

**OAHU UNITED HONPA HONGWANJI BUDDHIST WOMEN’S ASSOCIATION
RULES & REGULATIONS**

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OAHU UNITED HONPA HONGWANJI BUDDHIST WOMEN'S ASSOCIATION RULES & REGULATIONS

Oahu United Honpa Hongwanji Buddhist Women's Assn.=OAHU UNITED, OUHHBWA, Rengo Honpa Hongwanji Hawaii Federation of Buddhist Women's Association = FEDERATION, Renmei

1. MEETINGS

Board of Directors' meeting shall be held quarterly, in February, May, August and November. The general membership meeting (annual convention) shall be held in the fourth quarter, preferably in October.

- a. The President shall send out the meeting notices at least two weeks before the meeting to all members of the Board. Notice of the (Annual) General membership meeting shall be posted at least one month prior to the meeting.
- b. Draft of minutes shall be distributed to all directors within 30 days after the meeting. Notice of proposed action(s) to be voted on shall be given to all BOD members at least two weeks before the meeting.
- c. The Board of Directors' meeting shall be hosted on a rotation basis.

2. BOARD OF DIRECTORS

Two active members of each BWA unit shall serve as directors. Active OUHHBWA members who are not affiliated with a Honpa Hongwanji BWA unit in the Oahu District shall be At-Large members and be considered a Unit. One observer from each BWA Unit may attend our meetings and shall have voice, but no voting rights. Additional guests must get approval by the Oahu United OUHHBWA president to be placed on the agenda. It shall be the Corresponding Secretary's responsibility to publish and distribute a list of the Board of Directors' names, mailing addresses, telephone numbers and email addresses.

3. DIRECTORS TO FEDERATION MEETINGS (Representative Assemblies)

- a. The United President is a member of the Federation Executive Board.
- b. The Oahu United BWA director(s) (1 per 300 active members) shall be selected by the OUHHBWA Board.

4. REPRESENTATIVES TO THE OAHU HONGWANJI COUNCIL MEETINGS

The Oahu United BWA President shall be one of two voting representatives to the Oahu Hongwanji Council meetings, and shall make a report of the Oahu United BWA activities. Representatives shall report Council business to the Oahu United BWA. An alternative representative shall be appointed when a representative is unable to attend. Report to the Council shall be prepared by the President.

5. DANA DAY – A World Federation Initiative

Dana Day is observed annually during February. Each unit is encouraged to initiate Dana collection and/or project at the unit/temple level. Each unit shall report their Dana Day collections/projects and distribution to OUHHBWA by the 2nd quarterly meeting so that the president can prepare a combined report for Federation.

6. EMERGENCY FUND

- a. \$1.00 per active member shall be collected annually for emergency fund in a separate account.
- b. Emergency Fund shall be distributed as follows:
 - (1) For natural disasters or fires if publicly recognized as a disaster, and the buildings are considered public (in Oahu district only).
 - (2) Each BWA Unit shall be responsible for reporting any disaster in its district to the president of the Oahu United BWA.
 - (3) The president shall confer with the executive board and the advisor to make the final decision on the matter.
 - (4) Monetary donation: about \$200 to a maximum of \$500 per disaster.
 - (5) Other relief Funds as recommended by the Federation or Oahu United BWA Board of Directors.

7. ESHIN-NI and KAKUSHIN-NI DAY

April 25 shall be designated as Eshin-ni Day and be observed in April by the various BWA Units of Oahu district. The offertory collected shall be used for youth activities. Each unit shall report their Eshin-ni and Kakushin-ni observances and distribution to OUHHBWA by the 3rd quarterly meeting so that the president can prepare a combined report for Federation.

8. CARE DAY (Compassion and Assistance in Response to Elders Day)

CARE Day shall be observed annually by each unit. Each unit shall report their CARE Day projects to OUHHBWA by the 3rd quarterly meeting so that the president can prepare a combined report for Federation.

9. FEDERATION DUES

Federation dues of \$3.00 per active member shall be paid to the Oahu United BWA treasurer by the meeting in February. Additional dues for the year shall be paid to the treasurer for new members. The treasurer shall forward the dues to the Federation for all active members as of December 31st of the previous year by May 31st of each year.

10. MINISTERIAL TRAINING & EDUCATIONAL FUND

\$2.50 (\$1.00 Ministerial Training Fund & \$1.50 Educational Fund) per active member per year shall be paid to the Oahu United BWA treasurer by the first quarterly meeting. Additional funds shall be paid to the treasurer for new members. The treasurer shall forward \$2.50 for each active member as of December 31st of the previous year to the Federation by May 31st of each year.

11. ANNIVERSARY OR DEDICATION CEREMONIES

In the event written invitations are received to anniversary or dedication ceremonies, the Oahu United BWA shall send the president or a representative to do oshoko and offer congratulatory gift "oiwai" of \$50.00.

12. EXCHANGE STUDENTS' PROGRAM

- a. For the Arriving Students
 - (1) All programming shall be the responsibility of the BWA executive board.
 - (2) The program shall be approved by the Oahu United BWA president and minister advisor, and presented at the Board of Directors' meeting.
 - (3) \$500 shall be subsidized by the Oahu United BWA for exchange student expenses. (Additional \$100 for hosting unit in case of three exchange students.)

(4) Entertainment and a gift of approx. \$50 per student shall be the responsibility of the Exchange student committee. (Included in the allocation).

(5) Guests to be invited in case a luncheon or dinner banquet is held: Exchange students; also the Federation President and the Honolulu United BWA President with costs to be covered by the Oahu United BWA treasury only when or if the Federation or Honolulu United does not have its own functions for the students. Oahu members may participate in events, such as luncheons, at their own expense.

b. For the Going Abroad Students

(1) The Oahu United BWA's Vice President shall serve as a judge on the Federation Selection Committee. If the Vice President is unable to represent Oahu United BWA for any reason, another judge will be appointed to serve in the same capacity.

(2) In the event a student(s) from the Oahu district is (are) selected to go aboard as the Exchange Student(s) from Hawaii, senbetsu (bon voyage gift) of \$100 each shall be presented from the Oahu United BWA.

13. HONORARIUM

a. \$100 to ministers for Oahu United BWA services, seminars, and Oahu district temple BWA Unit services. Headquarters' recommendations will be followed for Bishop participation.

b. Honorarium to lay speakers shall be between \$50 to \$75. (Amount to be decided by committee in charge, advisor and president of our United.)

14. SUPPORT TO DHARMA SCHOOL FOR CHILDREN:

The OUHHBWA will support the district Dharma School program up to \$300 for projects directly benefitting students and teachers such as awards for contests. DSTO will be asked to provide a report on how funds were used at the end of the school year and to inform us of programs for the next school year before we prepare the budget for the year.

15. DHARMA SCHOOL TEACHERS' CONFERENCE

When grants are received from the Federation for the Biennial State Dharma School Teachers' Conference the funds shall be given to Dharma School Teachers of Oahu to be used for registration fee and/or appropriate lodging expense for active Dharma School Teachers who are Oahu United BWA members and DSTO shall make a report on: (1) how the money was spent; and (2) names of those who received the grant.

16. MONEY MANAGEMENT

The treasurer and/or the assistant treasurer shall have the authority on money management of the treasurer's accounts (amounts to be deposited in certificates, checking account, savings account, etc.) with the approval of the president and minister advisor.

17. ALLOCATED FUNDS

A financial report of the various allocations shall be submitted to the Oahu United BWA at each meeting. Unexpended funds shall be returned to the Oahu United BWA treasury and insufficient funds shall be paid from the treasury.

18. WELFARE FOR MINISTERS AND OTHERS

- a. \$50 shall be disbursed from the Oahu United BWA for Oahu district ministers for transfer, retirement, koden and resignation.
- b. Others on a case-by-case basis to be determined by the executive board.

19. BWA SEMINAR shall be observed annually

- a. The Oahu United BWA Unit shall allocate \$500 to defray expenses of the seminar including the Buddhist Education subsidy from the Federation. Non-BWA members from any Oahu District Temple may participate in the Seminar.
- b. The hosting BWA Unit shall be responsible for honorarium to the speakers, and for the Oahu Ministers and guests' lunches (included in allocation).

20. HONOLULU UNITED BWA SPECIAL EVENTS

When the Oahu United BWA receives an invitation to Honolulu United BWA functions, a donation of \$50 will be made from the OUHHBWA. A personal donation is optional.

21. STATE MEMBERSHIP CONVENTION:

The State Membership Convention is observed in the year prior to the World Convention (once every 4 years) and hosted by one of the different United BWA districts.

- a. All persons attending the Conventions pay their own expenses as determined by the unit policies as all registration is at the unit level. (Federation pays for Federation President, 1st VP, Honorary President, Minister advisor, and Bishop and special speakers).
- b. If one of the Federation general assemblies is held in conjunction with the State Membership Convention on an outer island, airfare for Federation Officers, United President, Oahu Director(s), United Minister advisor, and committee chairs on the agenda will be covered by the Federation.

22. OAHU UNITED BWA CONVENTION

- a. Oahu United BWA shall allocate \$700.00 to the hosting BWA Unit to defray expenses of the convention.
- b. Deposit for the reservation of the convention site shall be paid by the Oahu United BWA.
- c. The following information shall be furnished by each BWA Unit to the hosting BWA Unit at least one month prior to the convention.
 - (1) Number of persons attending.
 - (2) Number of luncheon orders.
 - (3) Names of deceased BWA Unit members (Aug. 1-July 31).
 - (4) Names of Oshoko (incense offering) representatives.
 - (5) Names of Kento (candle offering) representatives.
 - (6) Names of Kenka (floral offering) representatives.
 - (7) Reports of activities to be published in the convention booklet (except seminar and Convention reports since booklets are prepared and distributed for these events.)
- d. The invitations to the Honorary President and President of the Federation, and Honolulu United BWA President shall be sent by the Convention Committee on behalf of the OUHHBWA. Convention expense and fees will be determined by hosting unit. All temples without BWA units will be informed of these activities and invited to participate.
- e. Ministers, Oahu United BWA president and guests' lunches shall be paid by hosting BWA Unit (included in allocation.)

- f. Memorial service – Deceased members’ names shall be announced by the Vice President during the Memorial Service. The Oahu United BWA President shall represent the Oahu United BWA and offer incense.
- g. The sermon for the Memorial Service and the Words of Thanksgiving shall be delivered by the minister of the hosting BWA Unit.
- h. General Meeting. The presiding officer for the general meeting shall be the President of the Oahu United BWA.
- i. General Membership Meeting.
 - (1) Recording Secretary’s minutes of the last general meeting.
 - (2) United & Federation reports by the President.
 - (3) The Treasurer’s annual report shall be from January 1 to December 31.
 - (4) The auditors shall audit the treasurer’s annual report by the end of February.
 - (5) Report of nomination committee and election of officers.
 - (6) Unfinished Business and New Business.
- j. The Vice President shall present the gifts (\$25.00) to the ministers. Funds for the gifts are included in the allocation.
- k. Installation of Officers Ceremony shall be held after the general meeting. Directors and outgoing officers shall be recognized by having them stand.
- l. Candles, ribbons, etc. if used for the installation shall be the responsibility of the hosting BWA Unit.
- m. If the guest speaker is an Oahu United BWA Exchange Student, orei is not necessary. An orei of \$25.00 shall be given to a non-Oahu District Exchange Student. Orei to outside speakers shall be between \$50.00 to \$75.00.
- n. Offertory collected at the convention shall be deposited in the Oahu United BWA treasury.
- o. Words of Appreciation shall be given at the close of the convention by the Oahu United BWA President.
- p. Voluntary contributions to the Ministerial Training Fund shall be collected at the convention by the hosting unit and forwarded to Honpa Hongwanji Mission by our United treasurer.

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