

# HUI O HAWAI'I OF SAN DIEGO (HOHSD) STANDING RULES

## HUI O HAWAI'I OF SAN DIEGO STANDING RULE NO.1 DEFINITIONS

### I. DEFINITIONS

- A. Standing Rules are policies of a permanent nature which are binding on the administration of the HOHSD until they are deleted, modified, revised, or corrected. Deletions, modifications, revisions, or corrections shall be made in accordance with standing rule No.1 (VII Amendments, B.)

### II. PURPOSE

- A. Standing rules of the HOHSD provide such additional procedures and information as may be necessary or appropriate to provide orderly and efficient administration of the organization.

### III. STANDING COMMITTEE

- A. Standing committees will promote the objectives and interests of the HOHSD and will operate within the parameters of the bylaws and standing rules of the organization.
- B. Standing committee chairpersons shall serve at the discretion of the board members for a term of two years and confirmed by the board of directors.
- C. Each chairperson will choose their committee members.
- D. Within two months after appointment, each committee chairperson shall present their proposed objective for the current term to the board of directors. A written end of term report will be presented to the board of directors no later than one month after term completion.

### IV. SPECIAL COMMITTEES

- A. The president or board of directors may establish ad hoc committees to perform special tasks. The duties and responsibilities of any special committee will end with completion of the task for which it was appointed, and a report describing the work done shall be submitted to the president or the board of directors as appropriate.

### V. RESTRICTIONS

- A. No chairperson or member will have authority to contract debts, pledge credit or act in any manner which will obligate or bind the HOHSD, unless specifically authorized by the board of directors.
- B. There will be no selling of items or charging of fees at any HOHSD events including meetings, classes, or workshops without board of directors' authorization except for ways and means committee fundraising activities.
- C. All HOHSD property must be kept in public storage. Storage contracts and payments shall be approved and managed by the board of directors.

## VI. MEETINGS

- A. Regular meetings of the board of directors will be held at any place within San Diego County on days and at times designated by the board of directors. No less than twelve meetings shall be scheduled during each calendar year. No later than the first regular board meeting of each year, the board shall adopt a calendar setting forth the dates of the regular board meetings for the entire year. Such schedule shall be published in the official publication of the Hui.
- B. General membership meetings of the HOHSD will be held quarterly. The dates are to be determined by the board of directors at the January meeting of the board. Notice of the established dates of the general meetings shall be given by the board in the Hui newsletter, Hui news, or both. Notice of any additional general meetings shall be given by the board in editions of the Hui newsletter or Hui news and shall provide a minimum of fourteen days notice to the membership of such meeting.
- C. Social meetings at which the membership gathers to dine, socialize, initiate new members, entertain, be entertained and otherwise foster the spirit of Aloha shall be on dates to be determined by the board.
- D. Quorum – A quorum shall be five members of the board and the president for the transaction of business. A member of the board shall not be permitted to exercise the right to vote or any other power and duty of office through proxy or alternate.

## VII. AMENDMENTS

- A. Amendments to the bylaws may be proposed and adopted following the rules set forth in standing rule No.1 (VII Amendments, B.). Such proposed amendments will be presented promptly to the legislative chairperson, provided that a legislative committee is then sitting. The committee will submit an advisory opinion to the board of directors. If no legislative committee is sitting, bylaw amendment proposals will be presented directly to the board.
- B. Amendment to bylaws procedure:
  - 1. Proposal – Amendments to bylaws may be proposed by:
    - a. The board acting by two-thirds
    - b. A petition signed by ten percent or more of the membership of the Hui
  - 2. Notice and Publicity – After an amendment has been proposed, a copy of such amendment shall be published in at least two official Hui written notifications (Hui newsletter, Hui News) for two consecutive months.
  - 3. Adoption – Amendments to bylaws proposed in accordance with the above procedures may be adopted by two-thirds of the membership of the Hui who vote, which vote will take place within forty-five days of the second written notification/publication at a meeting set forth in the notice contained in the second notification/publication.
  - 4. Effective Date – Unless otherwise specified in the amendment, an amendment to bylaws becomes effective immediately upon adoption.
- C. Amendment to standing rules: The board of directors, at regular meetings, by affirmative vote of at least two thirds of its members present will have the power to propose amendments to and amend standing rules.
- D. On all matters of procedures not otherwise covered by provisions of Hui bylaws or standing rules, a parliamentarian may be appointed by the president to perform in an advisory capacity and render assistance to the president when requested but will have no vote.

# VIII. LEGAL STATUS

- A. The Hui O Hawai'i of San Diego is a tax-exempt entity under section 501(c)(3) of the Internal Revenue Code, and is registered with the State of California and with the Internal Revenue Service as a nonprofit 501 (c) (3), a public benefit nonprofit organization. Contributions and donations are deductible under this status.

# IX. MISSION

- A. To preserve the cultural heritage of Hawai'i.
  - B. To create and foster a spirit of Aloha between the community and the people of Hawai'i.
  - C. To take an active interest in the civic, social, and moral welfare of the community.
  - D. To unite the members in the bonds of friendship, good fellowship, and mutual understanding.
  - E. To have and to exercise all powers conferred by the General Nonprofit Corporation Law of the State of California upon nonprofit corporations, as such law is now in effect or may at any time hereafter be amended.
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## HUI O HAWAI'I OF SAN DIEGO STANDING RULE NO.2 EMBLEM

### EMBLEM

- A. The emblem shall be the Ali'i head looking over his left shoulder with two Kahilis, one on either side, enclosed in a circle.



## HUI O HAWAI'I OF SAN DIEGO STANDING RULE NO.3 COLORS

### I. COLORS

- A. The official colors shall be 'ula'ula (red) and melemele (yellow)
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# HUI O HAWAI'I OF SAN DIEGO STANDING RULE NO.4 FLOWER

## I. FLOWER

- A. The official flower shall be the ponimō'i (carnation).

# HUI O HAWAI'I OF SAN DIEGO STANDING RULE NO.5 SONG

## I. SONG

- A. The official song shall be "Hawai'i Aloha".

## HAWAI'I ALOHA

E HAWAI'I E KU'U ONE HANAU E,  
KU'U HOME KULAIWI NEI, 'OLI NO AU  
I NA PONO LANI OU, E HAWAI'I,  
ALOHA E.

E HAU'OLI E NA 'OPIO O HAWAI'I NEI,  
'OLI E, 'OLI E,  
MAI NA AHEAHE MAKANI E PA MAI NEI  
MAU KE ALOHA NO HAWAI'I

O HAWAI'I, O SANDS OF MY BIRTH  
MY NATIVE HOME, I REJOICE IN THE  
BLESSING OF HEAVEN, I HAWAI'I,  
ALOHA

HAPPY YOUTH OF HAWAI'I  
REJOICE, REJOICE,  
GENTLE BREEZES BLOW,  
LOVE ALWAYS FOR HAWAI'I

## HAWAI'I PONO'I

HAWAI'I PONO'I  
NANA I KOU MO'I  
KA LANI ALI'I, KE ALI'I  
MAKUA LANI E,  
KAMEHAMEHA E, NA KAUA E PALE,  
ME KA IHE

HAWAI'I'S OWN TRUE SONS,  
BE LOYAL TO YOUR CHIEF,  
YOUR COUNTRY'S LEIGE AND LORD.  
FATHER ABOVE US ALL,  
KAMEHAMEHA E  
WE SHALL DEFEND WITH SPEAR.

## HUI O HAWAI'I OF SAN DIEGO STANDING RULE NO.6 MOTTO

### 1. MOTTO

- A. The official motto shall be "Imua" (forward).

ALOHA!

We the sons, daughters, and friends of Hawai'i, in order to strengthen the bonds of friendship in the true Hawaiian manner, do hereby associate ourselves in an organization known as Hui O Hawai'i of San Diego.

## HUI O HAWAI'I OF SAN DIEGO STANDING RULE NO.7 CALENDAR YEAR

### 1. CALENDAR YEAR

- A. The Hui O Hawai'i of San Diego shall commence its calendar year on January 1st and end on the last day of January the following year.

## HUI O HAWAI'I OF SAN DIEGO STANDING RULE NO.8 INFORMATION

### 1. INFORMATION

#### A. GENERAL

1. Members are encouraged to know and understand the bylaws and the standing rules under which the organization functions.
2. All announcements to the organization must be made through the chair.
3. There shall be no conflicting dates for club meetings or events.
4. Members are encouraged to invite guests to all meetings of the organization, except when designated "for members only".
5. In case of major illness or bereavement of the club members, please notify the health and welfare chairperson.

#### B. PRIZES

1. Nothing may be sold during any HOHSD meeting that is in conflict with the best interest of the organization's ethics.
2. Volunteer contributions may be accepted by the organization.

#### C. COMPLIMENTARY TICKETS

1. A limited number of complimentary tickets to HOHSD functions may be disbursed to special guests by the respective committee chairperson. However, the board of directors may designate the number of complimentary tickets.

#### D. ADVERTISEMENT

1. Advertisement of any business firm displayed at any of the organization's major fund raising projects shall be by special permission of the board of directors.

## HUI O HAWAI'I OF SAN DIEGO STANDING RULE NO.9 MEMBERSHIP

### I. MEMBERSHIP

- A. Membership in this organization will be limited to persons 18 years and older.  
(See Bylaws, Article 6.3)
- B. Membership will begin with the payment of annual dues.  
(See Bylaws, Article 6.4)

### II. DEFINITION OF MEMBERSHIP

- A. Regular membership will consist of Native Hawaiian or persons born in Hawai'i. Descendants of regular members are eligible for regular membership.  
(See Bylaws, Article 6.5)
- B. All other persons may be associate members. Associate members can hold any office except the offices of president and vice president.  
(See Bylaws, Article 6.5)
- C. All members, regular, associate, past presidents, and life members will act with moral and ethical character in and around all HOHSD functions.

### III. CATEGORIES OF MEMBERSHIP

- A. Regular and associate membership annual dues shall be in the amount of \$50.00.
- B. Kupuna membership annual dues shall be in the amount of \$25.00, effective January 1, 2024. Kupuna level category is defined as age 67 or older, as of January 1, 2024. The membership chairperson will verify eligibility by proof of age by way of acceptable forms of identification (U.S. photo driver license or photo ID card, original or certified birth certificate, an unexpired U.S. passport, birth certificate, any confirmation of date of birth in court of law, or military identification card). Kupuna members are eligible for full membership privileges.
- C. Life membership may be granted upon written request to the board of directors by a member who is eighty (80) years or older and has been a member in good standing for a minimum of ten (10) years, prior to request. Granting life membership shall be at the discretion of the board of directors. The membership chairperson will verify annually the address of all life members. Life members are eligible for full membership privileges. Members enjoying life membership prior to the enactment of this standing rule shall continue to enjoy all of the benefits that their existing life membership granted them.
- D. Honorary membership will consist of individuals who have performed outstanding services for this organization or community and upon whom this Hui may desire to grant special distinction. These members will be initiated and approved by the board of directors. These members will be exempt from payment of dues and will not have the right to vote or hold office but will receive the newsletter. The membership chairperson will verify annually the status and pertinent information of all honorary members for presentation to the board of directors for review and approval of continued classification.
- E. Past presidents will be recognized as having served a minimum of one full term. They will be entitled to full rights and privileges of the organization, including receiving the newsletter. They will be exempt from the payment of dues for life.
- F. Ohana Membership is no longer offered. It had previously extended membership to all adult (age 18+ years) family members living at the same address. Ohana membership had conveyed full rights and privileges of the organization including only one newsletter mailed to that address. Dues for this membership are \$75.00 annually. Ohana membership is no longer offered, but those members previously enjoying ohana membership prior to the enactment of this amended standing rule shall continue the benefits of ohana membership at an annual dues rate of \$75.00. To continue ohana membership the family shall not fall out of good standing in the organization by failure to timely pay ohana membership dues.
- G. Student membership shall consist of individuals currently enrolled in an institution of higher academic or vocational learning. They will have full rights and privileges of the organization including receipt of the newsletter. Dues will be \$25.00 annually and the board will have the power to change this amount. The membership chairperson will verify annually the status of the student at the time of dues payment. Student membership shall be available for a maximum period of ten years in the aggregate. Student

membership shall be conditioned upon the contribution of twenty-four hours of volunteer service to the club for the membership year. Volunteer hours shall be verified by the membership chairperson.

#### IV. PRIVILEGES OF MEMBERSHIP

- A. Privileges of membership shall include but are not limited to:
  1. The right to vote on all matters submitted to the membership.
  2. The right to be present at all general/board meetings.
  3. The right to present matter of individual concern to the board or general membership.
  4. The right to participate in social, cultural, and annual events.
  5. The right to receive the Hui newsletter.
  6. The right to hold office.
  7. The right to chair and/or serve on committees.

#### V. OBLIGATIONS OF MEMBERSHIP

- A. Obligations of membership shall include but are not limited to:
  1. Prompt payment of dues.
  2. Active support and promotion of the stated purpose of the Hui O Hawai'i of San Diego.
  3. Regular attendance at meetings.
  4. Act with moral and ethical character, and the spirit of aloha.

#### VI. MEMBERSHIP CHAIRPERSON

- A. The chairperson will be appointed by the vice president and is responsible for the following duties and functions. In accepting this position, it is realized that all information contained in the membership records is privileged and confidential and may only be divulged to the board of directors to conduct HOHSD business.

##### 1. RECORDS

- a. The chairperson will maintain a master application file of current members. A file of all past members will be maintained in the HOHSD archives. Applications not acted upon or processed will be destroyed after one year. The chairperson will make copies of the membership roster for each member of the board in January of each year and a most current copy for the nomination and election committee available for their first meeting in June, and anytime a vote is put to the general membership.
- b. The membership chairperson will collect and maintain a record of all dues received and date due. The membership chairperson will establish a reminder system for the members to ensure they are made aware of their due date. This record will be used to establish "members in good standing."
- c. Membership chairperson will be responsible for ensuring that the percentage ratio of regular and associate members is as follows: regular members will constitute 55% or more of the total membership and associate members will constitute 45% or less of the total membership. A written report will be submitted to the board of directors for approval each month and the report will contain: The name of applicants, place of origin to define membership type, and total number of members and percentages of each type.

##### 2. MEMBERSHIP DUES

- a. The collection of established dues will be maintained at each meeting of the organization. The accounting and recordkeeping of dues will be in accordance with the guideline established by standing rule No.10. Dues collected will be turned over to the treasurer at the earliest opportunity, and receipts may be issued to members upon request.

- b. The first time a member is initiated, they shall be required to pay pro-rated membership dues for the month of their initiation and for each month leading up to March 1st, the regular annual dues collection date. Example: A brand new regular or associate member initiated in November would pay \$4.16 for November, December, January, and February (\$16.64). They would then be due for their normal annual dues collection in March of \$50.00. Student membership example: A brand new student member initiated in January would pay \$2.08 for January and February (\$4.16). They would then be due for their normal annual dues collection in March of \$25.00.
- c. Dues of the Hui shall be established by the board and approved by the general membership.
- d. Failure to pay dues shall constitute delinquency. Termination of members delinquent in the payment of dues shall be subject to review by the board.
- e. Delinquency in the payment of dues shall restrict such member from participating in all discussions, questions, motions, and voting at general meetings and member shall lose all privileges.

### 3. PROCESSING OF APPLICATIONS

- a. The chairperson will maintain membership application forms and be responsible for their distribution at meetings, and other HOHSD functions. The chairperson will coordinate the processing of the new applications. The chair will verify the application information and will submit verified applications to the board of directors for their action.

### 4. INITIATION

- a. Upon membership approval by the board, pro-rated advance dues for new membership must be paid. Symbolic in nature, an initiation will be scheduled, and the chairperson will notify the prospective member of the date and time of initiation.
- b. The initiation of new members may be the function of the president and may take place at the business or social meetings. The initiation will consist of the introduction of each prospective member to the membership by reading their name and origin of birth and presenting them with their membership card, copy of the HOHSD bylaws and HOHSD logo decal. The president will recite the club motto as the choir softly sings the song "E kolu mea nui."
- c. Approved applicants will be notified no more than twice for scheduled initiation opportunities. Initiation is not required for a member to be considered approved/active.

### 5. PROCEDURES FOR DELINQUENT MEMBERS

- a. When dues fall one month in arrears, voting and sponsorship privileges are forfeited. When they fall three months in arrears, the newsletter may be suspended, and the board of directors will be notified. When dues are six months in arrears, the matter will be brought before the board for resolution which may result in termination, suspension or taking of no action.
- b. When delinquent members' dues are brought up to date, all privileges to which they are entitled are restored.

### 6. REINSTATEMENT

- a. Members who have been terminated for nonpayment of dues who wish to be reinstated must reapply for membership and their past record reviewed by the board of directors and voted upon. Approved members will be notified by the chairperson and at the time of reinstatement, pro-rated advance dues for membership will be collected.



## 7. RESIGNATION

- a. A member in good standing may request in writing to the membership chairperson to resign. The chair will present this request to the board. Members who resign may cancel their resignation and be reinstated by resuming payment of dues. Pro-rated advance dues for membership will be collected.

## 8. REVOCATION

- a. Membership shall be revoked if at any time a member's actions of character are out of line with moral and ethical conduct. (Refer to standing rule #9. V)

## 9. ANNUAL REPORT

- a. The chairperson will provide in writing to the vice president a comprehensive analysis of membership at the close of the administrative year and updated at the termination of the chairmanship.
- b. The chair shall submit a committee financial report while using information in the attached activity financial report to reflect dues collections and expenses and the attached membership dues notice to notify membership of dues arrearages and the attached reminder letter to notify members of the due date of membership dues.



HUI O HAWAI'I OF SAN DIEGO  
MEMBERSHIP DUES NOTICE

Date: \_\_\_\_\_

Dear \_\_\_\_\_,

Our records indicate that your Hui O Hawaii of San Diego membership dues are delinquent since \_\_\_\_\_. Dues for membership are collected on or by March 1<sup>st</sup> of each calendar year. We hope you may consider bringing your membership dues up to date so that we can continue to offer you all of the wonderful privileges of Hui membership. We are here to help if you have any questions or concerns. ph# 619-777-5822 / email: memberservice@hohsd.org

Regular and associate membership dues are \$50 a year or \$4.16 a month, Kupuna and Student membership dues are \$25 a year or \$2.08 a month. Your dues are currently \_\_\_\_\_ months in arrears and \$\_\_\_\_\_ would pay your dues through\_\_\_\_\_.

There are several convenient ways to pay your membership dues:

- Visit our website at [www.hohsd.org](http://www.hohsd.org) to pay using venmo, paypal, or debit/credit card
- Check payable to the Hui O Hawai'i of San Diego
- Cash

Please let us know what method you prefer and we can assist you with the process as needed. If paying with check, please mail to 374 East H Street, Ste. A 463, Chula Vista, CA 91910-7496.

Thank you for being a member with the Hui O Hawai'i of San Diego. We look forward to continuing to unite with you in our common purpose:

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Membership Committee Chairperson

Our Standing Rule 9 – Membership states: When dues fall one month in arrears, voting and sponsorship privileges are forfeited. When dues fall two months in arrears, a delinquent notice will be sent. When dues fall three months in arrears, the newsletter may be suspended. When dues fall five months in arrears, a notice of termination of membership will be sent. When dues are six months in arrears, members will be terminated and dropped to inactive membership.



HUI O HAWAI'I OF SAN DIEGO  
NOTICE OF MEMBERSHIP PENDING TERMINATION

Date: \_\_\_\_\_

Dear \_\_\_\_\_,

Our records indicate that your Hui O Hawaii of San Diego membership dues are delinquent since \_\_\_\_\_. Dues for membership are collected on or by March 1<sup>st</sup> of each calendar year. When membership dues are delinquent six months or more, we are required per our standing rules to terminate membership. We hope you may bring your membership dues up to date as soon as possible so that we can continue to offer you all of the wonderful privileges of Hui membership. We are here to help if you have any questions or concerns. ph# 619-777-5822 / email: [memberservice@hohsd.org](mailto:memberservice@hohsd.org)

Regular and associate membership dues are \$50 a year or \$4.16 a month, Kupuna and Student membership dues are \$25 a year or \$2.08 a month. Your dues are currently \_\_\_\_\_ months in arrears and \$ \_\_\_\_\_ would pay your dues through \_\_\_\_\_.

There are several convenient ways to pay your membership dues:

- Visit our website at [www.hohsd.org](http://www.hohsd.org) to pay using venmo, paypal, or debit/credit card
- Check payable to the Hui O Hawai'i of San Diego
- Cash

Please let us know what method you prefer and we can assist you with the process as needed. If paying with check, please mail to 374 East H Street, Ste. A 463, Chula Vista, CA 91910-7496.

Thank you for being a member with the Hui O Hawai'i of San Diego. We look forward to continuing to unite with you in our common purpose:

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Membership Committee Chairperson

Our Standing Rule 9 – Membership states: When dues fall one month in arrears, voting and sponsorship privileges are forfeited. When dues fall two months in arrears, a delinquent notice will be sent. When dues fall three months in arrears, the newsletter may be suspended. When dues fall five months in arrears, a notice of termination of membership will be sent. When dues are six months in arrears, members will be terminated and dropped to inactive membership.

## HUI O HAWAI'I OF SAN DIEGO STANDING RULE NO.10 FINANCE

### I. OBJECTIVES

The purpose of standing rule No.10 and the committee established thereunder is the development and implementation of budgets for realistic financial plans and for the auditing of the HOHSD's financial affairs which will enable the organization to anticipate financial requirements, meet its financial obligations and auditing responsibilities.

### II. COMPOSITION

#### A. The finance committee shall be composed of the following:

##### 1. CHAIRPERSON

The chairperson of the finance committee shall be appointed by the vice-president and will be responsible for conducting meetings as required.

##### 2. VOTING MEMBERS

- a. President
- b. Vice President
- c. Treasurer
- d. Secretary

##### 3. NON-VOTING MEMBER

The chairperson of the finance committee shall be responsible to appoint a financial advisor and/or consultant, as needed neither of which shall have any voting rights.

#### B. TERM OF OFFICE

The term of office for the finance committee shall commence on the first day of January of a calendar year and run through March 1st of the following year. The combined incoming and outgoing finance committee members shall meet jointly as required during any time periods that their terms run concurrently.

#### C. FUNDS

The financial committee shall be concerned with the following HOHSD funds.

##### 1.GENERAL FUND

- a. There shall be a general fund.
- b. All money received shall be placed in the general fund, except those funds specifically appropriated by the board of directors for other purposes such as the charity fund, educational assistance fund, scholarship fund, etc.
- c. All donations or money received from the membership which are not assigned to a specific fund, shall be placed in the general fund for administrative operation.
- d. There shall be two types of accounts assigned to the general fund:
  - 1. Administrative accounts (general checking, savings, money markets, certificates of deposit)
  - 2. Committee accounts (setup for specific committee purposes, example: Scholarship)
- e. Money in the general fund can be transferred to other committee accounts only upon approval from the board of directors.
- f. Petty cash accounts may be established from time to time by decision of the treasurer, the finance committee chairperson or vice-president whose decision shall be established in a writing and submitted to the board of directors.
- g. Receipts and records for all purchases and expenditures of funds shall be maintained in compliance with instructions from the treasurer.
- h. The treasurer shall be responsible for all matters relating to the handling of petty cash accounts.

### III. RESPONSIBILITY

- A. The finance committee shall be responsible for the following functions:
1. Establish the HOHSD's annual operating budget in conjunction with the treasurer and to recommend such operating budget to the board of directors for approval.
  2. Oversight and control of the administration of budgets and finances.  
(See Section IV, E)
  3. Approve the audit report of the auditing committee.
  4. Provide information to the board of directors on matters relating to proposed major expenditures or investments.

### IV. BUDGET PLANS

- A. The annual budget planning is implemented by focusing on the following major financial activities each year:
1. The annual operating budget to support the administrative needs of the organization.
  2. The annual operating budget for committees and special HOHSD sponsored activities for the coming year
  3. The long range budget forecast covering major items of planned future expenditures, i.e., land, building, fixtures, modifications, furnishings or special support equipment.

#### B. PROCEDURE

In preparing the annual operating budget, the treasurer shall request each committee chairperson to provide a forecast of funds planned for the budget period. These forecasts of funds will be forwarded to the board of directors when the treasurer and the finance committee submit the proposed budget to the board of directors for consideration and enactment. The budget shall be based on the following:

1. The annual budget will be based on the previous two years budgets compared to the actual expenditures and incomes received during those years.
  2. The proposed budget for the coming year shall be prepared in October of each year at which time the budget shall be submitted to the board of directors for consideration at its December meeting.
  3. Once enacted by the board of directors, the budget shall be reviewed by the board of directors semi-annually.
  4. The budget shall be acted upon by the board of directors at their first official board meeting in December.
  5. In preparing the budget, the treasurer and the finance committee need not include any items in amounts that are less than \$500, but may if desired.
- C. An approved budget does not obligate the HOHSD to make expenditures in amounts set forth in the budget until authority to make specific expenditures is authorized by the board of directors. This requirement does not apply to the accounts of specific committees. Once the board of directors has authorized the establishment of an committee account, the expenditure of funds from such accounts need not be authorized by the board of directors but may be made by the chairperson of the committee to which such accounts apply.
- D. Any unused funds remaining at the end of the calendar year that were budgeted and not expended will be cancelled automatically at the end of the year. Unused funds already received but not expended shall be returned to the general fund. However, when applicable, the funds shall be resubmitted for approval for the succeeding year. This procedure does not include the specific funds established in II.C. above.

## E. CONTROLS

The finance committee shall be the advisors to the board of directors on all matters relating to the control and administration of budgets and planned expenditures. Controls and guidelines shall be established as follows:

1. The finance committee shall advise the board of directors that budget items are in compliance with established procedures and that funds are available before activities or expenditures are initiated.
2. The treasurer shall insure that proper accounting of funds are maintained by establishing separate accounts and ledgers for each fund or by any acceptable accounting procedures.
3. The treasurer shall recommend that proper procedure for submission of financial statements of all funds established be made.
4. The treasurer shall ensure that all receipts are deposited in appropriate funds and accounts.
5. The treasurer shall audit the financial reports of the various committees and the return of all allocations where applicable.
6. The treasurer shall prepare a reconciliation report at the end of the administrative year referencing those funds to be carried over to the following year.
7. The treasurer shall fulfill all legal requirements to meet the tax obligations of the organization.
8. The finance committee shall recommend to the HOHSD treasurer from time to time proper procedures to be followed on the receipt and disbursements of funds. Such recommendations of the finance committee shall be implemented by the treasurer upon such recommendation being made.
9. The finance committee shall recommend to the board of directors that the treasurer and/or the assistant treasurer be bonded if needed, and in what amount.
10. When a director/chairperson or chairperson of a project exceeds a budgeted allocation, the treasurer shall disburse HOHSD funds only with the approval of the board. The treasurer will then immediately notify the president.
11. The treasurer's reports submitted to the board of directors from time to time shall include references to, among other things, the following:
  1. Outstanding debts.
  2. Residuals.
  3. Outstanding committee financial reports.

## V. AUDIT

- A. The chairperson of the finance committee shall appoint an audit team consisting of members of the HOHSD or third persons with accounting experience. At least two people shall audit the books and records of the organization at least once each year.
- B. The auditing team, at their discretion, will select the time and place for the audit.
- C. The auditing team shall approve or disapprove of the recording of the books, accounts, vouchers, checks, and all other financial records as of the date of the audit and advise the chairperson of the finance committee of such approval or disapproval.
- D. If the auditing team should disapprove any of the recordings described in C. above, in addition to notifying the chairperson of the finance committee of such disapproval, the auditing team shall report the fact of such disapproval and the reasons therefor in writing to the board of directors, and make recommendations for what steps need to be taken to overcome such disapproval.
- E. After the approval by the board of directors of any audit, the final approved audit report shall be read at the general meeting and available upon member request.

## VI. COMMITTEE REPORTS (FINANCE)

- A. All committees shall submit a committee financial report:
  1. At the end of each month and/or at the end of the year.
  2. At the end of each project.
  3. When requested by the board.

- B. All committee financial reports shall be made on a Hui O Hawai'i of San Diego committee financial report form or on a substantially similar form.

VII. MISCELLANEOUS

- A. All checks payable to the HOHSD shall be made out to the Hui O Hawai'i of San Diego or similar.
- B. All checks to the HOHSD must be delivered to the treasurer, president, or vice-president no later than the upcoming board meeting or sooner.
- C. All requests for disbursements from the HOHSD shall be made on a request for disbursement form or on a substantially similar form.

## HUI O HAWAI'I OF SAN DIEGO STANDING RULE NO.11 CULTURE

I. OBJECTIVES

To provide members with activities which promote and encourage Hawaiiana among the members. To support regional initiatives/partnerships, which demonstrate positive cultural contributions to economic development, social inclusion, conflict resolution and intercultural dialogue.

II. ELIGIBILITY

All members of Hui O Hawai'i in good standing and their children are eligible for participation in cultural programs. Non-members are not eligible to participate in formal planned instructional classes or activities.

III. CULTURAL COMMITTEE CHAIR

It shall be the responsibility of the Cultural Chairman to oversee the functions and programs of the committee and to provide for the development of programs to meet the needs of the membership. The chairman shall appoint members as required to design and implement Hui sponsored programs. Within three (3) months' time after appointment, it shall be the responsibility of the chairman to submit to the board of directors an outline of recommended activity for the year. A quarterly meeting shall be held to discuss progress and future activities. This activity report shall also be accompanied by a detailed list of equipment, educational materials, and funds necessary to support all recommended programs for the year.

IV. RECOMMENDED PROGRAMS

The committee shall encourage the participation of both adults and children in their programs. The committee shall partner with the director of youth enrichment on collaborative activities including but not limited to:

A. MUSIC

1. Singing groups
2. Instrument instructions
3. History of music and songs
4. Program for compiling songs books of Hawaiian music

B. DANCING

1. Instructions

2. Instruction for dancing implements - gourds, ipus, rocks, bamboos, etc.
3. History of Hawaiian dancing
4. Program for compiling hula workbooks and instruction sheets

#### C. ARTS AND CRAFTS

1. Lei making
2. Lauhala
3. Ni'ihau shell jewelry
4. Sewing – Hawaiian quilts, pillows, etc.
5. Making dancing implements
6. Others, cooking, etc.

#### D. HISTORY

1. Hawaiian history classes
2. Folklore and specialty background research projects
3. Language

#### E. LIBRARY

1. Background information on Hawaiian music, dancing, arts and crafts, history
2. Collection of printed documents on Hawaiiiana
3. Lesson plans, copies of handout material, teaching guidelines and related documents

### V. CULTURAL COMMITTEE SECRETARY

The chairman shall appoint a secretary to assist in recording of minutes of cultural meetings. The secretary shall be responsible for the maintenance of business records, the preparation of correspondence and reports as required supporting the activities of the cultural program.

### VI. CULTURAL COMMITTEE TREASURER

The chairman may appoint a treasurer to be responsible for the accounting of funds, acknowledgement of receipts and disbursement as authorized by the chairman. The treasurer shall maintain accurate and timely financial records as required to support the activities of the cultural Committee. If no treasurer is assigned, assistance can be provided by the Hui treasurer on matters relating to proper record keeping and disbursement of funds. The Hui treasurer shall be the authority on any conflicts of procedure or action.

### VII. RECORDS

The chairman shall maintain appropriate files and records as necessary to support the needs of the various cultural programs. Cultural committee files and records are important factors to ensure the continuity of programs and to preserve the historical progress of sponsored activities. Records should include but not limited to:

- A. Incoming and outgoing correspondence
- B. Pertinent information relating to cultural programs planned, in progress and/or completed.
- C. Attendees at meeting
- D. Background information, books, literature, lesson plans and educational material used in programs.
- E. Inventory of Hui owned property purchased or on hand during year and location.
- F. Recap of financial activity reflecting budgets and expenditures and reports of the cultural committee chairman.



## VIII. REPORTS

The chairman shall prepare a written report on the cultural programs and activities undertaken during the year. This report shall be forwarded via the cognizant vice president to the board during the month of December. This report shall include:

- A. Special activities and programs planned, completed and in progress, accomplishments, programs to be continued/discontinued.
  - B. Financial accounting of funds
  - C. Recommendations for future programs, background information on problems encountered and recommendations for constructive action.
- 

## HUI O HAWAI'I OF SAN DIEGO STANDING RULE NO.12 EDUCATIONAL FINANCIAL ASSISTANCE

### I. OBJECTIVE

To support, encourage and give financial assistance to our members in their pursuit of higher education who are directly affiliated with the Hui, as members, or children of members in good standing.

### II. COMPOSITION

- A. This committee shall be composed of no less than two and no more than five members.

#### B. CHAIRPERSON

The chairperson shall either be the director of youth enrichment or appointed by the director of youth enrichment, and shall be responsible for carrying out the procedures of standing rule 12 by communicating budget, keeping records, and making reports to the vice president and or board of directors.

#### C. TREASURER

- 1. The treasurer shall maintain the accounting of funds for this committee. A separate account will be established to reflect all monies credited, debited and remaining balance funds.
- 2. Funds not used in the administrative year shall be kept in this account to be used in future years.
- 3. The treasurer will distribute funds to recipients' school of choice.

### III. FUNDING AND AMOUNT OF ASSISTANCE

#### A. FUNDING

- 1. The minimum funding of \$3000.00 shall be made available for the educational assistance program per calendar year.
- 2. Up to four candidates may be awarded through the minimum funding allotment.
- 3. Funds may be procured by any Hui activity designated by the board of directors as well as sponsorships or private donations.

4. Any surplus funds in the educational financial assistance program as of April 30<sup>th</sup> of the awarding year and allotted for the awarding year may be considered in proposing increased funding for scholarships awarded and or increased candidates awarded in the current year's program.

#### B. AMOUNT OF ASSISTANCE

1. Award amounts are based on a rubric scoring of essays and point rating system of the complete application of each candidate.
2. The overall scoring criteria looks at the following factors:
  - a. A basic rating, meeting the minimum application requirements.
  - b. Grade point average.
  - c. Applicant's fulfillment of the obligations of membership.
  - d. Applicant's participation in extra-curricular activities at school and/or in the community.
5. The committee shall submit a proposal to the board of directors, designating the award amounts for each student no later than the June board of directors meeting. Requests for additional scholarship funds to be awarded (outside of the current year budget) shall be submitted by the committee to the board at this time.

#### IV. QUALIFICATIONS

- A. Hui member or dependent child of a Hui member in good standing.
- B. 18 years or older.
- C. If student is 17 years old, they are covered under parents' membership, however before their 2nd year scholarship submission and at age 18, student membership must be established and student member dues must be up to date to be considered eligible.
- D. High school graduate or college student entering or enrolled in college/university or business or vocational/technical school.
  - a. Full-time (12 units) and part-time (6 units) students at a two-year or four-year college, per semester.
  - b. Full-time (12 units) or full-time students at a two-year college
  - c. Full-time continuing education student (masters, continuing education units, graduate school, professional certificates, licensing, or training programs) may be considered by the committee case by case. (additional documentation may be requested)
- E. The educational assistance program is limited to five years per recipient.
- F. Must be a resident of San Diego, California.

#### V. PROCEDURE

- A. Advertisement for educational assistance to begin in September newsletter of business year prior to scholarship year. The filing date for applications shall be January 15<sup>th</sup> of each year. Closing date shall be April 15 of the same year. Notification of this filing period shall be published in the Hui newsletter, at all meetings of the organization, including the social meeting, and on the Hui website at least three months prior to filing date.
- B. Applications for educational assistance program shall be made available to the membership at all meetings by the chairperson and/or board members after January 15<sup>th</sup>. Applications shall be made available on the Hui website at any time.
- C. All applications must be completed and submitted in their entirety by the deadline April 15<sup>th</sup>. All necessary documents listed on the cover sheet must be attached.
- D. The committee is responsible for creating the essay topic (topic should change each year).
- E. The chairperson shall submit a written report and request for approval to the board no later than the May board of directors meeting. It shall contain the following information:
  1. Total number of applications received and number of qualified applications.
  2. Brief overview of qualified applicants and their rubric scoring.

3. Award amount recommendations per candidate.
  4. Any other comments and recommendations for board.
- F. The chairperson shall inform all applicants of the board decision. The chairperson should also inform them when the presentation will be made. The chairperson shall inform recipients that they must send class schedule, copy of registration, and student ID number information to the director of youth enrichment of the Hui in order to have their check issued to their school.
  - G. The presentation of the educational assistance program award shall be made at any Hui function to be determined by the board.
  - H. Only the recipient will be given a complimentary ticket to the presentation event (if tickets are required). The family is encouraged to attend.
  - I. High school graduates are required to enroll as a student member of the Hui.
  - J. All recipients will be asked to volunteer their services at all Hui fundraising events and encouraged to take active roles as Hui members.

#### VI. OTHER SCHOLARSHIPS

"In the event an organization, scholarship foundation, or similar institution request a referral or nominee, the same criteria above should be applied."

#### VII. RECORDS

The chairperson shall maintain appropriate records necessary to meet the objectives of the educational assistance program. The records shall include, but not limited to the following:

- A. Committee reports by the chairperson, including recommendation and findings of the applications submitted. (Attach all applications)
- B. Board action taken, including date, amount awarded and date of award presentation.
- C. Submit all correspondence relating to applications.

All records shall be submitted to the Vice-president after award presentation and filed appropriately for future reference.

## HUI O HAWAI'I OF SAN DIEGO EDUCATIONAL ASSISTANCE PROGRAM APPLICATION COVER SHEET

### Objective:

To support, encourage and give financial assistance to high school graduates and those interested in the pursuit of higher learning who are directly affiliated with the Hui, as members, or dependent children of members in good standing.

### Qualifications:

- A. Hui member or dependent child of a Hui member in good standing.
- B. 18 years or older.
- C. High school graduate entering college/university or business or vocational/technical school.
- D. College students completing college degrees or students in vocational or technical school.
- E. An annual application must be submitted to qualify for this program. The education assistance program is limited to four years per recipient. Must be a resident of San Diego County, state of California.
- F. May be required to submit to the educational financial assistance scholarship committee chairperson and director of youth enrichment a yearly report on college experience.

### Procedure:

1. Complete the application for educational assistance program.
2. Submit a personal statement.
3. Submit two letters of recommendation: (cannot be previously submitted letters)
  - a. A professional reference (e.g. Current faculty or counselor, teacher's assistance or mentor)
  - b. A personal reference (e.g. A community leader, church counselor, etc)
4. Submit your most recent official transcript and/or grade report.
5. Submit a copy of current registration or letter of acceptance from college etc.
6. Notification will be made to all applicants.

### Applicant, please identify what scholarship you are applying for:

\_\_\_\_ Hui O Hawai'i of San Diego Scholarship

\_\_\_\_ Other Scholarship

### PLEASE SUBMIT TO:

Educational Assistance Program Chairperson and or Director of Youth Enrichment.

**APPLICATION DEADLINE: APRIL 15 (Current year)**

## HUI O HAWAI'I OF SAN DIEGO EDUCATIONAL ASSISTANCE PROGRAM APPLICATION

**SECTION ONE****Student Information**

Student Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ CellPhone \_\_\_\_\_ Email \_\_\_\_\_

Gender \_\_\_\_\_ Date of Birth \_\_\_\_\_ Marital Status \_\_\_\_\_

Parent(s)/Guardian(s) Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Name of school currently attending \_\_\_\_\_

This school is a (check one) ☐ High school ☐ Community college☐ 4-year university ☐ Trade/vocational

Over-all Grade point average \_\_\_\_\_

School attending in the Fall: \_\_\_\_\_

First choice \_\_\_\_\_

Second choice \_\_\_\_\_

This school is a (circle one) ☐ 2 yr ☐ 4 yr ☐ Trade/vocationalAre you a full-time student (12 or more units per semester) ☐ Yes ☐ NoAre you a part-time student (11 units or less per semester) ☐ Yes ☐ No

Intended major \_\_\_\_\_

Year you will graduate from college \_\_\_\_\_ Degree you will be pursuing (mark one)

☐ Associate ☐ Bachelor certificate ☐ Other

## SECTION TWO

### Hui-O-Hawaii of San Diego information

Are you a Hui member? \_\_\_\_\_

Is your parent a Hui member? \_\_\_\_\_

What has been your involvement with the Hui?

\_\_\_\_\_

What is your family's involvement with the Hui?

\_\_\_\_\_

Have you received educational assistance in the past from the Hui-O-Hawaii of

San Diego? \_\_\_\_\_

If yes, please list dates by school year \_\_\_\_\_ *Note: A recipient shall*

*not receive more than 4 years of educational assistance.*

*The purposes of the Hui O Hawai'i of San Diego are:*

- a. To preserve the cultural heritage of Hawaii.*
- b. To create and foster a spirit of Aloha between friends and people of Hawaii.*
- c. To take an active interest in the civic, social, and moral welfare of the community.*
- d. To encourage the pursuit of higher education.*
- e. To unite the membership in bonds of friendship, good fellowship, and mutual understanding.*

How do you feel that you as an individual could fulfill any or all these purposes?

(May attach extra sheet if necessary.)

### SECTION THREE

#### Extra-Curricular Activities, Honors, Community Service & Work Experience

Please list your extra-curricular activities, honors & community service (unpaid).

| FROM/TO                                     | ACTIVITY/POSITION HELD        |
|---------------------------------------------|-------------------------------|
|                                             |                               |
|                                             |                               |
|                                             |                               |
|                                             |                               |
|                                             |                               |
|                                             |                               |
|                                             |                               |
| Please list any part-time or full-time work |                               |
| From/To                                     | Work experience/position held |
|                                             |                               |
|                                             |                               |
|                                             |                               |

### SECTION FOUR

#### Personal Statement

Please type the words “Personal Statement” at the top of the first page, along with your first and last name.

- Your personal statement should be no more than two pages, typed, double-spaced, with 12-point type and one-inch margins. Any additional pages will not be considered.
- Clearly address the following three questions in sequential order, typing each question as it appears below. Type your response directly under each question.
  1. What are your reasons for attending college or a trade/ vocational school?
  2. What is your career goal and why have you chosen this path?
  3. Why should you be selected as a recipient of the Hui O Hawai'i of San Diego educational assistance program?

**SECTION FIVE Agreement:**

It is my understanding that if, for any reason I do not enroll in the institution or complete the course of studies indicated on the application form, the financial assistance monies must be returned to the Hui O Hawai'i of San Diego treasurer within 120 days thereafter. I understand that if selected, I will send a copy of my class schedule and student ID to the Hui O Hawai'i of San Diego prior to receiving funds.

---

Applicant Signature

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Date

**Committee Use Only:**

Board action: \_\_\_\_\_

Date: \_\_\_\_\_

Award: \_\_\_\_\_

Presentation event date: \_\_\_\_\_

Chairperson: \_\_\_\_\_

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## HUI O HAWAI'I OF SAN DIEGO STANDING RULE NO.13 INSTALLATION OF OFFICERS

I. OBJECTIVE

Symbolic in nature, the purpose of this standing rule is to establish a procedure for the installation of incoming officers and the departure of outgoing officers.

II. COMPOSITION

The committee shall be composed of the following members, but need not be restricted to only these members:

1. Chairperson
2. Co-chairperson
3. Secretary
4. Treasurer
5. Entertainment chairperson
6. Kitchen chairperson
7. Installation officer
8. Miss Hui

III. DUTIESA. INSTALLATION CHAIRPERSON

1. The installation chairperson shall be the vice president and in charge of the entire installation program subject to the approval of the board.
2. The installation chairperson shall be responsible for selecting the site and date for the event, subject to the approval of the board. (preferably the first weekend in January)
3. The installation chairperson shall make the appointments for the members of the installation committee, including securing the installation officer immediately after the election of the incoming officers.
4. The installation chairperson shall hold committee meetings as often as necessary and give oral and/or written reports to the board members in the months of November and December.
5. The installation chairperson shall be responsible for a final report including a report on funds received and dispersed. This report shall be submitted to the board both orally and written at the first board meeting after the installation of the incoming officers.
6. The installation chairperson shall approve all expenditure of funds for his/her committee within the budget amount.
7. The installation chairperson's term shall end January 31st.
8. The chairperson/co-chairperson are responsible for the decor of the installation site including:
  - a. The seating arrangement of the members.
  - b. The stage and the arrangement of the rostrum and chairs for the outgoing and incoming officers.
  - c. The sound system and lights.
  - d. Assisting the entertainment groups, including providing the entertainers with a dressing area.
  - e. The arrangement of the serving tables under the direction of the kitchen chairperson
  - f. Other placement of Hui property as called for.
  - g. Decorations, the Hui banner, kāhilis, flags.

#### B. CO-CHAIRPERSON

1. The installation co-chairperson shall serve as an assistant to the chairperson and in the absence of the chairperson, shall assume the duties of overseeing all the various projects of the committee.
2. The installation co-chairperson shall be responsible for securing the awards for the outgoing officer's recognition items (plaques or other makana), the certificates of appreciation/recognition for committee chairpersons and other amenities both desirable and/or agreeable to protocol. (Leis, flowers, etc.)
3. The installation co-chairperson shall be responsible for the same awards of all absentees.

#### C. SECRETARY - TREASURER

1. The secretary shall assist the installation chairperson as needed, collecting or recording the minutes of all committee meetings.
2. The secretary shall assist the chairperson as needed in the preparation of reports, both administrative and financial.
3. The secretary shall be responsible for the printing of programs.
4. The treasurer shall be responsible for the collection of receipts and the disbursement of funds approved by the chairpersons.

#### D. ENTERTAINMENT CHAIRPERSON

1. The entertainment chairperson shall be responsible for the entertainment program.
2. That person shall be responsible for securing a master of ceremony for the entertainers.

#### E. KITCHEN CHAIRPERSON

1. The kitchen chairperson shall be responsible for the potluck dinner for the installation program including:
  - a. Providing plates, napkins, silverware, cups, coffee, cold drinks, and other necessities as may be required.
  - b. For the collection, arrangement, and the serving of food.
  - c. Determine the serving time with the approval of the chairperson.
  - d. Be responsible for the planning of feeding the entertainers.
  - e. The storage of excess food, the returning of pots and pans and the cleaning of the kitchen after the program.

#### F. INSTALLING OFFICER

1. The installation officer shall conduct the installation ceremonies under the direction of the installation committee chairperson.
2. The installing officer may be any past president or any other person to be selected by the installation chairperson and/or by the vice president.
3. The installation officer may follow the procedures as directed under Section IV of this standing rule.
4. The in-coming president has the prerogative to select the installation officer.

#### G. MISS / MR. HUI

1. Miss or Mr. Hui shall be the hostess for the installation.

#### IV. PROCEDURE

- A. **The installation committee chairperson shall supervise the installation procedures.**
- B. **The installation officer shall be introduced by the installation committee chairperson.**

#### C. **OUT-GOING OFFICERS:**

1. The out-going board will be seated on stage with the out-going president next to the podium. Other members of the board will then be seated in this sequence: vice president, recording secretary, treasurer, chaplain, director of culture, director of youth enrichment, director of programs/fundraising. Standing behind the directors will be the installation officer. Standing behind the out-going president will be the installation committee chairperson.
2. The installation chairperson shall call on the chaplain for an opening prayer, then the chairperson shall introduce the installation officer.
3. The installation officer shall introduce the out-going president. The installation officer shall present the out-going award, plaque, or other makana to the out-going president. (At this time other forms of recognition may be called for: Lei, flowers, etc) (The out-going president will remain at the podium)
4. The installation officer will yield the floor to the out-going president. The officer may say "I now yield the floor to the president."
5. The out-going president will give an end of the year report of accomplishments of his/her term in office.
6. The out-going president will introduce and present awards, plaques, or other makana only to the out-going members of the board: Beginning with the vice president, secretary, treasurer, chaplain, then each director.
7. The out-going president will present certificates of appreciation/recognition to all project committee chairpersons and recognize other outstanding contributors to the activities of the organization. (Hula instructors, musicians, installing officer, donors, etc) The out-going president may make closing remarks.
8. The out-going president will yield the floor to the vice president who will in turn present certificates of appreciation to their respective committee chairpersons (if applicable).
9. Upon completion of the presentations, the out-going president shall say "I now relinquish the gavel to the installation officer." (Give the gavel to the installation officer)
10. The installation officer will say "I accept the gavel from the out-going president and declare myself to be the acting president for the Hui O Hawai'i of San Diego." (Accept the gavel) (Out-going president will remain standing next to the podium)
11. The installation officer will administer the departure instructions: They will say "will the out-going members of the board please rise!  
***It is your final duty to transfer all records, monies, and Hui property to the incoming board for the new administrative year. I am sure that your perseverance and past efforts are well appreciated by all members of the Hui. With the rap of this gavel, you will officially retire. (Rap gavel loudly) "We will now have a short recess." (During recess the out-going board members leave the stage.)***
12. During recess the out-going board members will surrender their capes to the incoming board members with the exception of the president's cape and helmet which will be surrendered to the installation officer.
13. During recess the chairperson/co-chairperson will arrange the chairs for the incoming board members making sure to add one chair behind the incoming vice president for the installation officer and one chair behind the incoming president for the committee chairperson.

#### D. **INCOMING OFFICERS**

1. After recess the incoming president will be seated next to the podium, to be followed by the vice president, recording secretary, treasurer, chaplain, director of culture, director of youth enrichment,

and director of programs/fundraising. The installation officer will be seated behind the vice president and the installation chairperson will be seated behind the incoming president.

2. The installation committee chairperson will reintroduce the installation officer to begin the second half of the installation ceremony. The installation officer, at this time, may make a short statement to the members. (Hospitality of the Hui)
3. The installing officer will install the directors first. Then in this sequence:
4. The chaplain, treasurer, recording secretary, vice president, and finish with the president.
5. The installation officer may say: "Will the following elected members please rise as I call your name.

1. Directors: 1. \_\_\_\_\_, 2. \_\_\_\_\_, 3. \_\_\_\_\_,

***"As director your duties are to coordinate, guide, instruct and be responsible under the direction of the president, for the function of the following committees: Culture, Youth Enrichment, and Programs/Fundraising.***

***"Please be seated."***

2. Chaplin " \_\_\_\_\_ "

***"As the Chaplin your duties are to provide spiritual and devotional guidance of the membership at each Hui O Hawai'i function."***

***"Please be seated."***

3. Treasurer " \_\_\_\_\_ "

***"As the treasurer your duties are to supervise and maintain detailed record of all receipts and expenditures of the Hui... To issue all checks according to the standing rules. To collect and deposit all funds... To oversee the Hui budget and to make monthly and annual financial reports to the board.***

***"Please be seated."***

4. Recording Secretary " \_\_\_\_\_ "

***"As the recording secretary your duties are to keep minutes of all Hui meetings: General, social, board and special board meetings. To maintain a record of all elected and appointed members terms of office, and to facilitate membership.***

***"Please be seated."***

5. Vice President " \_\_\_\_\_ "

***"As the vice president, among your duties you are to assume the responsibilities of the president in his/her absence, to co-sign all checks issued by the Hui. To coordinate, guide, instruct under the direction of the president the following committees: Nominations and elections, installations, legislation, publications, and audit."***

***"Please be seated."***

6. President " \_\_\_\_\_ "

***"As the president of the Hui-O-Hawai'i, among your duties you are to preside at all meetings of the Hui... To appoint special committees and chairpersons when needed. To co-sign all checks to be drawn on the Hui funds. To chair all old and new business. To guide the Hui within the bylaws and standing rules to achieve the highest aspirations, and to watch over the welfare of all Hui members.***

***"Please be seated."***

6. At this time the installation officer will address the incoming board. The installation officer will administer the oath. The officer will say:

1. "All members of the incoming board...please rise!"
2. "Please raise your right hand and you will acknowledge the following oath by stating "I do".
3. "Do you solemnly swear to faithfully discharge the duties of the office to which you have been elected, to the best of your ability and according to the bylaws and standing rules of the Hui O Hawai'i of San Diego?"
4. (Members of the board will say "I do".)

5. "With the rap of this gavel, this board shall be officially installed for the years \_\_\_\_\_ and \_\_\_\_\_."
7. The installation officer shall present the president his/her president's cape and helmet.
8. The installation officer shall yield the gavel and the floor to the president. The installation officer will say, "I now yield the gavel and the floor to your newly installed Hui of Hawai'i of San Diego president.
9. The president will ask the board members to be seated.
10. The president will address the members and the board with his/her goals for the coming year.
11. At the conclusion of the president's remarks, he/she shall yield the floor to the installation committee chairperson.
12. The chairperson shall ask the members to recognize the new board.
13. The chairperson shall make announcements pertinent to upcoming Hui activities and appreciation of his/her installation committee member's efforts.
14. The chairperson shall adjourn the new board.
15. The chairperson will give directions for dinner with installation officer being escorted by Miss or Mr. Hui to be first in line.
16. The chairperson shall close the installation meeting after dinner with:
  - a. Closing prayer by the Chaplin
  - b. Song: Hawai'i Aloha

#### V. FUNDING

Funds for the installation program shall be a budgeted item under the vice president.

#### VI. PROPERTY

##### A. CAPES

- a. There shall be one cape for each member of the board.
- b. Each cape shall be identified by a label attached to the cape according to the office to be.
- c. Extra capes shall be secured properly in storage when not in use.
- d. At the installation ceremony, the chairperson shall supervise the collecting of the capes from the outgoing officers and the assignment of the capes to the incoming officers.
- e. Each member of the board shall be responsible for the care of the assigned cape and shall secure his/her cape at home.
- f. The capes shall be worn at the installation ceremony, at events honoring the death of a member, or at any event so stipulated by the president and/or board.

##### B. HELMETS

- a. The chairperson shall supervise the collecting of the helmet from the outgoing president and the assignment of the helmet to the incoming president.
- b. The president shall be responsible for the care and safekeeping of the helmet.
- c. Extra helmets shall be secured properly in storage when not in use.

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### HUI O HAWAI'I OF SAN DIEGO STANDING RULE NO. 14 Standard Operating Procedures for the Board of Directors

#### I. GENERAL BOARD RESPONSIBILITIES

- A. Recommend the amount of Hui membership dues
- B. Establish policies governing the administrative services and the publications of the Hui.
- C. Recommend approval of the standing rules of the Hui and amendments thereto.

## **PRESIDENT**

### **I. OBJECTIVES**

Ensures the effective action of the board in governing and supporting the organization and oversees board affairs. Acts as the organizational leader and representative of the board as a whole, advises, directs, oversees policy and objectives and assists with the leadership and general purpose of the Hui, so as to support the Hui's mission and needs.

### **II. Board Meetings**

- A. Presides at board meetings.
- B. Develops agendas for meetings.
- C. Ensures that the board of directors submit monthly reports before and on day of monthly board of director meetings.
- D. Maintain proper form and decorum at each meeting.

### **III. COMMITTEES**

- A. Recommends to the board which committees are to be established. Seeks volunteers for committees and coordinates individual board member assignments.
- B. Makes sure each committee has a chairperson and stays in touch with chairpersons to be sure that their work is carried out. Identifies committee recommendations that should be presented to the full board. Determines whether committee meetings are necessary and convenes the committee accordingly.

### **IV. FINANCIAL PLANNING**

- A. Co-signs checks drawn on the funds of the Hui.
- B. Serves on the finance committee, ensures budget, policies, strategies and procedures of all statutory requirements such as the IRS, State of California, Attorney General of California, and other regulatory agencies are met.

### **V. PUBLIC RELATIONS**

- A. Speaks to the media and the community on behalf of the Hui; represents and promotes the club in the community.
- B. Promotes fundraising and outreach programs in the community. Members of the board share these responsibilities while acting in the interest of the Hui. Each member is expected to make recommendations based on his or her experience and vantage point in the community.

## **VICE PRESIDENT**

### **I. OBJECTIVES**

Act as the president in his or her absence and assist the president with other specified duties attributable to this office.

### **II. DUTIES**

1. Chairs the following committees, implements policies and procedures for enforcement of process:
  - A. Nominations & Elections (standing rule 19)
  - B. Audit (standing rule 10)
  - C. Legislation (standing rule 20)
  - D. Installation (standing rule 13)
  - E. Publications (standing rule 21)
2. Diligently promotes the Hui O Hawai'i of San Diego in all aspects necessary and in collaboration with the President.
3. Submits a monthly report to president before and on day of monthly board of directors meetings.
4. May cosign checks drawn on the funds of the Hui.

### **III. COLLABORATIVE LEADER**

Supports fundraising, participates in outreach programs and networking in the community. Members of the board share these responsibilities while acting in the interest of the Hui. Each member is expected to make recommendations based on his or her experience and vantage point in the community.

### **IV. NOMINATIONS / ELECTIONS**

- A. Review both bylaws Article 9-Officers and standing rule 19-Nominations and elections.
- B. Vice president must appoint a chairperson before the end of the first term is complete. Adequate knowledge of current and new membership must be established in order to choose a chairperson.
- C. Assist in procedural issues that include but are not limited to creation of slate, publication and printing of ballots.
- D. Review allotted budget for committee.
- E. Ensures a report is received from the committee chair which includes but is not limited to a committee financial report, members serving the committee, and committee recommendations.

### **V. FINANCE COMMITTEE, AUDIT**

- A. Chairs the finance committee and prepares agendas for meetings, including a year-long calendar of issues.
- B. Chairs the audit committee and assists in appointing a team who shall audit the books and records no less than once a year.
- C. Is expected to review standing rule 10 part V.
- D. Upon audit completion, approval and/or disapproval of recording of all financial records must be submitted to board of directors for recommendations and corrections.

### **VI. LEGISLATION**

- A. Vice president to appoint chairperson and participate in committee.
- B. Chair and committee must review standing rule 20.
- C. Review budget for committee and keep running tally of expenditures.

- D. Prepare a skeletal budget for legislative activities for upcoming year.
- E. Verify report from committee chair at end of year. Reference SR20-F.

## VII. INSTALLATION

- A. Vice president to chair the installation committee.
- B. Chair and committee to review standing rule 13.
  - a. Review procedural items to assure fluid transition of outgoing and incoming board.
  - b. Acknowledge verbiage used during installation through regular meetings prior to event.
- C. Review of budget for current year and establish skeletal budget for proceeding installation of incoming board.
- D. Reports (not limited to but must include committee financial report) to be submitted to vice president for the incoming board.



## **SECRETARY**

### **I. OBJECTIVES**

Foster communication and care through proper management of important Hui records, such as meeting minutes and Hui of Hawaii of San Diego bylaws. Ensure security, integrity, and maintenance of Hui records; provide resources to board on topics of governance issues, state laws, that will assist the board in fiduciary duties.

### **II. DUTIES**

- A. Attend all board meetings and take minutes.
- B. Receive and maintain all Hui corporate records. Ensure the corporation is in good standing with the Department of Secretary of State. Update Secretary of State Statement of Information form when changes are required.
- C. Membership (standing rule 9) Evaluates the membership roster on a monthly basis with the committee chairperson responsible for membership.
- D. Maintain business records of regulatory agencies.
- E. Review minutes of the board for accuracy, and distribute to board members upon completion.
- F. Provide notice of meetings of the board and/or of a committee when such notice is required. Act as communications officer of the board. Provide proper notice of any meetings and timely distribution of materials such as agendas and meeting minutes. Additionally, the secretary should be knowledgeable of the organizations records and related materials, providing advice and resources to the board on topics such as governance issues, amendments to the state laws, and the like, that will assist them in fulfilling their fiduciary duties.
- G. As the custodian of Hui records, the secretary is responsible for maintaining accurate documentation and meeting any legal requirements such as annual finding deadlines. The secretary is responsible for reviewing and updating documents as necessary and ensuring all documents are safely stored and readily accessible.
- H. Submit a monthly report to the president before and on the day of each monthly board of directors meeting.
- I. Maintain a record of all elected and appointed representatives and committee members and their respective terms of office and notify the nominating committee prior to nominations of those whose terms expire.
- J. Coordinate, guide, instruct, and be responsible under the direction of the president.
- K. Logistics (Hui storage, property maintenance, supplies, and memorabilia)

### **III. COLLABORATIVE LEADER**

Supports fundraising, participates in outreach programs and networking in the community. Members of the board share these responsibilities while acting in the interest of the Hui. Each member is expected to make a recommendation based on his or her experience and vantage point in the community.

## TREASURER

### I. OBJECTIVES

The office of the treasurer of the Hui O Hawai'i of San Diego is one of the most critically important. Standing Rule No. 14 is in place to ensure the guidelines and duties of this office are clear and concise, and that a complete job description with each directive of the office of treasurer is furnished to the officer holding position, the members of the board of directors, and the membership of the Hui O Hawai'i of San Diego.

### II. DUTIES AND RESPONSIBILITIES

The treasurer is responsible for all aspects of the financial operation of the Hui O Hawai'i, including, but not limited to accounting, collection of revenue, assessments, collection of dues, purchasing of goods and services, payment of obligations of the Hui O Hawai'i, and all other statutory and legal duties of this office. The treasurer shall be responsible for implementing established systems for the general financial oversight of the affairs of the Hui O Hawai'i, and for suggesting any revisions to such systems which the treasurer reasonably concludes would be in the best interests of the Hui O Hawai'i. The Treasurer shall be responsible for preparing and implementing annual budgets and long-range strategic financial planning and for communicating such efforts to the board of directors. The treasurer shall be responsible to oversee fundraising procedures, the management of funds belonging to the Hui O Hawai'i and to work in conjunction with the finance committee to ensure that the financial systems and procedures established by the Hui O Hawai'i are properly enforced. The treasurer shall be responsible to ensure that all necessary and appropriate insurance policies are in full force and effect for the Hui O Hawai'i. The treasurer shall be responsible for ensuring that all federal, state, and local income tax returns are timely filed. The treasurer shall be responsible for ensuring that all real and personal property tax assessments are timely paid.

In discharging the duties of the treasurer as set forth in the previous paragraph, the treasurer shall observe the following requirements and mandates:

- A. In discharging all aspects of his or her duties, the treasurer shall strive to ensure that effective financial systems and procedures have been established, are being consistently followed applied and are in line with best practices and legal requirements.
- B. The treasurer shall strive to achieve complete accountability and transparency using adequate systems for recording and reporting financial transactions such as through the preparation of financial reports prepared for the general membership and through the drafting and publishing of articles for the monthly newsletter of the Hui O Hawai'i.
- C. The treasurer shall manage all bank accounts of the Hui O Hawai'i along with the president and shall reconcile bank statements monthly.
- D. The treasurer shall utilize systems for bookkeeping, payments, expenditures, and petty cash in existence at the time of taking office and shall be encouraged to improve upon such systems if, during the term of the treasurer, the treasurer shall deem it in the best interests of the Hui O Hawai'i to modify such systems.
- E. The treasurer shall oversee the members' handling of money belonging to the Hui O Hawai'i and shall keep proper records and documentation of all financial affairs of the Hui O Hawai'i. The treasurer shall be responsible to prepare and submit to the board of directors all annual budgets for the Hui O Hawai'i. The treasurer shall utilize Hui O Hawai'i standard forms in effect from time to time and shall utilize the standard forms which are mentioned in standing rule 10, Finance. The treasurer shall be responsible to ensure that all committee financial reports of fundraising events and other activities involving receipt of funds and expenditure of Hui O Hawai'i funds be prepared and submitted by responsible committee chairpersons within three weeks of the conclusion of any such events.
- F. The treasurer shall be responsible to post records of all receipts of the Hui O Hawai'i in a timely manner and shall be responsible for the collection and handling of all checks and cash received on a weekly basis from all committees.
- G. The treasurer shall be responsible to ensure that the proceeds from all ticket sales and funds received from all other fundraising activities, including the collection of membership dues are

deposited to the bank account or accounts of the Hui O Hawai'i in a timely manner, but in any case, no later than one week after the treasurer is in receipt of such funds.

### III. COLLABORATIVE LEADER

The treasurer of the Hui O Hawai'i shall fulfill his or her duties as treasurer in a collaborative manner by acting as follows:

- A. Interact fully and transparently with the board of directors keeping them informed of the financial affairs of the Hui O Hawai'i. Seek input from the board of directors on matters affecting financial affairs. Encourage members of the board of directors to offer their unique perspectives and experiences in the community on matters involving the club's finances.
- B. The treasurer shall interact with committees and committee chairpersons to ensure that financial systems and procedures are properly being applied by every committee and committee chairperson whose responsibilities involve any aspect of the finances of the Hui O Hawai'i.
- C. The treasurer works to support and encourage all fundraising activities of the Hui O Hawai'i and shall personally engage in outreach programs and networking within the general community the goal of which are fundraising efforts for the Hui.

### IV. FINANCIAL REPORTING OBLIGATIONS

- A. The treasurer shall be responsible to prepare regular reports of the financial condition of the Hui O Hawai'i and present these reports at all meetings of the board of directors
- B. The treasurer shall be responsible to prepare all reports needed for audits of the financial affairs of the Hui O Hawai'i, shall make all records available to persons authorized to conduct audits of such financial affairs, and cooperate with the auditor or auditors as required.
- C. The treasurer shall advise the board of directors regarding Hui O Hawai'i funds and reserves and investment policies applicable thereto.

### V. FINANCIAL AFFAIRS OVERSIGHT

- A. The treasurer shall be responsible to oversee all aspects of the financial affairs of the Hui O Hawai'i, which oversight responsibility shall include but not be limited to the following:
  - 1. Oversee and present annual operating budgets to the board of directors. Such proposed operating budgets for the upcoming calendar year shall be prepared no later than October 15 in the year preceding the calendar year to which the proposed operating budget shall apply and shall be presented to each of the members of the board of directors by said date to permit members of the board of directors to read and consider the proposed budget. In preparing the annual budget, the treasurer shall seek the input of members of the board of directors as well as from the chairpersons of any committees established by these standing rules. The board of directors shall act upon the budget proposed by the treasurer no later than the regular meeting of the board of directors scheduled in December of the year preceding the calendar year to which the proposed budget shall apply.
  - 2. The treasurer shall prepare an annual report of the financial affairs of the Hui O Hawai'i and shall present such report on January 15 following the calendar year to which the annual report applies. (Refer to bylaws section 12.5)
  - 3. The Treasurer shall be responsible to cause all state and federal tax returns required to be filed by the Hui O Hawai'i by May 15 of the year following the year to which such state and federal tax returns apply.
  - 4. The treasurer shall be responsible for causing all tax returns due to the Board of Equalization of the State of California to be timely filed. Presently, such tax returns are to be filed on a quarterly basis and are due April 30, July 31, October 31, and January 31.
  - 5. The treasurer shall fully cooperate with any auditors employed by the Hui O Hawai'i to audit the books and records of the Hui.

6. The treasurer shall be responsible to input all financial data as applicable on QuickBooks software or any other software utilized by the Hui O Hawai'i for this purpose.
7. The treasurer may employ a bookkeeping service if desired/needed as contracted by the Hui O Hawai'i. Such bookkeeping service contracts must be authorized by the board of directors.
8. The treasurer shall be responsible for balancing all bank accounts of the Hui O Hawai'i monthly.
9. The treasurer shall be responsible for the preparation of a monthly "Treasurer's Report" excel report to the board of directors, which shall set forth the income and expenses of the Hui O Hawai'i for the prior month and include a copy of all bank statements which reflect all the transactions applicable to any such bank accounts for the prior month.
10. The treasurer shall be responsible to make all deposits of Hui O Hawai'i funds with the banks and into the bank accounts of the Hui O Hawai'i.
11. The treasurer shall be responsible for maintaining adequate records which accurately match cash, checks, and electronic funds received with coinciding/matching account deposits. The transfer of all cash to the treasurer shall be witnessed by a member of the Hui O Hawai'i which witnessing shall be signed on a form (e.g. "Committee Financial Report")
12. The treasurer shall be responsible to act as cashier at all Hui O Hawai'i events at which funds are collected. The treasurer may delegate this responsibility to other members of the Hui O Hawai'i.
13. The treasurer shall be responsible for the collection of all membership dues of the Hui O Hawai'i and shall be further responsible to cause such membership dues that are collected to be deposited into the bank account or bank accounts of the Hui.
14. The treasurer shall be responsible to interact with chairpersons of all committees responsible for organizing and staging fundraising events for the Hui O Hawai'i. The treasurer shall be responsible for the collection of all net revenues from such fundraising events and shall be further responsible to require chairpersons of such committees to prepare and submit financial reports of such fundraising events. Financial reports submitted by chairpersons shall be submitted using a form comparable to the "Committee Financial Report".
15. The treasurer shall be responsible to ensure that the financial systems and controls which are in place when the treasurer takes office are adequate to serve the needs of the Hui O Hawai'i. Should the treasurer conclude that such financial systems and controls require revision, the treasurer shall inform the board of directors of such a conclusion and make recommendations to the board of directors for such revisions and the reasons therefor.
16. The treasurer shall be responsible for ensuring that the record-keeping systems and accounts which are in place when the treasurer takes office meet the generally accepted accounting principles regularly applied. Should the treasurer conclude that such record keeping systems and accounts require revision to comply with generally accepted accounting principles regularly applied, the treasurer shall inform the board of directors of such a conclusion and make recommendations to the board of directors for such revisions and the reasons therefor.
17. The Treasurer shall be responsible to issue an acknowledgement letter to any individuals who donate money to the Hui O Hawai'i of San Diego for their tax purposes.

## VI. FUNDING, FUNDRAISING AND SALES

- A. The treasurer shall advise the board of directors regarding fundraising strategies and make recommendations when appropriate.
- B. The treasurer shall be responsible to ensure that all use of Hui O Hawai'i funds are done in compliance with the annual budget. When the treasurer forms the opinion that any use of Hui O Hawai'i funds are not being done in compliance with the annual budget, the treasurer shall notify the board of such opinion.
- C. The treasurer shall ensure that all sales and fundraising activities comply with relevant legislation and Hui O Hawai'i governing documents, including all applicable standing rules, and is further conducted in a way that is consistent with the financial systems and controls then in effect. This should include

that all cash and receipts are verified in dual control and all documentation concerning such cash and receipts is properly prepared and signed.

## VII. FINANCIAL PLANNING AND BUDGETING.

In preparing required budgets, the treasurer shall advise the board of directors with respect to the financial implications of strategies and operational plans involving the operation of any and all fundraising activities, the management of all assets of the Hui O Hawai'i and the preparation of revised financial forecasts necessitated by any and all expenditures of the Hui O Hawai'i, which are anticipated or unforeseen.

## VIII. TRANSPARENCY AND ACCOUNTABILITY

- A. In evaluating the existing financial systems and accounts of the Hui O Hawai'i, the treasurer shall consider the following factors:
  1. Funds received on a weekly basis.
  2. The source of any funds received.
  3. The extent of expenditures and the purpose of expenditures on a weekly basis.
- B. In evaluating the system of record keeping and accounting, the treasurer shall evaluate the following:
  1. Whether the system of record keeping and accounting is capable of recording all financial transactions.
  2. Whether the system of record keeping and accounting is accurate such that the information inputted into the system may be relied upon.
  3. Whether the system of record keeping and accounting is sufficient to allow the treasurer to produce relevant and timely reports.
  4. Whether the system of record keeping and accounting is easily understood such that third parties, including any auditors employed by the board of directors are able to trace transactions, calculate cash receipts, and generate balance sheets of assets and liabilities as well as general and special ledgers.
- C. In evaluating the understandability of the system of record keeping and accounting, the treasurer shall be concerned with whether, among other things:
  1. Purchase orders to suppliers are documented.
  2. Evidence of receipt of supplies and services purchased is documented.
  3. Proper authorization for purchases and evidence of payment is properly documented.
  4. The bank statements are sufficient to reflect all checks written, withdrawals made, and deposits made are properly documented to permit an audit to be conducted.
  5. Whether the system of record keeping and accounting properly breaks down expenditures and receipts of the different fundraising activities which the Hui O Hawai'i conducts such that it can be determined whether budgets are being adhered to, and whether a particular activity is over budget or under budget at any given time.

## **CHAPLAIN**

### **I. OBJECTIVE**

The chaplain provides spiritual and devotional guidance to the membership at each Hui function. The chaplain facilitates the spiritual celebration of prayer at board meetings and events.

### **II. DUTIES**

Coordinates, guides, instructs and is responsible under the direction of the president, for the function of the following administrative tasks:

- A. Health welfare and charity (standing rule 24)
- B. Provides inspirational leadership and direction to all executives and ensures the continued development and management of a professional and efficient organization.
- C. Attends all board meetings and participates in committees. Performs other duties attributed to this office as needed.
- D. Submits monthly reports to the president before and on the day of monthly board of director's meeting.

### **III. COLLABORATIVE LEADER**

- A. As chaplain, participates in outreach programs and networks within the community.
- B. Shares responsibilities while acting in the interest of the Hui.
- C. Supports Hui fundraising efforts.
- D. Makes recommendations based on experience and vantage point in the community.

## **DIRECTOR OF CULTURE**

### **I. OBJECTIVE**

Planning, organizing, leading, and monitoring cultural activities of the Hui. Development of programs designed to maintain the heritage and cultural mission of the Hui.

### **II. DUTIES**

- A. As a visionary leader will plan, manage, direct and review the cultural activities of the Hui.
- B. As an innovative leader coordinates, liaisons, oversees entertainment/ cultural events in the community and at Hui annual events.
- C. To submit monthly report of director of culture activities to the president before and on the day of board of directors meeting.

### **III. COLLABORATIVE LEADER**

Supports fundraising, participates in outreach programs and networking in the community. Members of the board share these responsibilities while acting in the interest of the Hui. Each member is expected to make recommendations based on his or her experience and vantage point in the community.

## **DIRECTOR OF YOUTH ENRICHMENT**

### **I. OBJECTIVE**

Develop and implement strategies to promote for Miss / Mr. Hui and the Na 'Opio (Youth Group).

### **II. DUTIES**

- A. Select Miss / Mr. Hui for a one-year term as acting spokesperson for public and private functions pertaining to the Hui O Hawai'i of San Diego and affiliate communities at the direction of the director of youth and or board of directors.
- B. Evaluate the Miss / Mr. Hui and Na 'Opio programs for the calendar year and suggest improvements when necessary.
- C. Organizes meetings for events that promote Miss / Mr. Hui and the Na 'Opio.
- D. Develops operating budgets for Miss / Mr. Hui scholarship. Reconciles budgets to actual expense and income consults with treasurer for review.
- E. Hold monthly or quarterly meetings with Miss / Mr. Hui and the Na 'Opio to coordinate with the families of the Miss / Mr. Hui and Na 'Opio activities.
- F. Committee chair for scholarships / educational financial assistance (review standing rule 12)
- G. Submit monthly report of director of youth enrichment activities to the president before and on the day of board of director's meetings.

### **III. COLLABORATIVE LEADER**

Supports fundraising, participates in outreach programs and networking in the community. Members of the board share these responsibilities while acting in the interest of the Hui. Each member is expected to make recommendations based on his or her experience and vantage point in the community.



## **DIRECTOR OF PROGRAMS/FUNDRAISING**

### **I. OBJECTIVE**

Develop and implement strategies to promote goodwill, friendship, and social interaction of the membership. In partnership with the board and under the direction of the president is responsible for all fundraising and development activities. Design and implement plans needed to generate income from special events, through solicitation of gifts and corporate support.

### **I. RESPONSIBILITIES**

- A. Develop and execute annual fundraising strategy.
- B. Secure financial support from individuals and corporations.
- C. Oversee organization of special events.
- D. Maintain all donor information; provide and present statistical analysis to board.
- E. Coordinate development program amongst board members. Educate and inform all board members concerning the need of all to attempt to raise funds.
- F. Maintain records, prepare itemized budget before each event.
- G. Complete actual expense and income report for each fundraising event. Provide reports to treasurer.
- H. Submit monthly report of director of fundraising activities to the president before and on the day of board of directors meeting.

### **II. DUTIES**

- A. Plan, develop, oversee programs and special events to meet the needs of the membership including but not limited to holiday parties, picnics, social events, and programs.
- B. Determine the effectiveness of the programs, suggest improvements.
- C. Organize logistics, supplies, entertainment, and volunteers for events.
- D. Develop annual operating budgets for each program/fundraising event. Reconciles budgets to actual expense and income, consults with treasurer for review.
- E. Secure financial support from individuals and corporations.
- F. Maintain all donor information; provide and present statistical analysis to board.
- G. Coordinate development program amongst board members. Educate and inform all board members concerning the need of all to attempt to raise funds.
- H. Maintain records, prepare itemized budget before each event.
- I. Submit monthly report of director of program/fundraising activities to the president before and on the day of board of director's meeting.

### **III. COLLABORATIVE LEADER**

Supports fundraising, participates in outreach programs and networking in the community. Members of the board share these responsibilities while acting in the interest of the Hui. Each member is expected to make recommendations based on his or her experience and vantage point in the community.

### **IV. Socials**

- A. Determine the effectiveness of the programs, suggest improvements.
  - a. Set up volunteers, tables, chairs, food preparation/sales, and entertainment.
- B. Kupuna social:
  - a. Once a month, set up event tables, chairs, eating utensils, and staging area of food. Oversee coordination of potluck and clean-up of dishes, chairs and mopping as needed.
- C. Monthly social / offsite venue:

- a. If choose to hold an offsite social event, contact that offsite facility to make arrangements.  
Know your count of RSVP's, and plan accordingly.
- D. Create a schedule of socials / offsite events for the upcoming year.
- E. Develops operating budgets for each event. Reconciles budgets to actual expense, income and consults with treasurer for review.
- F. Per events, create a cost and expense report for each event. (i.e., bowling - fee for each person to bowl and how monies were spent or if any monies required). List any funds used from programs' budget and present report of such findings.

## HUI O HAWAI'I OF SAN DIEGO STANDING RULE NO. 15 WAYS AND MEANS

### I. OBJECTIVES

- A. This committee will explore all fund-raising programs and projects in support of the projected budget and future cultural, social, and capital needs of the Hui.
- B. To ensure that all projects undertaken are practical, workable, and reasonably profitable and capable of meeting long range goals.

### II. FUNDING

If funds are needed to fund special projects, the chairman will request these funds from the treasurer, pending board approval. At conclusion of the project these funds will be returned to the treasurer with expenditure receipts as applicable. A committee financial report is required.

### III. COMPOSITION

- A. Chairperson will be the director of programs/fundraising.
- B. Treasurer
- C. President (publicity assistant)
- D. Projects manager
- E. Opportunity drawing committee chairperson

### IV. DUTIES OF MEMBERS

- A. Director of programs/fundraising
  - 1. Investigate and create viable fundraising opportunities.
  - 2. Coordinate, administer, and be responsible for all fundraising projects.
  - 3. Appoint project managers as necessary for the various fundraising projects.
  - 4. Responsible for all decisions regarding the expenditure of funds.
  - 5. Provide monthly summary report of projects to the president before and on day of board of directors Meeting. A committee financial report must be included with the report on projects.
- B. Treasurer
  - 1. Assist in all financial matters of this committee.
  - 2. Establish ledger of accounts to show all disbursement and receipts. Submit ledger to audit team if requested.
  - 3. Monthly committee financial report to be filed with chairperson for report to the board of directors.
  - 4. Be directly responsible to the chairperson.
- C. President
  - 1. Responsible for achieving maximum publicity for all ways and means projects.
  - 2. Submit a monthly article to the newsletter describing upcoming and future events. Provide or coordinate with graphics assistant to provide applicable flyers and digital media for Hui and other community written and online publications in the Southern California region.
- D. Projects manager
  - 1. Appointed by the chairperson to coordinate, administer and be responsible for specific fundraising projects.
  - 2. Appoints assistants as needed to accomplish fundraising tasks and shall work in coordination with other committee members as applicable.
  - 3. Identify any budget requirements or purchases for chairperson review and approval.
- E. Opportunity drawing committee member

1. Appointed by chairperson to seek donated prizes or make purchases for prizes. The number of opportunity drawing prizes will be determined by number in attendance and significance of event. Funding shall be at the discretion of the chairperson.
  2. Display prizes, sell opportunity drawing tickets, conduct drawings, and read out winning numbers at designated meetings or other specific events as directed by the chairperson. Provide security for all displays, prize donations, monies, and opportunity drawing tickets.
  3. Appoints assistants as needed.
  4. Be directly responsible to the chairperson
- 

## HUI O HAWAI'I OF SAN DIEGO STANDING RULE NO.16 SPONSORSHIP PROGRAM

### I. OBJECTIVES

It is the Hui O Hawai'i of San Diego board of directors and its sponsorship committee objective to:

- maintain a sponsorship program to support business concerns in our industry.
- facilitate cooperation to promote and support the organization fiscally through this program.
- offer opportunities and exposure to the sponsors while honoring partnership with individuals and businesses in alignment with the Hui O Hawai'i mission.

### II. COMPOSITION

#### A. Sponsorship committee chairperson

The sponsorship committee chairperson shall be appointed by the president and with help from their committee, is responsible for evaluating the sponsorship program, benefits, fees, determining sponsor levels, seeking sponsorship opportunities, and preparing a committee annual report.

#### B. Committee members

The committee shall include a member of public relations, the president, vice-president, and additional members as the sponsorship committee chairperson determines may be needed.

### III. PROCEDURE

- A. The sponsorship chairperson shall meet with the president, vice president and public relations committee to formalize sponsor levels, benefits, budget, and means of handling finances.
- B. The sponsorship committee chairperson shall establish a two-year program for the committee which will be reviewed annually for consideration of revisions needed to align with organizational objectives, financial forecast, and business impact.
- C. The sponsorship committee chairperson shall determine program needs, assignments, deadlines, and responsibilities with committee members and develop a schedule of tasks and deliverables.
- D. The sponsorship committee chairperson shall oversee all committee activities while engaging members to participate in all program efforts.
- E. The sponsorship committee shall:
  1. Actively participate in committee meetings.
  2. Assist with operational activities of the sponsorship committee.
  3. Seek out prospective sponsors.
  4. Work with executive director on sponsors to be invoiced and collections.
  5. Follow up with sponsors with Thank you notes and/or notice of appreciation, as well as receipt of all sponsor benefits.
  6. Prepare Committee Annual Report
  7. May arrange sponsor engagements to invite potential sponsors or highlight current sponsors.
- F. The sponsorship committee chairperson must submit a committee financial report each month. (standing rule 10)
- G. The sponsorship committee chairperson shall compile an end of year report for the vice president containing the following information:
  1. Persons assisting
  2. List of sponsors and their sponsor titles.
  3. End of year budget, including cost of operation and recommendation for budget

4. Recommendations for operation, charges, cost, etc.

#### IV. SPONSORSHIP PACKAGE

Each sponsorship package shall be designed to deliver the value of sponsorship opportunities. Sponsorship packages shall include:

1. Document or brochure that introduces our intention and outlines what sponsors will receive by sponsoring/partnering with the Hui O Hawai'i.
2. Overview of the Hui O Hawai'i of San Diego.
3. Sponsorship catalog and chart including a detailed description of each sponsorship level.
4. Sponsor application form

### HUI O HAWAI'I OF SAN DIEGO STANDING RULE NO.17 LUAU

#### I. OBJECTIVES

The luau committee provides a means of guidance for deriving funds, contributing as a community function, a means of promoting our culture, and fostering good will and understanding.

#### II. COMPOSITION

- A. The luau shall be a project of the board members as a whole and the luau committee.
- B. The committee shall be composed of the following members but need not be restricted to only those members. Any additional members added shall be the responsibility of the luau chairperson.
  1. Luau chairperson
  2. Luau co-chairperson
  3. Beverage bar
  4. Decorations
  5. Cleanup
  6. Entertainment
  7. Hostesses
  8. Kitchen
  9. Opportunity drawing/silent auction
  10. Publicity
  11. Security (if required)
  12. Tickets
  13. Construction

#### III. DUTIES

##### A. LUAU COMMITTEE CHAIRPERSON

1. The chairperson shall oversee the entire luau operation subject to approval by the board of directors.
2. The luau committee chairperson shall be responsible for selecting the site and date for the event, and initial meeting subject to approval by the board of directors. The purpose of the initial meeting is to establish a preliminary operation budget for the entire luau. This preliminary operation budget will be used to establish a financial target to determine the estimated sales and profit for the luau and to provide purchase authorization funds for the committee members responsible for their committee budget.
3. The luau committee chairperson shall assist the Hui treasurer in maintaining an account of budgeted luau funds, monies collected from ticket donations and monies expended for all costs pertaining to the luau and shall assist in preparing an interim financial report to be submitted to the board of directors at the first board meeting following the luau. A final written report will be prepared by the luau committee chairperson after all luau related matters have been concluded and funds have been accounted for.

4. The luau committee chairperson shall be the custodian of a revolving petty cash fund and shall properly record all expenditures and shall report to the Hui treasurer with respect to the handling of such petty cash funds.
  5. The luau committee chairperson shall appoint all luau committee members and the names of such persons shall be reported to the board within 30 days of the appointment of such persons. The name, physical address, e-mail address and telephone number of all committee members shall be given to all parties serving on the luau committee.
  6. The luau committee chairperson is urged to consider the advice and consent of all luau committee members on all matters pertaining to the planning, preparation, and the execution of the luau.
  7. The luau committee chairperson shall make regular monthly progress reports to the board of directors pertaining to the planning, preparation, and execution of the luau. These reports shall be submitted no less than monthly to the board of directors or more frequently as the board of directors may request.
  8. The luau committee chairperson shall be responsible for the procurement of all food, necessary kitchen equipment, the open fire permit, miscellaneous equipment including the storage trailer and its permit, refrigerated trailer, portable toilets, and drag-on dumpster. The luau committee chairperson shall be responsible for verifying the need for a food handling permit and the obtaining shall of any such required permit.
  9. The luau committee chairperson shall be the sole and only person to make purchases and authorize purchases for the luau unless such purchases are undertaken by committee members responsible for certain aspects of the luau planning and execution.
  10. The final report to the board of directors of the luau operation shall address the following subject matter areas:
    - a. Initial and subsequent allocation of funds
    - b. Tickets printed
    - c. Tickets sold
    - d. Tickets used for complimentary purposes
    - e. Monies collected
    - f. Monies expended
    - g. Receipts and expenditures
    - h. Reports from other committees (booth operations, inventories, etc.) to the extent that such reports are prepared and required by the luau committee chairperson.
    - i. Reports will be due to board members no later than 30 days from the event.
  11. The luau committee chairperson shall keep the Hui O Hawai'i general membership aware of the progress of the luau either through oral reports made to the general membership at regular meetings of the general membership and/or through written summaries of the progress of the luau contained in the Hui O Hawai'i newsletter, as needed.
  12. The luau committee chairperson shall cause all committee members to become aware of the content of their duties pertinent to standing rule 17.
  13. The luau committee chairperson shall be the first person on site and the last person to leave the site each workday of the luau including all days leading up to the day of the luau on which preparations are being made for the event and all days following the luau in which clean-up and other activities involving the winding down of the event occur.
  14. The luau committee chairperson shall be responsible for the immediate oversight of: beverage bar, booth, cleanup, luau co-chairperson, kitchen, secretary, security and luau committee treasurer.
- B. LUAU COMMITTEE CO-CHAIRPERSON
1. The luau committee co-chairperson shall serve as an assistant to the luau committee chairperson and in the absence of the luau committee chairperson, shall assume the duties to oversee all the various projects as described herein above.
  2. The luau committee co-chairperson shall be appointed by the luau committee chairperson.
  3. The luau committee co-chairperson shall be responsible of the immediate oversight of: decorations, entertainment, hostesses, opportunity drawing / silent auction, publicity, and tickets.
  4. The luau committee co-chairperson shall be responsible for collection of all committee member financial reports and original receipts from members under his/her immediate oversight within hours after event.
- C. LUAU COMMITTEE SECRETARY

1. The luau committee secretary shall serve as an assistant to the luau chairperson performing all secretarial duties.
2. The luau committee secretary shall be responsible for the recording of all proceedings of the luau committee.
3. The luau committee secretary shall assist the luau committee chairperson in the preparation of all reports required of the luau committee chairperson.
4. The luau committee secretary shall mail letters of invite to social communities and close ties to the Hui O Hawai'i specifying complimentary tickets for event under direction of luau committee chairperson and in collaboration with ticket chairperson.
5. The luau committee secretary shall send via mail or electronic email flyers of luau to select social communities.
6. The luau committee secretary shall complete a disbursement request form for monies needed to complete his/her duties and turn over documents to luau committee chairperson for his/her final report to the board of directors.
7. The luau committee secretary shall complete a committee financial report with original receipts and turn over documents to luau committee chairperson for his/her final report to the board of directors.

#### D. LUAU COMMITTEE TREASURER

1. The luau committee treasurer shall maintain all financial records concerning expenditures and income related to the luau.
2. The luau committee treasurer shall work to maintain consistency with all the Hui O Hawai'i standing rules and in particular the financial committee standing rules. (standing rule 10)
3. The luau committee treasurer shall cooperate with and seek out the assistance of the Hui Treasurer in fulfilling the luau committee treasurer's duties.
4. The luau committee treasurer shall assist the luau committee chairperson in preparing the portion of the final report to the board of directors required of the luau committee chairperson as it relates to the financial aspects of the luau operation.

#### E. COMMITTEE MEMBER RESPONSIBLE FOR PUBLICITY

1. The luau committee member responsible for publicity shall be responsible for all publicity matters pertaining to the luau, including the design and printing of the posters and the programs.
2. The luau committee member responsible for publicity shall submit the design for the posters and programs to the luau committee co-chairperson for approval and proof-reading.
3. The luau committee member responsible for publicity shall consult with the member of the board of directors of the Hui O Hawai'i responsible for public relations chairperson with regard to proper handling and procedures for all community publicity endeavors.

#### F. COMMITTEE MEMBER RESPONSIBLE FOR TICKETS

1. The luau committee member responsible for tickets shall be responsible for the design and printing luau tickets.
2. The luau committee member responsible for tickets shall submit the design for tickets to the luau committee co-chairperson for approval and proofreading.
3. The luau committee member responsible for tickets shall be responsible for the custody and sale of all tickets and tracking of all tickets by ticket numbers, and the collection of all ticket sales.
4. The luau committee member responsible for tickets shall deliver all funds collected from tickets to the luau committee treasurer.
5. The luau committee member responsible for tickets shall appoint, organize and coordinate, disbursement of tickets for sale.
6. The luau committee member responsible for tickets shall be responsible for the proper accounting of all tickets issued to persons working at the luau. The allocation for such tickets shall be the responsibility of the luau committee member responsible for tickets.
7. The luau committee member responsible for tickets shall have custody of the complimentary tickets. Complimentary tickets shall be controlled by the luau committee chairperson and the number of complimentary tickets shall be in line with projected revenue.
8. The luau committee member responsible for tickets shall coordinate with the luau committee secretary with the mailing of letters, signed by the president under the directions of the luau committee member responsible for tickets, to select individuals and or community members.

9. Worker's tickets shall be distributed to committee members responsible for their specific workers and shall be distributed to the workers no earlier than the day of the luau.
10. The luau committee member responsible for tickets shall keep the luau committee co-chairperson informed of the progress and status of all ticket sales.
11. The luau committee member responsible for tickets shall be responsible for the ticket verification on the day of the luau. Ticket stubs shall be submitted to luau committee co-chairperson at the end of the event.
12. The luau committee member responsible for tickets shall be responsible for their own budget and must complete disbursement request for monies needed.
13. The luau committee member responsible for tickets shall complete and submit a committee financial report with all original receipts from ticket sales 72 hours after the event.
14. The luau committee member responsible for tickets shall be appointed custodian of a revolving petty cash by the luau committee chairperson.

#### G. COMMITTEE MEMBER RESPONSIBLE KITCHEN CHAIRPERSON

1. The committee member responsible for the kitchen shall be responsible for the preparation of all food.
2. The committee member responsible for the kitchen shall be responsible for the overall supervision of the kitchen and the serving of food. The committee member responsible for the kitchen shall appoint one assistant to supervise the kitchen operation and one assistant to supervise the serving of food.
3. The committee member responsible for the kitchen shall confer with the luau master of ceremony on announcing how and when the serving line will be formed.
4. The committee member responsible for the kitchen shall be responsible for meeting all sanitation health code ordinances and be further responsible for instructing all food handlers on such health code standards.
5. The committee member responsible for the kitchen shall be responsible for preparation and furnishing of the meals (lunch/dinner) for the workers on working day(s) excluding the day of luau and including day after luau.
6. The committee member responsible for the kitchen shall be responsible for their own budget and must complete disbursement request for monies needed to purchase items for the luau.
7. The committee member responsible for the kitchen shall complete and submit a committee financial report with all original receipts 72 hours after the event.
8. The committee member responsible for the kitchen shall be responsible for collection of all meal tickets and hand them over to luau committee chairperson at the end of the event.

#### H. COMMITTEE MEMBER RESPONSIBLE FOR CONSTRUCTION

1. The committee member responsible for construction shall be responsible for the construction and the breakdown of all booths, stage, dressing facilities, and arrangements of tables and chairs for seating.
2. The committee member responsible for construction shall assign a qualified electrician to be responsible for the installation of all the lights and electrical hook-ups.
3. The committee member responsible for construction shall assign a musician to be responsible for the set up and take down of the sound system for the music.
4. The committee member responsible for construction shall assist the luau chairperson in the planning of all construction. The committee member responsible for construction shall make recommendations for the budget of future luau concerning matters of construction and repairs of all equipment and fixtures.

#### I. COMMITTEE MEMBER RESPONSIBLE FOR ENTERTAINMENT

1. The committee member responsible for entertainment shall be responsible for the coordination of all entertainment, including the timing of the program and the number of performers.
2. The committee member responsible for entertainment shall obtain entertainment commitments at least 90 days prior to the luau.
3. The committee member responsible for entertainment shall ensure that the program agenda be closely followed and that proposed agenda of the day's entertainment be in the hands of the luau committee chairperson 60 days prior to the luau date.



4. The committee member responsible for entertainment shall provide an opportunity for at least one dress rehearsal of the entertainers participating in the entertainment program.
5. The committee member responsible for entertainment shall incorporate Miss Hui O Hawai'i and or Mr. Hui as part of the entertainment program.
6. The committee member responsible for entertainment shall keep the luau co-chairperson informed of the preparation and progress of all entertainment related matters.
7. The committee member responsible for entertainment shall provide an accountability of all entertainers to the ticket chairperson.
8. The committee member responsible for entertainment shall be responsible for their own budget and must complete the disbursement request form for monies needed to make payments for entertainment commitments.
9. The committee member responsible for entertainment shall complete a committee financial report and turn it in to the luau co-chairperson 72 hours after the event.

J. COMMITTEE MEMBER RESPONSIBLE FOR DECORATION

1. The committee member responsible for decoration shall be responsible for the decorating of all facilities, stage, and tables.
2. The committee member responsible for decoration shall be responsible for their own budget and must complete a disbursement request form for monies needed for purchase.
3. The committee member responsible for decoration shall complete a committee financial report and turn it in to the luau co-chairperson with all original receipts 72 hours after the event.

K. COMMITTEE MEMBER RESPONSIBLE FOR BOOTHS

1. The committee member responsible for booths shall be appointed by luau chairperson.
2. The committee member responsible for booths shall coordinate all assignments, site locations and the schedule of operations of the following booths or tables: craft, pupu and information.
3. The committee member responsible for booths shall be responsible for the oversight booth or table vendor requirements.
4. The committee member responsible for booths shall establish a written agreement between the Hui O Hawai'i of San Diego and all vendors, utilizing a "Hui O Hawai'i / Vendor application/agreement".
5. The committee member responsible for booths shall establish the cost of booths with luau committee chairperson prior to completion of written agreements.
6. The committee member responsible for booths shall no later than two weeks prior to the luau collect booth fee according to agreement and turn all monies to luau treasurer and retain copy of each check.
7. The committee member responsible for booths shall check in booth vendors for set up and assigned location.
8. The committee member responsible for booths shall complete a committee financial report written agreement with copies of checks to luau committee chairperson 72 hours after the event.

L. COMMITTEE MEMBER RESPONSIBLE FOR HOSTING

1. The committee member responsible for hosting shall be responsible for greeting, guided seating and distribution of the luau programs.
2. The committee member responsible for hosting shall coordinate the flow of traffic to and through the food lines, according to the instructions from the committee member responsible for kitchen which instructions shall be delivered by the master of ceremony to the guests.
3. The committee member responsible for hosting shall endeavor to utilize Miss Hui O Hawai'i and or Mr. Hui O Hawai'i of San Diego as part of the hosting process.

M. COMMITTEE MEMBER RESPONSIBLE FOR CLEAN-UP

1. The committee member responsible for clean up shall coordinate the orderly clean-up removal and storage of all buildings, ground, equipment, booths, stage and assist in the loading of any trailer used to move equipment and property and the return of tables and chairs, and other equipment and furniture.
2. The committee member responsible for clean up shall provide for the necessary number of waste containers and plastic refuse bags during and after the luau.

3. The committee member responsible for clean up shall arrange for a work group to return all equipment and furniture no later than Monday following the luau.
4. All committee members shall be responsible for the clean up of areas under their respective control and responsibility.
5. All members of the board of directors shall assist the committee member responsible for clean up in the discharge of that person's duties and responsibilities.

#### N. COMMITTEE MEMBER RESPONSIBLE FOR SECURITY

1. The committee member responsible for security shall be responsible for the security of the parking area and the luau site in general.
  - a. Display of proper signage for directions and parking.
  - b. Remove signage for directions and parking when the event is finished.
2. The committee member responsible for security shall maintain the proper control of the luau site and all entrances and exits.
3. The committee member responsible for security shall help to control the traffic in the kitchen area.
4. The committee member responsible for security shall address all security issues that may arise during and at the luau.
5. The committee member responsible for security shall confer with the luau chairperson in all matters that the committee member deems serious at the luau.

#### O. INVENTORY

1. The board of directors shall be responsible for the inventory of all luau equipment before and after each luau.
2. The committee member responsible for the kitchen shall be responsible for the inventory of the residual food and supplies from the luau. This inventory and the residual food and supplies will be forwarded to the board of directors within 24 hours after the luau.

### HUI O HAWAI'I OF SAN DIEGO STANDING RULE NO.18 ALOHA BALL

#### I. OBJECTIVES

The Aloha Ball is established to provide a social event that is not only culturally enriching, but an event that will bring together the Hui O Hawai'i of San Diego and the community of San Diego.

#### II. COMPOSITION

The Committee shall consist of the following members:

- A. Director of programs/fundraising(chairperson)
- B. Secretary
- C. Treasurer
- D. President
- E. Ticket / Seating Accommodation Committee member
- F. Hotel reservations Accommodation coordinator
- G. Program / Holoku Promenade / Entertainment committee member
- H. Hostess / Decoration committee member

Additional positions may be added at the discretion of the chairperson.

#### III. DUTIES

##### A. Chairperson

1. The chairperson shall be the director of programs. The term of the appointment shall be for 1 year.
2. The chairperson shall be responsible for the planning and coordinating of the Aloha Ball.
3. The chairperson shall be responsible for choosing and securing the site and date for the Aloha Ball.
4. The chairperson shall keep the board of directors and the Hui informed on various stages of preparation for the event and keep consistent with all Hui policies pertaining to contracts, funds, reports, and good management.
5. After the initial planning and research has been accomplished, the cost of the event, the recommended menu and the program will be submitted to the board of directors for approval two months prior to the scheduled event.

6. The chairperson shall inquire to the treasurer whether adequate insurance is available to cover the conduct of the Aloha Ball.
- B. The duties of all assistants to the chairperson shall be as inferred by the description of the title of such committee members and subject to the further direction of the chairperson.

#### IV. GENERAL CONSIDERATIONS

The event shall be formal. All efforts to publicize formal dress will be made.

#### V. GENERAL GUIDELINES

The following are considered essential and basic to a successful Aloha Ball:

- A. Start pre-planning immediately upon appointment. Read the reports from previous events.
- B. Planning for coordination of color schemes, themes, cost, and dates. This should be accomplished at the earliest date possible.
- C. Arrange with the luau chairperson for space to sell tickets at the luau.
- D. Consider paying for publicity to insure ticket sales. Invite the mass media if necessary. Channels for seeking publicity may be established by the president.
- E. Reserved seating must be made available.
- F. Seating arrangements and alignments, decorations and physical layout of the facility is very critical. Maintain open lines of communication with the management of the facility utilized to ensure proper guidance with the seating accommodation chairperson and decorations chairperson.
- G. "Not refundable" should be printed on tickets.
- H. Create procedure for Holoku Promenade which should include a written application process for entry into promenade.
- I. Establishing a V.I.P. invitation list should be consistent with the policy of the board of directors. All V.I.P. invitations should be sent with a cover letter stressing "MUST R.S.V.P". No V.I.P. reservations will be made unless a response is received.
- J. Discourage impromptu entertainment.
- K. It is important to have the entire committee at the Aloha Ball facility on the morning of the event to handle last minute changes, adjustments, and the unexpected.
- L. Suggest that the committee members secure room reservations at the hotel, but it should not be mandatory.

### HUI O HAWAI'I OF SAN DIEGO STANDING RULE NO. 19 NOMINATIONS AND ELECTIONS

#### I. OBJECTIVES

- A. To carry out the provisions of bylaws article 9 and standing rule 19.
- B. To provide for the legitimate election of officers by ballot vote.

#### II. COMPOSITION

- A. The vice president will appoint the chairperson of the nominations and elections committee as early in the calendar year as possible. Whenever possible the committee members should be selected from the general membership. The committee shall consist of a minimum of three members.
- B. No candidate may be a member of this committee.

#### III. PROCEDURE

- A. Before the first committee meeting the chairperson shall determine which positions on the board of directors will need to be filled for the upcoming administrative year. The chairperson shall contact those individuals who are willing and able to serve for a second term in their present position.
- B. The first committee meeting shall occur no later than July in the election year.
- C. The chairperson shall have a copy of the current membership roster, the Hui bylaws, and a copy of standing rule number 19. They will refer to these documents throughout their term as chairperson.
- D. Should the committee have problems finding candidates, the matter should be brought before the president and the board of directors for advice and further direction.

- E. The slate of candidates should be completed two months prior to election night to allow time for board of directors' certification and timely publication in the Hui newsletter. Notification to membership shall include a picture and a brief bio of each candidate.
- F. Elections will be scheduled for the general social meeting in November. The chairperson will make his or her report before the membership, which shall include the reading of the slate of officers and/or directors for the upcoming election, naming the nominees in the order in which they are listed in the bylaws.
- G. The president will call for nominations from the floor immediately following the committee report. She/he will read each office and the name of the candidate nominated by the committee and then call for further nominations for that office. Hearing none he/she may close the nominations for that office and proceed through the rest of the slate of candidates. Anyone nominated from the floor must give his/her consent for the nomination to be considered officially nominated.
- H. Election by ballot will take place immediately following nominations from the floor. The committee will have printed ballots with blank spaces under each office to allow for the writing in of those nominated from the floor. Any write-in ballot containing any name other than those properly nominated will be null and void.
- I. The chairperson of the membership committee will be on hand to ensure that all voters are members in good standing. Each voter will sign a signature sheet before a ballot is issued. The committee will have available a sealed ballot box to receive voters' ballots. Extra writing implements and a private area for secret voting will be made available for all voters.
- J. The voting period will be announced to allow members adequate time for casting their ballots and the counting of the ballots and the announcement of the election results to be made by the president at the conclusion of the social program.
- K. The voting tabulation will be done by at least three members. A written report will be given to the president which should include the total number of ballots voted, total number of legitimate ballots, total number of illegitimate ballots (or not counted for various reasons e.g. blanks, etc.), and a copy of the official ballot with tallies listed thereon.
- L. At the completion of the election all ballots cast will be sealed and handed to the recording secretary to be kept until the installation, then destroyed.
- M. The chairperson of the committee shall prepare a report of the activities of the committee for the vice president setting forth the following information:
  - 1. The names of the persons serving on the committee
  - 2. The chairperson shall prepare and submit financial reports reflecting costs and expenses incurred by the committee in the discharge of its duties hereunder. The financial report shall be prepared and submitted in a form as required by the treasurer of the Hui O Hawai'i.
  - 3. Recommendations aimed at improving the functioning of the nominations and elections committee in future years, with particular emphasis on suggestions for improving greater participation of the Hui membership in the holding of elective offices.

## HUI O HAWAI'I OF SAN DIEGO STANDING RULE NO.20 LEGISLATIVE

### I. OBJECTIVES

The legislative committee is responsible for changes which may be needed in the charter, bylaws and the standing rules to keep them current to meet the needs of the Hui O Hawaii of San Diego, and to review and revise legislative direction at the request and suggestion of the membership, and the direction of the board of directors.

### II. COMPOSITION

The legislative committee shall consist of the chairperson and as many members as necessary to accomplish the committee's objectives. Membership may not be permanent but may change as the need exists,

depending upon issues being examined, expertise required, or interest indicated by individual members of the Hui.

A. CHAIRPERSON

1. The legislative committee chairperson shall carry out the provisions set forth by the objectives of this standing rule and compose the committee of persons as the need arises.
2. The legislative committee chairperson shall publish all proposed bylaw changes for a minimum of two months in the quarterly Hui newsletter and/or Hui news, as well as on the Hui website for the general membership before a vote is called for.
3. At the end of an administrative term, the legislative chairperson shall collect the standing rules book from the outgoing board members to revise and/or add new standing rules to the standing rules book.
4. At the beginning of the new administrative term, the vice president shall distribute the standing rules book to the incoming board members.

III. PROCEDURE

- A. The legislative committee chairperson shall determine a meeting place and time agreeable to its committee members.
- B. The legislative committee chairperson shall have as many meetings as needed to accomplish the task, write up results and present it to the board of directors.
- C. The legislative committee chairperson shall prepare standing rules and amendments for approval by majority of the board of directors.
- D. Prepare end of year report for the vice president and board of directors with the following information:
  1. Persons serving on committee.
  2. Areas examined by committee and results.
  3. Incomplete tasks and proposals for completion
  4. Costs of operation.
  5. Recommendations.
- E. The legislative committee chairperson shall distribute to the respective chairpersons of the different committees of the club the standing rules pursuant to that office.
- F. The legislative committee chairperson shall be responsible for the printing of the bylaws and the standing rules.
- G. The legislative committee chairperson shall receive a copy of the minutes at all board meetings.

IV. PROPERTY

A. STANDING RULES BOOK

1. There shall be one standing rules book for each member of the board including the past president, and the legislative chairperson.
2. Each member of the board shall be responsible for the safekeeping of the books, shall have his/her book at all board meetings, and shall return the book to the Hui at the end of their term of office. This rule shall include the past-president and the legislative chairperson.

B. BYLAWS BOOKS

1. The legislative chairperson shall be responsible for the publication of the bylaws book and shall provide the membership chairperson with a sufficient supply of the books.
2. Each standing rules book shall have a copy of the bylaws.

HUI O HAWAI'I OF SAN DIEGO STANDING RULE NO.21 PUBLICATIONS

I. OBJECTIVES

It is the Hui O Hawai'i of San Diego board of directors and the general membership's responsibility to be aware of events, issues and information pertaining to the Hui, the community, and the Hawaiian people. It is the objective of the publications committee chairperson to provide a means to fulfill these needs through the following four objectives:

- Document and publicize current events.
- Connect new members with the club.
- Encourage communication among members, increase fellowship.
- Recognize members' accomplishments through published stories.

## II. COMPOSITION

The publications committee chairperson and the committee may consist of as many members necessary to accomplish the gathering, compiling, and distribution of a quarterly newsletter; establishing and maintaining a digital presence of the Hui O Hawai'i online, including but not limited to the website, social media, and email blasts to members.

### A. PUBLICATIONS COMMITTEE CHAIRPERSON

The publications committee chairperson shall be appointed by the vice president and shall have the responsibility for:

- Coordinating the dissemination of information in the quarterly membership newsletter, "Leokani O Kauila (The Voice of Lightning)," a membership resource and benefit designed specifically for its members.
- Coordinating the design and distribution of content to establish a digital presence of the Hui O Hawai'i online, including but not limited to the website, social media, and email blasts to members.
- The publications committee chairperson is responsible for managing within a suggested budget, keeping records thereof, and arranging for the distribution of information to the Hui O Hawai'i of San Diego objectives through various print and online platforms.
- They will establish a committee to design and edit the Hui Newsletter, oversee uploads, deletions, and housekeeping of the Hui website, and organize or create printed material such as flyers and pamphlets for Hui use. Payment and allocations for paid advertising of monies shall be channeled through the vice president.

### B. COMMITTEE

The committee may consist of as many members as the publications committee chairperson determines may be needed.

## III. PROCEDURE

- H. The publications committee chairperson shall determine procedure from the previous publications committee regarding budget, cost format, etc., and obtain current membership list from membership chairperson and changes.
- I. The publications committee chairperson shall meet with treasurer, vice president, and president to determine budget, means of handling finances, forms, and special needs.
- J. The publications committee chairperson shall meet with committee members and determine needs, assignments, deadlines, and responsibilities. The publications committee chairperson shall seek the assistance of the board and general membership if desired or needed.
- K. The publications committee chairperson shall identify and communicate duties with the newsletter editor as soon as the year begins. The newsletter editor is responsible for the production of the quarterly newsletter for the Hui O Hawai'i of San Diego membership as part of member benefits. Responsibilities include:
  - Maintaining a publishing schedule to ensure sufficient time is available to produce a quarterly newsletter in the months of March, June, September, and December.
  - Aligning content ideas to the Hui O Hawai'i mission, including but not limited to:
    - Letter from the president.
    - Pre and post articles about club projects and events held.
    - Creative articles.
    - Club awards, member birthdays, special celebrations, recognition of members' achievements.
    - Education materials, communication, and other skills of the readers.
    - Schedule of events/upcoming events.
    - Games and puzzles, mele, ukulele sheet music, "how-to" Hawaiian things and resources, or any item to keep the reader engaged.
    - Community news, events and business marketing.

- To reduce our carbon footprint, all future members will receive a digital copy only. Twenty-two members prior to 2024 have been approved to receive a printed version by U.S. mail.
  - Establish and offer advertising opportunities to include in the quarterly newsletter based on the following fees:
    - Full page ads shall be \$45.00 for members, \$85.00 for non-members, per month.
    - ½ Page ads shall be \$25.00 for members, \$45.00 for non-members, per month.
    - Business card ads shall be \$10.00 for members, \$15.00 for non-members, per month.
    - ¼ Page ads shall be \$15.00 for members, \$25.00 for non-members, per month.
    - Prices are subject to change at any time by approval of the Board of Directors.
  - Ads shall be sold prepaid.
  - A member who is 6 months or more past due in paying the yearly membership dues does not qualify for the member ad price(s).
  - The newsletter editor, publications committee chairperson and any board of director member may sell ads for the newsletter.
- J. The publications committee chairperson is to identify and appoint a webmaster as soon as the year begins. The webmaster should have skills that allow him/her to maneuver through the current website management program to make timely modifications when requested. The webmaster should also have knowledge of the Hui calendar of events. On a weekly basis, the webmaster is to have updated information on the website which reflects current events as well as images and videos from archived occasions. The webmaster should have contact with both the publications committee chairperson and vice president should issues come into being with the website.
- L. The publications committee chairperson shall compile an end of year report for the vice president containing the following information:
- Persons assisting
  - Numbers of issues printed and mailed during the year.
  - Printer and cost of printing
  - Cost of mailing
  - Cost of operation and recommendation for budget
  - Recommendations for operation, charges, cost, etc.
- K. The publications committee chairperson must submit a committee financial report each month. (standing rule 10)

## Quarterly Newsletter Advertisement Form Template



## Quarterly Newsletter

### Advertisement Form

Full name: \_\_\_\_\_ Date: \_\_\_\_\_

Company/  
Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

For Newsletter  
Month: \_\_\_\_\_ Size: \_\_\_\_\_ Amount Due: \_\_\_\_\_

Are you a member: \_\_\_\_\_ Interested in Membership: \_\_\_\_\_

### Publishing Schedule

| Newsletter Month | Article/Advertising<br>Submission Deadline | Editor Review<br>Deadline | Distribution Date |
|------------------|--------------------------------------------|---------------------------|-------------------|
| March            | Feb 20                                     | Mar 3                     | Mar 6             |
| June             | May 19                                     | Jun 2                     | Jun 5             |
| September        | Aug 18                                     | Sep 1                     | Sep 4             |
| December         | Nov 17                                     | Dec 1                     | Dec 4             |

### Advertising Fees

| Ad Size       | Member Price | Non-Member Price |
|---------------|--------------|------------------|
| Full page     | \$45.00      | \$85.00          |
| ½ page        | \$25.00      | \$45.00          |
| ¼ page        | \$15.00      | \$30.00          |
| Business card | \$10.00      | \$15.00          |

*\* Fees are subject to change*

### OFFICE USE ONLY

Payment: Amount \_\_\_\_\_ Payment Type \_\_\_\_\_ Date \_\_\_\_\_

Received by (Print): \_\_\_\_\_ Committee: \_\_\_\_\_



## HUI O HAWAI'I OF SAN DIEGO STANDING RULE NO.22 PUBLIC RELATIONS

### I. OBJECTIVES

The Hui O Hawai'i of San Diego should always strive to promote its goals and objectives in a positive manner with the spirit of Aloha, through personal, individual, or group contact, and in publications of the Hui O Hawai'i or publications of other Hawaiian clubs or associations, or the mass media when necessary or desirable.

### II. COMPOSITION

The public relations committee may be composed of a single person or several people operating in cooperation with each other.

### III. CHAIRPERSON

The chairperson shall be appointed by the president and shall serve for two years.

### IV. PROCEDURE

- A. It shall be the responsibility of the chairperson of the public relations committee to assess the needs of the Hui O Hawai'i to promote itself and its goals and objectives with the public and in doing so shall consult with the president, and the board, in that order, in this regard. The chairperson of the public relations committee shall develop and recommend to the president and the board a plan to publicize and promote the Hui O Hawaii and its goals and objectives.
- B. In discharging his or her duties as chairperson of the public relations committee, that person shall establish and maintain contact with other Hawaiian and Polynesian clubs and organizations in California and any relevant geographical area in order to keep such other clubs and organizations apprised of activities and events sponsored by the Hui O Hawaii and to become knowledgeable about any relevant activities and events of such other clubs and organizations for the purpose of determining if the Hui O Hawai'i should have a presence at such other clubs or organizations' activities and events. The chairperson of the public relations committee shall further be responsible for determining whether invitations to activities and events sponsored by the Hui O Hawai'i should be extended to such other Hawaiian and Polynesian clubs and organizations.
- C. The chairperson of the public relations committee shall maintain contact with the board member responsible for publication of any Hui O Hawai'i publications including the Hui O Hawai'i newsletter. The chairperson of the public relations committee shall strive to obtain copies of any, publications of other Hawaiian and Polynesian clubs and organizations and any other media containing information relevant to the Hawaiian and Polynesian community.
- D. The chairperson of the public relations committee shall strive to maintain a list of local media for the purpose of attempting to obtain publication of notices concerning Hui O Hawai'i activities and events.
- E. The chairperson of the public relations committee shall strive to become aware of any seminars that relate to public relations and shall further attend any such seminars to the extent that such attendance is authorized by the board.
- F. The chairperson of the public relations committee shall maintain records of all expenditures of the public relations committee authorized by the board and shall furnish the president with an annual report concerning such expenditures.
- G. The chairperson of the public relations committee shall maintain records adequate to reflect all activities and efforts of the public relations committee in the discharge of its duties and those of the chairperson of such committee and shall deliver such records to the president at the end of the term of the public relations committee.

## HUI O HAWAI'I OF SAN DIEGO STANDING RULE NO.23 PROGRAMS/FUNDRAISING (SOCIALS)

### I. OBJECTIVES

To provide Hui members with well planned, diversified, and entertaining social programs for designated social meetings. Programs can be a mixture of social, educational, cultural, musical or group participation activities.

## II. COMPOSITION

The committee shall consist of the chairperson and designated members necessary to meet the objectives and obligations of the social program committee.

### A. CHAIRPERSON

The chairperson shall be appointed by the director of programs/fundraising and will be responsible for conducting social programs as necessary to meet the needs of the membership and Hui calendar of events.

### B. COMMITTEE MEMBERS

The chairperson shall appoint as many members as are necessary to carry out the objectives of the program committee.

## III. PROCEDURE

A. The chairperson shall arrange with the director of programs/fundraising the order of business for programs using a fixed time schedule and planned program agenda.

B. It is essential that the chairperson and committees work closely with the public relations chairperson and Hui newsletter editor. They should ensure that appropriate notices concerning the social meeting activities are received by members as far in advance as possible with a summary of planned events.

## IV. FUNDING

An operating budget shall be established to support the program activities and presented to the board of directors at the beginning of the calendar year for board approval.

## V. PROGRAM COMMITTEE FINANCES

The chairperson shall be responsible for the accounting of funds and shall maintain appropriate financial records as required to support the activities of the committee. Assistance can be provided by the Hui treasurer on matters relating to proper record keeping and accountability of funds.

## VI. RECORDS AND REPORTS

Appropriate records shall be maintained by the chairperson and applicable committees to ensure that social programs and events can be evaluated as to their success, costs profits and acceptability. The chairperson shall prepare a written report on the social programs held and the activities undertaken during the year. This report shall be forwarded to the director of programs/fundraising with recommendations for future social programs which report shall be forwarded to the board of directors by the director of programs/fundraising.

## VII. GUIDELINES

The following guidelines are recommended to assist the program committees in providing the membership with interesting, informative, and entertaining programs.

- A. Strive to inject Hawaiiana programs at frequent intervals.
  - A. Assist to develop Hui talent and encourage Hui participation in social meeting activities.
  - B. Prepare a program agenda outline and time schedule for each program to include proper introduction, announcements, and reports.
  - C. In planning programs, take into consideration all special Hui events, holidays, observances, and seasonal activities.
  - D. Enlist the assistance of members to take over a designated program. Provide each co-chairperson with suggestions that can be used for different types of programs. The following is a list of possible activities that will assist each co-chairperson in developing their individual social meeting program.
    - a. Through the Hui cultural program utilize the various activities that are sponsored and coordinate programs with director of culture.
    - b. Organize a game night.
    - c. Set-up an entertainment exchange program with other clubs... Our Hui can put on programs at their Hui, in exchange for programs at our Hui.
    - d. Invite guest speakers from other community clubs and organizations.
    - e. Plan a combination of speakers and entertainment groups with food programs.
-

## HUI O HAWAI'I OF SAN DIEGO STANDING RULE NO.24 HEALTH WELFARE CHARITY COMMITTEE

### I. OBJECTIVES

To provide a beneficial means of support, encouragement, inspiration, concern and feeling of "ALOHA" to all members, in their time of need, due to ill health, bereavement or advanced age (na kūpuna).

### II. CHAIRPERSON

The chairperson of the health welfare charity committee shall be appointed by the chaplain and will serve for two years.

### III. COMPOSITION

This committee may be composed of a single person or as many needed to fulfill its objective. Additional committee members may be appointed by the chairperson when needed at the discretion of the chairperson.

### IV. DUTIES

- A. The chairperson shall be responsible for announcing any information concerning the health and welfare of members of the Hui O Hawai'i and information concerning charity events in which the Hui O Hawai'i is participating or sponsoring.
- B. The chairperson shall be responsible for sending appropriate get well wishes to members of the Hui O Hawai'i.

### V. FUNERAL CEREMONIES

#### A. OBJECTIVE

The committee shall act to provide assistance to all members during their bereavement and shall offer the services of the Hui O Hawai'i to such persons experiencing bereavement.

#### B. RESPONSIBILITIES

The chaplain or chairperson shall be responsible to reach out to members experiencing bereavement for the purpose of offering assistance to a deceased member's family and to offer such family the option to have the Hui O Hawai'i membership notified of the death of the family member as well as other services as hereinafter set forth.

#### C. ELIGIBILITY

The services available as hereinafter set forth shall be available only to members of the Hui O Hawai'i in good standing (refer to standing rule 9).

#### D. PROCEDURE

The chaplain or chairperson, when notified of a death will:

1. Contact the deceased member's family and offer the assistance and services of the Hui O Hawai'i, giving due regard to the wishes of the deceased member's family as to the scope and extent of the assistance and services desired by the family.
2. Notify the membership of the Hui O Hawai'i of the death of the member and details concerning final arrangements for the deceased member provided that such notification is desired and approved by the family of the deceased member.

#### E. SERVICES

The following services of the Hui O Hawai'i are available upon the request of the family members of the deceased member:

1. Music and dance at any remembrance services as suggested by the director of culture including the participation of the Hui O Hawai'i Choir and local halau subject to availability and subject to approval by the board.
2. Pallbearers/ushers consisting of members of the board provided they are available and subject to the approval of the deceased member's family and further subject to approval by the board.
3. One red carnation lei will be provided to the deceased member's family for any funeral service. Arranging for the purchase and acquisition or preparation of the red carnation lei shall be the responsibility of the chairperson.

The extent of any such services will be at the wishes of the family.

#### F. DRESS

Participation of the board at any funeral services will be at the discretion of the president but only upon the approval of the family of the deceased member. Hui O Hawai'i board members will wear white with the Hui O Hawaii cape at the discretion of the president.

## VI. FUNDING

- A. The chaplain or the chairperson shall be responsible for preparing a monthly written report to the board and the treasurer reflecting the use of and accounting for all funds budgeted by the board for use by the committee.
  - B. The chaplain or the chairperson shall maintain appropriate financial records of the activities of the committee and shall deliver such records to the treasurer at the conclusion of each calendar year.
- 

## HUI O HAWAI'I OF SAN DIEGO STANDING RULE NO.25 MISS OR MR. HUI O HAWAI'I OF SAN DIEGO

### I. OBJECTIVES

To select an eligible representative from the Hui's applicants to be crowned Miss or Mr. Hui O Hawai'i of San Diego. The representatives will continue the Hui's efforts to create a spirit of aloha in the community while promoting the cultural heritage of Hawai'i. They will represent the Hui at annual events, installation of officers, Hui social meetings, community appearances, and other functions as requested by the director of youth. Any requests made by the president, or the board must be funneled through the chairperson.

### II. COMPOSITION

- A. Miss or Mr. Hui committee shall be composed of:
  1. Chairperson
  2. Minimum of two committee members as selected by director of youth.
  3. Selected judges (minimum of three) as selected by the chairperson and committee members.

### III. CANDIDATES

- A. A candidate may be seventeen years of age providing his/her parent(s), guardian(s), or grandparent(s) are members of the Hui in good standing. (refer to standing rule 9)
- B. A candidate may be between the ages of eighteen (18) and twenty-five (25) at time of application and a member in good standing. (refer to standing rule 9)
- C. Candidates must present a valid identification or birth certificate to verify eligibility requirements.
- D. Candidates must reside in San Diego County.
- E. Candidates must never have been married or a parent, and must be of good moral character.
- F. Candidates must have a talent in the Hawaiiana, e.g., hula, instrument, vocal. Presentations of talent during panel interview must be held to a maximum of five minutes.
- G. Candidates must be willing to sign the "Code of Conduct and Release Agreement" which specifies responsibilities of Miss or Mr. Hui O Hawai'i of San Diego.
- H. Reign of Miss or Mr. Hui will be for one year.

### IV. RESPONSIBILITIES

- A. Chairperson
  1. Shall be selected by the director of youth enrichment.
  2. Shall determine a budgetary allocation approved by the board of directors.
  3. Shall be the custodian of the budget. Allowable expenses (costumes, lei, cultural materials, travel expenses, awards, floral arrangements, certificates, meals etc.) shall be itemized for board review.
  4. Shall oversee the overall organization of the program.
  5. Shall ensure the eligibility of candidacy requirements.
  6. Shall coordinate fundraising events, as needed, earmarked for the Miss or Mr. Hui fund.
  7. Shall create a program for the pageant/coronation to include publicity, decorations, entertainment, dinner menu, ticket sales.
  8. Shall establish awards and purchase the bouquet of flowers for Miss or Mr. Hui.
  9. Shall act as or secure a master of ceremonies for the pageant/coronation.

10. Shall write thank you notes to the other candidates for their interest, judges, and volunteers.
  11. Shall act as chaperone to Miss or Mr. Hui during their reign as representatives of the Hui as needed.
  12. Shall submit a report to the president and the board at the following board meeting to include applications, releases, list of volunteers and their involvement, list of proposed appearances and activities of Miss or Mr. Hui, financial report to include expenditure, receipts, and any earned income.
  13. Shall coach Miss or Mr. Hui in the coordination and implementation of arrangements for youth activities for Na 'Opio o ka Hui O Hawai'i of San Diego.
  14. Shall make every effort to contact coordinators of PIFA San Diego, as well as other local Hawaiian cultural organizations/groups to include Miss or Mr. Hui in their programs/events.
- B. Miss or Mr. Hui
1. Shall serve for one year to the best of their ability.
  2. Shall participate in a culture class(es) provided by the Hui.
  3. Shall provide own transportation to all appearances and hold harmless Hui O Hawai'i of San Diego from all costs and liability connected therewith.
  4. Shall agree that moral and personal conduct is held to the highest standard, that should there be a breach in the code of conduct as written in the agreement, title will be willingly relinquished.
  5. Shall relinquish title should a move out of San Diego County be necessary; should marry; or should be unable to complete term.
  6. Shall not participate in any other contest and or represent another organization in a similar capacity during their reign.
  7. Shall grant permission to be photographed without compensation as it relates to promoting the Hui's efforts to preserve the cultural heritage of Hawai'i.
  8. Shall follow the Hui bylaws as it relates to the purpose of the Hui.
  9. Shall coordinate and implement arrangements for youth activities under the supervision of the chairperson.
  10. Shall be a positive role model for the Hui's youth while developing and or enhancing leadership skills.
  11. Shall present the bouquet of flowers to the incoming candidate following the crowning.
  12. Shall provide a farewell speech to be given at the crowning event for the new incoming Miss or Mr. Hui detailing what they've learned while in their role.

#### V. SIGNATURE SONG FOR MISS OR MR. HUI

It is at the discretion of the title holder to designate a signature song of their choice to identify their standing within the Hui when attending community functions.

#### VI. JUDGES

- A. A panel of three to five non-biased judges shall be selected by the chairperson and committee members.
- B. The judges shall assume the responsibilities for the selection of Miss or Mr. Hui within the following guidelines:
  1. Professional completion of application to include essay. 500-word essay with topic specified by the committee.
  2. 5–10-minute panel interview including focus question specified by the committee.
  3. Description of volunteer work within community and school.
  4. Talent. hula, vocal, instrumental.
  5. Appearance, posture, charm.
- C. The judges shall use the following point system for the scoring on sheets provided:
 

|                  |              |
|------------------|--------------|
| 1. Outstanding   | 9-10 points  |
| 2. Above Average | 7 - 8 points |
| 3. Average       | 4 - 6 points |
| 4. Below Average | 0 - 3 points |
- D. The scores from each judge will be added to determine the total score for each candidate. The candidates with the highest total score shall be declared Miss or Mr. Hui O Hawai'i of San Diego.
- E. In the event of a tie, the candidate with the highest combined total of the essay and the interview will be declared the winner. If the combined total of these categories is a tie, the scores for talent will be taken into consideration.
- F. Judges may not confer among themselves at any time during the contest and at any time before the final results are announced.
- G. The score sheets will be collected by the chairperson from the judges after each process.

- H. The chairperson and committee members shall be responsible for tallying the scores of each candidate to ensure double verification. The winner will be announced. Miss or Mr. Hui will be presented to the membership at the crowning/coronation event.
- I. The judges are extended a complimentary meal for their participation and sent "thank you" notes by the chairperson following the event.

## VII. AWARDS

- A. Miss Hui O Hawai'i of San Diego will receive the following awards:
  - 1. \$500-\$1000 scholarship for a two-year or four-year college, university, business, or vocational/technical school; check to be issued to the school of choice upon verification of registration. The scholarship must be used within two years. If the scholarship is not used within this time frame, it will be relinquished, and monies will be carried over to the following year. The budget allocation for the scholarship will be held in a reserved fund. A promissory letter will be presented to Miss Hui at the time of her acceptance.
  - 2. The crown, lei po'o, or lei Kalaunu, as determined by the chairperson will be presented to Miss Hui. The crown will be hers to keep as a memento.
  - 3. The sash will be presented to Miss Hui reading "Miss Hui O Hawai'i of San Diego - (Year)". The sash will be to be kept as a memento.
  - 4. A bouquet of flowers for Miss Hui.
  - 5. Following her term as Miss Hui, continued participation is encouraged in the Hui's events while continuing to be a positive role model for our youth.

*Note: If for any reason Miss Hui fails to serve more than half (1/2) of her term, they must relinquish title, return the crown and sash to the Hui. The scholarship will be forfeited.*

- B. Mr. Hui O Hawai'i will receive the following awards:
  - 1. \$500-\$1000 scholarship for a two-year or four-year college, university, business, or vocational/technical school; check to be issued to the school of choice upon verification of registration. The scholarship must be used within two years. If the scholarship is not used within this time frame, it will be relinquished, and monies will be carried over to the following year. The budget allocation for the scholarship will be held in a reserved fund. A promissory letter will be presented to Mr. Hui at the time of his acceptance.
  - 2. The sash will be presented to Mr. Hui reading "Mr. Hui O Hawai'i of San Diego (Year)". The sash will be his to keep as a memento.
  - 3. A maile/ti-leaf lei for Mr. Hui.
  - 4. Following his term as Mr. Hui, continued participation is encouraged in the Hui's events while continuing to be a positive role model for our youth.

*Note: If for any reason Mr. Hui fails to serve more than half (1/2) of her term, they must relinquish title, return the crown and sash to the Hui. The scholarship will be forfeited.*

## NO MISS OR MR. HUI CANDIDATES

In the event that there are no candidate applications for Miss or Mr. Hui O Hawai'i of San Diego or no eligible candidates are available at the time of application, the chairperson shall notify the board of directors of the lack of candidates for the upcoming year. Any budgeted allocations, including scholarship monies, shall be returned to the general fund as directed by the board of directors with recommendations from the chairperson.

## VIII. FUNDING

- A. Miss or Mr. Hui Crowning/Coronation shall be a budgeted item.
- B. All expenses must be covered by the current year's budget and/or income from fundraisers. The scholarships will be held in a reserved fund for presentation the following year.
- C. The chairperson may conduct fundraising events, subject to board approval, providing there are no conflicts with any other fundraising activities of the Hui.
- D. Any unused scholarship or fundraising monies may be carried over to the scholarship account the following year.
- E. Scholarship funds shall be dispersed through the treasurer, by recommendation from the chairperson.

XI. RECORDS

- A. A report shall be submitted to the president and the board at the following board meeting to include applications, releases, list of volunteers and their involvement, list of proposed appearances and activities of Miss or Mr. Hui, financial report to include expenditures, receipts, and any earned income for the pageant/coronation. A final recap shall be submitted to the president and the board at the end of the year to include a financial report listing expenditures, receipts and additional earned income, along with any other pertinent information.

HUI O HAWAI'I OF SAN DIEGO  
Miss or Mr. Hui / Candidate Requirements Form

We are pleased with your interest in becoming a candidate for Miss or Mr. Hui O Hawai'i of San Diego.

### Eligibility requirements for candidacy

- A candidate may be seventeen years of age providing parent(s), guardian(s) or grandparent(s) are members of the Hui in good standing (refer to standing rule 9) prior to application.
- A candidate may be between the ages of eighteen and twenty-five at time of application and a member in good standing.
- Candidate must present a valid driver's license or birth certificate to verify eligibility requirements.
- Candidate must reside in San Diego County.
- Candidate must not be a parent, never married, and be of good moral character.
- Candidate must have a talent in Hawaiiana, e.g., hula, instrument, vocal - limited to a five-minute display of talent.
- Candidate must be willing to sign a "Code of Conduct and Release Agreement" which specifies responsibilities of Miss or Mr. Hui O Hawai'i of San Diego.
- Candidate must be able to show community support by participating in Hui O Hawai'i events, as well as other local and non-local cultural events/programs like PIFA San Diego, Ho'olaule'a, etc.

### **Scoring by the Judges**

A panel of three to five judges will use the following guidelines with an appropriate scoring system:

- Professional completion of application to include essay.
- 500-word essay on topic selected by the Miss or Mr. Hui committee
- 5–10-minute panel interview
- Will include focus question selected by the Miss or Mr. Hui committee
- Volunteer work
- Talent: focusing on Hawaiiana: hula, instrumental, vocal, etc.
- Appearance, posture, charm

### **Awards**

\$500 - \$1000 Miss or Mr. Hui title winner

Scholarships are for a two-year or four-year college, university, business, or vocational/technical school. Scholarships must be used within two years following completion of Miss or Mr. Hui term.

Following the term as Miss or Mr. Hui O Hawai'i, continued participation in the Hui's events is strongly encouraged helping to continue to be a positive role model for our youth.

This experience should be fun and rewarding for each candidate. Miss or Mr. Hui O Hawai'i of San Diego will continue our efforts to create a spirit of aloha in the community while promoting the cultural heritage of Hawai'i. We wish you well during this process and are here to assist you to reach your goals.

Me Ke Aloha Pumehana,

\_\_\_\_\_, Director of Youth





**HUI O HAWAI'I OF SAN DIEGO  
APPLICATION FOR MISS OR MR. HUI**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Are you of Hawaiian ancestry?      Yes                      No

Are you or your parent(s) current member(s) of Hui O Hawai'i of San Diego? Yes No

Name of Parent(s):

Mother: \_\_\_\_\_ Father: \_\_\_\_\_

Education [where are you currently in your academic journey]

\_\_\_\_\_

\_\_\_\_\_

Scholastic Honors [list any/all academic achievements]

\_\_\_\_\_

\_\_\_\_\_

Leadership Roles: \_\_\_\_\_

\_\_\_\_\_

Volunteer Roles: \_\_\_\_\_

\_\_\_\_\_

Accomplishments: \_\_\_\_\_

\_\_\_\_\_

Scholastic/Career ambition(s): \_\_\_\_\_

\_\_\_\_\_

Talent [What talent will you be showcasing & provide brief history]:

\_\_\_\_\_

\_\_\_\_\_

Interesting fact about yourself: \_\_\_\_\_

\_\_\_\_\_

Please submit an essay responding to the following question: [as attachment]

Given your personal background, describe an influence or experience that illustrates what you would bring to the Hui's members, its youth and to the community as a representative of our Hawaiian heritage.

In case of an emergency please contact:

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If age 17, one parent or guardian's name and signature required:

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

Date: \_\_\_\_\_

\*If you have any questions, please contact the director of youth enrichment at [directorofyouth@hohsd.org](mailto:directorofyouth@hohsd.org)

\*Before submitting please be sure to have necessary items, incomplete applications will not be accepted\*

Below is a checklist for your convenience.

- Code of Conduct and Release Agreement
- Completed application with essay
- Copy of California Identification card or Driver's license
- 3 x 5 head shot or passport photo
- Chair at least one Hui event for the director of youth enrichment
- If you are not a current Hui member, please include Hui membership application with membership fees

HUI O HAWAI'I OF SAN DIEGO  
MISS OR MR. HUI

## CODE OF CONDUCT AND RELEASE AGREEMENT

I, (print your name) \_\_\_\_\_, hereby apply for candidacy in the Miss or Mr. Hui O Hawai'i of San Diego pageant and agree to the following conditions, if selected as your representative:

- 1) I will present a valid driver's license or birth certificate in accordance with the eligibility requirements.
- 2) I will appear at the following functions at the appointed date and time: annual events like our Hui Lōkahi Festival, installation of officers, spring picnic, Hui socials, community appearances and other functions as requested by the director of youth enrichment, unless I am unable to attend for reasons beyond my control.
- 3) I will serve for one year to the best of my ability.
- 4) I will obtain my own transportation to all appearances and hold harmless Hui O Hawai'i of San Diego from all costs and liability connected therewith.
- 5) I will ensure that all public and personal conduct will be held to the highest standard during my term of service; that should there be a breach in the code of conduct as written, the title will be willingly relinquished, and all scholarship monies returned.
- 6) I will relinquish my title should I move out of San Diego County, marry, or be unable to complete my term.
- 7) I will not participate in other contracts or represent other organizations in a similar capacity during my reign.
- 8) I will grant permission to be photographed without compensation as it relates to promoting Hui O Hawai'i of San Diego's efforts to preserve the cultural heritage of Hawai'i.
- 9) I will create and foster a spirit of aloha; actively participate in the civic, social, and moral welfare of the community; and help to unite the members in the bonds of friendship, good fellowship and mutual understanding.

Under the guidance of the director of youth enrichment, I will coordinate and implement arrangements for youth activities; to be a positive role model for the Hui's youth, and to develop and enhance my leadership skills.

Signature \_\_\_\_\_ Date \_\_\_\_\_

If age seventeen, one parent or guardian's name and signature required:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature Date: \_\_\_\_\_

## I. OBJECTIVE

The long-range planning committee is established to assist the Hui with a viable means of planning for future needs. This committee shall function as an ad hoc committee, providing advice and counsel to the Hui board of directors.

## II. GOALS

The primary goals of this committee are to develop and maintain long range and strategic planning for the perpetuation of the Hui through the promotion of leadership management and long-term growth assessments in support of current Hui objectives. Long and short-range goals shall include, but not be limited to, the promotion of leadership management, real estate and assets management, membership growth, youth integration, and community involvement.

## III. COMPOSITION

The committee is an ad hoc committee, activated at the discretion of the board, and shall be composed of any number of past presidents, the immediate past president, the current president, and one board member. The following positions shall be committee self-appointed:

### A. CHAIRPERSON

1. The chairperson's primary role shall be a mediator. The chairperson shall also be responsible for reporting any committee findings and recommendations to the board.
2. The chairperson shall be responsible for arranging and scheduling all meetings, including time and place.
3. The chairperson shall be responsible for each meeting's agenda.

### B. SECRETARY

1. The secretary shall keep minutes of the proceedings of all meetings.
2. The secretary shall assist the chairperson in notifying all members of upcoming meetings.

## IV. RESPONSIBILITIES

The committee shall be responsible for identifying, assessing, diagnosing, and developing long range objectives for managing membership and asset growth in a stable manner. The long-range planning goals shall include but not be limited to the following:

- A. Development of membership resources to include leadership training for future executive and board of director positions, committee chairpersons and potential cultural leaders in the Hui. Considerations shall include the recruitment of new members, retention of existing members, transition of kūpuna members, regular vs associate membership, the development of Na 'Ōpio and other goals as requested by the board of directors.
- B. Development of recommendations for managing and perpetuating Hui financial assets, including bank accounts, tax and nonprofit considerations and real estate and property management assets. The sale or transfer of assets shall abide with federal and state compliance, including allowable investment strategies when presented. When directed by the board of directors, the committee shall seek external consultants for legal advice and guidelines but shall not engage in any contractual commitments unless approved by the board.
- C. Annual review of Hui non-profit organizational status, including benefits, obligations, and tax filing requirements for 501(c)(7) or 501(c)(3) status.

## V. PROCEDURES

- A. The number of required meetings shall be as determined by the chairperson or as directed by the board.
- B. This committee shall provide an end-of-the year summation of committee activities and recommendations in a written report.