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**HONOLULU UNITED
HONPA HONGWANJI BUDDHIST WOMEN'S ASSOCIATION
POLICIES
(STANDING RULES)**

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Adopted: June 2000

Amended: February 1, 2003, December 18, 2010, February 7, 2016,
September 23, 2017, April 29 , 2018.

**HONOLULU UNITED
HONPA HONGWANJI BUDDHIST WOMEN'S ASSOCIATION
POLICIES**

Officers

1. The Office of the President of the Honolulu United Honpa Hongwanji Buddhist Women's Association shall be rotated among the following participating Units at large:
 - a. Honpa Hongwanji Hawaii Betsuin Buddhist Women's Association
 - b. Jikoen Buddhist Women's Association
 - c. Moiliili Hongwanji Buddhist Women's Association

2. Officers as listed in Article VI of the Bylaws of the Honolulu United Honpa Hongwanji Buddhist Women's Association may be included in the count of the prorated members representing each participating Unit.

Adopted June 2000

Amended: February 1, 2003, December 18, 2010, June 17, 2014,
April 29, 2018.

**HONOLULU UNITED
HONPA HONGWANJI BUDDHIST WOMEN'S ASSOCIATION
POLICIES**

Membership Count, Dues & Fees

1. Membership count shall be based on the following definitions:

Active BWA Member

- a. Pays regular dues to her Unit.
- b. Generally participates at Unit/United/Federation level.
- c. Counted in annual United and Federation dues assessment.

Associate Member

- a. Previously active but now is unable to regularly participate at Unit/United/Federation level activities, primarily due to being homebound, in a care, retirement or nursing home.
- b. No longer pays any dues to her Unit.
- c. Unit BWA will pay \$1.00 per person for the Ministerial Training Fund.

2. Annual membership dues and distribution thereof shall be determined by Honolulu United Honpa Hongwanji Buddhist Women's Association.

3. Dues from each participating Unit shall be determined by the membership count ending December 31st of the year before and shall be submitted annually to the treasurer of the Honolulu United Honpa Hongwanji Buddhist Women's Association by the 1st Quarter meeting of the Honolulu United Board of Directors.

4. The number of representatives from each Unit shall be determined by the active membership count ending December 31st of the year before. See also the Bylaws of the Honolulu United Honpa Hongwanji Buddhist Women's Association, Article V, Section 3.

Adopted: June 2000

Amended: December 2014

**HONOLULU UNITED
HONPA HONGWANJI BUDDHIST WOMEN'S ASSOCIATION
POLICIES**

General Fund

1. The treasurer shall be a member but not the chair of the Budget and Finance Committee.
2. An allowance for refreshment shall be provided to the participating Unit that is hosting the designated meeting, unless otherwise decided by the Board of Directors. The hosting rotation shall be according to:
 - a. Honpa Hongwanji Hawaii Betsuin Buddhist Women's Association
 - b. Jikoen Buddhist Women's Association
 - c. Moiliili Hongwanji Buddhist Women's Association.
3. Cost and means of transportation to the regular meeting of the Honolulu United Honpa Hongwanji Buddhist Women's Association shall be the responsibility of each participating Unit.
4. Payments shall be made from the General Fund for the maintenance and administration of the Honolulu United Honpa Hongwanji Buddhist Women's Association to include but not be limited to all office supplies, equipment, postage, FAX, copying costs, printing, and the distribution of organizational communication.
5. The Executive Board shall approve non-budgeted organizational and public relations cost for the Honolulu United Honpa Hongwanji Buddhist Women's Association President.
6. An annual gift shall be presented to the Minister Adviser of each participating Association.
7. The Board of Directors shall determine appropriate honoraria.

Adopted: June 2000

Amended: February 1, 2003, December 18, 2010, June 2014
April 29, 2018

**HONOLULU UNITED
HONPA HONGWANJI BUDDHIST WOMEN'S ASSOCIATION
POLICIES**

Student Exchange Program

1. Each participating Unit shall provide a representative to the Honolulu United BWA's Student Exchange Committee.
2. The Committee shall solicit and submit nominations for student representative according to the criteria developed by the Federation Committee.
- 3 Costs for hosting the students on Honolulu United's assigned days shall be the responsibility of the Honolulu United BWA.
- 4 The Board of Directors shall review the policies and procedures of the Student Exchange Program as changes are made.

Adopted: June 10, 2000

Amended: December 18, 2010, June 14, 2014, February 7, 2015

HONPA HONGWANJI BUDDHIST WOMEN'S ASSOCIATION
POLICIES

Membership Program

There shall be an Annual General Membership Meeting and a Membership Workshop/Conference.

A. Annual General Membership Meeting

1. The Chair of the Annual General Membership Meeting shall be the HUBWA President.
2. Minutes of the Annual General Membership Meeting shall be approved by a Minutes Approval Committee. The Committee shall consist of the Immediate Past President as chair and two other members appointed by the President. The Recording Secretary will provide the minutes of the Annual General Membership Meeting to the chair of the Committee within one month after the meeting. The Committee will review the minutes and recommend its approval at the next Annual General Membership Meeting. This will insure that the minutes are reviewed and approval would be done in a timely manner.

B. Membership Workshop/Conference

1. The planning committee for the Membership Workshop/Conference shall be rotated among the following Units and the chair shall be from the Unit in charge.
 - a. Honpa Hongwanji Hawaii Betsuin Buddhist Women's Association
 - b. Jikoen Buddhist Women's Association
 - c. Moililii Hongwanji Buddhist Women's Association
2. All expenditures of the Membership Workshop/Conference shall be paid for from the registration fee charged to each participant. Expenditures include, but not limited to paper supplies and related essentials, printing, flowers, honoraria to speakers, and the program booklet.
3. Monetary sponsorship and other donations may be solicited in consultation with the Board of Directors.
4. Following the conclusion of the Membership Workshop/ Conference, all excess monies shall be deposited into the General Fund.
5. The Board of Directors shall be responsible for the resolution of any fiscal deficits.

Adopted: June 2000

Amended: February 1, 2003, December 18, 2010, August 6, 2016, September 23, 2017, April 29, 2018.

**HONOLULU UNITED
HONPA HONGWANJI BUDDHIST WOMEN'S ASSOCIATION
POLICIES**

Educational Programs

1. Programs of Buddhist Education shall be encouraged and when appropriate, the Board of Directors may provide monies for membership participation.
2. An education workshop will be held annually on a rotation basis:
 - a. Honpa Hongwanji Hawaii Betsuin Buddhist Women's Association
 - b. Jikoen Buddhist Women's Association
 - c. Moiliili Hongwanji Buddhist Women's Association
3. The Chair of the Education Committee shall be from the Unit in charge of the Workshop.
4. The Education Workshop is partially subsidized by the Honpa Hongwanji Mission of Hawaii Federation of Buddhist Women's Associations.

Adopted: June 10, 2000

Amended: December 18, 2010, December 2014 , April 29, 2018.

**HONOLULU UNITED
HONPA HONGWANJI BUDDHIST WOMEN'S ASSOCIATION
POLICIES**

Proxies

1. Proxies are permitted to act on behalf of the participating Association's designated Officer or Representative.

2. A signed release from the excused Representative will be presented to the United's secretary before the meeting commences. The name of the proxy shall be designated on the release form of the excused Representative.

3. The designated proxy has the same privileges as the excused Representative.

PROXY FORM LINK

Adopted: June 10, 2000

Amended: June 2014

**HONOLULU UNITED
HONPA HONGWANJI BUDDHIST WOMEN'S ASSOCIATION
POLICIES**

SUGGESTED GUIDELINES
(Keep this sheet at the end of the POLICIES pages)

When the United President is invited to represent the Honolulu District at a function, a donation will be made. The amount shall be based on the event.

Note: If the President is unable to attend, a representative will be asked to take the honorarium

1. CELEBRATIONS - \$100
 - Centennial
 - * BWA anniversary
2. INVITATIONS - \$50
 - To represent the Honolulu United
 - Guest from outside the Honolulu United
3. FUNERAL - \$75
 - To a present board member of Honolulu United BWA
4. Fees for the use of temple and facilities - Check with temple office.

Adopted: December 18, 2010
Amended: June 2014