CONSTITUTION
OF THE
(NAME OF CIVIC CLUB)

# ARTICLE I - NAME AND PRINCIPAL OFFICE

Section 1. This organization shall be known as the (Name of the Hawaiian Civic Club). The motto of the organization shall be (State the motto). The founding date of this organization is (date).

Section 2. The (name of the Hawaiian Civic Club)'s office shall be in (City and State or Country).

Section 3. This organization shall operate in conformity with its Constitution and By-laws and that of the Association of Hawaiian Civic Clubs and the Council to which it is assigned.

# ARTICLE II- PURPOSE AND OBJECTIVES

Section 1. The purposes of this organization are as follows:

1. To actively participate in the promotion, perpetuation and practice of the Native Hawaiian culture and values;

2. To initiate and to advocate for positions endorsed by the membership of this club and the Association of Hawaiian Civic Clubs at its annual convention, or as approved by the Association of Hawaiian Civic Clubs' (AHCC) Board of Directors.

Section 2. The objectives of this Club are as follows:

1. To unite our members in the bonds of friendship, good fellowship, and mutual understanding.

2. To promote the theory and practice of the principles of good government and good citizenship, guided by Native Hawaiian values.

3. To participate in activities which promote the civic, economic, health, education, housing, and social welfare of our community and particularly, the activities of those agencies and organizations who are responsible for the improvement of the conditions of the people of Hawaiian ancestry.

4. To provide a forum for our members to fully and freely discuss matters of public interest.

5. To preserve and perpetuate the culture and traditions of Hawai'i nei.

6. To protect the endemic and indigenous flora and fauna of Hawaii nei.

7. To encourage the teaching, learning and use of 'olelo makuahine.

8. To actively assert and defend the cultural and intellectual property rights of the Native Hawaiian peoples.

9. To provide funds for scholarships to be awarded to post-high school people of Hawaiian ancestry.

# ARTICLE Ill -CONFLICT OF INTEREST

Section 1. The income or net earnings of this organization shall not inure to the benefit of any member of individual.

Section 2. The organization is not organized for profit and no part of the assets, income or earnings shall be used as dividends, or other withdrawals, or distributed to any of its members of officers, except for services actually rendered.

# ARTICLE IV-DISSOLUTION

Section 1. Upon dissolution of the organization, the Directors shall, upon payment of all liabilities to the Association and Council, dispose of all the remaining assets by distribution to a like fund or a foundation or organization organized and operated exclusively for charitable or educational purposes and exempt from Federal Income Tax as an organization described in Section 501 c (3) or the Internal Revenue Code.

# ARTICLE V- PROHIBITIONS

Section 1. The (Club Name) does not endorse or recommend any candidates for elective political or public office; accordingly, this organization will follow that policy.

Section 2. No officer or member of this organization shall use the club as a means of furthering the personal or political aspirations of any person, nor shall the Club take part in any movement that is not in keeping with the purposes and objectives as contained in this Constitution.

# ARTICLE VI -MEMBERSHIP

Section 1. Membership in this organization will be extended to Hawaiians and non-Hawaiians who support the purpose and objectives of this organization.

Section 2. Categories of membership are as identified in our By-laws.

# ARTICLE VII- OFFICERS, DIRECTORS AND BOARD STAFF

Section 1. Officers - The officers of this organization shall be the President, Vice-President, Secretary, Treasurer and Director who shall serve on the Executive Board.

Section 2. Directors- There shall be elected one Director for every seven member clubs of the Mainland Council.

Section 3. Board Staff-The President will appoint a corresponding secretary to serve as staff to the Executive Board.

Section 4. Immediate Past President-The Immediate Past President shall serve as an advisor to the Executive Board with full rights, privileges and powers accorded other members of the Board.

Section 5. Executive Committee-The Executive Committee of this organization shall consist of the members of the Executive Board and the Immediate Past President.

Section 6. Qualifications - In order to serve as an officer, director or staff to the Board of this club, a person must be a member in good standing.

# ARTICLE VIII. QUORUM.

A majority of Executive Board members present shall represent a quorum at any General Membership or Board Meeting.

# ARTICLE IX- ORGANIZATION.

This organization is a member of the Association of Hawaiian Civic Clubs. The acceptance of the Charter by a club shall be a ratification and agreement on the part of the club to be bound by the Constitution and By-laws of the Association of Hawaiian Civic Clubs. The organization shall be under the jurisdiction of the Mainland Council.

# ARTICLE X - PER CAPITA DUES.

Per capita dues shall be paid annually to the Association of Hawaiian Civic Clubs and to the Mainland Council in the amount and on the date specified by the by-laws or other communications governing each organization.

# ARTICLE XI -AMENDMENTS.

The Constitution of this organization may be amended by a two-thirds vote of the members at a regular meeting of the membership. The amendment must be circulated to the membership at least 30 days prior to the meeting.

# ARTICLE XII - RULES OF ORDER

The rules of order contained in the latest edition of the publication "Robert's Rules of Order'' shall govern the deliberations of this organization in all cases to which they are applicable and in which they do not conflict with the By-laws of the organization. The provisions of the Constitution and By-laws of this organization take precedence over Robert's Rules of Order when there is a conflict.

BY-LAWS OF THE (CLUB NAME)

# ARTICLE 1-FISCAL YEAR AND NOMINATIONS

Section 1. The fiscal year for this organization is January through December.

Section 2. At the regular meeting of the general membership in the third quarter of the year, the President shall appoint, with the approval of the Board, a nominating committee of three members. The nominating committee shall submit the names of one or more nominees for each office at a regular meeting of the membership in the last quarter of the year. Nominations from the floor may only be made at this meeting. No member shall be nominated for President who has not been an active member for one year prior to the nomination.

# ARTICLE II - ELECTIONS

Section 1. The election of officers and the directors shall take place at a regular meeting of the membership in the last quarter of the year.

Section 2. Candidates must be members in good standing. Candidates for President, Vice President and Director must be ~~of Native Hawaiian ancestry~~ Hawaiian[[1]](#footnote-1) and have been an active member for at least one year prior to the nomination. Officers who have served for two consecutive terms will not be eligible for re-election to their former office.

Section 3. Candidates for the various offices shall be voted for and the candidates receiving a majority of all votes cast for the office to which nominated shall be declared elected.

ARTICLE Ill- OFFICERS, DIRECTORS, AND STAFF

Section 1. The officers of this organization shall be the President, Vice President, Recording Secretary, Treasurer and Director. The Board of Directors will be composed of the duly elected officers, directors, and the immediate past president. The staff, who will be appointed by the President, shall consist of a correspondence secretary; a non-voting position.

Section 2. An elective office shall be declared vacant by the Board of Directors when the office holder fails to attend three consecutive board meetings, unless the office holder is prevented from doing so for good and sufficient reason.

# ARTICLE IV-TERM OF OFFICE

Section 1. All duly elected officers shall serve a term of two years beginning on January 1 of the year following their election. In the event of a vacancy in the position of President, the Vice President will assume the presidency. The term of office will be for the unexpired term of that office.

Section 2. All duly elected Directors shall serve a term of two years, beginning on January 1 of the year following their election. In the event of a vacancy on the Board of Directors, the President, with the approval of the Board, will appoint a new Director to serve the unexpired term of the vacancy.

Section 3. The term of the staff (Corresponding Secretary) will be consistent with the term of the President.

# ARTICLE V- DUTIES OF OFFICERS

Section 1. PRESIDENT. The President shall preside at all meetings of the membership and at all meetings of the Board of Directors and shall supervise the work and activities of the organization and perform all other duties that pertain to this office.

Section 2. VICE PRESIDENT. In the absence or the inability of the President the Vice President shall perform his/her duties; the Vice President shall act and shall have the same authority as the President.

Section 3. TREASURER.

1. The Treasurer shall collect and receive all funds paid in and belonging to the organization, issuing a receipt therefore, and shall deposit the same in the bank or banks approved by the Board of Directors and shall disburse the same by order of said Board. The Treasurer's accounts and books shall at all times be open for inspection by the Board of Directors, the President, and any auditor or auditors named by the Board of Directors.

2. The Treasurer shall make a complete report to the Board of Directors concerning all monies received and disbursed at each board meeting and shall submit in writing a like report quarterly or upon request of the President or Board of Directors and an annual report which shall be presented at a membership meeting of the organization.

3. The Treasurer shall deliver to his/her successor, when duly qualified, all monies and property of the organization in his/her control or possession and take a receipt for the same.

4. The Treasurer, with the President or Vice President, shall be authorized to sign all checks or drafts for the drawing of any amounts deposited in the banks to the credit of the organization. Upon transfer of the accounts to newly elected officers, the Treasurer will file the "authorized signature" cards with the banks holding the monies of the organization.

5. The Treasurer will comply with any federal or state law regarding the filing of appropriate reports, for example, in Hawaii, the annual Domestic Nonprofit Corporation Annual Report with the Dept of Commerce and Consumer Affairs, Business Registration Division.

Section 4. RECORDING SECRETARY. The Recording Secretary shall take minutes of the proceedings of all meetings of the membership and of the Board of Directors and keep a true, correct and full record thereof. The Recording Secretary shall hold office until his/her successor is duly qualified and shall deliver to the same all books, papers, and other articles belonging to the organization as may be in his/her possession.

Section 5. CORRESPONDING SECRETARY. The Corresponding Secretary shall prepare all correspondence approved by the President and shall read and file all communications, documents, and applications for membership and keep a full and complete record of all members.

Section 6. BOARD OF DIRECTORS

1. The Board of Directors shall be composed of the President, Vice-President, Recording Secretary, Treasurer and Director elected from the membership. The immediate past president shall also automatically become a member of the Board of Directors. The Corresponding Secretary shall serve as staff to the Board of Directors.

2. The Board of Directors shall have authority to manage and control all of the affairs, property and funds of the organization; shall authorize all expenditure and purchases by the organization; and shall prescribe rules regulating the affairs and conduct of the organization as are not described by the Constitution and By-laws. It shall be their duty to carry out the purposes of the organization according to its Constitution and Bylaws and shall admit members and fill vacancies occurring in their own membership.

3. Four (4) members of the Board shall constitute a quorum for the transaction of business.

4. The regular meetings of the Board of Directors shall be held at least once every three (3)[[2]](#footnote-2) months. ~~no less than every other month or on a monthly basis as agreed upon by the Directors~~. Special meetings may be called by the President.

5. Members of the Board may be called upon to chair a committee.

# ARTICLE VI- DUTIES OF MEMBER CLUBS

The duties of a member club of the Mainland Council chartered by the Association of Hawaiian Civic Clubs are to:

1. Support the purpose, goals and objectives of the respective Association and Council;

2. Meet regularly (at least once every six (6)[[3]](#footnote-3) months)

3. Submit reports to the Board of Directors of the Association and Council as follows:

a. A club roster of members and officers sixty (60) days prior to the convening of the next annual convention together with the per capita dues.

b. A list of delegates and alternates to the annual convention, together with the registration fees, thirty (30) days prior to the convening of the annual convention.

c. An annual report of the club accomplishments.

d. Any other report as may be required by either the Association Board of Directors or the Board of Directors of the Council.

4. To elect officers and to see that said officers assume their respective duties in accordance with the Constitution and By-Laws of their club.

5. To send to every annual convention at least one delegate.

6. To forward to their Council a report of the intent to dissolve thirty (30) days prior to the anticipated day of dissolution.

# ARTICLE VII- COMMITIEES

The President shall appoint the chairperson for committees, as determined by the Board of Directors, necessary to carry out the work of the club, for example, Membership, Aloha, Ways and Means (Finance), etc. The Chairpersons will be appointed by the President and serve for a term specified by the President.

# ARTICLE VIII - MEMBERSHIP

Section 1. There shall be the following categories for membership:

1. Regular membership: A Hawaiian[[4]](#footnote-4) ~~member of Hawaiian ancestry~~. A regular member shall be entitled to vote at all meetings of the membership, to be nominated for, be elected to, and hold office, to serve on committees to which he/she is appointed, and to participate in all of the organization's activities.

2. Associate membership: ~~A member who is not of Hawaiian ancestry, but who supports the purpose and objectives of this organization. An Associate member shall be entitled to vote at all meetings of the membership, to be nominated for, be elected to, and hold office, to be appointed to chair or serve on committees, and to participate in all of the organization's activities. OR~~

An Associate member shall be entitled to express his/her mana'o at membership meetings, be appointed to chair or to serve on committees and to participate in all of the organization's activities, however, an Associate member may not vote nor hold elective office.

3. Student membership: A ~~person~~ Hawaiian[[5]](#footnote-5) who is a full time student at a recognized school or college, and who is of Hawaiian or non-Hawaiian ancestry who supports the purpose and objectives of this organization. A student member, who is Hawaiian, is entitled to vote at all meetings of the membership, to be nominated for, be elected to, and hold office, to serve on committees to which he/she is appointed and to participate in all of the organization's activities~~; OR~~

~~A student member, who is not Hawaiian, shall be entitled to express his/her mana'o at membership meetings, be appointed to chair or to serve on committees and to participate in all of the organization's activities, however, a non-Hawaiian student may not vote nor hold elective office.~~

4. Kupuna membership: A ~~person~~ Hawaiian[[6]](#footnote-6), aged 65 or over, Hawaiian or non-Hawaiian who supports the purpose and objectives of this organization. A kupuna member, who is Hawaiian, is entitled to vote at all meetings of the membership, to be nominated for, be elected to, and hold office, to serve on committees to which he/she is appointed and to participate in all of the organization's activities; OR

A kupuna member, who is not Hawaiian, shall be entitled to express his/her mana'o at membership meetings, be appointed to chair or to serve on committees and to participate in all of the organization's activities, however, a non-Hawaiian kupuna may not vote nor hold elective office.

5. Honorary membership: A person who has rendered unusual and especially valuable service to the organization of the Hawaiian people. This category of membership is conferred only on recommendation of the Board of Directors and by a two-thirds vote of the membership present at a regular membership meeting. This category of membership carries no voting privileges, but entitles the member to participate in all of the organization's activities.

6. Life membership: A person, Hawaiian or non-Hawaiian, who wishes to join this organization for their life-time, who supports the purpose and objectives of this organization, and who pays the life-time membership fee. If admitted to Life Membership, the person shall not be assessed any further annual dues and shall enjoy all rights and privileges accorded regular members.

Section 2. Application Process and Dues

1. Applicants wishing to join this organization may obtain an application form from the Chair of the Membership Committee. The application is to be submitted together with any dues to the Chair of the Membership Committee. The member's application is subject to ~~approval by a two-thirds majority of the Board of Directors~~ four fifths majority[[7]](#footnote-7) vote of the Board of Directors.

2. The annual dues for the various categories of membership shall be set by a two-thirds majority of the Club's general membership in attendance at a regular meeting. Consideration should be given to discounted dues for spouses and family members.

3. Annual dues shall be paid by January 1 of each year. Dues not paid by February 1 shall be deemed to be delinquent and the member will be dropped from the membership.

4. A person admitted to membership during the last quarter of any year shall be deemed to have paid his or her dues through the ensuing year.

# ARTICLE IX- ORDER OF BUSINESS

The following shall constitute the order of business of the organization, except that the

President may deviate from this order to accommodate special speakers:

1. Pule

2. Call to order

3. Roll Call of Officers

4. Reading or circulation of Minutes of Previous Meeting

5. Corresponding Secretary Report

6. Treasurer's Report

7. Committee Reports

8. President's Report

9. Unfinished Business

10. New Business

11. Announcements

12. Closing Pule

13. Adjournment

# ARTICLE X ·AMENDMENTS

The by-laws of this organization may be amended by a majority vote of the members at a regular meeting of the membership. The amendment must be circulated to the membership at least 30 days prior to the meeting.

# ARTICLE XI - RULES OF ORDER

The rules of order contained in the latest edition of the publication, "Robert's Rules of Order", shall govern the deliberations of this organization in all cases to which they are applicable and in which they do not conflict with the By-laws of the organization. The provisions of the Constitution and By-laws of this organization take precedence over Robert's Rules of Order when there is a conflict.

1. A “Hawaiian” as defined in this By-Law is a person who displays a striving to embody Native Hawaiian cultural practices and affinity toward Native Hawaiian issues. Therefore, “Hawaiian” is achievement and culturally oriented. Also, for example, this could mean a blood Hawaiian may not qualify to be Hawaiian under this definition. All Hawaiians would need to earn his or her Hawaiian-ness in this club. [↑](#footnote-ref-1)
2. Due to the large area the club covers – North and South Carolina, it would be unreasonable to require the Board of Directors to attend more than four meetings per year—whether a physical or phone meeting. [↑](#footnote-ref-2)
3. Due to the large are the club covers – North and South Carolina, it would be unreasonable to require members to attend more than two meetings per year. [↑](#footnote-ref-3)
4. See footnote 1. [↑](#footnote-ref-4)
5. See footnote 1. [↑](#footnote-ref-5)
6. See footnote 1. [↑](#footnote-ref-6)
7. This is to ensure the integrity of all members in becoming “Hawaiian.” Board of Directors have full discretion to determine who will qualify to be a member. The qualification process is confidential. Applicants have a yearly opportunity to re-apply to be accepted as a full voting member. [↑](#footnote-ref-7)