

Hawaii Island United Hongwanji Buddhist Women's Association

BYLAWS

ARTICLE I. NAME

The name of this association shall be the HAWAII ISLAND UNITED HONGWANJI BUDDHIST WOMEN'S ASSOCIATION, hereinafter referred to as HIUHBWA.

ARTICLE II. HEADQUARTERS

The headquarters of the HIUHBWA shall be the Honpa Hongwanji Hilo Betsuin, 398 Kilauea Avenue, in the City of Hilo, State of Hawaii, 96720.

ARTICLE III. PURPOSE

The purpose of the HIUHBWA shall be to:

1. Cherish and perpetuate the teachings of the Jodo Shinshu, the Pure Land Sect of Buddhism.
2. Foster good fellowship among its members, uphold the integrity of women, and participate in the general welfare and betterment of their temple and the community.
3. Promote religious education and other affiliated services which are considered necessary and important to the purpose of HIUHBWA.
4. Promote the development and sustainability of Buddhist women's organizations on the island of Hawaii.

ARTICLE IV. MEMBERSHIP

The membership of HIUHBWA shall consist of both active and associate members of all BWA units on the Island of Hawaii.

ARTICLE V. DUES AND FEES

Section 1. The amount of dues and fees shall be determined by the Board of Directors with the approval of the majority of the members present at the General Membership Meeting or special meeting of HIUHBWA. Each unit shall be responsible for submitting dues by the date determined by the Board of Directors.

Section 2. Special assessments or contributions may be levied upon the recommendation of the Board of Directors with the approval of the majority of members present at any regular or special meeting of the Association.

ARTICLE VI. MANAGEMENT

Section 1. Executive Board

- 1.a. The Executive Board shall consist of a President, First Vice President, Second Vice President, Recording Secretary, General Fund Treasurer, Assistant General Fund Treasurer, and Auditors. The Immediate Past President and the Minister Advisor shall also serve on the Board.
- 1.b. The Executive Board shall have the power to act on emergency matters that arise between regularly scheduled meetings.

Section 2. The Board of Directors

- 2.a. The Board of Directors of HIUHBWA shall consist of Executive Board members, chairs of standing and special committees, unit presidents, members of the HIUHBWA serving as officers or directors of the Honpa Hongwanji Mission of Hawaii Federation of Buddhist Women's Association, and ministers.
- 2.b. The Board of Directors shall have all powers and authority of HIUHBWA and shall have general management and control of all public affairs of HIUHBWA as well as formulation of rules and regulations.

Section 3. All resident ministers of the Island of Hawaii shall act as Counselors.

Section 4. The Minister Advisor shall be from the temple of the HIUHBWA President

ARTICLE VII. OFFICERS AND DUTIES

Section 1. Immediate Past President. The Immediate Past President shall serve in an advisory capacity and shall have voting privilege. In the absence of the secretary, she shall assume the duties and responsibilities of the Recording Secretary at meetings.

Section 2. President. The President shall preside at all meetings of the HIUHBWA—the Board of Directors, the Executive Board, the Representative Board and the General Membership Meeting.

- 2.a. The President shall appoint chairs for all special committees except the Nominating and Resolution Committees. She shall serve as an ex-officio member of all committees except the Nominating Committee.
- 2.b. The President shall sign, together with the Treasurer, any legal papers of HIUHBWA authorized by the Board of Directors.

Section 3. Vice Presidents, in the order designated, shall perform duties for the President in her absence or inability to act. In addition,

- 3.a. The First Vice President shall be the President Elect and serve as a Director to the Federation. She shall address matters related to Buddhist Education, Dana, and Dharma School.
- 3.b. The Second Vice President shall address matters related to Membership and Publicity.

Section 4. The Recording Secretary shall keep the minutes of all meetings and shall provide minutes to directors within sixty (60) days following the meeting.

- 4.a. The Recording Secretary shall be responsible for disseminating to appropriate officers and chairs of the HIUHBWA within thirty (30) days any correspondence or communication received from the United President, the Federation, all HIUHBWA units, community and other sources. She shall also be responsible for sending letters to donors and other supporters of HIUHBWA .
- 4.b. The Recording Secretary shall perform other secretarial duties as may be prescribed by the President of the Board of Directors.
- 4.c. In the event the Recording Secretary is unable to perform the duties of her position, the Unit of which she is a member shall identify a replacement to fulfill the duties of the office.

Section 5. The General Fund Treasurer shall receive, disburse and have care and custody of all funds subject to such direction and regulations as may be prescribed by the Board of Directors and shall submit a financial report at all meetings. She shall also prepare the annual budget to be presented at the January meeting of the Board of Directors.

Section 6. The Assistant General Fund Treasurer shall be responsible for the scholarship fund account and shall receive, disburse, have care and custody of all matters concerning the scholarship fund account, and shall submit a financial report at all meetings. She shall assist and assume the

duties of the General Fund Treasurer in the event the General Fund Treasurer is unable to perform the duties of her position.

Section 7. The Auditors shall conduct an annual audit of the books and accounts of the Treasurers, or whenever ordered by the Board of Directors, and shall attest their signatures to the annual financial report of the Treasurer.

Section 8. Directors

8.a. Directors are responsible to provide a written report regarding what transpired at the Federation meeting. This report shall be shared with the members of their Representative units within 30 days of the meeting, or as directed by the HIUHBWA President.

8.b. In the event a Director is unable to attend the Federation meeting, she shall find a substitute and provide her substitute with a signed proxy form.

Section 9. The Minister Advisor shall serve in an advisory capacity to the HIUHBWA. In the absence or inability of the Minister advisor to act, the Hawaii Island Minister's association will appoint a Minister advisor, until such time a new minister is assigned to the temple of the HIUHBWA President.

ARTICLE VIII. STANDING COMMITTEES

Section 1. The President shall appoint committee chairs and shall convene other special committees when necessary.

Section 2. The **Bylaws Committee** shall receive suggestions for changes to the Bylaws and present proposals for amendments at the January meeting of the Board of Directors.

Section 3. The **Historian** shall keep a pictorial record of the activities of the HIUIHBWA.

Section 4. The **Nominating Committee**, selected from the unit hosting the annual convention in the election year, shall gather the names of the nominees for the various offices and present the slate at the Representative Meeting.

Section 5. The **Resolution Committee** selected from the unit hosting the annual convention in the election year, shall be responsible for receiving proposals from HIUHBWA units, developing resolutions and presenting them to the Board of Directors for adoption at the General Membership Meeting.

- Section 6. The **Scholarship Committee** shall be responsible for the distribution of scholarship program information, application form, reviewing and applications received.
- Section 7. The **Student Exchange Committee** shall be responsible for the distribution of information and application forms to HIUHBWA units. The chair shall also represent the HIUHBWA on the selection panel of the Federation.

ARTICLE IX. TERM OF OFFICE

- Section 1. The term of office for all officers and directors shall be two (2) years beginning January first. Other than death, resignation, medical illness or disability, all officers and directors shall serve until their successors are elected and installed.
- Section 2. The Board of Directors may declare a vacancy to exist when a Director submits a letter of resignation, or when illness or other incapacity causes any Director to be unable to perform and carry out her duties as a Director. The Unit President shall be responsible to fill the vacancy.

ARTICLE X. MEETING

- Section 1. The meetings of the HIUHBWA shall be the General Membership Meeting, the Representative Meeting, the Executive Board Meeting, and the Board of Directors Meeting.
- Section 2. The date of the General Membership meeting of HIUHBWA shall be in October, or an alternate date set by the Board of Directors.
- Section 3. The annual Representative Meeting shall be held approximately one (1) month before the General Membership Meeting.

The Representative Meeting shall consist of the Board of Directors and delegates from each District unit selected in the following manner:

Two (2) delegates up to the first 100 members, thereafter additional one (1) delegate per 50 members, or its fraction thereof.

- Section 4. The meeting of the Board of Directors and the Executive Board may be called by the President as deemed necessary or upon request of three (3) directors or officers.
- Section 5. Notice of all meetings shall be given at least thirty (30) days in advance. In case of emergencies exceptions may be made.

ARTICLE XI. QUORUM

- Section 1. One-third (1/3) of the members of the Board of Directors shall constitute a quorum for the transacting of business at any of its meetings.
- Section 2. One-third (1/3) of the members of the Executive Board shall constitute a quorum for the transacting of business at any of its meetings.
- Section 3. Quorum for the General Membership Meeting of the HIUHBWA shall be one-third (1/3) with representation from the majority of the units.
- Section 4. One-third (1/3) of the members of the Representative Board shall constitute a quorum for the transacting of business at any of its meetings.

ARTICLE XII. ELECTION

- Section 1. The officers shall be elected at the General Membership Meeting of the HIUHBWA.
- Section 2. The Nominating Committee shall receive the names of candidates for office from units according to the Schedule of Rotation of Officers. The slate so prepared shall be presented at the General Membership Meeting for action.
- Section 3. Those units, which are composed of more than one temple, shall organize as one unit. The Unit Presidents will jointly prepare the slate of nominees from their unit to the HIUHBWA.

ARTICLE XIII. COMMITTEES

- Section 1. The Historian, chairs of the By-laws, Scholarship, and the Student Exchange committees of the HIUHBWA will be selected from Units following the Schedule of Rotation of Committees.
- Section 2. All standing committee chairs will pass to the succeeding chairs information and materials regarding the duties and functions of their respective committee.
- Section 3. The Nominating Committee and the Resolution Committee chairs shall come from the hosting unit of the election year convention.

ARTICLE XIV. PROXY

Proxies may be designated by any voting member to act on her behalf by providing a written authorization duly signed and dated, with the right to vote on behalf of the primary person. Proxies must be presented to the presiding officer of the meeting before it begins.

ARTICLE XV. FISCAL YEAR

The fiscal year of the HIUHBWA shall be the calendar year.

ARTICLE XVI. PARLIAMENTARY AUTHORITY

Section 1. Parliamentary authority of the HIUHBWA shall follow Robert Rules of Order, Revised.

ARTICLE XVII. AMENDMENTS

These Bylaws may be amended by a two third (2/3) vote at the General Membership Meeting, provided that the proposed amendment(s) had been presented in writing at the Representative Meeting and was accepted by the majority of members voting.

Bylaws revisions: 10-24-2004; 09-28-2013; 09-27-2014