

**HONPA HONGWANJI MISSION
 MAUI UNITED BUDDHIST WOMEN’S ASSOCIATION
 STANDING RULES AND PROCEDURES**

1. The presiding unit responsibility shall be on a rotational basis in the following order: Wailuku, Lahaina, Makawao, Kahului.
2. The position of the President shall be on a rotational basis beginning with the first unit in the order of rotation above.
3. The positions of Vice President shall be on a rotational basis excluding the unit providing the President’s position and the immediate past presiding unit in the order of rotation above.
4. A Lanai representative shall serve as the third Vice President. Lanai shall not be included in the rotational unit responsibility.
5. Annual dues per member: \$12.50

Distribution

HHM MUBWA	\$5.00
Hawaii Federation	\$3.00
Ministerial Fund (Hawaii Federation)	\$1.00
Dana (HHM MUBWA)	\$1.00
Supplementary (HHM MUBWA)	\$1.00
Education (Hawaii Federation)	\$1.50
Total	\$12.50

6. The unit coordinator for hosting the State Membership Conference that is held every four years shall be on a rotational basis in the following order:

2010	Wailuku
2014	Lahaina
2018	Makawao
2022	Kahului

7. The State Membership Conference rotation to Maui is once every 20 years. The chair for the Maui rotation shall be as follows:

2022	Kahului
2042	Wailuku

2062	Lahaina
2082	Makawao

8. The unit coordinator for participation in the World Convention that is held every four years shall be on a rotational basis in the following order:
- a. 2011 – Lahaina (originally this 14th World Convention was to be in Canada in 2010 but was changed to be in Japan in 2011 to coincide with Shinran Shonin’s 750th Memorial Service)
 - b. 2015 – Makawao
 - c. 2019 – Kahului
 - d. 2023 – Wailuku
9. Standing Committees shall be chaired by units on a rotational basis.

a.

Membership / Education	2016, 2012, 2008: Lahaina 2017, 2013, 2009: Makawao 2018, 2014, 2010: Kahului 2019, 2015, 2011: Wailuku
Dana / Aloha	2016, 2012, 2008: Kahului 2017, 2013, 2009: Wailuku 2018, 2014, 2010: Lahaina 2019, 2015, 2011: Makawao
Bon Dance	2016, 2012, 2008: Wailuku 2017, 2013, 2009: Lahaina 2018, 2014, 2010: Makawao 2019, 2015, 2011: Kahului
Newsletter	2016, 2012, 2008: Makawao 2017, 2013, 2009: Kahului 2018, 2014, 2010: Wailuku 2019, 2015, 2011: Lahaina
Student Exchange to Japan	2011-12: Makawao 2013-14: Kahului 2015-16: Wailuku 2017-18: Lahaina
Student Exchange from Japan	2011-12: Makawao 2013-14: Kahului 2015-16: Wailuku

- b. All Standing Committees shall maintain a file containing procedures, written reports, and evaluations of any activities held during the year. These files shall be forwarded to the succeeding HHM MUBWA President at the end of their term.

10. Student Exchange

- a. The host unit shall be responsible for the Student Exchange from Japan and Student Exchange to Japan on a rotational basis of every two years.
- b. The budget for expenses not including gifts shall be \$150.00 per Student Exchange from Japan. Personal incidentals are the responsibility of each student. The budget does not include payment for expenses incurred by members, including members from the host unit.
- c. Gift cost per Student Exchange from Japan shall be up to \$50.00. The host unit in charge of the Student Exchange shall be responsible for the purchase of the gift.
- d. If any Maui candidate is selected as a Student Exchange to Japan, a gift of \$100.00 shall be given.

11. Delegate to Legislative Assembly (Giseikai)

- a. The HHM MUBWA President is the Maui delegate to the Giseikai. In the event she is unable to attend, a Vice-President shall be designated.
- b. The HHM MUBWA shall pay the delegate's 1-night hotel expense and \$20.00 per diem for one day.
- c. The Hawaii Federation pays for the inter-island transportation and registration fee.

12. State Membership Conference

- a. The HHM MUBWA President is the Maui delegate to the State Membership Conference. In the event she is unable to attend, a Vice-President shall be designated.

- b. Maui United pays for the interisland transportation and lodging for the President or designee. Hawaii Federation pays the registration fee for the United BWA Presidents.
- c. The Hawaii Federation pays the registration fee and necessary round trip air fare(s) and lodging expenses for all minister advisors of the United BWA.

13. Hawaii Federation Meetings

- a. The President, 1st Vice-President and the minister advisor shall be the representatives.
- b. The Hawaii Federation pays for the inter-island transportation for the above representatives.

14. Lanai representatives to Representative and General Membership Meeting

- a. HHM MUBWA shall pay for inter-island sea ferry transportation for the MUBWA officers or authorized proxies to attend
 - a. Representative Meeting: Spring and Fall
 - b. General Membership Meeting: Spring Assembly
- b. HHM MUBWA shall pay for inter-island sea ferry transportation for up to four (4) representatives comprised of MUBWA officers and representatives to attend the General Assembly in the Fall.
- c. Ground transportation costs on Maui for one economy car rental for one day for each meeting (total 4) will be covered.

15. At all HHM MUBWA hosted functions the meal costs for attending ministers and their spouses will be paid by HHM MUBWA.

16. Costs and expenses associated with the World Convention will be covered for the minister advisor. The treasurer will keep the World Convention Minister Advisor Cost and Expenses (world convention expenses – registration fee, meals, lodging, and all transportation) as a line item in the annual budget (even if the budget reflects \$0 for a non-convention year).

17. Guest speaker

- a. HHM MUBWA shall present a \$75.00 honorarium.
 - b. HHM MUBWA shall pay for inter-island transportation, meals and lodging when applicable.
18. Maui United Junior Young Buddhists Association (Jr. YBA)
- a. A \$200.00 annual donation shall be made to the Maui United Jr. YBA.
19. Young Enthusiastic Shinshu Seekers (YESS)
- a. A total of \$100.00 annual donation shall be made to Maui participants of YESS.
20. Gifts for district ministers retiring or departing from the district:
- 1 – 5 years: \$25.00
 - 6 – 10 years: \$35.00
 - Over 10 years: \$50.00
21. Condolences (koden) for district ministers and spouses
- For ministers: \$50.00
 - For spouses: \$50.00
22. A monetary gift of \$100.00 will be given for temple and BWA centennial commemorations.
23. The annual visitation to long-term care facilities shall be scheduled in conjunction with the Spring General Membership Meeting.

Hale Makua – Kahului	2016, 2012, 2008: Makawao 2017, 2013, 2009: Wailuku 2018, 2014, 2010: Kahului 2019, 2015, 2011: Lahaina
Hale Makua – Wailuku	2016, 2012, 2008: Kahului 2017, 2013, 2009: Lahaina 2018, 2014, 2010: Makawao 2019, 2015, 2011: Wailuku
Kula Hospital	2016, 2012, 2008: Lahaina 2017, 2013, 2009: Makawao 2018, 2014, 2010: Wailuku 2019, 2015, 2011: Kahului

Kula Hospital	2016, 2012, 2008: Wailuku 2017, 2013, 2009: Kahului 2018, 2014, 2010: Lahaina 2019, 2015, 2011: Makawao
Lanai Hospital	2016, 2012, 2008: Lanai 2017, 2013, 2009: Lanai 2018, 2014, 2010: Lanai 2019, 2015, 2011: Lanai

24. Proxy

- a. Proxy(ies) may be designated by any authorized officer, director, and/or minister advisor, to act on her/his behalf provided that the primary person presents through the designated, a written authorization, duly signed and dated.
 - b. Proxies must present their authorization paper to the chair of the meeting/conference before the convening of that particular gathering.
25. Changes to the Standing Rules and Procedures may be made by a majority vote of officers present at any Representative Meeting.
26. All requests for reimbursement must be accompanied by receipts within 30 days of date of expenditure. Use the “Request for Payment” form available in the Federation website. See <http://www.hawaiibwa.org/formembers/forms/>

Revised:

03/05/95, 03/21/99, 10/22/00, 09/29/02, 11/04, 11/05, 10/12/08, 10/18/09, 10/10/10, 3/13/11, 10/16/11