

**Honpa Hongwanji Mission  
Maui United Buddhist Women's Association**

STANDING RULES AND PROCEDURES

1. The presiding unit responsibility shall be on a rotational basis in the following order: Wailuku, Lahaina, Makawao, Kahului.
2. The position of the President shall be on a rotational basis beginning with the first unit in the order of rotation above.
3. The positions of Vice President shall be on a rotational basis excluding the unit providing the President's position and the immediate past presiding unit in the order of rotation above.
4. A Lanai representative shall serve as the third Vice President. Lanai shall not be included in the rotational unit responsibility.
5. Membership
  - a. Every single member of the BWA should be honored in our group especially the long serving member. The following method of reporting membership will be followed to get a more accurate count of the **total** BWA membership. Only the Unit's **active members** will be counted to pay the regular dues assessment to the United and Federation levels. The Unit's **associate members** will be counted separately and will be assessed \$1.00 per member which will be designated to the Ministerial Training Fund.

DEFINITION:

Active BWA Member

- Pays regular dues to unit.
- Generally participates at unit/United/Federation level.
- Counted in annual United and Federation dues assessment.

Associate Member

- 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.
- No longer pays any dues to Unit.
- Approximate age: 80+ years old.
- Would not be counted in United or Federation dues assessment.
- Rarely change from Associate to Active status.
- Any donations received from these members will remain with the Unit.
- Unit BWA will pay \$1.00 per person to Ministerial Training Fund

- b. Annual Dues per active member: \$15.00

Distribution

HHM MUBWA	\$ 7.50
Hawaii Federation	\$ 3.00
Ministerial Fund (Hawaii Federation)	\$ 1.00
Dana (HHM MUBWA)	\$ 1.00
Supplementary (HHM MUBWA)	\$ 1.00
Education (Hawaii Federation)	<u>\$ 1.50</u>
Total:	\$15.00

6. The unit coordinator for hosting the State Membership Conference that is held every four years shall be on a rotational basis in the following order:
  - 2018 – Makawao
  - 2022 – Kahului
  - 2026 – Wailuku
  - 2030 – Lahaina
  
7. The State Membership Conference rotation to Maui is once every 20 years. The chair for the Maui rotation shall be as follows:
  - 2022 – Kahului
  - 2042 – Wailuku
  - 2062 – Lahaina
  - 2082 – Makawao
  
8. The unit coordinator for participation in the World Convention that is held every four years shall be on a rotational basis in the following order:
  - 2019 – Kahului
  - 2023 – Wailuku
  - 2027 – Lahaina
  - 2031 – Makawao
  
9. Standing Committees shall be chaired by units on a rotational basis.

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
a. Standing Committees	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>
Membership/Education	Lahaina	Makawao	Kahului	Wailuku
Dana/Aloha	Kahului	Wailuku	Lahaina	Makawao
Newsletter	Makawao	Kahului	Wailuku	Lahaina
	2019-20	2021-22	2023-24	2025-26
Student Exchange to Japan	Makawao	Kahului	Wailuku	Lahaina
Student Exchange from Japan	Makawao	Kahului	Wailuku	Lahaina

- b. All Standing Committees shall maintain a file containing procedures, written reports, and evaluations of any activities held during the year. These files shall be forwarded to the succeeding HHM MUBWA President at the end of their term.

10. Student Exchange

- a. The host unit shall be responsible for the Student Exchange from Japan and Student Exchange to Japan on a rotational basis of every two years.
- b. The budget for expenses not including gifts shall be \$150.00 per Student Exchange from Japan. Personal incidentals are the responsibility of each student. The budget does not include payment for expenses incurred by members, including members from the host unit.
- c. Gift cost per Student Exchange from Japan shall be up to \$50.00. The host unit in charge of the Student Exchange shall be responsible for the purchase of the gift.
- d. If any Maui candidate is selected as a Student Exchange to Japan, a gift of \$100.00 shall be given.

11. State Membership Conference
  - a. The HHM MUBWA President is the Maui delegate to the State Membership Conference. In the event she is unable to attend, a Vice-President shall be designated.
  - b. Maui United pays for the inter-island transportation, lodging, and registration fee for the President or designee.
  - c. Maui United pays for the inter-island transportation, lodging, and registration fee for the coordinating unit minister advisor.
  
12. Hawaii Federation Meetings
  - a. The President, 1<sup>st</sup> Vice-President and the minister advisor shall be the representatives.
  - b. The Hawaii Federation pays for the inter-island transportation for the above representatives.
  
13. Lanai representatives to Representative and General Membership Meeting
  - a. HHM MUBWA shall pay for inter-island sea ferry transportation for the MUBWA officers or authorized proxies to attend
    1. Representative Meeting: Spring and Fall
    2. General Membership Meeting: Spring Assembly
  - b. HHM MUBWA shall pay for inter-island sea ferry transportation for up to four (4) representatives comprised of MUBWA officers and representatives and shall provide a \$150 per room stipend, up to two rooms to attend the General Assembly in the Fall.
  - c. Ground transportation costs on Maui for one economy car rental for one day for each meeting (total 4) will be covered.
  
14. At all HHM MUBWA hosted functions the meal costs for attending ministers and their spouses will be paid by HHM MUBWA.
  
15. Costs and expenses associated with the World Convention will be covered for the minister advisor of the coordinating unit. The treasurer will keep the World Convention Minister Advisor Cost and Expenses (world convention expenses - registration fee, meals, lodging, and all transportation) as a line item in the annual budget (even if the budget reflects \$0 for a non-convention year).
  
16. Guest speaker
  - a. HHM MUBWA shall present a \$100.00 honorarium.
  - b. HHM MUBWA shall pay for inter-island transportation, meals and lodging when applicable.
  
17. Maui United Junior Young Buddhists Association (Jr. YBA)
  - a. A \$100.00 annual donation shall be made to the Maui United Jr. YBA.
  
18. Young Enthusiastic Shinshu Seekers (YESS)
  - a. A total of \$100.00 annual donation shall be made to Maui participants of YESS.
  
19. Valley Isle Dharma School Teachers Association (VIDSTA)
  - a. A \$100.00 annual donation shall be made to the Valley Isle Dharma School Teachers Association
  
20. Gifts for district ministers retiring or departing from the district:
 

1 – 5 years:	\$50.00
6 – 10 years:	\$75.00
Over 10 years:	\$100.00

21. Condolences (koden) for district ministers and spouses

For ministers: \$100.00  
For spouses: \$100.00

22. A monetary gift of \$100.00 will be given for temple and BWA centennial commemorations.

23. The annual visitation to long-term care facilities shall be scheduled in conjunction with the Spring General Membership Meeting. Each unit to present a gift valued up to \$75.00 funded by MUBWA to their assigned care facility.

<u>Location</u>	<u>2020</u> <u>2024</u> <u>2028</u>	<u>2021</u> <u>2025</u> <u>2029</u>	<u>2022</u> <u>2026</u> <u>2030</u>	<u>2023</u> <u>2027</u> <u>2031</u>
Hale Makua – Kahului	Makawao	Wailuku	Kahului	Lahaina
Hale Makua – Wailuku	Kahului	Lahaina	Makawao	Wailuku
Care Facility of Choice	Lahaina	Makawao	Wailuku	Kahului
Care Facility of Choice	Wailuku	Kahului	Lahaina	Makawao
Lanai Hospital	Lanai	Lanai	Lanai	Lanai

24. Proxy

- a. Proxy(ies) may be designated by any authorized officer, director, and/or minister advisor, to act on her/his behalf provided that the primary person presents through the designated, a written authorization, duly signed and dated.
- b. Proxies must present their authorization paper to the chair of the meeting/conference before the convening of that particular gathering.

25. Changes to the Standing Rules and Procedures may be made by a majority vote of officers present at any Representative Meeting. Notification and submittal of proposed changes shall be given to the voting officers at least two weeks prior to the meeting date.

26. All requests for reimbursement must be accompanied by receipts within 30 days of date of expenditure.

Use the "Request for Payment" form available in the Federation website.

[http://www.hawaiibwa.org/Forms/Req\\_for\\_Payment.pdf](http://www.hawaiibwa.org/Forms/Req_for_Payment.pdf)

Revised 03/05/95, 03/21/99, 10/22/00, 09/29/02, 11/04, 11/05, 10/12/08, 10/18/09, 10/10/10, 3/13/11, 10/16/11, 4/8/12, 08/25/12, 3/24/13, 3/20/16, 3/12/17, 10/29/17, 3/22/20, 3/12/23.