

KAUAI UNITED HONGWANJI BUDDHIST WOMEN'S ASSOCIATION

BY-LAWS

ARTICLE I: NAME AND AFFILIATION

The name of this organization shall be the KAUAI UNITED HONGWANJI BUDDHIST WOMEN'S ASSOCIATION.

This association is a member unit of the Hawaii Federation of Honpa Hongwanji Buddhist Women's Association.

ARTICLE II: HEADQUARTERS

The headquarters of this association shall be located at the Lihue Hongwanji Mission temple.

ARTICLE III: PURPOSES

The purpose of this association shall be as follows:

- To work for the progress and expansion of Jodo Shinshu (Pure Land Sect) in the County of Kauai.
- To create better understanding, harmony and fellowship among the women of Buddhist faith.
- To cooperate with the Hawaii Federation in their activities through active participation.
- To serve the community in the spirit of Sangha.

ARTICLE IV: ACTIVITIES

In order to achieve the purpose described in Article III, this association shall undertake various educational, social, religious and service projects

ARTICLE V: MEMBERSHIP

The membership shall be composed of local Hongwanji Women's Associations.

ARTICLE VI: OFFICERS

The officers of this association shall be President, Immediate Past President, Vice President, Secretary, Treasurer, Auditor and Minister Advisor.

ARTICLE VII: EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the officers, namely, President, Immediate Past President, Vice President, Secretary, Treasurer, Auditor and Minister Advisor.

Section 2. This committee shall have all the powers of the Board between the meetings of the Board.

#### ARTICLE VIII: BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the Officers; the President of each Unit; chairmen of Standing and Special committees; Federation Director(s).

Section 2. The Board of Directors shall execute and administer the work of the association in carrying out the purposes defined in Article III.

Section 3. The Board shall be empowered to act upon all matters and shall report such actions at the general membership meeting.

Section 4. The Advisors of each Unit, attending the Board of Directors' meeting shall participate without vote.

#### ARTICLE IX: ELECTION

Section 1. Election of Officers shall be held at the General Membership Meeting during its annual Fall conference.

Section 2. The offices of the President, Vice President, Secretary and Auditor shall be rotated among the Units. If a Unit is unable to fill a position, the position may be filled by another Unit.

Section 3. The President shall appoint the Treasurer.

Section 4. Nomination of officers shall be conducted at the Board of Directors meeting prior to the annual Fall general membership meeting.

Section 5. All dues-paying members of each unit shall qualify to hold office and vote.

Section 6. Election of Federation Director(s) shall be held at the General Membership Meeting in the Fall.

#### ARTICLE X: DUTIES OF OFFICERS

Section 1. The PRESIDENT shall preside at the meeting of the association and direct its affairs. She shall appoint Standing and Special Committee chairmen. She shall be an ex-officio member of all committees. She shall represent the Kauai United Hongwanji Buddhist Women's Association at Hongwanji related activities.

- Section 2. The VICE PRESIDENT shall perform the duties of the President in her absence, disability or death. She shall attend the Hawaii Federation meetings along with the President (as Director). In the event of the President's absences, disability or death, she shall attend the Hawaii Federation meetings as president and the secretary or treasurer will attend as director.
- Section 3. The SECRETARY shall be responsible for the accurate recording of business proceedings and shall maintain all records of meetings and matters pertaining to the association. She shall also be responsible for correspondence.
- Section 4. The TREASURER shall keep an accurate account of all receipts and disbursements and shall submit a written annual report at the end of the year. She shall submit interim reports when requested by the President.
- Section 5. The AUDITOR shall examine the books and accounts of the Treasurer and make an annual audit.
- Section 6. The MINISTER ADVISOR shall be selected by the Kauai Hongwanji Ministers Association and shall serve as coordinator and adviser. The Minister Adviser shall attend the Representative Assembly meetings of the Hawaii Federation and shall participate but without vote.
- Section 7. The IMMEDIATE PAST PRESIDENT shall serve in an advisory capacity and shall participate with voting power.
- Section 8. CHECK-SIGNING AUTHORIZATION. The President, the Vice President, the Treasurer and the Secretary shall be authorized to sign checks for the Association with any one of said signatures being valid.

#### ARTICLE XI: DUES

The annual dues of this association shall be the amount set by the Board of Directors at the beginning of any fiscal year.

#### ARTICLE XII: MEETINGS

- Section 1. The association shall conduct its general membership meeting annually at its Fall Conference.
- Section 2. The Executive Committee and Board of Directors meetings shall be held three times prior to the general membership meeting when called by the President.

Section 3 Special meetings of the Executive Committee or Board of Directors may be called by the President when needed. Meeting may be held by telephone and/or e-mail. At least one representative of each Unit must be included; In the case of the Executive Committee, if there is no representative from a Unit, another member of the Board of Directors from that Unit must be included. Any action taken at a special meeting must be reported at the next regular meeting.

#### ARTICLE XIII: STANDING COMMITTEES

Section 1. The Standing Committees shall be: ALOHA/WELFARE, BYLAWS, FINANCE, MEMBERSHIP, NEWSLETTER AND PROJECTS.

Section 2. Duties of the Standing Committees are as follows:

It shall be the duty of the ALOHA/WELFARE committee to take care of the social needs and the well being of the association.

It shall be the duty of the BYLAWS committee to study and report needed Bylaw changes or additions to the Board of Directors and present proposals to the general membership.

It shall be the duty of the FINANCE committee to prepare an annual budget, to have general supervision of all expenditures and to assist the association in developing a sound financial policy.

It shall be the duty of the MEMBERSHIP committee to promote, expand, stabilize and orient the membership of the association.

It shall be the duty of the NEWSLETTER committee to submit to the Federation Newsletter Chairman, news on association activities and other related special interest topics and to publicize activities of general interest in the local newspaper.

It shall be the duty of the PROJECTS committee to spearhead the observance of "DANA DAY" on the second Sunday in February, each year and to handle the distribution of the contributions.

#### ARTICLE XIV: SPECIAL COMMITTEES

Section 1. Special Committees of the association are as follows: SCHOLARSHIP and STUDENT EXCHANGE.

Section 2. It shall be the duty of the SCHOLARSHIP committee to propose guidelines on qualifications, number and amounts of scholarships to be offered annually. It shall also disseminate the scholarship forms; select the recipients; bestow the awards and do its own publicity.

Section 3. It shall be the duty of the STUDENT EXCHANGE committee to cooperate with the Hawaii Federation and coordinate this program, locally.

#### ARTICLE XV: QUORUM

At least one representative from each unit must be present at any meeting of the Executive Committee or Board of Directors. The majority representative of member units shall constitute a quorum at the General Membership meeting.

#### ARTICLE XVI: FISCAL YEAR

The fiscal year of this association shall be the calendar year.

#### ARTICLE XVII: PARLIAMENTARY AUTHORITY

Parliamentary procedure at all meetings of this association shall be based on “Robert’s Rule of Order as revised”, except as otherwise specified in these Bylaws.

#### ARTICLE XVIII: AMENDMENTS

Section 1. Any provision of these Bylaws may be amended by two-thirds (2/3) vote of members present at any membership meeting of the association; provided, however, that the proposed amendment is submitted at the preceding Board of Directors’ meeting.

Section 2. Amendment to Bylaws may be proposed by any unit, or any member, in writing, to the President or Bylaws committee of this association.

Adopted October 22, 1978  
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