approval of a majority of the Governing Board. Each member of the Governing Board will have an updated copy of these policies. The policies will also be made available to the membership upon request.

B. Specific Committee Guidelines:

(Please note that Nominating Committee Guidelines are found in Article IV of the Constitution)

1. BUDGET COMMITTEE

- a. The Budget Committee is chaired by the Treasurer and shall include the following positions: the President, 1st and 2nd Vice-President, *Hui Lei* Advertising, Fundraising, Ways and Means, and one Honorary Officer/Advisor.
- b. The Proposed Budget shall be submitted to the Board for approval at the first board meeting of the year (June).
- c. A revised budget may be submitted to the board for approval during the year as needed.
- d. The financial year for the Hui runs from June 1 through May 31.
- e. All Elected and Appointed Positions, and representatives shall operate within their individual budget allowances as approved by the Executive Board. Additional allowances must be approved by the Executive Board.
- f. A minimum of \$500 shall be carried forward in the Welfare/Scholarship Budget for the next year's Board. Additional sums may be reserved and granted at the discretion of the Executive Board. The Welfare/Scholarship Budget consists of monies from company donations, benefactors, fundraising activities and Thrift Shop revenue (traditionally it has been 70% for welfare and 30% for scholarship budget).
- g. A minimum of \$5,000 shall be carried forward in the Operating Budget for the next year's Board. Additional sums may be reserved and granted at the discretion of the Executive Board. The Operating Budget consists of all monies for appointed positions other than the welfare/scholarship Budget.

2. CONSTITUTION AND BY-LAWS REVIEW COMMITTEE

- a. The Constitution and By-Laws Review Committee is chaired by the Parliamentarian and shall include, but is not limited to: the President, one Honorary Officer/Advisor, the Treasurer, and three Active Hui members.
- b. This committee convenes every two (2) years in accordance with applicable Army regulations to review the Constitution, By-Laws and Policies and Procedures to ensure these documents accurately and effectively govern the Hui pursuant to its purpose as stated in Article 1, section 3.
- c. Any changes or revisions to the Constitution must be approved by the Governing Board and then by the General Membership. The Committee shall present proposed changes to the Governing Board no later than the February Board meeting so that the proposed changes and an accompanying absentee ballot can be published in the March *Hui Lei* with the general membership vote held at the March luncheon.
- d. Any changes to the By-Laws or Policies and Procedures must be approved by the Governing Board.
- e. All changes must be submitted for review to the Commander, US Army Garrison, Oahu.

3. SCHOLARSHIP COMMITTEE

- a. The Scholarship Committee is chaired by the appointed Scholarship Chair and shall include: the President one (1) Honorary Officer/Advisor, Treasurer, Welfare, and three Hui general members at large.
- b. The Scholarship Chair is a non-voting member.
- c. Applicants' packets are prepared so that the identity of the applicant is concealed. The packets are then distributed to the Committee prior to their meeting.
- d. Parents of students applying for the scholarship or members applying are ineligible to serve on the Committee.
- e. The Committee will determine the number of awards to be given, and their value, using the available Welfare/Scholarship funds.
- f. Award winners will be ranked based on: 1) Academic merit, 2) Extra-curricular activities (only for High School Senior applicants), 3) Community service, 4) Personal essay, 5) Contribution to the local Oahu community, and 6) References.
- g. Alternates will be selected, based on their ranking, in the event that a winner cannot accept the award.
- h. Selection and award amounts will be made by the Scholarship Committee. Award amounts can take into consideration part-time or full-time enrollment. Decisions of the Scholarship Committee are final.

4. WELFARE COMMITTEE

- a. The Welfare Committee is chaired by the appointed Welfare Chair, and shall include: the President, one (1) Honorary Officer/Advisor, Treasurer, Scholarship, and three Hui ACTIVE general members at large.
- b. The Welfare Chair is a non-voting member.
- c. Members of organizations applying for welfare funds must abstain if they have a vested interest in the outcome of the vote.
- d. The Welfare committee meets one week following the Welfare deadline to discuss and decide on the requests: to fully fund, to partially fund, or to deny funding.
- e. Recommendations are presented to the Governing Board for approval at the Board meeting or by an e-mail/telephonic vote.
- f. Funds may not be distributed without due process and consideration by the Welfare Committee.

C. Elected Board Position Procedures

(No elected board member shall serve simultaneously on other Military Spouse Club Boards)

1. President ~

- a. Authorizes a telephone vote or e-mail vote for expedition of a decision facilitated by the Parliamentarian. Results should be recorded in the following month's minutes.
- b. Attends monthly club and council meetings such as, but not limited to, Spouse Information, All Presidents, and Thrift Shop Advisory Board. The 1st Vice-President will represent Hui, if unable to attend.
- c. Plans the Hui's year with the Governing Board. Ensures events are coordinated on the Nehelani calendar and the Schofield Barracks master calendar in the G-3's office.
- d. Establishes a printing deadline and funding for the Hui Membership Directory. It should be available to members NLT November.
- e. Ensures all deadlines of the Governing Board are met.
- f. Ensures all committees of the Board are functioning as a team. Checks if anyone needs help or resources to aid their position.
- g. Ensures a webmaster volunteer is recruited to update the Hui O' Na Wahine website www.huionawahine.com as needed.
- h. Follows all Army Community Services (ACS) and Volunteer Management Information Systems (VMIS) procedures for the both quarterly and annual volunteer recognition of Hui Board members and ensures the Thrift Shop Liaison does the same for Thrift Shop Volunteers.
- i. Oversees the selection of the "Hui O' Na Wahine" Member of the Year Award. This award will be presented at the May Hui event.
- j. Maintains keys for all Hui assets.
- k. Serves as an active member of the Budget, Welfare, and Scholarship Committees.
- l. Submits a President's letter for publication in the *Hui Lei* as requested.
- m. Ensures that Hui information is submitted to the Garrison Commander's Office via e-mail for publication in the Spouse Information Newsletter by the designated deadline.
- n. Interviews applicants for Thrift Shop positions with the Thrift Shop Liaison, one Honorary Officer, and Thrift Shop Manager unless hiring for Manager Position.
- o. Signs for the Thrift Shop at the Real Property Branch of DPW.
- p. Ensures that the Policies and Procedures are reviewed by the Executive Board in April, so that any revisions can be presented at the May Governing Board meeting for approval. This will ensure the new Hui board has accurate Policies and Procedures for the coming Hui year.
- q.. In June, writes a letter to the Wahiawa Post Office informing them of the people authorized to pick up mail.
- r. In November, coordinate as requested with the USAG-Oahu and the Decorations chair for the placement of the Hui Christmas card sign.
- s. Provides information as requested to the Welcome/Farewell Spouses Planning Committee for after action reports following each Welcome/Farewell event. (See Section F, # 11 below)
- t. The Point of Contact for the Welcome/Farewell Spouses Planning Committee is the Division Chief of Staff's spouse or designee.

2. 1st Vice President ~

- a. Reserves room for monthly Board meetings and arranges for refreshments at Hui Board meetings.
- b. Coordinates and purchases an appreciation memento for the President. (See Section E below)
- c. Serves as Hui Representative at Nehelani Council Meetings.

3. 2nd Vice President ~

- a. Coordinate with the Treasurer the purchase of the guest speaker's flower lei, gift, and payment of services and/or cost of meal when applicable at Hui Events.
- b. Serves as Nehelani Club liaison for Hui events to include:
 1. Coordination of menus
 2. Starting and ending times of an event
 3. Serving times of meals
 4. Turns in attendees count to Nehelani from Reservation Position and an additional 10% for walk-ins.
 5. Provides number of tables requested to Nehelani (to include attendees, projected number of walk-ins, vendor tables and Hui tables as required).
 6. Notifies Nehelani of special requests for particular functions and napkin color.
 7. Notifies the Nehelani if a bar, cocktail waitress, or wine set-up is needed.
 8. Informs Nehelani of items program or guest speaker may need, such as podium, stage, lighting, microphone, CD player, etc.
- c. Arranges the greeting and seating of special guests and VIPs. Informs President when special guests and VIPs will be attending Hui events.
- d. Informs Decorations Chair of the number of tables at events so she can plan the number of centerpieces needed.
- e. Informs the Treasurer of attendees at Hui events to ensure accurate payment.
- f. Arranges for an invocation at Hui events as needed.
- g. Provides *Hui Lei* staff event particulars (menu, price, time) prior to publication deadline.
- h. Submits the guest speaker biography and program information to the *Hui Lei* editor, the Publicity Chair, the Historian, and the President at least one month prior to event.
- i. Writes a Thank You note on behalf of the Hui to each guest speaker within one week of the event.
- j. Refers to Joint Ethics Regulation (JER) DoDD 5500-7R for guidance when purchasing gifts for senior spouses. The office of the Staff Judge Advocate is the POC concerning this regulation. (See Section F, #12 below)

4. Recording Secretary ~ none

5. Corresponding Secretary ~

- a. Responsible for sending a birthday card to all Governing Board members and for sending cards and/or flowers to board members for condolences upon the death of a loved one.
- b. Attends ACS/Volunteer Management Information System (VMIS) meetings.
- c. Acts as the Point of contact for the Hui with the VMIS.
- d. Assists the Vendors Chair with the sale of opportunity tickets at all Hui events.

6. Treasurer ~

- a. Collects all Hui monies and completed receipt vouchers with proper documentation for all Hui events, and deposits funds into the Hui checking account.
- b. Uses a Disbursement Voucher to record expenses, attaching all receipts.
- c. Provides a quarterly financial report for the general membership to view (e.g. through publication in the *Hui Lei*, published fliers, briefing at a general meeting etc.)
- d. Prepares a monthly General Excise Tax (GET) form and, after receipt of the Thrift Shop excise tax check, writes and submits combined check and tax form to state agency. Preparation of tax return cannot be done until Thrift Shop has closed their monthly books. Pays excise tax on gross revenue for the Thrift Shops' sales, Ways and Means' sales, special project revenues, all fundraising dollars and *Hui Lei* advertising revenues. Donations and Membership dues are NOT excised
- e. Prepares the annual General Excise Tax Reconciliation and submits annual form along with the May Excise Tax check.
- f. Provides a dated monthly Treasurer's Report to members of the Governing Board. This shall be distributed electronically at least two days prior to the board meeting.
- g. Responsibilities for the Tropic Lightning Museum donation box include; collecting and depositing donations monthly, replenishing petty cash as needed (\$100), keeping a general ledger of income versus expenses related to these activities, and maintaining their checkbook.
- h. As necessary at the request of the President, provides a cost sheet of expenses associated with any 25th ID welcome/farewell to the Welcome/Farewell Spouses Planning Committee for each event's After Action Report. The President is the Hui's representative with this committee.
- i. The Hui's Federal Tax status is 501(c)(4) – a "social welfare organization" This means we are a non-profit organization that files the appropriate 990 Federal Tax form annually. Donations to our organization are not tax deductible. We do not have to disclose our exemption status when soliciting donations unless our organization exceeds \$100,000 of annual revenue.

D. Appointed Position Procedures

(No appointed board member shall serve simultaneously on other Military Spouse Club Boards)

1. Activities and Hospitality Chair ~

- a. The activities available for members may include, but are not limited to: Beach Brigade, Bowling, Bunko, Book Club, Gourmet Cooking Club, Golf, Tennis, Mom & Tots, Movie Time, Out-to-Lunch Bunch, Quilting Gang, and Hiking Club.
- b. Note that activity leaders cannot use the activity group as a forum for a home business or personal profit. (i.e. Creative Memories Consultant running scrapbook club and selling products)

2. Decorations Chair~

- a. Informs the 2nd V.P. of napkin color choice.
- b. Reviews Hui's annual Christmas card in the fall to ensure the necessary improvements or adjustments are completed. Responsible for the set-up and take down of the Hui's annual Christmas card on Macomb Road in December.

3. Fundraising Chair~

- a. Examples of fundraising possibilities include, but are not limited to, Basket Auction, Craft Fair, Tour of Homes, *Make it, Bake it, Sew it, Fake it* Auction, and Casino Night. Subcommittees may include budget, decorations, entertainment, publicity, contests, donations, or ticket sales.

4. Historian ~ None

5. Hui Lei Advertising Chair~

- a. Billing will be completed monthly and all proceeds will be turned in to the Treasurer for deposit.
- b. Complies with all Army regulations regarding corporate solicitation in Hui Publications.

6. Hui Lei Distribution Chair~ None

7. Hui Lei Editor ~

- a. Meets with the President over the summer to decide the specific deadlines for *Hui Lei* submissions and maintains a constant deadline for submission of materials to be published.
- b. Will be the liaison between the Governing Board and the printing company chosen to produce the *Hui Lei*.
- c. Coordinates with the President to determine the date of production for the *Hui Lei* to be distributed prior to the Super Sign-up and orders 550 copies of the September *Hui Lei* for the mass distribution before and during Super Sign-up Night.
- d. Coordinates with the Historian on material submitted for the *Hui Lei*.

8. Hui Logo Items Chair~

- a. Hui Logo items sold can include, but are not limited to, Mugs, Polo Shirts, Hats, Glass Candy Jars, etc. Partial inventory will be stored at the Schofield Barracks Thrift Store with the remaining inventory at the chair's home.
- b. Provides the Treasurer a signed receipts voucher, inventory of items sold, and the cash/checks received at the end of each function.
- c. 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).
- d. Maintains an up-to-date inventory of items on hand and makes purchases as necessary.
- e. Raises monies that contribute to the Operating Fund of the Hui.

9. Hui Property Chair ~

- a. Sets appointments for Hui members to borrow Hui property.
- b. Holds keys to the Hui Property storage areas.
- c. Provides Hui property for Hui sponsored events in coordination with event chairs.

10. Membership Chair ~

- a. Updates the Hui Membership Application for the year. (See Policies and Procedures section F,#2)
- b. Submits a copy of the new Hui Membership Application to the *Hui Lei* Editor for the September issue. The Membership Chair will ensure new members are aware their signature on the application indicates personal liability in the event of dissolution as per Article IX of the Constitution (dissolution policy).
- c. Maintains an up-to-date Hui membership database, which includes all information listed on the Membership Application.
- d. Communicates with the Reservations Chair and maintains a confidential list of members "not in good standing" so that these members do not receive a *Hui Lei*, borrow Hui Property or apply for scholarships until their status is returned to "in good standing."

- e. Coordinates with the *Hui Lei* Editor for publication of new member's data or updates to current members data.
- f. Compiles a list of all members' birthdays and submits them to the *Hui Lei* Editor each month to be published in that month's *Hui Lei*.
- g. Maintains a database of the Hui general membership volunteers, to be given to various committees in need of volunteers.
- h. Sets up a table at Hui events for the purpose of signing up new members.
- i. After gaining approval from the President, mails out letters of invitation and membership applications to join the Hui to eligible guests as requested. (See Policies and Procedures, section F, #2 and #6)
- j. Displays a current copy of the Constitution, By-Laws, and Policies and Procedures at the Super Sign-up Event and at the monthly meetings (luncheons) for members to review.

11. Parliamentarian ~

- a. Ensures that each ACTIVE member casts only one vote, either in absentia or in person.
- b. Prepares proposed amendments to the Constitution, By-Laws, and Policies and Procedures for the Governing Board and General Membership meetings.
- c. Takes roll call at Governing Board meetings to determine that a 2/3rds quorum is present.
- d. Notifies the 2nd Vice President of the need for tables at luncheons (e.g. voting on elected Hui positions, display of Constitution, etc.)
- e. Performs all visual, written, absentee, e-mail and/or phone votes as directed by the President. Provides voting sheets and sets a time limit for voting. (See section F, #16 and #17 for sample ballot forms)

12. Publicity Chair~ none

13. Reservations Chair~

- a. Notifies President, Membership Chair, Treasurer, and Property Chair if a member does not pay for a missed luncheon within one month of written notification. The member is flagged as "not in good standing" and does not receive a Hui Lei, cannot borrow Hui Property, or apply for a Hui Scholarship until "in good standing" status is resumed.

14. Scholarships Chair ~

- a. In January, coordinates with the President to send letters requesting donations for the scholarship/welfare funds. (Gen. (R) Fred Weyand, First Command Financial Services and others as appropriate)
- b. Clear list of applicants with the Treasurer and the Membership Chair to verify that member is in good standing before forwarding packets to Scholarship Committee.

15. Thrift Shop Liaison ~ none

16. Vendor Chair~

- a. The non-profit organizations invited to put up displays/tables at the Super Sign-Up event include, but are not limited to: American Red Cross, Army Community Service, Army Family Team Building (AFTB), Chapel, Child Development Services, Family Fitness Center, Family Support Group Resource Center, Health Clinic, Joint Women's Conference, Mayor's of post housing, Protestant Women of the Church (PWOC), Scouts, Sgt. Yano Library, Teen 2000, Youth Services, Armed Service YMCA. Also may include Hui Property, Hui LOGO, Ways & Means and Hui Thrift Shop.
- b. Ensures that each vendor completes the Vendor Policy Letter (Policies and Procedures, Section F,#7) before participating in Hui events and that vendors abide by this agreement.

17. Ways and Means Chair~ none

18. Welfare Chair~ none

E. Appreciation Mementos

1. An appropriate memento, not to exceed \$100 and a Hui O' Na Wahine scrapbook will be presented to the Hui President at the completion of her term. The First Vice President is responsible for coordinating the purchase of this memento.
2. Appreciation Mementos for the Elected and Appointed Officers will not exceed \$40.00. The Hui President is responsible for coordinating the purchase of these mementos.
3. A Board member must serve at least (6) months of her term of office to receive an appreciation memento or upon the discretion of Executive Board approval.
4. An appreciation memento may be given to the Honorary Officers and Advisors at their PCS departure upon the discretion of the Executive Board.
5. Refer to Joint Ethics Regulation (JER) DoDD 5500-7R for guidance when purchasing gifts for senior spouses. The office of the Staff Judge Advocate is the POC concerning this regulation. (See section F, #12)

F. Policy Letters and Associated Documents (see attachments)

These attachments are for reference and can be updated/adapted as needed with the President's approval.

1. Matrix of Organization of Governing Board
2. Membership Application
3. Monthly Board Meeting Reporting Form
4. Luncheon Reservations Policy
5. Luncheon Payment Collections Letter
6. Invitation to join for repeat guests
7. Vendor Contract
8. Hui Lei Advertising Contracts
9. Letter requesting donations
10. Welfare Grant Request Form
11. HUI Policy on Welcomes/Farewells and 25th ID Guidelines for Welcomes and Farewells
12. Joint Ethics Regulation-guidance on senior spouse appreciation mementos
13. Information on Hui Insurance Policies (held by President)
14. After Action Report Form
15. Hui Property Lending Form
16. Board Election Ballot Samples
17. Constitutional Revision Ballot Samples
18. Thrift Shop SOP