

OAHU UNITED HONPA HONGWANJI BUDDHIST WOMEN’S ASSOCIATION

RULES AND REGULATIONS

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Revised 6/11/24

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Oahu United Honpa Hongwanji Buddhist Women's Association = Oahu United, OUHHBWA
Honpa Hongwanji Mission Hawaii Federation of Buddhist Women's Associations = Federation

1. MEETINGS

- a. Board of Directors' meetings shall be held quarterly preferably in February, May, August and November and shall be hosted on a rotation basis.
 - 1) The President shall send out meeting notices at least two weeks before the meeting to all members of the Board.
 - 2) Notice of proposed actions to be voted on shall be given to all members of the Board at least two weeks before the meeting.
 - 3) One observer from each unit may attend and shall have voice but no voting rights.
 - 4) Additional guests must be approved by the President to be placed on the agenda.
- b. The Annual Membership meeting
 - 1) Shall be held in the fourth quarter, preferably in October at the Annual Conference.
 - 2) Notice of the meeting shall be posted and
 - 3) given to all members at least one month prior to the meeting.

2. DIRECTORS TO FEDERATION MEETINGS (Representative Assemblies)

- a. The President is a member of the Federation Executive Board.
- b. The Oahu United BWA Director shall be selected by the Board for a one-year term.
- c. The Director shall submit a written report and any Federation news to the Board.

3. REPRESENTATIVES TO THE OAHU HONGWANJI COUNCIL MEETINGS

The President shall be one of two voting representatives to the Oahu Hongwanji Council meetings and shall make a report of the Oahu United activities. The President shall designate the second representative. Representatives shall report Council business to the Board. An alternate representative shall be appointed when a representative is unable to attend.

4. EMERGENCY FUND

- a. \$1.00 per Active member shall be collected annually and shall be put into an Emergency Fund kept in a separate account.
- b. This Emergency Fund shall be distributed as follows: used for natural disasters or fires if publicly recognized as a disaster, and the buildings are considered public in the Oahu district.
- c. Each unit shall be responsible for reporting any disaster in its community to the President.
- d. Monetary donation shall be \$200 to a maximum of \$500 per disaster.
- e. Other relief funds as recommended by the Federation or Board.
- f. The President shall confer with the Board and the advisor to make the final decision on the matter.

5. WORLD CONVENTION INITIATIVES

- a. Dana Day is observed annually during February. Each unit is encouraged to initiate a Dana Day collection and/or project at the unit level for charitable and social welfare agencies, and shall make a report at the 2nd quarterly meeting so that the President can prepare a combined report for Federation.
- b. Eshin-ni/Kakushin-ni/Peace Day is observed on April 25 and shall be observed by each unit by the collection of donations, which shall be used for youth activities. A report shall be made at the 3rd quarterly meeting so that the President can prepare a combined report for Federation.
- c. CARE Day (Compassion and Assistance in Response to Elders Day) shall be observed annually by each unit. Each unit shall make a report at the 3rd quarterly meeting so that the President can prepare a combined report for Federation.

6. ANNUAL DUES

- a. The annual dues of \$12 per active member and \$1 per associate member for the current year shall be paid to the Treasurer by the first quarter meeting. Additional dues for the year shall be paid to the Treasurer for new members.
- b. The Treasurer shall pay the Federation assessment dues of \$5.50 per active member plus \$1 per Associate member by the Federation's meeting in March, based on the membership count ending December 31 of the previous year. The assessment includes:
 - 1) Federation dues of \$3.00
 - 2) Ministerial Training Fund of \$1.00
 - 3) Education Fund of \$1.50

7. ANNIVERSARY OR DEDICATION CEREMONIES

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

8. STUDENT EXCHANGE PROGRAM

- a. For the Arriving Students from Japan (Currently suspended)
 - 1) All programming shall be the responsibility of the Board.
 - 2) \$500 shall be subsidized by Oahu United for expenses. (Additional \$100 for hosting unit in case of three exchange students.)
 - 3) Entertainment and a gift of approximately \$50 per student shall be the responsibility of the exchange student committee. (Included in the allocation).
 - 4) Guests to be invited in case a luncheon or dinner banquet is held are the exchange students, the Federation President, and the Honolulu United BWA President with costs to be covered by the Oahu United 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.
- a. For the Going Abroad Students
 - 1) The Vice President shall serve as a judge on the Federation Selection Committee. If the Vice President is unable to represent Oahu United for any reason, another member will be appointed.
 - 2) In the event students from the Oahu district are selected as the exchange students from Hawaii, a bon voyage gift of \$100 each shall be presented from the Oahu United.

9. SUPPORT TO DHARMA EDUCATION PROGRAMS

- a. The OUHHBWA will support the district Dharma School program up to \$300 for projects directly benefitting students and teachers such as awards for contests.
- b. Donation shall be made to the Oahu Hongwanji Council.
- c. The check shall be sent with a letter explaining the purpose of the donation.

10. DHARMA SCHOOL TEACHERS' CONFERENCE (Pending change in Federation Rules)

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

11. UNITED JUNIOR YBA OF OAHU

Upon request, a donation of \$200 shall be given.

12. WELFARE FOR MINISTERS AND OTHERS

- a. \$50 may be disbursed to Oahu district ministers for transfer, retirement, koden and resignation upon the recommendation of the Board.
- b. Others on a case-by-case basis to be determined by the Board.

13. HONOLULU UNITED BWA SPECIAL EVENTS

When the President receives an invitation to Honolulu United BWA functions, a donation of a minimum of \$25 will be made from the OUHHBWA. A personal donation is optional.

14. BWA STATE MEMBERSHIP CONFERENCE

- a. This conference is observed in the year prior to the World Convention (once every 4 years) and hosted by a United BWA district.
- b. All persons attending the Conference 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.)
- c. If one of the Federation general assemblies is held in conjunction with the State Membership Conference on a neighbor island, airfare for Federation officers, United president, Oahu director, United minister advisor, and standing committee chairs on the agenda will be covered by the Federation.

15. ANNUAL CONFERENCE

- a. Shall include a Memorial Service, Education Seminar, Annual Membership Meeting, and Installation of Officers.
- b. Shall be held in the last quarter of the year preferably in October.
- c. Planning shall be done by the Board and respective units.
- d. Funding shall be from a Federation grant of \$300, requested by the President, and \$200 allocated in our budget.
- e. Registration fee shall be assessed all attendees and shall be sent to the Treasurer. It shall include the cost of lunch and other expenses. Non-Oahu United members shall be assessed a higher registration fee.
- f. All temples/sangha in the Oahu district shall be informed and invited to participate.

- g. A conference booklet shall be provided to each attendee.
- h. Lunches shall be provided to the guest speaker(s), Oahu district ministers, Oahu United President, and other invited guests, such as the Honorary Federation President, the President of the Federation, and the Honolulu United BWA President.
- i. Honorarium
For speakers for Oahu United BWA services and seminars, Oahu Council guidelines shall be followed.
 - 1) \$100 for ministers
 - 2) \$300 for Bishop
 - 3) Lay speakers: Amount to be decided by the president and planning committee.
- j. Memorial Service
 - 1) Deceased members' names of the Oahu district BWA sangha, who had passed away during the period August 1 to July 31, shall be announced.
 - 2) Offering of incense, offertory, and flowers from each unit. Offertory shall be given to the hosting BWA. The President and honored guests will offer incense.
 - 3) Dharma message shall be delivered by a minister, who will receive an honorarium.
- k. Education Seminar
 - 1) Topic and speaker shall be decided by the board
 - 2) The guest speaker shall receive an honorarium
- l. Annual Membership Meeting (members only)
 - 1) Approval of minutes of last annual membership meeting
 - 2) President's Report
 - 3) Audited Treasurer's annual report of previous year
 - 4) Report of Nominations Committee and election of officers
- m. In conjunction with Clergy Appreciation Month (October), a monetary gift shall be presented to each minister of the Oahu district. The Minister Advisor shall be given \$50 and other ministers \$25. Checks shall be prepared by the Treasurer.
- n. Installation of Officers Ceremony
 - 1) Shall be held after the Annual Membership Meeting and conducted by the Minister Advisor.
- o. Voluntary contributions to the Ministerial Training Fund shall be collected at the Annual Conference and shall be forwarded to Honpa Hongwanji Mission of Hawaii by the Treasurer.
- p. Words of Appreciation shall be given at the close of the conference by the President.