

**Fort Shafter Hui  
3600 Aolele Street Unit 30337  
Honolulu, HI 96820**

**BYLAWS**

**Approved by the Governing Board 19 May 2020**

**ARTICLE I – NAME, PURPOSE, and BOARD DEFINITIONS**

***Section 1: Name***

Traditionally referred to as the Hui O’ Wahine until 2017; the name of this organization is “Fort Shafter Area Officer, Enlisted, and Civilian Spouses’ Club”; hereafter, referred to as the “Fort Shafter Hui” or “Hui”.

***Section 2: Purpose***

The purpose of these Bylaws is to establish Standard Operating Procedures (SOP) for the Hui Board, fiscal, and membership year beginning 1 June and ending 31 May of the following year.

***Section 3: Board Definitions***

- A. The Executive Board consists of:
  - 1) The Elected Board Members:
    - a) President
    - b) First Vice President (1VP)
    - c) Second Vice President (2VP)
    - d) Secretary
    - e) Treasurer
    - f) Fort Shafter Thrift Shop (FSTS) Liaison/Advisor
  - 2) The Appointed Board Members:
    - a) Parliamentarian
  - 3) The Honoraries (collectively referred hereafter as Executive Board Honoraries):
    - a) Honorary Executive
    - b) Honorary President
    - c) Honorary Advisor
- B. The Governing Board consists of the Executive Board Members and the Standing Committee Chairpersons. The Standing Committee Chairpersons consist of, but are not limited to:
  - 1) Historian/Photographer
  - 2) Hospitality
  - 3) Membership
  - 4) Publicity / Newsletter
  - 5) Reservations
  - 6) Retired Spouse

- 7) Scholarship
  - 8) Sub-clubs
  - 9) Volunteer Coordinator
  - 10) Ways and Means
  - 11) Welfare
- C. The FSTS Advisory Board consists of, but is not limited to:
- 1) FSTS Manager
  - 2) FSTS Liaison/Advisor
  - 3) Hui President
  - 4) Parliamentarian
  - 5) Secretary
  - 6) Treasurer
  - 7) At least one (1) Executive Board Honorary
  - 8) Up to three (3) Community Representatives.

## **ARTICLE II – MEMBERSHIP GOOD STANDING**

### **Section 1: Good Standing Membership** standards are defined as:

- A. Dues paid in full.
- B. Payment of costs associated with the attendance at monthly General Membership functions. RSVP debt shall not exceed sixty (60) days.
- C. Return of all borrowed or rented Hui property in the same condition as obtained.
- D. Be of honorable character and reputation.
- E. Refrain from conduct injurious to the Hui or its purposes.
- F. Shall do no harm to the Hui nor act in a conduct tending to injure the good name of the Hui.
- G. Maintain a level of confidence.
- H. Maintain integrity.
- I. Demonstrate a positive attitude.
- J. Ability to get along with others.
- K. Adhere to the Hui Constitution and Bylaws.

*(Constitution Article II, Section 11)*

### **Section 2: Disciplinary Procedures**

Hui membership may be terminated if the member fails to adhere to any one of the Good Standing standards (*Constitution Article IV, Section F*).

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

### **Section 1: Executive Board Members shall:**

- A. Be members in Good Standing.

- B. Be elected by the General Membership except the Parliamentarian who is appointed by the President and the three (3) Executive Board Honoraries who are slated by their USARPAC standing.
- C. Approve the Standing Committee Chairpersons as recommended by the President.
- D. Carry out the responsibilities of their position as stated in the Constitution, Bylaws, and their respective job descriptions (*Constitution Article V, Section 1*).
- E. Be a voting member of the Executive and Governing Boards. The President may vote in the case of a tie (*Constitution Article V, Section 1B*). The Parliamentarian is a non-voting member.
- F. Be familiar with the Hui Constitution and Bylaws.
- G. Attend all Executive Board Meetings, Governing Board Meetings, General Membership meetings, functions/activities, and any other meetings deemed necessary by their position and/or any meetings deemed necessary by the President.
- H. Be encouraged to participate in Hui sponsored functions for the FSTS, such as the FSTS Volunteer Recognition function and the FSTS clean-up days.
- I. Prepare and submit a proposed budget to the Treasurer at the beginning of the board year and operate within individual budget allowances as approved by General Membership. The Executive Board must approve additional allowances by quorum vote.
- J. Notify the President of their intended absence prior to the Board Meeting.
- K. Inform the President a minimum of **three (3) days** in advance of items they wish to place on the agenda for the Hui Board discussion.
- L. Have no more than five (5) excused or three (3) unexcused absences from monthly Governing Board Meetings.
- M. Meet all deadlines.
- N. Welcome and greet all members and guests at the monthly functions.
- O. Not attend monthly meetings or Membership/Super Sign-Up function as a vendor. An unattended table shall be available for all Governing Board Members to display products from their business.
- P. Submit a monthly board report electronically to the President and Secretary. In addition, a copy of the report shall be kept in her/his Continuity Binder for three (3) years (*Constitution Article XII, Section S2*).
- Q. Complete a Check Reimbursement Request for any purchases with a receipt attached and submit it to the Treasurer no later than the Governing Board Meeting following the purchase. If there is no receipt, the reimbursed item must be covered in the Governing Board Minutes, and so stated on the Request. The President shall co-sign all Requests that have missing receipts and verify the transaction.
- R. Ensure the President and Secretary reviews all correspondence before distribution to the General Membership.
- S. Submit a detailed After-Action Report (AAR) and a year-end report in April to the Secretary.

- T. Maintain a Continuity Binder to include:
  - 1) Signed job description and submit a copy to the President
  - 2) Constitution
  - 3) Bylaws
  - 4) Monthly board reports
  - 5) Budget
  - 6) Monthly financial reports
  - 7) Meeting Minutes
  - 8) AAR
  - 9) Year-end reports (include any important changes to events that would be of interest to the members)
  - 10) Property inventory list
  - 11) Calendar
  - 12) Board roster
  - 13) Cash/check Receipt Sample
  - 14) Check Reimbursement Request Sample
- U. Submit Continuity Binder for review by Parliamentarian and President at or before the April Governing Board Meeting.
- V. Review the Continuity Binder at the end of the board year and give the Parliamentarian any documents older than three (3) years for destruction.
- W. Give the Continuity Binder to successor within **three (3) days** after the May General Membership function. If the successor has not yet been elected/appointed, the binder shall be given to the incoming President (*See checklist at end of these Bylaws*).
- X. Attend a joint meeting of the outgoing and incoming board at the end of the board year.
- Y. Submit all position/committee information to the Publicity/Newsletter Chairperson in a timely manner.
- Z. Meet with their successor prior to the installation of the new Governing Board Members to discuss duties pertaining to their position.
- AA. Include the required publicity non-disclosure instruction on all Hui produced materials: **“THIS IS A NON-FEDERAL ENTITY. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS (DoD I 1000.15 dated October 24, 2008).**
- BB. Perform additional duties as designated by the President.

#### **ARTICLE IV- DUTIES of the ELECTED EXECUTIVE BOARD**

##### **Section 1: President shall:**

- A. Adhere to all General Responsibilities of the Executive Board (*Bylaws Article III, Section 1*).
- B. Call and preside over all Board Meetings as a non-voting member with the exception of casting a ballot to break a tie. Exercise general supervision of the affairs of the Hui and serve as ex-officio member on all committees except the Nominating Committee.

- C. Represent the Hui at all meetings or shall designate a Board Member to represent her/him.
- D. Cover key policies/procedures at the first Board Meeting to ensure all Board Members are aware of standards.
- E. Receive a signed copy of each Board Member's job description.
- F. Sign all contracts and obligations, along with the Treasurer, authorized by the Hui Executive Board with the exception of function contracts, which shall be signed by the 1VP or 2VP.
- G. Review the final edit of the newsletter prior to publication.
- H. Appoint the Parliamentarian and all Standing Committee Chairpersons upon consultation and majority approval of the Executive Board (*Constitution Article V, Section 2*).
- I. Select tokens of appreciation for the Hui Board Members not to exceed approved budget amount.
- J. Assign duties, other than those outlined in the Bylaws, to all Hui Board Members, Committee Chairpersons, and representatives.
- K. Co-sign all checks in excess of five-hundred dollars (\$500).
- L. Co-sign all Check Reimbursement Requests that have missing receipts and verify the transaction.
- M. Serve as an alternate signer with the Treasurer for all bank accounts maintained by the Hui and may act for the Treasurer in receiving or disbursing funds.
- N. Have online banking access for all Hui accounts where access is available.
- O. Call for special meetings or committees as needed.
- P. Sign all approved meeting Minutes, Constitution, and Bylaw revisions (*Constitution Article XIV, Section 3*).
- Q. Fill Elected Executive Board vacancies by appointment, other than the Presidency, with the majority approval of the Executive Board (*Constitution Article VI, Section 3D*).
- R. Authorize Hui approved expenditures.
- S. Provide information on Hui functions to the community at the Community Information Exchange (CIE) meetings and prepare power point slides according to Garrison guidelines . If the President cannot attend the CIE, an alternate shall be assigned.
- T. Receive and review all Board Continuity Binders with Parliamentarian at or before the April Governing Board meeting.
- U. Keep a copy of the tax return and all documents in the President's binder for no less than seven (7) years.
- V. Be a member of the Installation Volunteer Advisory Council representing the Hui and FSTS. Prior to attending the meeting, obtain issues/concerns from the Governing Board (DOD I1000.15 and 32 CFR Chapters 1-3).
- W. Sign annually for Hui property (*Constitution Article XI, Section 2*).

- X. Designate Honorary Membership, each Board year upon consulting the Executive Board Honoraries, to valued southern Oahu community individuals (*Constitution Article IV, Section 1*).

**Section 2: First Vice-President (1VP) shall:**

- A. Adhere to all General Responsibilities of the Executive Board (*Bylaws Article III*).
- B. Perform duties designated by the President and/or in the absence of the President.
- C. Become President if position is vacated (*Constitution Article VI, Section 3*).
- D. Be a contracting party on behalf of the Hui in the absence of the President.
- E. Keep the President apprised of the progress of functions as they occur.
- F. Act as the coordinator for the monthly General Membership functions:
  - 1) Review monthly membership functions calendar/schedule with President prior to Membership/Super Sign-Up.
  - 2) Coordinate all aspects of monthly General Membership functions, including, but not limited to, vendor coordination, theme, activity, guest speaker, menu, decorations, opportunity, and door prizes.
  - 3) Purchase, as required, speaker and/or guest gifts.
  - 4) Provide function information to the Publicity/Newsletter Chairperson for publication in the appropriate media in a timely manner.
  - 5) Coordinate with the Membership, Reservations, Hospitality, and Ways & Means Chairpersons, as needed.
  - 6) Establish Special Committees (as needed and with the approval of the President) to assist with management of monthly General Membership functions.
- G. Maintain vendor relations, communications with business contacts, and process vendor contracts.
  - 1) Keep custody of vendor contracts and business contacts.
  - 2) Shall reconfirm and notify participating vendors two (2) weeks before the Hui function.
- H. Serve as a back-up co-signer on all checks in excess of five-hundred dollars (\$500).
- I. Have online banking access for all Hui accounts where access is available.

**Section 3: Second Vice-President (2VP) shall:**

- A. Adhere to all General Responsibilities of the Executive Board (*Bylaws Article III*).
- B. Preside at all meetings in the absence of the President and the 1VP.
- C. Maintain a working knowledge of all Hui functions and activities.
- D. Plan and coordinate, with the 1VP and Governing Board, the annual Membership/Super Sign-Up function.
- E. Plan and coordinate, with approval from the President and Governing Board, all other special and fundraising functions.
- F. Coordinate the annual Wreaths Across America fundraiser.

**Section 4: Secretary shall:**

- A. Adhere to all General Responsibilities of the Executive Board (*Bylaws Article III*).
- B. Record Minutes of any Executive, Governing, FSTS Advisory Board, General Membership, and Special Meetings.
- C. Submit a draft of these Minutes to the President and Governing Board for approval three (3) days prior to the Hui Governing Board Meeting.
- D. Have President sign all Hui Minutes.
- E. Send the Hui Governing Board Minutes of the last meeting to all Board Members via email before the next Board Meeting.
- F. Submit, on a quarterly basis, to Family, Morale, Welfare and Recreation (FMWR):
  - 1) Minutes from the Executive, Governing, FSTS Advisory Board, General Membership, and special meetings.
  - 2) The Hui and FSTS financial statements and reviews for the period ending the last day of the previous month.
  - 3) Report of any action by the board requiring approval of the Commander, U.S. Army Garrison-Hawaii to include revisions of the Constitution and Bylaws.
- G. Be responsible for entering the results of any electronic vote in the addendum to the Minutes to be read at the next scheduled Governing Board Meeting.
- H. Be responsible for having all Governing Board Meeting Minutes available at all Hui General Membership functions.
- I. Be responsible for maintaining a historical file consisting of the following records:
  - Permanent:
    - 1) Hui Constitution and Bylaws with all current revisions.
    - 2) Records of approval of the Constitution and Bylaws and all revisions.
    - 3) Copies of all Standard Operating Policies.
    - 4) Approval letter of Revalidation from Commander, U.S. Army Garrison-Hawaii (*Constitution Article XII, Section 1*).
  - Seven (7) years:
    - 1) Copies of all financial records.
    - 2) Copies of all Executive, Governing, General Membership, and FSTS Advisory Board Minutes.
  - Three (3) years:
    - 1) Current Hui Board roster including names, mailing and email addresses, and phone numbers.
    - 2) Current roster of all Hui Members.
    - 3) Copies of all AARs.
    - 4) Copies of all year-end reports.
- J. Distribute a current Governing Board roster via email to all Governing Board Members.
- K. Prepare all correspondence of the Hui as needed.
- L. Keep all correspondence for at least three (3) years (*Constitution Article XII, Section 2*).

- M. Receive up-to-date property inventory lists from all Governing Board Members (*Constitution Article XI, Section 3*).
- N. Be a post office box key holder, along with the Treasurer, and be responsible for picking up all Hui correspondence weekly and distributing in a prompt manner to Board Members.
- O. Attend all FSTS Advisory Board Meetings and serve as a voting member.
- P. Ensure to review, along with the President, all correspondence to the General Membership before being distributed.
- Q. Prepare memo, at the end of the board year, instructing the bank to change authorized Hui account signers. A copy of the memo shall be kept in the Secretary's binder.
- R. Prepare memo, at the end of the board year, instructing the post office to change authorized Hui post office box key holders. A copy of the memo shall be kept in the Secretary's binder.
- S. Be responsible for collecting copies of all AARs and year-end reports from each Executive and Governing Board Member, and Committee Chairpersons (*Constitution Article XII, Section 1*).

**Section 5: Treasurer shall:**

- A. Adhere to all General Responsibilities of the Executive Board (*Bylaws Article III*).
- B. Be a custodian of all Hui funds, be authorized to receive all dues and monies, obligate and disburse any funds of the Hui under the direction of the Hui Governing Board while maintaining itemized financial reports for at least seven (7) preceding years (*Constitution Article XII, Section 3*).
- C. Serve as the Budget Committee Chairperson (*Bylaws Article VIII, Section 1*). The Executive Board shall serve as committee members and help prepare an annual budget for approval at the first Hui Governing Board Meeting.
- D. Have the committee adhere to all instructions listed under the "General Responsibilities of the Special Committees and FSTS Advisory Board, Budget Committee" section (*Bylaws Article VIII, Section 6*).
- E. Upon the Governing Board's approval, the proposed budget shall be published in the newsletter by the Publicity/Newsletter Chairperson and be available to the General Membership for approval at the first General Membership function.
- F. Maintain an Operating Account and a separate Welfare Account with authorized check signers being the Treasurer, President, and 1VP in a bank designated by the Hui Governing Board.
- G. Maintain an itemized account of all receipts and checks, and present a report at the monthly Governing Board Meeting on all transactions since the previous meeting.
- H. Bring the Hui Operating Account checkbook to all Governing Board Meetings to process Board Member's reimbursement requests.
- I. Reimburse members for outstanding expenses, with a valid receipt, and a Check Reimbursement Request within five (5) business days of receipt.
- J. Pay facility for Hui functions in a timely manner each month.



- K. Maintain possession of the Hui Square for processing credit card transactions and transfer possession to other Board Members as needed.
- L. Maintain possession of the Hui cash boxes and transfer possession with petty cash as needed for Hui functions.
- M. Obtain petty cash before each Hui function for each cash box. A minimum of fifty (50) dollars in low denominations should be included.
- N. Cash boxes shall be given to, but not limited to, the Reservation, Hospitality, and Ways and Means Chairpersons.
- O. Ensure all issued cash boxes are returned at the end of each Hui function with a completed Hui Cash/check Receipt. If the Treasurer is unavailable, the cash boxes shall be returned to the President or 1 VP in her/his absence.
- P. Deposit all cash in the bank within seventy-two (72) hours of receipt.
- Q. Prepare financial statements for the period ending the last day of the month to include year-to-date transactions in the Operating and Welfare Accounts, with copies available for all Governing Board Members at the monthly Board Meetings. The record of accounts shall be open to inspection by any Hui Member in Good Standing.
- R. Submit a signed financial statement/Treasurer's report each month to the Secretary.
- S. Ensure checkbook accuracy by balancing both the Operating and Welfare Account monthly.
- T. Prepare monthly expenditures report for the budgeted positions.
- U. Sign contracts, obligations, and all checks, together with the President, authorized by the Hui Governing Board, with the exception of membership functions and vendor contracts, which shall be signed by the 1VP.
- V. Co-sign all checks in excess of five-hundred dollars (\$500.00) with the President or 1VP.
- W. Conduct a budget review in December and revise if necessary.
- X. Ensure online banking access is limited to the Treasurer, President, and 1VP. All online transactions shall be done by the Treasurer in order to maintain accountability with the books.
- Y. Be a post office box key holder, and serve as a back up to the Secretary, for picking up Hui correspondence weekly, and distributing in a prompt manner to Board Members.
- Z. Ensure proper insurance is purchased and paid for prior to any sponsored function open to the public if the government does not cover liability (*Constitution Article XIII, Section 4*).
- AA. Ensure all necessary insurance for the Hui, FSTS, FSTS outbuildings, and its contents, is purchased and provide policy documentation to be kept in the binders of the President, Treasurer, Secretary, and the Revalidation Binder, and on file with the FSTS Manager (*Constitution Article XIII, Section 4*).
- BB. Conduct annual audits of the Hui and FSTS financial records at the end of each board year with qualified auditor(s), in accordance with Army Regulation (AR) 210-22 and authorized by the Executive Board.

- CC. Upon completion, the audit shall be provided to the Treasurer, President, and Secretary for submission to FMWR. The Parliamentarian shall be provided a copy for the Revalidation Binder.
- DD. Submit the Hui Treasurer's and FSTS books for audit annually within one (1) month of the close of the Hui board year (May 31), and after any change in the Hui Treasurer or FSTS Bookkeeper.
- EE. Work with the FSTS Bookkeeper to prepare a tax information packet. Deliver the packet to a qualified tax preparer for income tax preparation and filing at least two (2) months prior to Internal Revenue Service (IRS) Form 990's due date. Currently, May 31<sup>st</sup> is the end of the Hui tax year currently making tax filing due by October 15<sup>th</sup> (*Constitution Article IX, Section 8*)
- FF. Keep a copy of the tax return and all documents in the Continuity Binder for no less than seven (7) years (*Constitution Article XII, Section 3*).
- GG. Be responsible for changing authorized bank account signers each year as necessary.
- HH. Serve on the Welfare and Scholarship Committees, and the FSTS Advisory Board as a voting member.
  - II. Issue scholarship checks based on the Scholarship Chairperson's award list and give them to the Scholarship Chairperson for distribution. The checks shall be made directly to colleges. No monies for scholarship shall be directly paid to an individual.
  - JJ. Issue welfare checks based on the Welfare Chairperson's award list and give them to the Welfare Chairperson for distribution. Work with the Welfare Chairperson to track receipts (*Constitution Article IX, Section 4*).

**Section 6: Parliamentarian shall:**

- A. Adhere to all General Responsibilities of the Executive Board (*Bylaws Article III*).
- B. Serve on the Hui Executive, Governing, and FSTS Advisory Boards as a non-voting member (*Constitution Article V, Section 1B*).
- C. Be appointed by the President with approval from the Executive Board (*Constitution Article V, Section 3C*).
- D. Act as the Hui's advisor on parliamentary procedures and voting in accordance with the Constitution, Bylaws, and Robert's Rules of Order, Newly Revised (*Constitution Article VIII, Section 6*).
- E. Administer all votes and report results to the President and Secretary.
- F. Serve as Chairperson for the Constitution and Bylaws Review Committee. The committee shall meet no later than January every two (2) years (*Bylaws Article VIII, Section 2*).
- G. The committee shall adhere to all instructions listed under the "General Responsibilities of the Special Committees and FSTS Advisory Board, Constitution and Bylaws Review Committee" section (*Bylaws Article VIII, Section 6*).
- H. Prepare proposed revisions to the Constitution and send them to all Hui members two (2) weeks prior to the General Membership vote (*Constitution Article XIV, Section 3*).

- I. Prepare proposed revisions to the Bylaws and send them to all Governing Board Members five (5) days prior to Governing Board vote (*Constitution Article XIV, Section 3B*).
- J. Present any Bylaw revisions, upon approval of the Governing Board, at the next General Membership function (*Constitution Article XIV, Section 3B*).
- K. Ensure a copy of the revised Constitution and/or Bylaws is signed by the President.
- L. Ensure a signed copy is delivered to the Secretary and a copy placed in the Revalidation Binder (*Constitution Article XIV, Section 3A*).
- M. Coordinate with the Publicity/Newsletter Chairperson to have any current Constitution and/or Bylaws removed from the Hui website and the revised version(s) posted on the website.
- N. Act as the Chairperson of the Nominating Committee each year. All instructions listed under the "General Responsibilities of the Special Committees and FSTS Advisory Board, Nominating Committee" shall be followed (*Constitution Article VI, Section 1A*).
- O. Make available the Hui Constitution and Bylaws, and the FSTS Charter and Bylaws, to each Hui Member.
- P. Receive and review all Board Continuity Binders with the President at or before the April Governing Board Meeting (*Bylaws Article IV Section 1*).
- Q. Keep a copy of all tax returns and all documents in the Revalidation Binder for no less than seven (7) years (*Constitution Article IX, Section 9D*).
- R. Be responsible for maintaining the Hui Revalidation Binder
- S. Be responsible, at the end of the board year, to collect outdated Continuity Binder pages from each Board Member for destruction.

**Section 7: FSTS Liaison/Advisor shall:**

- A. Adhere to all General Responsibilities of the Executive Board (*Bylaws Article III*).
- B. Serve as a voting member on the Scholarship and Welfare Committees.
- C. Represent the FSTS in matters of concern with the community.
- D. Be the liaison between the Governing Board and the FSTS.
- E. Participate in ALL FSTS functions. When unable to attend, shall designate a Governing Board Member to represent her/him at the FSTS functions.
- F. Help prepare the annual FSTS budget, in consultation with the FSTS Advisory Board, by the September Governing Board Meeting.
- G. Report all activities, including financial statements and budget of the FSTS, to the Governing Board.
- H. Attend monthly functions and present the monthly profit check to the Hui President in the absence of the FSTS Manager.
- I. Update/validate the FSTS Charter and Bylaws, with the FSTS Advisory Board Members, every two (2) years.
- J. Ensure all policies of the FSTS are approved by the FSTS Advisory Board and the Hui Governing Board before implementing them in accordance with the Department of Defense Instruction (DoD I 1000.15.2.) (*Bylaws Article VIII, Section 6*).

- K. Ensure the FSTS follows the Hui Constitution and Bylaws.
- L. Ensure the FSTS employees and volunteers follow the FSTS Charter and Bylaws.
- M. Participate in the FSTS interview and selection process of qualified applicants.
- N. Oversee any FSTS submissions to the Publicity/Newsletter Chairperson.
- O. Receive an hourly wage when filling the role of an employee, but not when volunteering, as deemed needed by the FSTS Manager.
- P. Be bonded through the FSTS Liability Insurance Policy.
- Q. Read and sign the Cash Handling Policy Statement, FSTS Job Description, and Code of Conduct.
- R. Ensure routine housekeeping duties are shared with employees and volunteers throughout the FSTS and immediate exterior area of the FSTS as needed to include cleaning counters, vacuuming or sweeping, emptying trash and taking trash to the dumpster, cleaning doors, breakroom, refrigerator, etc. as needed.
- S. Be a key holder to the FSTS, shed, and outbuildings at FSTS Manager's discretion, and be familiar with all phases of the FSTS operations.
- T. Adhere to all FSTS Advisory Board Responsibilities (*Bylaws Article VIII, Section 6*).
- U. Be trained in cash register operations.
- V. Be trained and available to process FSTS payroll and complete bank transactions if needed.
- W. Communicate concerns and praises to FSTS Manager before FSTS Manager conducts performance reviews.
- X. Notify Hui President within sixty (60) days of FSTS Manager's anniversary of position start date for pay increase review
- Y. Be the FSTS Volunteer Coordinator and the Organizational Point of Contact (OPOC) in the Volunteer Management Information System (VMIS)
- Z. Verify Volunteer hours in VMIS database based upon volunteer sign in sheets.

**ARTICLE V- GENERAL RESPONSIBILITIES of the EXECUTIVE BOARD HONORARIES**

***Section 1: Executive Board Honorary Members shall:***

- A. Adhere to all General Responsibilities of the Executive Board (*Bylaws Article III*).
- B. Be invited to attend all Executive, Governing, and FSTS Advisory Board Meetings, General Membership Meetings, and any other meetings deemed necessary by their position and/or any meetings/functions deemed necessary by the President (*Constitution Article V, Section 3*).
- C. Serve in an advisory position on the Executive, Governing, and FSTS Advisory Boards in a non-voting capacity.
- D. Be available to provide assistance while allowing the Hui Boards to make their own decisions.
- E. Provide appropriate policy guidance in all matters pertaining to the Hui.
- F. Assist the President in the selection of Standing Committee Chairpersons.
- G. Serve as a voting member when determining the future of the Hui and its assets when faced with dissolution (*Constitution Article XVIII, Section 4*).

## **ARTICLE VI – GENERAL RESPONSIBILITIES of the GOVERNING BOARD**

Governing Board Members shall be voting members except the President, Parliamentarian, and the Executive Board Honoraries. Note: The President may cast a vote to break a tie. All Governing Board Members must be Hui Members in Good Standing. They shall carry out the responsibilities of their position according to the Hui Constitution, Bylaws, and their respective job descriptions.

### ***Section 1: Governing Board Members shall:***

- A. Be members in Good Standing.
- B. Be Standing Committee Chairpersons appointed by the Hui President with a majority approval of the Executive Board.
- C. Carry out the responsibilities of their position as stated in the Constitution, Bylaws, and their respective job description (*Constitution Article V, Section 2*).
- D. Be familiar with the Hui Constitution and Bylaws.
- E. Attend all Hui Governing Board Meetings, General Membership functions, and support as many Hui sponsored functions as possible.
- F. Be encouraged to participate in all Hui sponsored functions for the FSTS, such as the FSTS Volunteer Recognition function and the FSTS clean-up days.
- G. Prepare and submit a proposed budget to the Treasurer at the beginning of the board year and operate within individual budget allowances, as approved by the General Membership. The Executive Board must approve additional allowances.
- H. Notify the President of their intended absence prior to the Board Meeting.
- I. Inform the President a minimum of **three (3) days** in advance of items they wish to place on the agenda for the Hui Board discussion.
- J. Have no more than five (5) excused or three (3) unexcused absences from monthly Governing Board Meetings.
- K. Meet all deadlines.
- L. Welcome and greet all members and guests at the monthly functions.
- M. Not attend monthly functions or Membership/Super Sign-Up function as a vendor. An unattended table shall be available for all Governing Board Members to display products from their business.
- N. Submit a monthly electronic board report to the President and Secretary and place a copy in her/his Continuity Binder. The Executive Board Honoraries do not submit reports.
- O. Complete a Check Reimbursement Request for any purchases with a receipt attached and submit it to the Treasurer no later than the Governing Board Meeting following the purchase. If there is no receipt, the reimbursed item must be covered in the Governing Board Minutes, and so stated on the Request. The President must co-sign all Requests with missing receipts and verify the transaction (*Bylaws Article III, Section 1*).

- P. Ensure the Secretary and/or President reviews all written/typed correspondence to the General Membership before being distributed.
- Q. Submit, in April, a detailed AAR and year-end report to the Secretary and maintain a copy in his/her Continuity Binder.
- R. Maintain their Continuity Binder to include:
  - 1) Signed job description and submit a copy to the President
  - 2) Constitution
  - 3) Bylaws
  - 4) Monthly board reports
  - 5) Budget
  - 6) Monthly financial reports
  - 7) Meeting Minutes
  - 8) AAR
  - 9) Year-end reports (include any important changes to functions that would be of interest to the members)
  - 10) Property inventory list
  - 11) Calendar
  - 12) Board roster
  - 13) Cash/check Receipt Sample
  - 14) Check Reimbursement Request Sample
- S. Review the Continuity Binder at the end of the board year and give the Parliamentarian any documents older than three (3) years for destruction.
- T. Submit Continuity Binder for review by Parliamentarian and President at or before the April Governing Board Meeting.
- U. Give the Continuity Binder to successor within **three (3) days** after the May General Membership function. If the successor has not yet been elected/appointed, the binder shall be given to the incoming President (*See checklist at end of these Bylaws*).
- V. Attend a joint meeting of the outgoing and incoming board at the end of the board year.
- W. Submit all position/committee information to the Publicity/Newsletter Chairperson in a timely manner.
- X. Meet with their successor prior to the installation of the new Governing Board Members to discuss duties pertaining to their position.
- Y. Include the required publicity non-disclosure instruction on all Hui produced materials: **“THIS IS A NON-FEDERAL ENTITY. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS”** (DoDI1000.15 Oct 24, 2008).
- Z. Perform additional duties as designated by the President.

**Section 2: Governing Board Members shall approve:**

- A. The Budget Committee’s recommended Hui budget followed by a General Membership vote.

- B. The FSTS Advisory Board's recommended FSTS budget.
- C. The disbursement percentage split between welfare grants and scholarship applications.
- D. The Welfare Committee's grant recommendations for recipients and amounts (*Bylaws Article VIII, Section 5*).
- E. The Scholarship Committee's award recommendations for recipients and amounts (*Bylaws Article VIII, Section 4*).
- F. Non-budgeted expenses.
- G. Removal of a Board Member.
- H. Constitution revisions followed by a vote of the General Membership.
- I. Bylaws revisions.
- J. Transferring funds not more than ten percent (10%) of the annual income from the Welfare Account to the Operating Account only once in a board year (*Constitution Article IX, Section 4 F1*).
- K. Transferring funds from the Operating Account to the Welfare Account in excess of the required minimum balance (three-thousand to five-thousand dollars [\$3000 - \$5000]) of the non-allocated balance (*Constitution Article IX, Section 4 F2*).
- L. Transferring funds, in an emergency, between all bank accounts (*Constitution Article IX, Section 4 F5*).
- M. Granting Lifetime Honorary Membership to individuals for their lasting impact and influence on the Hui and the Fort Shafter community-at-large. Lifetime Honorary Membership may be granted to Gold Star family members who are interested in becoming members (*Constitution Article IV, Section 4*).

**ARTICLE VII – GENERAL RESPONSIBILITIES of the APPOINTED STANDING COMMITTEE CHAIRPERSONS**

***Section 1: Historian/Photographer Chairperson shall:***

- A. Adhere to all General Responsibilities of the Governing Board (*Bylaws Article VI*).
- B. Assemble and maintain scrapbooks, preserving the Hui historical records.
- C. Present scrapbooks to the President at the May General Membership function and retain one for the Hui files. Scrapbooks may be displayed at Hui functions, Governing Board Meetings, and General Membership functions.
- D. Submit photos and captions to Publicity/Newsletter Chairperson for publication.
- E. Coordinate the annual board pictures and present a copy to each Board Member by the end of the year.

***Section 2: Hospitality Chairperson shall:***

- A. Adhere to all General Responsibilities of the Governing Board (*Bylaws Article VI*).
- B. By June:
  - 1) Research and submit a proposal to the Governing Board for the purchase of a small gift to be given to new members beginning at the Membership/Super Sign-Up function.

- 2) Research and submit a proposal to the Governing Board for the purchase of birthday/ anniversary cards and gifts for members to be distributed at the monthly functions.
- C. Assist in the setup of the Membership/Super Sign-Up function.
- D. Work with the Membership Chairperson, after the Membership/Super Sign-Up function, to receive a membership roster including all birthday and anniversary dates for each member.
- E. Prepare monthly greeting cards/gifts for all members and distribute them each month as appropriate. If a member misses a function, her/his card may be mailed to her/him.
- F. Coordinate the purchase of opportunity prizes for each Hui function as needed.
- G. Assist the Reservation and Membership Chairpersons to welcome and greet members/guests at the monthly functions.
- H. Secure a cash box from the Treasurer with petty cash for each Hui function.
- I. Assist in the sales of opportunity tickets at monthly functions.
- J. Collect all monies from functions, complete the Hui Cash/check Receipt, and submit to the Treasurer at the end of the function. In the Treasurer's absence, the cash box may be given to the Hui President or 1VP.

**Section 3: Membership Chairperson shall:**

- A. Adhere to all General Responsibilities of the Governing Board (*Bylaws Article VI*).
- B. Review and update membership application as needed. Ensure the non-disclosure statement is included (DoD I 1000.15 Oct 24, 2008).
- C. Contact previous year's members over the summer to encourage them to complete a new membership application.
- D. Coordinate with the Publicity/Newsletter Chairperson to ensure non-returning members' online membership portal access is revoked.
- E. Oversee membership application distribution and processing at the Membership/Super Sign-Up function and all future monthly functions.
- F. Collect membership dues and submit to Treasurer after the Membership/Super Sign-Up function and any other time dues are received. If the Treasurer is unavailable, the dues may be given to the President or 1VP.
- G. Secure a cash box from the Treasurer with petty cash for the Membership/Super Sign-Up.
- H. Collect all monies from dues, complete the Hui Deposit Receipt, and submit to the Treasurer at the end of the function. In the Treasurer's absence, the cash box may be given to the Hui President or 1VP.
- I. Compile and maintain a complete and accurate membership roster. Notify the Reservation, Hospitality, and Publicity/Newsletter Chairpersons monthly of any new members and their birthday and anniversary.



- J. Submit an up-to-date membership roster to the President and Hospitality Chairperson after the Membership/Super Sign-Up function. This roster shall be updated, as necessary, as membership changes throughout the year.
- K. Publish a membership directory for the General Membership no later than the January function at the discretion of the Executive Board.
- L. Supply an up-to-date membership roster no later than the February Board Meeting to the Parliamentarian for use by the Nominating Committee.
- M. Work with the Reservation Chairperson to ensure the Guest Policy is being enforced (*Constitution Article IV, Section 2E*).

**Section 4: Publicity/ Newsletter Chairperson shall:**

- A. Adhere to all General Responsibilities of the Governing Board (*Bylaws Article VI*).
- B. Appoint an assistant newsletter editor and/or special publications editor as needed.
- C. Arrange for any publicity the Hui Governing Board considers appropriate.
- D. Provide graphics, press releases, and flyers, etc. of the Hui functions to all social and media outlets approved by the Governing Board and must include the publicity non-disclosure instruction: **“THIS IS A NON-FEDERAL ENTITY. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS”** (DoD I 1000.15 Oct 24, 2008) (*Bylaws Article V, Section 1*).
- E. Coordinate with the Membership Chairperson to ensure non-returning members’ online membership portal access is revoked.
- F. Communicate the proposed Hui budget, provided by the Treasurer, to the General Membership prior to the budget vote.
- G. Coordinate with the Hui Welfare and Scholarship Chairpersons to post a list of awarded recipients in the newsletter, display at the FSTS and the Hui website.
- H. Coordinate with the 1VP and 2VP to make a Hui information pamphlet available by the Membership/Super Sign-Up function. The pamphlet shall be available at every Hui function.
- I. Manage all website and social media accounts.
- J. Maintain a roster of Board Members who have passwords allowing them access to edit social media accounts.
- K. Ensure the production of the Hui’s newsletter with the help of the Historian/Photographer.
- L. Be responsible for the publication of the newsletter and special publications directed by the Governing Board.
- M. Coordinate with the Parliamentarian to have any current Constitution and/or Bylaws removed from the Hui website and the revised version(s) posted on the website.
- N. Edit, write, and compile the newsletter, using information submitted by Governing Board Members; publicize the Hui functions and actions by the Governing Board and any other updated special activities and calendars.

- O. Obtain approval of the newsletter by the President BEFORE distribution.
- P. Distribute newsletter electronically no later than two (2) weeks prior to the date of the monthly membership function. Newsletters shall be uploaded to the website.
- Q. Provide publicity support to the FSTS Manager as needed.

**Section 5: Reservation Chairperson shall:**

- A. Adhere to all General Responsibilities of the Governing Board (*Bylaws Article VI*).
- B. Ensure the reservation policy is published on the website and in the newsletter.
- C. Receive and review all reservations for all functions requiring them. Notify the 1VP of reservation numbers on deadline day so notification can be given to the facility being used.
- D. Make nametags for all Hui Members and update as needed.
- E. Ensure membership mailing roster is updated regularly by working with the Membership Chairperson.
- F. Arrive early for the monthly functions in order to check-in members/guests and collect monies.
- G. Secure a cash box from the Treasurer with petty cash for each Hui function.
- H. Assist in the sales of opportunity tickets at monthly functions.
- I. Collect all monies from functions, complete the Hui Cash/check Receipt, and submit to the Treasurer at the end of the function. In the Treasurer's absence, the cash box may be given to the Hui President or 1VP.
- J. Notify members who make reservations but do not attend or have not canceled by the deadline of payment due. If payment is not made within sixty (60) days of the reservation deadline, membership shall be suspended until payment is made. The President, Membership, and Sub-clubs Chairperson shall be notified of such suspensions (*Constitution Article IV, Section 2E*).
- K. Work with Hospitality, Sub-clubs, and Membership Chairpersons to ensure the Guest Policy is being enforced (*Constitution Article IV, Section 2E*).

**Section 6: Retired Spouse Chairperson shall:**

- A. Adhere to all General Responsibilities of the Governing Board (*Bylaws Article VI*).
- B. Make an attempt to be involved in community organizations with a large number of military retirees and/or retiree spouses in attendance and report any important changes/events/newsworthy information to the Governing Board at the monthly function.
- C. Work with the Membership Chairperson to compile a list of retiree spouses to ensure these spouses are receiving current information from the Hui and bring their interests and concerns to the Governing Board Meeting.
- D. Inform the Publicity/Newsletter Chairperson of any important changes/events that would be of interest to the General Membership.
- E. Publicize the Hui activities during any outside community functions in the retiree attended organizations and invite all eligible members to join.

- F. Represent the interests and concerns of the retired spouses to the Hui Board.

**Section 7: Scholarship Chairperson shall:**

- A. Adhere to all General Responsibilities of the Governing Board (*Bylaws Article VI*).
- B. Establish a committee consisting of the following: Appointed Chairperson, President, Treasurer, FSTS Liaison/Advisor, and a General Member in Good Standing, which may include an Executive Board Honorary Member(s).
  - 1) Should any of the committee members have children, spouses, or are personally applying for a scholarship; s(he) is ineligible to participate on the committee (*Bylaws Article VIII, Section 4*).
  - 2) The Scholarship Committee Chairperson shall appoint a representative if any of the committee members are ineligible.
- C. Adhere to all instructions listed under the “General Responsibilities of the Special Committees and FSTS Advisory Board, Scholarship Committee” section (*Bylaws Article VIII, Section 4*).
- D. Work with the Secretary and/or Treasurer to receive mailed correspondence during the application period/deadline.
- E. Coordinate with the Hui Governing Board to recognize scholarship award recipients at a year-end function.
- F. Submit all applications and accompanying documents that include personal information to the Parliamentarian for destruction after the funds have been disbursed.

**Section 8: Sub-clubs Chairperson shall:**

- A. Adhere to all General Responsibilities of the Governing Board (*Bylaws Article VI*).
- B. Coordinate with the 1VP and 2VP to organize special activity sign-up sheets at the Membership/Super Sign-Up function; continue to promote the sub-clubs at all General Membership functions.
- C. Maintain the original sub-club’s signup sheet.
- D. Assign leaders to the Hui sub-clubs. Provide each leader a copy of the list of participants from the sign-up sheets and be included on all correspondence sent out to the sub-club members.
- E. Coordinate with the Membership Chairperson throughout the year to ensure all sub-club participants are eligible. Inform sub-club leaders if anyone is no longer an eligible member.
- F. Inform the Membership Chairperson and Governing Board if any sub-club member has outstanding activity debts.
- G. Maintain contact with sub-club leaders to ensure they are meeting and have no issues.
- H. Submit photos and information to the Publicity/Newsletter Chairperson in a timely manner to share on social media outlets.
- I. Provide updated sub-club calendars to Publicity/Newsletter Chairperson.

- J. Recruit, with the Volunteer Coordinator Chairperson, volunteers for committees, sub-clubs, FSTS, and all other fundraisers, outside of normal Hui functions as requested by the President or Executive Board.

**Section 9: Volunteer Coordinator shall:**

- A. Adhere to all General Responsibilities of the Governing Board (*Bylaws Article VI*).
- B. Serve as the Volunteer Management Information System (VMIS) Army Volunteer Corps Organization Point of Contact (OPOC).
- C. Attend VMIS general OPOC training administered by the Installation Volunteer Coordinator at Army Community Services (ACS).
- D. Assist and encourage volunteers to register in VMIS.
- E. Maintain a log of volunteer hours of Governing Board Members.
- F. Review and approve the Volunteer Hours Report submitted to VMIS monthly.
- G. Coordinate volunteer appreciation functions with the President and/or the Executive Board for FSTS and Hui volunteers.
- H. Recruit, with the Sub-clubs Chairperson, volunteers for committees, sub-clubs, FSTS, and all other fundraisers outside of the normal Hui functions as requested by the President or Executive Board.
- I. Communicate with Installation Volunteer Coordinator for proper recognition of volunteers during April's Volunteer Appreciation Week.

**Section 10: Ways and Means Chairperson shall:**

- A. Adhere to all General Responsibilities of the Governing Board (*Bylaws Article VI*).
- B. Attend Hui functions to sell Ways and Means items as needed.
- C. Secure a cash box from the Treasurer with petty cash for each Hui function when items are sold.
- D. Collect all monies from sales, complete the Hui Cash/check Receipt, and submit to the Treasurer at the end of the function. In the Treasurer's absence, the cash box may be given to the Hui President or 1VP.
- E. Coordinate the purchase and sale of items for Ways & Means. E.g. t-shirts, ornaments, charms, Hawaiian gifts, and other specialty items
- F. Maintain and manage inventory of Hui property.
- G. Assist the Welfare Chairperson as needed.
- H. Maintain an accurate inventory of all Ways & Means property. A detailed inventory should be included in the Continuity Binder and a copy given to the Secretary. The inventory shall be reported at the April Governing Board Meeting.

**Section 11: The Welfare Chairperson shall:**

- A. Adhere to all General Responsibilities of the Governing Board (*Bylaws Article VI*).
- B. Establish a Welfare Committee which consists of the following: Appointed Chairperson, President, Treasurer, FSTS Liaison/Advisor, and at minimum, three (3)

members selected from the General Membership, and may include an Executive Board (*Bylaws Article VIII, Section 5*).

- C. Adhere to all instructions listed under the “General Responsibilities of the Special Committees and FSTS Advisory Board, Welfare Committee” section (*Bylaws Article VIII, Section 5*).
- D. Under the committee’s direction, review/revise the welfare application and guidelines, acceptance agreement, approval and declination letters, to be approved by the Executive Board for distribution to the community by 31 December.
- E. Maintain a separate Continuity Binder to include: welfare applications, receipts, approval and declination letters, acceptance agreement, financial statements from the Treasurer, and any other pertinent documents.
- F. Work with Secretary and/or Treasurer to receive mailed correspondence during the application period/deadline.
- G. Present Welfare grant recipient and amount recommendations to the Governing Board for approval.
- H. Submit to the Publicity/Newsletter Chairperson the amount of welfare funds awarded by the end of the board year.
- I. Submit all welfare applications and supporting documents that contain personal information to the Parliamentarian for destruction after the funds have been disbursed.
- J. Submit the welfare report to Treasurer within **three (3) days** after the May Membership function.
- K. Coordinate with the Governing Board for a year-end Welfare recipient recognition function.

#### **ARTICLE VIII - GENERAL RESPONSIBILITIES of the SPECIAL COMMITTEES and FSTS ADVISORY BOARD**

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

The Hui Treasurer serves as the Budget Committee Chairperson. The Executive Board shall serve as Committee Members and shall help prepare an annual budget for approval by the Hui Governing Board at its first Board Meeting in June. Upon approval by the Governing Board, the proposed budget shall be published in the newsletter and subsequently submitted to the General Membership for approval at the first General Membership function (*Constitution Article IX, Section C3*).

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

The Hui Parliamentarian serves as the Constitution and Bylaws Review Committee Chairperson. The committee shall meet no later than January every two (2) years or as needed for revisions. Other committee members may include, but are not limited to, one (1) Executive Board Member, one (1) Governing Board Member, one (1) General Membership Member, and include one (1) Executive Board Honorary. The Parliamentarian shall be responsible to ensure the committee adheres to all Constitution and Bylaws

revision requirements. Constitution revisions may be referred to in the Constitution Article XIV. The Bylaws shall be revised as follows:

- A. Revisions to the Bylaws may be proposed by any member in Good Standing and must be submitted in writing to the Governing Board. The written proposal must be sponsored and signed by a minimum of ten (10) Hui Members (*Constitution Article XIV, Section 2*).
- B. Prepare and send proposed revisions of the Bylaws to the Governing Board five (5) days prior to the vote. (*Constitution Article XIV, Section 5*).
- C. The Bylaws are revised by a majority vote of the Governing Board.
- D. All revisions shall be submitted to FMWR for approval by the Commander, U.S. Army Garrison–Hawaii.
- E. The revised Bylaws shall become effective on date of approval.
- F. The Parliamentarian shall keep a copy of revisions in the Revalidation Binder.
- G. The Secretary shall keep a copy of the revised Bylaws.
- H. After a revision to the Bylaws, the Governing Board shall inform the General Membership at the next General Membership function.
- I. The Publicity/Newsletter Chairperson shall post the revised Bylaws on the Hui website.

### **Section 3: Nominating Committee**

The Parliamentarian shall act as the Nominating Committee Chairperson each year. The committee shall be responsible for selecting active Hui members for the Elected Executive Board slate. The committee shall consist of, but is not limited to, one (1) Executive Board Honorary, one (1) Executive Board Member and one (1) Governing Board Member. The committee shall:

- A. Announce the annual elections with open board positions to the General Membership in January. The board nomination form shall be included in the announcement for candidates to complete and return to the Parliamentarian.
- B. Convene in February to begin filling the slate of candidates.
- C. Provide each applicant a nomination information sheet to be completed for consideration.
- D. Inform each nominee to review the Constitution and Bylaws online prior to the election.
- E. Be responsible for setting the slate of nominees for all Elected Executive Board Members. Only one eligible member shall be slated for each board position (*Constitution Article VI Section 1*).
- F. Ensure nominees do not exceed the two-year (2) consecutive term limit, unless a suitable candidate cannot be found (*Constitution Article VI*).
- G. Announce the upcoming election of the Executive Board positions and prepare balloting materials for voting purposes as needed.
- H. Oversee all voting and election procedures for the Elected Executive Board positions at the General Membership function each year.
- I. Conduct the annual Elected Executive Board elections at the April General Membership Meeting and prepare balloting materials for voting purposes as needed.

- J. The Parliamentarian shall select voting assistants as needed.
- K. Be responsible for collecting, counting ballots, and announcing the results of the Hui election.

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

The committee shall include the Appointed Scholarship Chairperson, President, Treasurer, FSTS Liaison/Advisor, one (1) General Membership Member, and one (1) Executive Board Honorary.

- i. Should any of these members have children, spouses, or are personally applying for a scholarship, they are ineligible to participate on the committee.
- ii. Should any of these members be ineligible, the Appointed Chairperson shall appoint a representative.

The committee shall:

- A. Prepare and update the scholarship application for approval by the Executive Board at the December meeting and distributed to the community by 31 December. The application must include the publicity non-disclosure: **“THIS IS A NON-FEDERAL ENTITY. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS”** (DoD I 1000.15 Oct 24, 2008).
- B. Distribute scholarship applications and eligibility requirements through the high school counselors, Parent Teacher Organizations (PTO), Education Centers, and other community information forums by 31 December.
- C. Provide scholarship information to Publicity/Newsletter Chairperson for website, social media, etc.
- D. Revise the scoring rubric, scholarship acceptance agreement, award, and regret letters.
- E. Coordinate selection/scoring committee packets by redacting any personal or identifiable information.
- F. Convene, after the scholarship amounts have been established by the Governing Board, to determine the number of scholarships that may be awarded and the amount of each scholarship.
- G. Deem any application received after the deadline ineligible.
- H. Select a separate selection/scoring committee that may include: one (1) Officer Spouse, one (1) Enlisted Spouse, and two (2) Active Duty Service Members.
- I. Work with the Secretary and/or Treasurer to receive mailed correspondence during the application period/deadline.
- J. Appoint one Scholarship Committee Member to assist with scoring transcripts.
- K. Make recommendations to the Governing Board for eligible recipients and amounts to be awarded.
- L. Plan to convene the committee after the selection/scoring committee has finished to disburse amounts based on the Governing Board’s approval.

- M. Ensure all scholarship funds are made payable to recipient's school to be used for tuition, fees, books, and room and board.
- N. Ensure all scholarship recipients are aware they must utilize allocated funds **within a period of one hundred-twenty (120) days** from the date the check is issued or the check must be returned to the Scholarship Chairperson. An exception shall be made with prior approval for recipients having school start dates that fall on a date past the one hundred-twenty (120) day requirement.
- O. Coordinate with the Hui Governing Board to recognize scholarship award recipients at a year-end recognition function.
- P. Submit all applications and accompanying documents that include personal information to the Parliamentarian for destruction after the funds have been disbursed.

### **Section 5: Welfare Committee**

The committee shall include the Welfare Chairperson, President, Treasurer, one (1) Executive Board Honorary, FSTS Liaison/Advisor and at minimum, three (3) members selected from the General Membership. The committee shall:

- A. Convene by January to discuss their annual duties.
- B. Maintain a separate Continuity Binder, under the direction of the Chairperson, to include: welfare applicants and approval guidelines, request letters, receipts, financial statements from the Treasurer, and any other pertinent documents.
- C. Develop a welfare request application and guidelines to be approved by the Executive Board for distribution to the community by 31 January. The application must include the publicity non-disclosure instruction: **"THIS IS A NON-FEDERAL ENTITY. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS"** (DoD I 1000.15 Oct 24, 2008).
- D. Coordinate with the Governing Board to determine the amount of funds to be awarded.
- E. Work with Secretary and/or Treasurer to receive mailed correspondence during the application period/deadline.
- F. Deem any application received after the deadline ineligible.
- G. Convene to select eligible welfare grant recipients and make recommendations on the dollar amount of each award.
- H. Make recommendations to the Governing Board for eligible recipients and amounts to be presented. The final action requires approval by the Governing Board.
- I. Ensure all welfare fund recipients are aware they must utilize allocated funds **within a period of ninety (90) days** from the date the check is issued and submit their receipts or return the check to the Welfare Chairperson. An exception shall be made with prior approval for organizations that have specific events that fall on a date past the ninety (90) day requirement.
- J. Submit to the Publicity/Newsletter Chairperson the amount of welfare funds awarded by the end of the board year.



- K. Follow up, inspect, and review all receipts to ensure effective use of Hui welfare funds. Failure of requesting agency to use funds appropriately or failure to return funds shall cause the agency to be banned for a minimum ONE (1) year period from further consideration as a welfare grant recipient.
- L. Submit all welfare applications and supporting documents that contain personal information to the Parliamentarian for destruction after the funds have been disbursed.
- M. Coordinate with the Governing Board to present recipient awards at a year-end recognition function.

### **Section 6: The FSTS Advisory Board**

The committee consists of the FSTS Manager, Hui President, Treasurer, Secretary, Parliamentarian, FSTS Liaison/Advisor, at least one (1) Executive Board Honorary, and up to three (3) Community Representatives recommended by the FSTS Liaison/Advisor. Community Representatives shall be members from the Oahu South military community. The FSTS Advisory Board shall:

- A. Represent the Hui Governing Board in the oversight and management of the FSTS.
- B. Be familiar with the FSTS daily operations, mission, and purpose.
- C. Invite the FSTS Bookkeeper to attend meetings as needed.
- D. Meet quarterly, or as deemed appropriate by the Hui President or FSTS Manager.
- E. Ensure the voting members are the Hui President, Secretary, Treasurer, FSTS Liaison/Advisor, and FSTS Manager.
- F. In the absence of a FSTS Advisory Board, the Hui Executive Board shall fulfill all FSTS Advisory Board duties.
- G. Approve business with a majority vote of the FSTS Advisory Board.
- H. Review the FSTS monthly income statements, payroll reports, and Bank Reconciliation Reports at each FSTS Advisory Board meeting.
- I. Be responsible for interviewing and recommending candidates to be hired as FSTS employees. The interview panel shall consist of the FSTS Manager, FSTS Advisor/Liaison, and the Hui President. If one of the aforementioned is not available, the remaining two (2) shall appoint the third from the FSTS Advisory Board to act as the third for purposes of the interview process.
- J. Approve the hiring of all FSTS employees; however, the Hui Executive Board must approve the hiring of the FSTS Manager, FSTS Assistant Manager, and FSTS Bookkeeper (*FSTS Bylaws Article V, Section B13*).
- K. Have the authority to combine primary employee positions based upon the needs of the FSTS.

## **ARTICLE IX-RESERVATIONS, FUNCTIONS, and MEETINGS**

### **Section 1: Reservations**

- A. All reservations (RSVPs) shall be made by the published deadline. A wait list may be established by the Reservation or Sub-clubs Chairpersons.
- B. RSVPs are not guaranteed until payment is received unless preapproved by the Reservation or Sub-clubs Chairpersons.
- C. If RSVP money is owed, the debt shall not exceed sixty (60) days.
- D. If the function/special activity is cancelled, reimbursements shall be made NLT ten (10) days from the cancellation notification.
- E. Guests of members are welcome at the discretion of the Reservation and/or Sub-clubs Chairpersons. The member shall be responsible for their guests' fees.
- F. Persons eligible for membership in the Hui may attend the annual Membership/Super Sign-Up function and one (1) Hui function annually as a non-member (*Constitution Article IV, Section 2*).

### **Section 2: General Membership Functions**

- A. The regular General Membership function shall be held once a month from September through May.
- B. A Membership/Super Sign-Up function shall be held at the beginning of the new membership year. The function schedule is subject to change at the Governing Board's discretion.
- C. The 2VP shall coordinate the function with the assistance of the Governing Board.
- D. Business may be conducted at any General Membership function as needed.
- E. A quorum for conducting General Membership business shall be defined as those voting members present at any function (*Constitution Article VIII, Section 1C*).
- F. All Motions shall be carried by a majority vote (*Constitution Article VIII, Section 1D*).

### **Section 3: Hui Governing Board Meetings**

- A. The Hui Governing Board year shall be from 1 June to 31 May of the following year.
- B. The Governing Board shall meet monthly as needed by the President.
- C. Governing Board Meetings are restricted to Governing Board Members **only**, except by invitation or request of the President, or by a majority vote of the Executive Board. If a guest is presenting to the Governing Board, they must leave immediately after their presentation.
- D. Governing Board Members are required to attend all meetings.
  - 1) If a Chairperson cannot attend, they should:
    - a) Notify the President of their absence.
    - b) Provide advance submission of their monthly report.
  - 2) In order for an absence to be considered excused, the following conditions must be met:
    - a) Requirements as listed in D (1) above.

- b) Absence due to TDY, illness, family matters, etc.
- 3) An absence is considered unexcused when a Board Member fails to comply with Section 2 D (1) and D (2) above.
- E. Governing Board Members shall be allowed no more than five (5) excused absences or three (3) unexcused absences for the Governing Board Meetings before being considered for removal. Any exception shall be at the discretion of the President after consulting the Executive Board Honoraries.
- F. Farewell gifts may be given to each of the outgoing Board Members. These gifts shall be budgeted and approved by the Governing Board (Army Regulation AR 1-100: The Army Gift Program 7 February 2019).
- G. All discussions shall remain confidential.
- H. The order of committee reports presented each month shall be at the discretion of the President.
- I. The Minutes and financial reports shall be available to all Governing Board Members.
- J. Motions involving expenditures of funds shall include specific dollar amounts or “not to exceed” amount.
- K. The newly Elected and Appointed Board Members shall be invited to attend the May Governing Board Meeting as observers.
- L. The Hui Governing Board Members, excluding the Executive Board Honoraries and Parliamentarian, are voting members. The President shall vote in case of a tie (*Constitution Article III, Section 3D*).
- M. A quorum for conducting business of the Governing Board shall be defined as two-thirds (2/3) of the voting members (*Constitution Article VIII, Section 2B*).
- N. All Motions before the Governing Board shall be carried by a majority vote. (*Constitution Article VIII, Section 2B*).
- O. In emergency situations, the Parliamentarian may conduct an electronic vote provided the quorum and majority requirements are met. A written statement of the results of the electronic vote shall be submitted to the Hui President and Secretary.

#### **Section 4: Hui Executive Board Meetings**

The President may call Executive Board Meetings as needed.

#### **Section 5: Special Meetings**

Special Meetings may be called at the discretion of the Hui President, Executive Board, or upon a written and signed proposal made by one-fifth (1/5) of the General Membership and delivered to the President (*Constitution Article VIII, Section 1B*).

## **ARTICLE X- FINANCIAL MANAGEMENT and OPERATING PROCEDURES**

### **Section 1: Funding Sources**

Revenue necessary to pursue the purpose of the Hui shall come from dues paid by Active and Associate Members and from other revenue producing functions (*Constitution Article IX, Section 2*).

### **Section 2: Dues**

All Active and Associate Members shall pay dues as determined by the Governing Board. NO REFUNDS or membership transfers shall be allowed for any member due to Permanent Change of Station or voluntarily relinquishing membership. Exceptions may be granted at the discretion of the Executive Board (*Constitution Article IX, Section 3*).

### **Section 3: Outside Monetary Donations**

All outside monetary donations shall be deposited into the Hui Welfare Account and disbursed as a Welfare Grant unless otherwise specified by the donor (*Constitution Article IX, Section 2*).

### **Section 4: Unused/Returned Award Money**

Any unused/returned Welfare and/or Scholarship awarded funds shall be deposited into the Welfare Account.

### **Section 5: Financial Management**

The Governing Board shall have responsibility for the overall financial management of the Hui to ensure solvency and ability to meet obligations. The Board shall:

- A. Ensure the financial records and accounts of the Hui are audited annually and during the transition to a new Treasurer or FSTS Bookkeeper (*Constitution Article IX, Section 9*).
- B. Ensure funds in the Operating Account at the end of the board year shall be no less than a minimum of three-thousand dollars (\$3000) and shall not exceed five-thousand dollars (\$5000) of non-designated funds (*Constitution Article IX Section 4F2*).
- C. Ensure funds in the Welfare Account at the end of the year shall be no less than a minimum of one-thousand dollars (\$1000) and shall not exceed three-thousand dollars (\$3000) of non-designated funds (*Constitution Article IX, Section 4F3*).
- D. Transfer funds not more than ten percent (10%) of the annual income from the Welfare Account to the Operating Account only once in a board year (*Constitution Article IX, Section 4 F1*).
- E. Transfer funds from the Operating Account to the Welfare Account in excess of the required minimum balance (three-thousand to five-thousand dollars [\$3000-\$5000]) of the non-allocated balance (*Constitution Article IX, Section 4 F2*).

- F. Transfer funds, in an emergency, between all bank accounts (*Constitution Article IX, Section 4 F5*).

### **Section 6: Tax Compliance**

The Hui shall comply with current tax regulations as follows:

- A. The Hui Governing Board shall ensure the FSTS complies with, completes, and pays all State and Federal taxes in accordance with the Hawaiian State Tax Code and the most recent Internal Revenue Service (IRS) Code.
- B. In accordance with the most recent IRS Code, the Hui shall file the appropriate State and Federal tax forms annually. Any and all changes of status, activity, or purpose of the Hui shall be reported to the IRS.
- C. Appropriate, correct and complete records shall be maintained on all tax matters affecting the orderly operation of the Hui for no less than seven (7) years. The IRS issued documents such as the EIN number and nonprofit tax status are to remain on file for the lifespan of the Hui.
- D. The Hui shall prepare a tax information packet of the board year's necessary financial documents and deliver it to a qualified tax preparer (*Constitution, Article IX Section 8A*) for income tax preparation at least two (2) months prior to IRS form 990, Federal Income Tax Return for Non-Profit Organizations' due date. Currently, May 31<sup>st</sup> is the end of the Hui tax year making tax filing due by October 15<sup>th</sup>. A copy of the tax return and all documents shall be kept in the binders of the President, and Treasurer, and Revalidation Binder maintained by the Parliamentarian for no less than seven (7) years. A copy of the tax return and all documents shall be kept for no less than seven (7) years by the President and Treasurer, and a copy shall be placed in the Revalidation Binder by the Parliamentarian.
- E. Income from the Hui Ways and Means and General Membership fundraisers shall be reported on the Hawaii Department of Taxation Form G-45, General Excise/Use Tax Return. Form G-45 is due on or before the twentieth (20<sup>th</sup>) day of the calendar month following the end of the filing period. For example, if the filing period ends on January 31<sup>st</sup>, then the return shall be due by February 20<sup>th</sup>. Form G-49 is due on or before the twentieth (20<sup>th</sup>) day of the fourth (4<sup>th</sup>) month following the close of the tax year.

## **ARTICLE XI- ELECTRONIC VOTING PROCEDURES**

### **Section 1: Electronic Voting Procedures**

- A. The President shall have the authority to authorize an electronic vote by the Hui Board Members.
- B. A quorum of the voting Hui Governing Board Members must be polled. The majority must vote in agreement in order to render an official decision.
- C. The electronic vote is to be administered solely by the Parliamentarian and reported to the Secretary. The Minutes shall include the exact wording of the Motion, the names

of the voting Board Members who cannot be contacted, and the exact vote of yeas, nays, and abstentions.

- D. If the Parliamentarian does not receive a vote from any Board Member within a twenty-four (24) hour period, the Parliamentarian is required to attempt contact with Board Member by telephone.
- E. Vote shall conclude within **forty-eight (48) hours**.

### **Section 2: Emergency Voting Procedures**

- A. In the event there is a requirement for an immediate decision from the Governing Board and/or Executive Board of such urgency as to preclude any meeting as prescribed by these Bylaws, an electronic vote may be authorized by a majority vote of the Executive Board.
- B. An attempt shall be made to poll all voting members (*Bylaws Article VII, Section 1*).
- C. The electronic vote is to be administered by the Parliamentarian.
- D. All electronic votes shall be recorded by the Secretary in the Minutes. The Minutes shall include the exact wording of the Motion, the names of the voting Board Members who could not be contacted, and an exact vote of yeas, nays, and abstentions (*Bylaws Article IV, Section 6*).

## **ARTICLE XII – REVALIDATION PURPOSE and PROCEDURES**

Private Organizations (PO) must submit a revalidation request to the Installation Commander no less than 90 days before expiration of the 2-year approval period per Army Regulation 210-22. The request is submitted to FMWR, who acts on behalf of the Commander, U.S. Army Garrison-Hawaii, to revalidate the PO status granting authorization to conduct business on Fort Shafter. Upon FMWR receiving a complete packet, it shall be routed to legal review, FMWR, and lastly to the Commander, U.S. Army Garrison-Hawaii's office for her/his decision.

### **Section 1: Purpose**

The purpose of maintaining a Hui Revalidation Binder is to aide in the timely submission of the required documents. The Parliamentarian is responsible for maintaining this binder (*Bylaws Article IV, Section 6*).

### **Section 2: Procedures**

Upon notification the Revalidation request is due, the Parliamentarian shall coordinate the submission of the packet with the President. This may require, but is not limited to, making copies of documents, scanning them, and obtaining additional documents from Governing Board Members. The President shall create a "Request for Revalidation" letter addressed to the Commander, U.S. Army Garrison-Hawaii and present it, along with all supporting documents, to the FMWR Office located on Wheeler Army Airfield by the request deadline.

The Parliamentarian shall retain a copy of the submission packet and the original Revalidation approval letter in the binder (*Bylaws Article IV, Section 9*).

### **Section 3: Revalidation Binder Checklist**

Copies of documents maintained in the Revalidation Binder are, but not limited to:

#### **Finances**

- Annual tax filing
- Bank Account Statements – FSTS, Operating, and Welfare
- IRS 990 Tax Determination Letter (Original)
- Quarterly financial reviews for all Hui bank accounts (FSTS, Operating, and Welfare)
- State of Hawaii Tax Information

#### **Governing Documents**

- Articles of Agreement
- Bylaws
- Charter
- Constitution
- FSTS Charter and Bylaws
- And any revisions to the above documents

#### **Above documents must include:**

- Nature, function, and objective of the Hui
- Planned use of funds
- Activities
- Membership eligibility
- Responsibilities of all management functions
- Accountability of assets
- Disposition of remaining assets upon dissolution
- PO's liability if assets are not enough to cover all PO liabilities
- Statement to include a provision all State and jurisdictional laws are met
- Extent of members' personal liability for debts of, or claims against, the PO
- Agreement to reimburse the Army for utility expenses, unless use is incidental (would cost more to bill and collect than it costs to provide service).
- PO shall neither propagate extremist activities nor advocate violence against others or the violent overthrow of the Government
- PO functions shall not seek to deprive individuals of their civil rights
- Members do not personally profit from PO income except through wages as a PO employee, award recognition for services rendered to PO or community, and/or membership in an investment club
- Documentation of any changes to previously approved Constitution, Bylaws, Charter, Articles of Agreement, etc.

## **Hui Documents**

- Request Letter for Revalidation
- Board roster (Name, Address, Phone and Email)
- Calendar for Hui meetings/functions
- Liability/Fidelity Bond Insurance
- Meeting Minutes (Executive, Governing, General Membership, and FSTS  
Advisory Boards)
- Real Estate Contract/Memorandum of Understanding (MOU)

## **ARTICLE XIII- BYLAWS REVIEW and REVISION PROCEDURES**

### ***Section 1: Review Procedures***

The Constitution and Bylaws Review Committee shall conduct a review of the Bylaws no less than every two (2) years from the date of the last revision. However, the committee may do a Bylaws review at any time and as needed. The committee shall report its recommendations to the Governing Board.

### ***Section 2: Revision Procedures***

A revision to the Bylaws may be proposed by any Governing Board Member. If the revision is requested by any General Membership Member, s(he) must be a member in Good Standing, and must submit the proposed revision in writing to the Governing Board including a signed sponsorship by a minimum of ten (10) Hui Members. Prior to the revisions vote, reasonable time shall be allocated to the Constitution and Bylaws Review Committee for research. A copy of the proposed revisions shall be distributed to the Governing Board for a five (5) day review period. The revisions shall be approved by a majority vote of the Hui Governing Board (*Constitution Article VIII, Section 3B*). The Secretary shall submit the revised Bylaws (both clean and a copy with edits) to FMWR who shall forward the Bylaws to the Commander, U.S. Army Garrison-Hawaii or her/his representative for approval. A copy shall also be filed in the Revalidation Binder (*Bylaws Article IV, Sections 4 and 6*). Upon approval, the Parliamentarian shall notify the General Membership of the Bylaws revisions. The Parliamentarian shall coordinate with the Publicity/Newsletter Chairperson to remove the outdated Bylaws from the Hui website and post the updated Bylaws.



**ARTICLE XIV- ADOPTION**

**Section 1:** The Bylaws shall become effective upon an affirmative vote by the Governing Board and upon approval of the Commander, U.S. Army Garrison-Hawaii. The adoption of these Bylaws supersedes, revokes, and nullifies any prior Bylaws. The revised Bylaws shall neither affect the current Governing Board nor contracts entered into until such Board Members have completed their designated term and said contracts have reached their expiration

**Section 2:** These Bylaws were approved by the Hui Governing Board on 19 May 2020.

**Section 3:** The following Hui Members participated in the revision of this official document and affix their signatures and date testifying to this matter.

\_\_\_\_\_  
Katie Erzen, President

\_\_\_\_\_  
Mary Jansen, Parliamentarian

\_\_\_\_\_  
Kim Greene, Secretary

\_\_\_\_\_  
Leah Jones, Executive Board Honorary Advisor

\_\_\_\_\_  
Cynthia Giesecke, Governing Board Member

\_\_\_\_\_  
Donna Gottlieb, General Membership Member

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(updated 6 May 2020)

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<b>Hui Board and Committee Compositions Matrix</b>									
<b>2020-2021 (Updated 13 May 2020)</b>									
	Executive Board	Governing Board	FSTS Advisory Board	Budget Committee	Constitution and Bylaws Review Committee	Nominating Committee	Scholarship Committee	Scholarship Selection/Scoring Committee	Welfare Committee
<b>Position</b>									
Executive Board Honorary	x	x		x		x			
President	x	x	x	x	x	NO	x	x	x
1st Vice President (1VP)	x	x		x					
2nd Vice President (2VP)	x	x		x					
FSTS Liaison/Advisor	x	x	Chair	x			x		x
Historian/Photographer		x							
Hospitality		x							
Membership		x							
Parliamentarian	x	x	x	x	Chair	Chair			
Publicity/Newsletter		x							
Reservations		x							
Retired Spouses		x							
Secretary	x	x	x	x					
Scholarship		x					Chair	Chair	
Special Activities		x							
Treasurer	x	x	x	Chair			x		x
Volunteer Coordinator		x							
Ways and Means		x							
Welfare		x							Chair
One Exec Board Member					x	x			
One Governing Board Member					x	x			
One Executive Board Honorary			x		x		x		x
General Membership Member					x		x		x
General Membership Member									x
General Membership Member									x
FSTS Manager			x						
Community Representative			x						
Community Representative			x						
Community Representative			x						
Officer Spouse								x	
Enlisted Spouse								x	
Active Duty Service Member								x	
Active Duty Service Member								x	



## **Hui Governing Board Agreement**

(updated 8 May 2020)

*Sign this form, submit the original to the President, and maintain a copy in your Continuity Binder.*

My signature below signifies I have read and shall follow the Hui Constitution and Bylaws. I understand as a member of the Hui Governing Board, I shall adhere to all Good Standing Membership Standards. These standards are:

- A. Dues paid in full.
- B. Payment of costs associated with the attendance at monthly General Membership functions. RSVP debt shall not exceed sixty (60) days.
- C. Return of all borrowed or rented Hui property in the same condition as obtained.
- D. Be of honorable character and reputation.
- E. Refrain from conduct injurious to the Hui or its purposes.
- F. Shall do no harm to the Hui nor act in a conduct tending to injure the good name of the Hui.
- G. Maintain a level of confidence
- H. Maintain integrity
- I. Demonstrate a positive attitude.
- J. Ability to get along with others.
- K. Adhere to the Hui Constitution and Bylaws

Furthermore, I have read and shall adhere to all General Responsibilities of the Executive (if applicable) and Governing Board Responsibilities, in addition to my own board specific responsibilities.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

## ***Hui Parliamentary Information*** (updated 8 May 2020)

The Parliamentarian shall be the primary Board Member responsible for researching and answering Hui Constitution and Bylaw questions. This matrix may be used as a quick guide to assist the Parliamentarian during Board and General Membership Meetings. All information listed below is current as of the 8 May 2020 approved Constitution and Bylaws. Before conducting any vote, the Parliamentarian shall validate the required:

1. Schedule when action is required.
2. Board/Committee Members who shall work together to present a Motion.
3. Time notification before holding the vote.
4. Voting members required to cast a vote.
5. Quorum necessary before a vote can occur.
6. Number of votes needed to pass the Motion.
7. Voting method procedures.
8. Members in attendance with voting authority.

**Parliamentary Authority:** Robert's Rules of Order, Newly Revised shall govern all parliamentary procedures not covered by the Hui Constitution and/or Bylaws (*Constitution Article XV Section 1*).

**Voting Authority:** All members in Good Standing shall have the right to cast a vote except the Executive Board Honorary Members, President, and Parliamentarian. EXCEPTIONS: The President may cast a vote to break a tie and the Executive Board Honoraries may vote in case of dissolution.

**Board/Committee Members:** The list below describes who votes in each category. NOTE: The President serves as an ex-officio member of ALL Boards and Committees EXCEPT the Nomination Committee (*Bylaws Article IV, Section 1*).

*Executive Board* – Executive Board Honoraries, President, 1VP, 2VP, FSTS  
Liaison/Advisor, Secretary, Treasurer, and appointed Parliamentarian  
(*Bylaws Article I, Section 3*).

*Governing Board* – Executive Board Members and all Appointed Standing Committee Chairpersons (*Bylaws Article I, Section 3*).

*Appointed Standing Committee Chairpersons* – Historian/Photographer, Hospitality, Membership, Publicity/Newsletter, Reservation, Retired Spouses', Scholarship, Sub-clubs, Volunteer Coordinator, Ways and Means, and Welfare  
(*Bylaws Article I, Section 3*).

*FSTS Advisory Board* – FSTS Manager, FSTS Liaison/Advisor, President, Treasurer, Secretary, Parliamentarian, and at least one Executive Board Honorary, and up to three (3) Community Representatives (*Bylaws Article VIII, Section 6*).

*Budget Committee* – Treasurer (Chairperson) and Executive Board (*Bylaws Article VIII, Section 1*).

*Constitution and Bylaws Review Committee* – Parliamentarian (Chairperson) and/but not limited to one (1) Executive Board Member, one (1) Governing Board Member, one (1) General Membership Member, and one (1) Executive Board Honorary (*Bylaws Article VIII, Section 2*).

*Nominating Committee* – Parliamentarian (Chairperson), (1) Executive Board Honorary, one (1) Executive Board Member, and one (1) Governing Board Member (*Bylaws Article VIII, Section 3*).

*Scholarship Committee* – Prepare and update the application and make recommendations to the Governing Board for eligible recipients and amounts to be awarded for approval by the Governing Board: Scholarship Chairperson, President, Treasurer, FSTS Liaison/Advisor, one (1) General Membership Member, and one (1) Executive Board Honorary. Selection/Scoring Committee may include one (1) Officer Spouse, one (1) Enlisted Spouse, and two (2) Active Duty Service Members (*Bylaws Article VIII, Section 4*).

*Welfare Committee* – Welfare Chairperson, President, Treasurer, one (1) Executive Board Honorary, FSTS Liaison/Advisor, and at minimum three (3) General Membership Members (*Bylaws Article VIII, Section 5*).

**Advance Notification Period:** Votes may be held at any meeting/function except when voting on Constitution or Bylaws revisions. In this case, the Parliamentarian must circulate the proposed revision(s) two (2) weeks prior to the General Membership vote on the Constitution revisions or five (5) days to the Governing Board vote for Bylaws revisions (*Constitution Article XIV, Section 2*).

**Quorums:** Minimum required number of qualified members who shall be in attendance before a vote shall occur:

Executive Board – Majority of members

Governing Board – 2/3 of Board Members

General Membership – Those members in attendance shall constitute a quorum



**Number of Votes Needed to pass a Motion:** A simple majority vote in the affirmative is required for any Motion to pass by the Executive, Governing, and FSTS Advisory Boards, and General Membership.

**Voting Method Procedures:** In-person votes are preferred. In the event there is a need for an immediate decision from the Governing Board and/or Executive Board, an electronic vote shall be authorized by a majority vote of the Executive Board (*Bylaws Article XI, Section 1*).

### **Hui Voting Matrix (updated 11 May 2020)**

This matrix lists the appropriate order of presentation on any vote. All votes are to be conducted by the Parliamentarian following Roberts Rules of Order, Newly Revised.

	Exec. Board	Gov. Board	FSTS Adv. Board	Gen. Memb.	Budget Comm.	Const. and Bylaws Review Comm.	Nom. Comm.	Scholarship Comm.	Welfare Comm.
Budget -Hui				2	1				
Budget Allowance Exceptions	1	2							
Budget - FSTS	2		1						
Bylaws revisions		2				1			
Constitution revisions				2		1			
Dissolution	Inc. Hon.								
Elected Executive Board				2			1		
Emergency Board Electronic Vote	Pres Only								
FSTS Hiring			1						
FSTS Mgr, Asst. Mgr., and Bookkeeper	2		1						
Percentage split between Scholarships and Welfare	1	2							
Scholarship Applications	2							1	
Scholarship Awards		2						1	
Standing Comm. Appointments	Pres w/ EB Appl.								
Transferring Funds	1	2							
Welfare Applications	2								1
Welfare Awards		2							1
<b>Note: Electronic vote has 48 hours before closure</b>	Quorum					Votes Needed	Time Notification		
Executive Board	Majority of members					Majority			
Governing Board	2/3 of voting members					Majority	5 days for Bylaws		
General Membership	Members present					Majority	14 days for Constitution		
FSTS Advisory Board	Majority of voting members					Majority			

***Hui Governing Board Continuity Binder Checklist*** *(updated 8 May 2020)*

The Continuity Binder is submitted for review in April to the Parliamentarian and President. Within three (3) days after the May General Membership function, the Continuity Binder is given to the successor. If the successor has not yet been elected/appointed, the binder shall be given to the incoming President (*Bylaws Article IV, Section 1L*).

<b><i>Item</i></b>	<b><i>Update Frequency</i></b>	<b><i>Original</i></b>	<b><i>Copy</i></b>	<b><i>Prepared By</i></b>	<b><i>Notes</i></b>
After-Action Review	End of year	x		Each Board Member	Submit a copy to the Secretary at the April Board Meeting
Board Reports	Monthly	x		Each Board Member	Submit electronic copies to the President and Secretary monthly
Board roster	Annually		X	President and Membership Chairperson	Received at first Governing Board Meeting
Budget	Annually		x	Budget Committee	Received after General Membership has approved it
Bylaws	Updated every two years (or as needed)		x	Constitution and Bylaws Review Committee	Download the current version from the Hui website NOTE: Secretary maintains signed original
Calendar	Annually (Updated as needed)		x	Executive Board	Distributed by the President or Secretary
Constitution	Updated every two years (or as needed)		x	Constitution and Bylaws Review Committee	Download the current version from the Hui website NOTE: Secretary maintains signed original
Deposit Receipt	Updated as needed	X		President and Treasurer	Make copies for personal use as needed
Financial Reports	Monthly		x	Treasurer	Received via email with monthly Governing Board agenda and reports
Signed Job Description	Annually		X	President and Parliamentarian	Signed original is kept with the President
Meetings Minutes	Monthly		X	Secretary	Print Minutes emailed from the Secretary after all meetings attended (Executive, Governing Board, General Membership, FSTS Advisory Board, Special Committees, Other). NOTE: Secretary maintains signed original
Property Inventory	Annually		X	Ways and Means Chairperson	Signed original is kept with the Secretary
Check Reimbursement Request	Updated as needed	x		Treasurer and President	Submit completed form and original receipt(s) to Treasurer at the next Board Meeting immediately following purchases.
Year-end Report	Annually	x		Each Board Member	Submit a copy to the Secretary at the April Board Meeting

**Hui Governing Board - COMMITTEE SPECIFIC**  
**Continuity Binder Checklist** (updated 6 May 2020)

The Continuity Binder is submitted for review in April to the Parliamentarian and President. Within three (3) days after the May General Membership function, the Continuity Binder is given to the successor. If the successor has not yet been elected/appointed, the binder shall be given to the incoming President (*Bylaws Article IV, Section 1L*).

The below items must be maintained in each specific Board Member's Continuity Binder (or a separate labeled committee binder if too voluminous) in addition to the Governing Board Checklist:

<b>Item</b>	<b>Update Frequency</b>	<b>Original</b>	<b>Copy</b>	<b>Prepared By</b>	<b>Specific Board Committee Member</b>
FSTS Bylaws	Updated every two years (or as needed)		x	FSTS Advisory Board and approved by the Governing Board	President, FSTS Liaison/Advisor, Parliamentarian, Secretary, and Treasurer. NOTE: The FSTS Manager should have a personal copy and the original signed copy is kept by the Secretary.
FSTS Budget	Updated Annually		x	FSTS Advisory Board and approved by the Governing Board	President, FSTS Liaison/Advisor, Parliamentarian, Secretary, and Treasurer. NOTE: The FSTS Manager should have a personal copy and the original signed copy is kept by the Secretary.
FSTS Charter	Updated every two years (or as needed)		x	FSTS Advisory Board and approved by the Governing Board	President, FSTS Liaison/Advisor, Parliamentarian, Secretary, and Treasurer. NOTE: The FSTS Manager should have a personal copy and the original signed copy is kept by the Secretary.
Hui Member Application	As Needed	X		Membership Chairperson	Membership and Publicity/Newsletter Chairpersons
Photo Release Form	As Needed	X		Membership Chairperson	Membership and Publicity/Newsletter Chairpersons
Scholarship Application	Annually	x		Scholarship Committee	Scholarship and Publicity/Newsletter Chairperson
Scholarship Marketing Materials	Annually	X		Scholarship Committee and Publicity/Newsletter Chairperson	Scholarship and Publicity/Newsletter Chairperson
Scholarship Scoring Rubric	Annually	x		Scholarship Committee	Scholarship Chairperson
Scholarship Notification Letter	Annually	X		Scholarship Committee and Publicity/Newsletter Chairperson	Scholarship and Publicity/Newsletter Chairperson
Scholarship Acceptance Agreement	Annually	X		Scholarship Committee	Scholarship Chairperson
Scholarship Certificate	Annually	X		Scholarship Committee	Scholarship Chairperson

Scholarship Award Check Sample	Annually	X		Scholarship Committee	Scholarship Chairperson
Welfare Application	Annually	x		Welfare Committee	Welfare and Publicity/Newsletter Chairpersons
Welfare Marketing Materials	Annually	x		Welfare Committee	Welfare and Publicity/Newsletter Chairpersons
Welfare Notification Letter	Annually	X		Welfare Committee	Welfare Chairperson
Welfare Acceptance Agreement	Annually	X		Welfare Committee	Welfare Chairperson
Welfare Certificate	Annually	X		Welfare Committee	Welfare Chairperson
Welfare Award Check Sample	Annually	X		Welfare Committee	Welfare Chairperson



# Hui Check Reimbursement Request

(updated 8 May 2020)

**Submit this form with all original supporting receipts to the Treasurer no later than the Governing Board Meeting following the date of purchase.**

Name of Hui Member requesting reimbursement: \_\_\_\_\_

Date: \_\_\_\_\_ Event Covered: \_\_\_\_\_

Amount	Receipt Date	Purchase Location	Items	Reason for purchase (Detailed Purpose)	Budget Category

\$ \_\_\_\_\_ Total Amount to be reimbursed

Hui Member Signature and Position: \_\_\_\_\_

Hui Member Phone Number: \_\_\_\_\_

\*\*\*\*\*

### \*\*\*Treasurer Use Section\*\*\*

Date Reimbursement Request Received: \_\_\_\_\_

Reimbursement Check Number: \_\_\_\_\_ Check Amount: \$ \_\_\_\_\_

Check Payable to: \_\_\_\_\_

Issuer's Signature: \_\_\_\_\_

Name and signature of Hui member receiving check: \_\_\_\_\_

Special Notes and President's signature if receipt missing:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Hui Cash/check Receipt

(updated 8 May 2020)

Submit this receipt with all cash and checks to the Treasurer immediately following all functions. In the Treasurer's absence, the money shall be given to the President or 1VP.

Date: \_\_\_\_\_

Description of deposit activity: \_\_\_\_\_

Deposit Amount: \_\_\_\_\_

Deposit Detail:

# of Checks: \_\_\_\_\_

Total Check Deposit: \$ \_\_\_\_\_

Cash:

\$1s: \_\_\_\_\_ x \$1 = \$ \_\_\_\_\_

\$5s: \_\_\_\_\_ x \$5 = \$ \_\_\_\_\_

\$10s: \_\_\_\_\_ x \$10 = \$ \_\_\_\_\_

\$20s: \_\_\_\_\_ x \$20 = \$ \_\_\_\_\_

Total Cash: \$ \_\_\_\_\_

Total Deposit: \$ \_\_\_\_\_

Name and Signature of two Hui Members counting and verifying the deposit:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

.....  
**\*\*\*Treasurer Use Section\*\*\***  
.....

Date Deposit Receipt Form Received: \_\_\_\_\_

Amount Received: \$ \_\_\_\_\_

Circle One:                      Welfare Account      Operating Account



## ***Hui Publicity Non-disclosure instruction***

(updated 8 May 2020)

(DoD I 1000.15, October 24, 2008)

A Non-Federal entity must prominently display the following non-disclosure on all print and electronic media mentioning the entity's name confirming that the entity is not a part of the Department of Defense.

- A. The non-disclosure statement shall be included on all external documents (Scholarship Applications, Welfare Applications, Newsletter, Publicity, Membership Applications, FSTS Flyers, etc.)
- B. The non-disclosure statement shall be included in appropriate oral communications and public announcements when the name of the entity is used.

**“THIS IS A NON-FEDERAL ENTITY. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS.”**

## **References**

Army Regulation 210-22 Private Organizations on Department of the Army Installations

Army Regulation 215-1 Morale, Welfare and Recreation Activities and Non-Appropriated Fund Instrumentality

Department of Defense 5500.7R Joint Ethics Regulation Standards of Conduct

Department of Defense Instruction 1000.15 Private Organization and Liability





## ***Fort Shafter Hui Photo Release Statement***

(updated 8 May 2020)

I, \_\_\_\_\_,  
grant the Fort Shafter Hui my permission to use any photograph including, but not limited  
to:

Membership/Super Sign-Up function

General Membership functions

Sub-clubs (including activities)

Year-end recognition and awards function(s)

for publicity, copyright purposes, illustration, advertising, and web content.

**Name and Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**“THIS IS A NON-FEDERAL ENTITY. IT IS NOT A PART OF THE DEPARTMENT OF  
DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS.”**



# Hui and FSTS Important Access Matrix

(updated 6 May 2020)

	President	1 VP	2 VP	Publicity/ Newsletter Chairperson	Sec	Treas	FSTS Bookkeeper	FSTS Liaison/ Advisor	FSTS Mgr	Other
<b>Hui Banking</b>										
Operating Acct. Checkbook						X				
Welfare Acct. Checkbook						X				
Online Banking Access	X	X				X				
<b>Hui Property - see individual Board Property Sheets</b>										
<b>Cash Box</b>										Hosp., Reserv. and Ways and Means Chairpersons
<b>Square</b>										Hosp., Reserv. and Ways and Means Chairpersons
<b>FSTS</b>										
Conex 1									X	
Conex 2 Hui										
Donation Shed										
Kidney Shed										
Online Banking Access							X			
Safe Key							X		X	
Side Door Key							X	X	X	
Side Door Padlock Key							X	X	X	
<b>Keys</b>										
Mailbox					X	X				
<b>Passwords</b>										
Facebook										
Instagram										
Memberplanet										
Weebly										

## Fort Shafter Hui 2021-2022 Executive Board Nomination Form

Please check the position you are interested in, if more than one, prioritize your choices. Experience comes in handy but it's not necessary...your passion to serve will suffice! [Nominations for the Executive Board candidates are due by \\_\\_\\_\\_\\_](#). Elections may be conducted by electronic vote.

### The Executive Board Positions are:

- President \_\_\_\_\_ (The steering wheel of the organization!)
- 1st Vice President \_\_\_\_\_ (Plans and coordinates the monthly events.)
- 2nd Vice President \_\_\_\_\_ (Responsible for Fundraising and Super Sign-Up.)
- Secretary \_\_\_\_\_ (Records and disseminates monthly meeting Minutes, maintains all Hui Governing Documents and correspondence.)
- Treasurer \_\_\_\_\_ (Custodian of all Hui funds, assist with quarterly financial reviews and files taxes annually.)
- FSTS Advisor/Liaison \_\_\_\_\_ (Provides oversight to the Fort Shafter Thrift Shop)
- Parliamentarian (Appointed by the President) \_\_\_\_\_ (Provides parliamentary support)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### Previous Board Experience:

Organization	Position/Committee	Year
_____	_____	_____
_____	_____	_____
_____	_____	_____

Tell us why you believe you are the best fit for this Executive Board. List all skills that you possess that will benefit the Hui.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email our Parliamentarian at [fshuiparliamentarian@gmail.com](mailto:fshuiparliamentarian@gmail.com) for more information.

***The Hui is a private, self-sustaining, non-profit organization [501(c)(4)] which operates and exists on a military installation only with the consent of the Commander, U.S. Army Garrison- Hawaii. The Hui is a non-Federal entity. It is not a part of the Department of Defense or any of its components and it has no governmental status.***

## Fort Shafter Hui 2021-22 Standing Committee Nomination Form

Please check the positions you are interested in, if more than one, prioritize your choices. Experience comes in handy but it's not necessary...your passion to serve will suffice! The incoming President along with the newly Elected Executive Board shall select Standing Committee Chairpersons. Installation of 2021-2022 Executive and Standing Committee Chairpersons shall be conducted in May.

**The Standing Committee Chairperson Positions are:**

Historian/Photographer \_\_\_\_\_ Hospitality \_\_\_\_\_ Membership \_\_\_\_\_ Publicity/Newsletter \_\_\_\_\_  
Reservations \_\_\_\_\_ Retired Spouses \_\_\_\_\_ Scholarship \_\_\_\_\_ Sub-clubs \_\_\_\_\_  
Volunteer Coordinator \_\_\_\_\_ Ways and Means \_\_\_\_\_ Welfare \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Previous Committee/Board Experience:

<i>Organization</i>	<i>Position/Committee</i>	<i>Year</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Tell us why you believe you are the best fit for this Standing Committee position. List all skills that you possess that will benefit the Hui.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email our Parliamentarian at [fshuiparliamentarian@gmail.com](mailto:fshuiparliamentarian@gmail.com) **Submit nominations by** \_\_\_\_\_.

***The Hui is a private, self-sustaining, non-profit organization [501(c)(4)] which operates and exists on a military installation only with the consent of the Commander, U.S. Army Garrison-Hawaii. This is a non-Federal entity. It is not a part of the Department of Defense or any of its components and it has no governmental status.***