

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 Honpa Hongwanji Mission of Hawaii Federation of Buddhist Women's Associations.

ARTICLE II: HEADQUARTERS

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

ARTICLE III: PURPOSES

The purposes of this association shall be as follows:

- To share the Jodo Shinshu teachings and bring awareness to the Kauai community by inviting them to participate in BWA activities and events.
- To provide a better understanding, harmony and fellowship among people of the community.
- To cooperate with the Hawaii Federation in their activities through active participation.
- To serve the community in the spirit of Dana.

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 consist of the Hongwanji Women's Associations of Kauai temples (Units).

ARTICLE VI: OFFICERS

The officers of this association shall be the 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, the 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, chairpersons of Standing and Special committees, and the 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 biennially at the General Membership Meeting during the 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. The term of office shall be two calendar years, beginning in January following the year of election.
- Section 5. Nomination of officers shall be conducted at the Board of Directors meeting prior to the annual Fall general membership meeting.
- Section 6. All dues-paying members of each unit shall qualify to hold office and vote.

ARTICLE X: DUTIES OF OFFICERS

- Section 1. The PRESIDENT shall preside at the meetings of the association and direct its affairs. They shall appoint Standing and Special Committee chairpersons. They shall be an ex-officio member of all committees. They 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 their absence, disability or death. They shall attend the Hawaii Federation meetings along with the President (as Director). In the event of the President's absences, disability or death, they shall attend the Hawaii Federation meetings as president and the secretary or treasurer shall 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. They 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. They 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 advisor, without vote. The Minister Advisor shall attend the Representative Assembly meetings of the Hawaii Federation and shall participate 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 and the Treasurer 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 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. At least one representative of each Unit must be included unless their attendance is waived by the Unit. 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 may be substituted. Any action taken at a special meeting must be reported at the next regular meeting.
- Section 4. Meetings may be held in person, by telephone, by e-mail or by video conference.

ARTICLE XIII: STANDING COMMITTEES

- Section 1. The Standing Committees shall be: ALOHA/WELFARE, BYLAWS, FINANCE, PUBLICITY AND PROJECTS.
- Section 2. Duties of the Standing Committees are as follows:
- It shall be the duty of the ALOHA/WELFARE committee to encourage harmony and fellowship and assure the well-being of all units of the association. They may arrange for lei, refreshments, and set up for activities when called upon.
- 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 PUBLICITY committee to submit to the Federation Newsletter Chairperson(s), news on association activities and other related special interest topics and to publicize activities of general interest in the local newspaper. They shall promote community awareness and participation by publicizing BWA activities.
- 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, unless their attendance is waived. 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
Revised September 28, 1986
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Revised October 17, 2010

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Revised October 26, 2014
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Revised October 22, 2023