

**Fort Shafter Area Community Club
Officer, Enlisted, & Civilian Spouses' Club (Fort Shafter, HI)
4285 Lawehana Street, PMB # A-8
Honolulu, HI 96818-3128**

**BYLAWS
Updated 10 March 2019**

ARTICLE I – PURPOSE

The purpose of these Bylaws is to establish a standard operating procedure for the operation of the Fort Shafter Hui.

ARTICLE II – GENERAL RESPONSIBILITIES of the EXECUTIVE BOARD

Section 1: Executive Board Members shall:

- A. Attend all called Executive Board meetings, monthly Governing Board meetings, General Membership meetings (~~luncheons~~), and any other meetings deemed necessary by their position and/or any meetings deemed necessary by President.
- B. Be a voting member of the ~~Executive Board~~, Governing Board. The President may vote in the case of a tie.
- C. Submit a ~~written~~ monthly report **electronically** ~~to include a “no report”~~ to the President, ~~Honorary President~~, and Secretary. In addition, a copy of the monthly report shall be retained in his/her Continuity Book **for three (3) years**.
- D. Give **seventy-two (72) hours** advance notice to the President of items (s)he wishes to place on the agenda for discussion at monthly board meetings.
- E. Ensure ~~that~~ the President and Secretary review all correspondence to the General Membership before being distributed.
- F. Prepare and submit a proposed budget to the Treasurer at the beginning of the board year and operates within individual budget allowances as approved by General Membership. The Executive Board must approve additional allowances by quorum vote.
- G. Submit detailed Year End report in April to Secretary.
- H. Maintain Continuity Book in accordance with established policy.
- I. ~~Turn in~~ Continuity Book for ~~preview~~ **review** by President and Parliamentarian by ~~March~~ **April** Board meeting.
- J. Be encouraged to participate in Fort Shafter Hui sponsored events for the Fort Shafter Thrift Shop (FSTS), such as the FSTS Volunteer Recognition ~~Luncheons~~/Ceremonies and the FSTS Clean-up days.
- K. Perform additional duties as designated by the President.

ARTICLE III – DUTIES OF THE EXECUTIVE BOARD

Section 1: Honorary President shall:

- A. Serve in the advisory capacity (~~counsel, inform, mentor, and coach~~).
- B. Be available to provide assistance and advice, while allowing the Fort Shafter Hui Board to make their own decisions.
- C. ~~Designate a Thrift shop Advisor/Liaison of the FSTS with the majority approval of the Executive Board.~~
- D. Provide appropriate policy guidance in all matters pertaining to Fort Shafter Hui.
- E. Assist the President on the selection of Standing Committee Chairpersons.
- F. Serve on the FSTS Advisory Board as an advisor in a non-voting capacity if the Honorary President is unable to attend.

Section 2: Honorary Advisor(s) shall:

- A. Serve in an advisory capacity (~~counsel, inform, mentor, and coach~~).
- B. Be available to provide assistance and advice, while allowing the Fort Shafter Hui Board to make its own decisions.
- C. Provide appropriate policy guidance in all matters pertaining to Fort Shafter Hui.
- D. Advise committees as assigned by the Honorary President.
- E. Serve on the FSTS Advisory Board as an advisor in a non-voting capacity if the Honorary President is unable to attend.

Section 3: President shall:

- A. Call and preside over all meetings. Exercise general supervision of the affairs of the Fort Shafter Hui, and serve as an ex-officio member of all committees except the Nominating Committee.
- B. Represent the Fort Shafter Hui, or shall designate a Board Member to represent her/him, at all appropriate meetings.
- C. Together with the Treasurer, sign all contracts and obligations authorized by the Fort Shafter Hui Board with the exception of ~~luncheon~~ meeting contracts, which shall be signed by the First or Second Vice-President.
- D. Review the final edit of the *Hui Spirit* **newsletter** prior to publication.
- E. Co-sign all disbursements (checks) in excess of five hundred dollars (\$500).
- F. Appoint the Parliamentarian, **FSTS Advisor**, and all Standing Committee Chairpersons upon consultation and majority approval of the seated ~~Combined Board~~ **Governing Board**.
- G. Select tokens of appreciation for the Fort Shafter Hui Board members not to exceed approved budget amount.
- H. Assign duties, other than those outlined in the Bylaws to Fort Shafter Hui officers, committee chairs, and representatives.

- I. Serve as an alternate signer with the Treasurer for all bank accounts maintained by the Hui and may act for the Treasurer in receiving or disbursing funds.
- J. Call for special meetings.
- K. Attend the meetings of the FSTS Advisory Board and serve as a non-voting member ~~of that Board~~.
- L. Serve on the Constitution and Bylaws, Review, and Budget Committees.
- M. Cast the breaking vote in the case of a deadlock.
- N. Fill elected officer vacancy by appointment, other than the Presidency, with the majority approval of the Executive Board (Constitution Article VII, Section 3).
- O. May authorize Club approved expenditures.

Section 4: First Vice-President shall:

- A. Perform such duties as are designated by the President and/or in the absence of the President.
- B. Succeed to the Office of the President if ~~that~~ office is vacated in accordance with the Constitution.
- C. Attend Fort Shafter Hui ~~Combined Board~~ **Governing Board** meetings as a voting member.
- D. Be a contracting party on behalf of the organization in the absence of the President.
- E. Keep the President apprised of the progress of programs as they occur.
- F. Act as the coordinator for the monthly general membership meetings/~~luncheons~~:
 - 1) Recommend monthly membership/~~luncheon~~ program schedule, for review, to the President before the annual Super Sign Up event.
 - 2) Coordinate all aspects of monthly general membership meetings/programs, including, but not limited to, vendor coordination, theme, activity, guest speaker, menu, decorations, opportunity, and door prizes.
 - 3) Purchase, as required, speaker and/or guest gifts.
 - 4) Provide event information in advance for publication in the appropriate media.
 - 5) Coordinate with the Membership, Reservations, Hospitality, and Ways & Means Chairs, as required.
 - 6) May establish special committees (as needed and with the approval of the President) to assist with management of monthly general membership meeting/~~luncheons~~.
- G. Maintain vendor relations, communications with business contacts, and process vendor contracts.
 - 1) Keep custody of vendor contracts and business contacts.
 - 2) Will reconfirm and notify participating vendors two **(2)** weeks before an event.

Section 5: Second Vice-President shall:

- A. Attend Fort Shafter Hui ~~Combined Board~~ **Governing Board** meetings as a voting member.

- B. Preside at all meetings in the absence of both the President and the First Vice-President.
- C. Maintain a working knowledge of all Fort Shafter Hui activities.
- D. Attend monthly Fort Shafter Hui functions.
- E. Plan and coordinate with First Vice-President and ~~Combined Board~~ **Governing Board** in arranging for the August Welcome/Super Sign-Up function.
- F. Plan and coordinate, with approval from the President and ~~Combined Board~~ **Governing Board**, in arranging all other special events/fundraising activities ~~to include, but not limited to, the annual auction, tour of Homes, Trolley Lights Tour, and/or any other community events the Fort Shafter Hui chooses to participate in.~~

Section 6: Secretary shall:

- A. Be a voting member of the Fort Shafter Hui ~~Combined Board~~ **Governing Board**.
- B. Record the minutes of any Executive Board, Governing Board, and General Membership meetings, along with the Thrift Shop Advisory Board meetings, and maintains for permanent file.
- C. Shall submit a draft of these minutes to the President and ~~Combined Board~~ **Governing Board** for approval ~~within~~ three (3) days prior to the Fort Shafter Hui ~~Combined Board~~ **Governing Board** meeting.
- D. Shall have the minutes of the Fort Shafter Hui Board meeting signed by the President.
- E. Before the Fort Shafter Hui Board meeting, ~~distributes copies of~~ **send** the agenda and minutes of the last meeting to all Board members via email.
- F. Quarterly submission of the Fort Shafter Hui Board to the Morale, Welfare and Recreation (MWR) Private Organization Office:
 - 1) The minutes of the ~~Combined Board~~ **Governing Board** meeting.
 - 2) The Fort Shafter Hui and the FSTS financial statements for the period ending the last day of the previous month.
 - 3) Report of any action by the Board requiring approval of the U.S. Army Garrison -Hawaii Commander to include revisions of the Constitution and Bylaws.
- G. Shall be responsible for properly entering the results of any electronic vote in the addendum to the minutes to be read at the scheduled Fort Shafter Hui ~~Combined Board~~ **Governing Board** meeting.
- H. Shall be responsible for having available the minutes of the Fort Shafter Hui ~~Combined Board~~ **Governing Board** meetings at all Fort Shafter Hui General Meetings.
- I. Shall be responsible for maintaining the permanent historical file as stated in Article XIII, Section 1, of the Constitution.
- J. Shall be responsible for collecting and maintaining official copies of all AAR from each Standing and Special Committee.
- K. Maintains current Board roster and ~~provides copies of it~~ **distribute via email** to all Board members.
- L. ~~Prepare nameplates of Board members for Board meetings, if required~~
- M. Prepare all correspondence of the Fort Shafter Hui, as necessary.

- N. Keep all correspondence for at least ~~five (5)~~ **three (3)** years.
- O. ~~Maintain~~ **Receive** up-to-date property inventory list **from Ways & Means Chair**.
- P. Shall be responsible for picking up all Fort Shafter Hui correspondence at the post office weekly, and distributing in a prompt manner to Board members.
- Q. Shall be a key holder for all Fort Shafter Hui mailboxes as required.
- R. Serve as a voting member on the FSTS Advisory Board.
- S. Ensure that the President and Secretary review all correspondence to the general membership before being distributed.

Section 7: Treasurer shall:

- A. Be a voting member of the Fort Shafter Hui Executive Board.
- B. Be custodian of all Fort Shafter Hui funds and shall be authorized to receive all dues and monies, obligate and disburse any funds of the Fort Shafter Hui under the direction of the Fort Shafter Hui ~~Combined Board~~ **Governing Board** while maintaining itemized financial reports for at least seven (7) preceding years.
- C. Shall serve as the Chair of the Budget Committee. The Executive Board will serve as committee members and will help prepare an annual budget for approval by the Fort Shafter Hui Governing Board at its first Board Meeting. Upon approval by the Governing Board, the proposed budget will be published in the newsletter and subsequently submitted to the General Membership for approval at the first General Membership meeting.
- D. ~~Arrange for the insuring of the President, Treasurer and any other board member as required, for the maximum amount of funds to which they may have access.~~ **Shall ensure all necessary insurance for the Fort Shafter Hui and the FSTS is paid for as required by regulation and provide policy documentation to be kept in the binders of the President, Treasurer, Secretary, and on file with the Thrift Shop Manager.**
- E. Qualified auditor(s), in accordance with AR-210-22, 3-3, a (1) and authorized by the Executive Board, shall conduct annual audits of the Fort Shafter Hui and the FSTS financial records at the end of each board year. Upon completion, the audit will be provided to the Treasurer, President and Secretary for submission to MWR.
- F. Shall submit the Fort Shafter Hui Treasurer's and FSTS books for audit annually within one **(1)** month of the close of the Fort Shafter Hui fiscal year (May 31), and after any change in the Treasurer or Bookkeeper.
- G. Shall submit one **(1)** copy of the annual audit to the Secretary for submission to MWR Private Organization Office.
- H. ~~Shall ensure a qualified person will also be responsible for preparing the fiscal year-end taxes and submit books for income tax preparation.~~ **Shall, along with the FSTS bookkeeper, prepare a tax information packet and deliver to a qualified tax preparer (as listed in Constitution, Article X – Finances, Section 9D) for income tax preparation and filing at least two (2) months prior to IRS Form 990's due date. May 31st is the end of the Hui tax year currently making tax filing due by October 15th.**

- I. ~~Maintain, in the name of the Fort Shafter Hui, with the President and First Vice-President as authorized alternate signers, a checking account in the bank designated by the Hui Combined Board.~~ **Maintain, in the name of the Fort Shafter Hui, an Operating Account and separate Welfare Account with authorized check signers being the Treasurer, President, and First Vice-President in a bank designated by the Fort Shafter Hui Governing Board.**
- J. Shall keep an itemized account of all receipts and disbursements and present a report at the monthly meeting of the Fort Shafter Hui Board on all transactions since the previous ~~Fort Shafter Hui~~ Board meeting.
- K. When making deposits or expenditures, write a voucher and attach a receipt. If there is not a receipt, item must be covered in Board minutes and so stated on the voucher. The President must co-sign all vouchers, and verifies transaction (~~usually at Board meeting~~).
- L. Deposit all cash receipts in the bank within seventy-two (72) hours of receipt.
- M. Pay ~~Hale Ikena or other~~ facility for luncheon/dinner functions in a timely manner each month.
- N. Shall prepare financial statements for the period ending the last day of the month to include year to date transactions in the operating and welfare accounts, with copies available for all Fort Shafter Hui ~~Combined Board~~ **Governing Board** members at the monthly board meeting. The record of accounts shall be open to inspection by any member of Fort Shafter Hui.
- O. Shall submit a signed financial statement/treasurer's report each month to the Secretary.
- P. Ensure checkbook accuracy by balancing ~~checkbook monthly~~ **both the Operating Account and Welfare Account monthly.**
- Q. Prepare monthly expenditures report for the budgeted positions.
- R. Serve on the Welfare and Scholarship Committee.
- S. Serve on the FSTS Advisory Board as a voting member.
- T. Shall disburse Scholarship Recipients' award ~~in the form of a check~~ **directly** to their attending college. No monies for scholarship will be directly paid to an individual.
- U. Shall disburse Welfare ~~checks~~ **awards** to approved organizations.
- V. Shall, together with the President, sign contracts, obligations and all disbursements authorized by the Fort Shafter Hui Board, with the exception of ~~luncheon/dinner accounts~~, **membership meetings**, and vendor contracts, which shall be signed by the First Vice President.
- W. Shall co-sign all disbursements (~~checks~~) in excess of five hundred dollars (\$500.00), with the President or First Vice President authorized to sign checks.
- X. Shall conduct a budget revision in December and revise if necessary.
- Y. Shall reimburse members for outstanding expenses with a valid receipt, in a reasonable amount of time to be agreed upon by the Treasurer and President.
- Z. ~~Shall ensure all necessary insurance is paid and provide documentation to Secretary.~~ **(Combined with D.) For all Fort Shafter accounts with on-line banking, access shall be**

limited to only the Treasurer, President, and First Vice-President. All on-line transactions shall be done by the Treasurer in order to maintain accountability with the books.

Section 8: Parliamentarian shall:

- A. Serve on the Fort Shafter Hui ~~Combined Board~~ **Governing Board** as a non-voting member.
- B. Ensure that parliamentary procedures are followed and voting is in accordance with *Robert's Rules of Order, Newly Revised*, and with the Constitution and Bylaws of the Fort Shafter Hui at all Executive and Governing Board meetings.
- C. Attend all Fort Shafter Hui Board meetings.
- D. Serve as Chairperson for the Constitution and Bylaws Review Committees. Committees shall meet no later than January every two (2) years.
- E. Prepare proposed changes in the Constitution and Bylaws for the ~~Combined Board~~ **Governing Board** and General Membership meetings.
- F. Shall be responsible for forwarding a copy of any revisions of the Fort Shafter Hui Constitution to the U.S. Army Garrison- Hawaii Commander.
- G. Shall act as the Chairperson of the Nominating Committee each year.
 - 1) Shall be responsible for selecting active Fort Shafter Hui members in consultation with the Honorary President and/or Advisor to serve as committee members, which represent a cross section of the Fort Shafter Hui.
 - 2) Conduct the annual elections of officers in accordance with the Constitution and prepares balloting materials for voting purposes. Selects assistants as needed when voting is necessary.
 - 3) Shall be responsible for setting the slate of nominees for all elected officers, as set forth in Article VII, Section 1, of the Constitution. Shall ensure elected positions do not exceed the two-year consecutive term limit, unless a suitable candidate cannot be found.
 - 4) Shall inform each nominee where the copy of the Constitution and Bylaws may be referenced prior to the election.
 - 5) Shall provide each applicant an information sheet to be completed for consideration.
- H. Oversee all voting and election procedures for Officers at the General Membership meetings each year.
 - 1) Shall be responsible for collecting and counting ballots and announcing the results of the Fort Shafter Hui elections.
 - 2) Administer all ~~telephone and/or~~ electronic mail votes and report results to the President and Secretary.
- I. Supervise the destruction of all outdated Fort Shafter Hui financial documents in accordance with the Constitution and applicable military regulations.
- J. ~~Prepare and have~~ Make available at all ~~Board Meetings~~ copies of the Constitution, Bylaws, and the FSTS Charter ~~and see that~~ to each Board Member ~~has a copy of each.~~

- K. Shall act as the President's advisor on Parliamentary Procedure in accordance with the Constitution and Bylaws and the most recent edition of *Robert's Rules of Order*.

ARTICLE IV – GENERAL RESPONSIBILITIES OF GOVERNING BOARD

~~The Fort Shafter Hui Governing Board shall discuss and prepare all business that is presented to the General Membership.~~ All Board Members shall be Fort Shafter Hui members in good standing. All ~~elected and appointed~~ officers will carry out the responsibilities of their office as stated in the Constitution, these Bylaws, and their respective job descriptions.

Section 1: Governing Board members shall:

- A. Be appointed by the Fort Shafter Hui President with a majority approval of the Executive Board.
- B. Be voting members in good standing of the Fort Shafter Hui Governing Board.
- C. Be familiar with the Fort Shafter Hui Constitution and Bylaws.
- D. Attend Fort Shafter Hui Governing Board meetings, General Membership meetings, and support as many Fort Shafter Hui sponsored activities as possible.
- E. Not attend monthly ~~luncheons~~ **meetings** or Super Sign Up as a Vendor. An unattended table will be available for all Governing Board Members to display products from their business.
- F. Notify the President of their intended absence prior to the Board meeting.
- G. Inform the President **three (3) days** in advance of items they wish to place on the agenda for Fort Shafter Hui Board discussion.
- H. Submit ~~a written~~ **an electronic** monthly report ~~to include "no report"~~ to the President **and** Secretary, ~~Honorary President, and Advisor(s)~~ and place a copy of the ~~written~~ report in his/her Continuity Book.
- I. Ensure that the Secretary and/or President reviews all correspondence to general membership before being distributed.
- J. Prepare and submit a proposed budget to the Treasurer at the beginning of the board year and operate within individual budget allowances, as approved by the General Membership. The Executive Board must approve additional allowances.
- K. Submit, in May, a detailed Year End report to Secretary and maintain a copy in his/her Continuity Book.
- L. Submit Continuity Book for review by Parliamentarian and President at **or before** the ~~March~~ **April** Governing Board meeting.
- M. Maintain Continuity Book in accordance with the established policy, to include a **signed** job description, Constitution, Bylaws, Monthly reports, Yearly Budget, Monthly financial reports, board reports, meeting minutes, AAR, Year-end reports, and an inventory pertinent to that position. The Continuity Book is turned over to successor within **three (3) days** after the May General Membership meeting. **If the successor**

has not yet been appointed, all information shall be turned over to the incoming President.

- N. The last Fort Shafter Hui Governing Board meeting of the fiscal year shall be a joint meeting of the outgoing and incoming board. ~~At that time the official transfer of all records to the incoming board will occur. If the successor has not yet been appointed, all information shall be turned over to the incoming President.~~
- O. All Fort Shafter Hui Governing Board members and sub-committee members shall submit all information pertinent to their committee to the ~~Hui Spirit Editor~~ and the Publicity/**Newsletter** Chairperson, in a timely manner, ~~as set by the Hui Spirit Editor.~~
- P. Each Chairperson will meet with their successor prior to the installation of the elected officers to discuss their duties **pertaining to position.**
- Q. Be encouraged to participate in Fort Shafter Hui sponsored events for the Fort Shafter Thrift Shop (FSTS), ~~like~~ **such as** the FSTS Volunteer Recognition ~~Luncheons~~/Ceremonies and the FSTS Clean Up days.
- R. Perform additional duties as designated by President.

Section 2: Fort Shafter Hui Governing Board shall approve:

- A. The budget of the Fort Shafter Hui and the budget of the Ft. Shafter Thrift Shop, (FSTS).
- B. Disbursements of welfare and scholarship funds.
- C. Non-budgeted expenses.

ARTICLE V – APPOINTED STANDING COMMITTEE CHAIRS' RESPONSIBILITIES

Section 1: The Welfare/ **Ways & Means Chair shall:**

- A. Establish a committee which consists of the following: The appointed Chair person, the President, the Treasurer, the Thrift Shop Advisor/Liaison, and at minimum, three (3) members selected from the General Membership, and may include Honorary President and/or Advisor(s).
- B. Maintain a separate Continuity Book ~~and a Welfare Book. The Welfare book shall to~~ include: welfare request letters, receipts, financial statements from the Treasurer, and any other pertinent documents.
- C. Develop a welfare request form and guidelines to be approved by the President to be distributed to the community by 31 December.
- D. Present recommendations to the ~~Combined Board~~ **Governing Board** for recipients and amounts for approval.
- E. Ensure that all local donation recipients from the welfare funds are aware that they must utilize allocated ~~monies~~ **funds** within a period of ninety (90) days from the date of payment or return the allocation to the welfare fund. An exception will be made with prior approval for organizations that have specific events that fall on a date past the ninety (90) day requirement.

- F. Ensure that donation recipients from welfare funds submit their receipts no later than thirty (30) days after the funds have been expended.
- G. By the end of the Board year, must submit **to the newsletter**, the amount of welfare funds ~~expended to the *Hui Spirit*~~ **awarded**.
- H. Follow up, inspect, and review all receipts to ensure effective use of the Fort Shafter Hui welfare funds. Failure of requesting agency to use funds appropriately or failure to return funds shall cause the agency to be banned for a minimum ONE (1)-year period from further consideration as a recipient of the Fort Shafter Hui donations.
- I. Turn over the Welfare Report to Treasurer within **three (3) days** after the May Membership function.
- J. **Maintain an accurate inventory of all items held to be Ways & Means Property. A detailed inventory should be included in the Continuity Book and report of remaining inventory should be reported to ~~Combined Board~~ **Governing Board** at April meeting.**
- K. Coordinate, which may include but not limited to, the purchase and sale of ornaments, charms, Hawaiian gifts and other specialty items for Ways & Means.
- L. **Maintain and ~~manage~~ **manage** inventory of property in possession of the Fort Shafter Hui.**

Section 2: Historian/Photographer shall:

- A. Assemble and maintain scrapbooks, preserving the Fort Shafter Hui historical records.
- B. Present scrapbooks to the President at the May General Membership function and retain one for the Fort Shafter Hui files. Scrapbooks will be displayed at the Fort Shafter Hui functions, Governing Board meetings, and General Membership functions when required/needed.
- C. Submit photos and captions to ~~Newsletter Editor and Website Manager~~ **Publicity/Newsletter Chair** for publication.
- D. Coordinate the annual Board pictures to be taken at the April ~~Combined Board~~ **Governing Board** meeting and present to each Board Member in May.

Section 3: Membership/Volunteer Coordinator Chair shall:

- A. Review and update Membership Application Form as needed.
- B. Prepare and distribute a membership application form to previous year's membership.
- C. Oversee membership sign-up at the August Super Sign-Up event and monthly functions.
- D. Collect membership dues and turn over dues to Treasurer at the next ~~Combined Board~~ **Governing Board** meeting.
- E. Compile and maintain a complete and accurate membership list and notify Reservation Chair and ~~*Hui Spirit* Editor~~ **Publicity/Newsletter Chair** monthly of any new members and members' birthdays.

- F. Submit an up-to-date membership list to the President after the August Super Sign Up. This list shall be updated, as necessary, as membership changes throughout the year.
- G. Publish a membership directory to be available to General Membership no later than the January meeting.
- H. Supply an up-to-date membership roster no later than the February Board meeting to the Parliamentarian for use by the Nominating Committee.
- I. Work with Reservations Chair to ensure that Guest Policy is being enforced.
- J. Coordinate volunteer appreciation activities with the President and/or the Executive Board for the FSTS and Fort Shafter Hui volunteers.
- K. Assist on recruiting volunteers for committees, clubs, FSTS, and all other fundraisers.
- L. Maintain a log of volunteer hours of ~~Combined Board~~ **Governing Board** members.
- M. Be responsible for recognizing volunteers by submitting awards on behalf of the Fort Shafter Hui to any agency including the installation or IMCOM for recognition.
- N. In the absence of the President, is a member of the Installation Volunteer Advisory Council, representing the Fort Shafter Hui and FSTS. Prior to attending the meeting, obtain issues/concerns from the President and FSTS Advisor/Liaison.
- O. Collect monthly volunteer hours for proper hard copy and ensure that each member of the Hui Board and volunteers are registered in the Volunteer Information Management System (VMIS).

Section 4: Publicity/ Newsletter Chair shall:

- A. Appoint, as needed, an assistant newsletter editor, special publications editor and distributions assistant.
- B. Arrange for any publicity ~~that the Fort Shafter Hui Combined Board~~ **Governing Board** considers appropriate.
- C. Provide ~~posters, graphics, press releases, and flyers, etc. of the Fort Shafter Hui luncheons/functions and activities to the USAG Hawaii Bulletin, the Army, Navy, Air Force weekly newspapers, Commander's Channel, community electronic board and all other media as well as establish a working relationship with these organizations/agencies~~ **all social and media outlets approved by the Governing Board.**
- D. Coordinate with the Fort Shafter Hui Welfare Chair and Scholarship Chair to post recipients of the funds donated by Fort Shafter Hui in the *Hui Spirit* **newsletter** and to be displayed at the FSTS and Fort Shafter Hui website.
- E. Provide information on Fort Shafter Hui activities to the community at the CIE meeting.
- F. ~~Solicit advertisers, vendors, and collect fees for the Hui Spirit and Membership Directory. Fees are to be submitted to the Fort Shafter Hui mailbox—Attention: Treasurer.~~
- G. ~~Submits all ads print ready to the Hui Spirit Editor by determined deadline~~

- H. Work with the First and Second Vice-Presidents to make a Fort Shafter Hui Information Pamphlet available beginning in August at the Super Sign-Up.
- I. Manage all website and social media accounts.
- J. Ensure the production of the organization's publication, *the Hui Spirit*, newsletter with the help of the ~~Publicity/Advertising Chair~~, and the Historian/Photographer.
- K. Be responsible for the publication of the monthly newsletter, and special publications that the ~~Combined Board~~ **Governing Board** may direct to be published, ~~and maintaining one hard copy of previous Newsletters.~~
- L. Edit, write, and compile the monthly newsletter, using information submitted ~~before a stated deadline~~ by other members of the board; publicize Fort Shafter Hui activities and actions by the Fort Shafter Hui ~~Combined Board~~ **Governing Board** and any other information pertinent to the membership.
- M. Obtain approval of the newsletter by the President BEFORE distribution.
- N. Distribute ~~initial~~ newsletter no later than two (2) weeks prior to the date of the ~~first General~~ **monthly** membership function ~~in September~~ via email. Newsletters shall be uploaded to the website and a link to the site sent in an email to the Membership.
- O. ~~Email Newsletter to the Webmaster to be published on the website.~~

Section 5: Reservation Chair shall:

- A. Ensure the reservation policy is published on the website and in the *Hui Spirit* **newsletter** every month and provide it to the ~~Combined Board~~ **Governing Board**.
- B. Receive reservations for all functions requiring them and notify the First Vice-President of reservation numbers on deadline day so notification can be given to the facility being used.
- C. Make nametags for the membership and update as needed.
- D. Ensure mailing list of membership is updated regularly by working with the Membership Chair/**Volunteer Coordinator**.
- E. Arrive early for the monthly functions in order to check-in reservations and collect monies.
- F. Collect all monies from functions and turn ~~all monies~~ over to Treasurer within two (2) days **of event**.
- G. Notify persons who make reservations ~~and~~ **but** do not attend or have not canceled by the deadline, **of payment due**. If payment is not made within sixty (60) days of the reservation deadline, membership will be suspended until payment is made. The Membership Chair and President shall be notified of such suspensions.

Section 6: Scholarship Chair shall:

- A. Establish a committee consisting of the following: Appointed Chairman, President, Treasurer, ~~Advisor(s)~~, Thrift Shop Liaison, ~~Senior Officer Spouse~~, ~~Senior Enlisted Spouse~~, and a General Member in good standing, **which may include Honorary President and Advisor(s)**. Should any of these have children, spouses, or are

personally applying for a scholarship; they are ineligible to participate on the committee.

- 1) Should any of these individuals be ineligible, the Honorary President shall appoint a representative.
- B. The committee shall prepare and update the application for scholarships to be approved by the President at the December board meeting and distributed to the community by 31 December.
- C. Plan to convene his/her ~~the~~ Scholarship Committee after the Welfare amounts have been approved by the ~~Combined Board~~, **Governing Board** to determine the number of scholarships that may be awarded and the amount of each scholarship.
- D. Choose a selection/scoring committee that shall include: ~~one (1) Officer's Spouse, one (1) Enlisted Spouse, and two (2) Active Duty Service Members.~~ **five (5) members in Good Standing.**
 - 1) ~~No member of the Scholarship Committee shall serve on the selection/scoring committee.~~
 - 2) ~~Should any of these individuals on the selection/scoring committee have children or spouses applying for a scholarship, they are ineligible to sit on committee.~~
- E. Bring Scholarship Committee's final recommendations to the ~~Combined Board~~ **Governing Board** for their approval.
- F. Ensure that all scholarship ~~monies~~ **funds** are used for tuition, fees, books, and room and board.
- G. Publicize scholarship availability and eligibility requirements through the high schools, Parent Teacher Organizations (PTO), *Hui Spirit*, ~~Fort Shafter Hui web site~~, and other community information forums by 31 December. Coordinate with Education Center and school counselors for distribution of applications.
- H. **Provide information to Publicity/Newsletter chair for website, social media, etc.**
- I. Coordinate with Fort Shafter Hui ~~Combined Board~~ **Governing Board** to recognize Scholarship Award Recipients at a recognition event taking place in May.

Section 7: Hospitality Chair shall:

- A. By June:
 - 1) Research and submit a proposal to the ~~Combined Board~~ **Governing Board** for the purchase of a small gift to be given to new members beginning at the Super Sign Up.
 - 2) Research and submit a proposal to the ~~Combined Board~~ **Governing Board** for the purchase of ~~twelve (12) small gifts to be used at the general membership meeting birthday drawing, and other small gifts to be given to each member present at a luncheon who has a birthday that month, and twelve (12) small gifts to be given away at each monthly general membership meeting by method of a random drawing of those members in attendance celebrating~~

~~anniversaries in a that month.~~ Birthday and anniversary gifts for members to be distributed at the monthly meeting.

- B. Assist in the sales of opportunity tickets at events.
- C. Assist in the setup of the Super Sign Up in August.

Section 8: FSTS Advisor/Liaison shall:

- ~~A. Be appointed with guidance from the Fort Shafter Senior Leadership Spouses by the Honorary President.~~
- B. Be the liaison between the ~~Combined Board~~ **Governing Board** and the FSTS.
- C. Report all activities including financial statements and budget of the FSTS to the ~~Combined Board~~ **Governing Board**.
- D. Ensure all policies of the FSTS are approved by the FSTS Advisory Board and the Fort Shafter Hui ~~Combined Board~~ **Governing Board** before implementing it in accordance with the Department of Defense (DOD) 1000.15.2.
- E. Update/validate the FSTS Charter, with the FSTS Advisory Board members, every two (2) years ~~write/update the FSTS Charter~~.
- F. Ensure that the FSTS follows all Constitutional guidelines of the Fort Shafter Hui.
- G. Ensure that the FSTS employees and volunteers follow all FSTS Charter guidelines.
- H. Help prepare the annual FSTS budget in consultation with the FSTS Advisory Board by the September ~~Combined Board~~ **Governing Board** meeting.
- I. In the event of vacancy of salaried positions, participate in the interview and selection process of qualified applicants for the position.
- J. Oversee any Thrift Shop submissions to the ~~Hui Spirit Editor~~ **Publicity/Newsletter Chair**.
- K. Participates in ALL Fort Shafter Thrift Shop events. When unable to attend, shall designate a Board Member to represent him/her at the Fort Shafter Thrift Shop events.
- L. Attend all Fort Shafter Hui ~~Combined Board~~ **Governing Board** and FSTS Advisory Board meetings as a voting member.
- M. Be a voting member on the Scholarship and Welfare Committees.

Section 9: Retired Spouse Representative shall:

- A. Make an attempt to be involved in community organizations with a large number of military retirees and/or retiree spouses in attendance and report any important changes/events/newsworthy information to the ~~Combined Board~~ **Governing Board** at the monthly meeting.
- B. Working with the Membership Chair **to** compile a list of retiree spouses so the representative can make sure these spouses are receiving current information from the Fort Shafter Hui and bring their interests and concerns to the ~~Combined Board~~ **Governing Board** meeting.
- C. Inform **Publicity/Newsletter Editor** of any important changes/events ~~newsworthy information~~ that would be of interest to the general membership.

- D. Publicize Fort Shafter Hui activities during the community information meeting in the organizations and invite all eligible members to join.
- E. Include in the AAR, duties performed by representative not specifically listed in Bylaws.
- F. Represent the interests and concerns of the retired spouses to the Fort Shafter Hui Board.
- G. ~~Submit a written monthly report to include a "no report" to the President, Honorary President, and Secretary. In addition, a copy of the monthly report shall be retained in his/her continuity book.~~

Section 10: Special Activities Chair shall:

- A. Coordinate with the First and Second Vice Presidents to organize activity group sign ups at the Super Sign Up; continue to promote the activity clubs at the first few ~~luncheons~~ **meetings** and again in January.
- B. Maintain the original activity group's signup sheet.
- C. Assign leaders to the Hui Activity groups. ~~and~~ Provide ~~them~~ **each leader** with a copy of the list of participants from the signup sheets and be included on all correspondence sent out to the group members.
- D. Coordinate with the Membership Chair throughout the year to ensure all who signed up for an activity are members and inform activity group leaders if anyone in the group is no longer an eligible member.
- E. Maintain contact with activity group leaders to ensure they are meeting, entering volunteer hours, having no issues, and are submitting information to the newsletter **in a timely manner**.
- F. ~~Ensure there is updated contact information in the *Hui Spirit* for all clubs.~~ **Provide updated Special Activities calendar to Publicity/Newsletter Chair.**
- G. Coordinate Wreaths Across America.
- H. Coordinate teams for activities outside of normal Hui events (i.e. ~~Susan G. Komen Run, Relay for Life, Great Aloha Run etc.~~) as requested by the President or Executive Board.

ARTICLE VI – OPERATING PROCEDURES

Section 1: ~~Email~~ **Electronic Voting:**

- A. The President shall have the authority to authorize an **electronic** vote by ~~email~~ of the members of the Fort Shafter Hui Board ~~in the event of the requirement of an immediate decision of such urgency as to preclude a called meeting per Article IX, Section 4, of the Constitution.~~
- B. A quorum of the voting members of the Fort Shafter Hui ~~Combined Board~~ **Governing Board** must be polled. The majority must vote in agreement in order to render an official decision.

- C. The ~~Email~~ **electronic** vote is to be administered solely by the Parliamentarian and reported to the Secretary. The minutes shall include the exact wording of the main motion, the name of the Fort Shafter Hui Board member who cannot be contacted, and the exact account of the vote.
- D. If the Parliamentarian does not receive an ~~Email~~ response from a Board member on a vote being conducted within a **twenty-four (24)** hours period, the Parliamentarian is required to attempt contact with that Board member by telephone.
- E. Vote must be concluded within **forty-eight (48) hours**.

Section 2: Transfer of ~~monies~~ funds:

- A. Up to but not exceeding ten percent (**10%**) of funds raised for welfare are available for transfer to operating funds at the discretion of the Fort Shafter Hui ~~Combined Board~~ **Governing Board** once in a fiscal year.
- B. **In the event of an emergency, the Governing Board will have the ability to transfer funds, as needed, between all banking accounts once a vote has taken place and a quorum of two-thirds (2/3) of the voting members has been met.**

Section 3: Tax Compliance:

- A. The Fort Shafter Hui will comply with current tax regulations as follows:
 - 1) In accordance with **the most recent** Internal Revenue Service Code ~~1954~~, the Fort Shafter Hui shall file the appropriate state and federal tax forms annually. Any and all changes of status, activity, or purpose of the Fort Shafter Hui shall be reported to the Internal Revenue Service.
 - 2) Appropriate, correct, and complete records shall be maintained on all tax matters affecting the orderly operation of the Fort Shafter Hui **for no less than seven (7) years, with IRS issued documents such as the EIN number and nonprofit tax status to remain on file for the lifespan of the organization.**
 - 3) ~~Form 990, Federal Income Tax Return for Non-Profit Organizations, will be prepared by a qualified accountant and signed by the President and Treasurer. A copy will be filed with the Treasurer.~~ **Fort Shafter Hui shall prepare a tax information packet of the board year's necessary financial documents and deliver to a qualified tax preparer (as listed in Constitution, Article X – Finances, Section 9D) for income tax preparation at least two (2) months prior of IRS form 990, Federal Income Tax Return for Non-Profit Organizations' due date. May 31st is the end of the Hui tax year making tax filing due by October 15th. A copy of the tax return and all documents will be kept in the binders of the President and Treasurer for no less than seven (7) years. A copy of the Thrift Shop tax documents will be kept on file with the Thrift Shop Manager for no less than seven (7) years.**
 - 4) Income from Fort Shafter Hui Ways and Means and General Membership fundraisers will be reported on the Hawaii Department of Taxation Form G-45, General Excise/Use Tax Return. **Form G-45 is due on or before the 20th**

(twentieth) day of the calendar month following the end of the filing period. For example, if the filing period ends on January 31st, then the return will be due by February 20th. Form G-49 is due on or before the 20th (twentieth) day of the fourth (4th) month following the close of the tax year. ~~The due date is the 20th day of the month following the close of the filing period.~~

- B. The Fort Shafter Hui ~~Combined Board~~ **Governing Board** will ensure that the FSTS complies with, completes and pays all state and federal taxes in accordance with the Hawaiian State Tax code and the **most recent** Internal Revenue ~~Service Code of 1954.~~

ARTICLE VII – MEETINGS

Section 1: General Membership Meetings/Function:

- A. The regular General Membership meetings/functions will be held once a month from September through May with a Membership Drive held in August. Meeting schedule is subject to change at the ~~Combined Board's~~ **Governing Board's** discretion.
- B. Business may be conducted at monthly meetings/functions as deemed necessary and where a quorum is present.
- C. A quorum is defined as two-thirds (2/3) of the voting members. All motions will be carried by a majority vote.
- D. A Super Sign Up shall be held in August. The Second Vice-President will coordinate the event with the assistance of all the ~~Combined Board~~ **Governing Board**.

Section 2: Fort Shafter Hui Governing Board Meetings:

- A. The Fort Shafter Hui Board year shall be from 1 June to 31 May.
- B. The Governing Board shall meet once every calendar month from June through May, or as deemed necessary by the President.
- C. Governing Board meetings are restricted to Governing Board Members **only**, except by invitation or request of the President or by a majority vote of the Executive Board. If a guest is presenting to the Governing Board they must leave immediately after their presentation.
- D. Board Members are required to attend all Governing Board meetings.
- 1) If a chair cannot attend, they should:
 - a) Notify the President of their absence.
 - b) Provide advance submission of their monthly report.
 - 2) In order for an absence to be considered excused, the following conditions must be met:
 - a) Requirements as listed in D (1) above.
 - b) Absence due to TDY, illness, family matters, etc.
 - 3) An absence is considered unexcused when a board member fails to comply with Section 2 D (1) and D (2) above.

- E. Governing Board members shall be allowed no more than five (5) excused absences or three (3) unexcused absences for the Governing Board meetings before being considered for dismissal.
- F. Any exception shall be at the discretion of the President.
- G. Farewell gifts may be given to each of the outgoing Board members. These gifts will be budgeted and approved by the Governing Board.
- H. Discussion at the Governing Board meetings shall remain confidential.
- I. The order of committee reports each month shall be at the discretion of the President.
- J. The minutes and financial reports of the Governing Board meetings will be available to all Governing Board members.
- K. Motions involving expenditures of funds must include specific dollar amounts or “not to exceed” amount.
- L. The newly elected officers and appointed chairs will be invited to attend the May Governing Board meeting as observers.
- M. The Fort Shafter Hui Governing Board members, excluding the President, Honorary President, Advisor(s), and Parliamentarian are voting members. The President will vote in case of a tie.
- N. Two-thirds (2/3) of the voting Fort Shafter Hui ~~Combined Board~~ **Governing Board** members constitute a quorum for the transaction of business.
- O. All motions before the board will be carried by a two-thirds (2/3) vote.
- P. In emergency situations, the Parliamentarian may conduct a ~~voting by telephone or email poll~~ **an electronic vote** provided the quorum and majority requirements are met. A written statement of the results of the ~~telephonic or email~~ **electronic** vote must be submitted to the President and Secretary of the Fort Shafter Hui.

Section 3: Executive Board Meetings: The President may call an Executive Board meeting as required.

Section 4: Special Meetings may be called at the discretion of the Fort Shafter Hui Executive Board, the President, or upon written demand made by one-fifth (1/5) of the General Membership and ~~served upon~~ **delivered to** the President.

ARTICLE VIII – SPECIAL COMMITTEES

Section 1: Budget Committee: The Fort Shafter Hui Treasurer shall serve as the Chair of the Budget Committee. The Executive Board will serve as committee members and will help prepare an annual budget for approval by the Fort Shafter Hui ~~Combined Board~~ **Governing Board** at its first Board meeting in June. Upon approval by the ~~Combined Board~~ **Governing Board**, the proposed budget will be published in the newsletter and subsequently submitted to the General Membership for approval at the first General Membership meeting.

Section 2: Constitution Committee: The Fort Shafter Hui Parliamentarian shall serve as Chairperson for the Constitution and Bylaws Review Committees. The review committee shall meet no later than January every two (2) years. Other committee members will include, but **are** not limited to, one (1) Executive Board **Member**, one (1) Governing Board Member, ~~and~~ one (1) General Membership member, **and include one (1) Honorary Advisor**.

Section 3: Nomination Committee: The Parliamentarian shall act as the Chairperson of the Nominating Committee each year. The Nominating Committee shall be responsible for selecting active Fort Shafter Hui members in consultation with the Honorary President and/or Advisor to serve as committee members, which represent a cross section of the Fort Shafter Hui. The committee will conduct the annual elections of officers in a manner deemed appropriate and prepare balloting materials for voting purposes. The Parliamentarian will select assistants as needed when voting is necessary. The committee shall be responsible for setting the slate of nominees for all elected officers, as set forth in Article VII, Section 1, of the Constitution. The Parliamentarian, as chairman, shall ensure elected positions do not exceed the two-year (2) consecutive term limit, unless a suitable candidate cannot be found.

Section 4: Welfare Committee ~~consists of the following~~ **may include:** The Welfare Appointed Chairman, the President, the Treasurer, Honorary President, Advisor(s), the Thrift Shop Liaison, and at minimum, three (3) members selected from the General Membership. The committee will maintain a separate Continuity Book ~~and a Welfare Book~~. ~~The Welfare book~~ **which** shall include: welfare request letters, receipts, financial statements from the Treasurer, and any other pertinent documents. The committee will develop a welfare request form and guidelines to be approved by the Executive Board to be distributed to the community by 31 January. The committee shall consider all welfare requests that have been submitted as requested and on time for welfare grants. The committee will make recommendations to the ~~Combined Board~~ **Governing Board** for appropriate recipients and amounts to be presented. The final action will require approval by the ~~Combined Board~~ **Governing Board** with a quorum vote.

Section 5: Scholarship Committee ~~shall consist of the following~~ **may include:** Scholarship Appointed Chairman, President, Treasurer, Thrift Shop Representative, ~~Senior Officer Spouse, Senior Enlisted Spouse~~, a General Member in good standing, **and Advisor(s)**.

- A. Should any of these have children, spouses, or are personally applying for scholarship they are ineligible to participate on the committee.
- B. Should any of these individuals be ineligible, the Honorary President shall appoint a representative.

The committee shall prepare and update the applications for scholarship to be approved by the Executive Board at the December board meeting and distributed to community by 31 December. The Scholarship Committee will meet after the Welfare amounts have been established by the ~~Combined Board~~ **Governing Board** to determine the number of scholarships that may be awarded and the amount of each scholarship. The committee will

choose a selection/scoring committee that shall include: one (1) Officer Spouse, one (1) Enlisted Spouse, and two (2) Active Duty Service Members.

- A. No member of the Scholarship Committee shall serve on the selection/scoring committee.
- B. Should any of these individuals on the selection/scoring committee have children or spouses applying for a scholarship, they are ineligible to sit on committee.

The Scholarship Committee will make recommendations to the ~~Combined Board~~ **Governing Board** for appropriate recipients and amount to be awarded for approval by ~~Combined Board~~ **Governing Board**.

Section 6: Fort Shafter Thrift Store Advisory Board ~~The Thrift Shop Advisory Board~~ represents the Hui Governing Board in the oversight and management of the FSTS. The Advisory Board will consist of the FSTS Manager, Hui President, Hui Treasurer, Hui Secretary, ~~and~~ FSTS Liaison/Advisor, at least one advisor from the Hui, and up to three (3) Community Representatives recommended by the FSTS Liaison/Advisor. Community Representatives shall be members from the Oahu South Military community and have final approval of the Advisory Board. The Advisory Board will meet quarterly, or as deemed appropriate by the FSTS Manager. The Advisory Board will review the FSTS Monthly Income Statements and Bank Reconciliation Report every month. The Advisory Board is responsible for interviewing and recommending candidates to be ~~the~~ hired as Thrift Shop employees. The Advisory Board approves the hiring of most FSTS employees; however, the Hui Governing Board must give final approval for hiring of the FSTS Manager and the Bookkeeper. All responsibilities and duties of the FSTS Advisory Board are set forth in the FSTS Charter in Article III, Section J.

ARTICLE IX – VOTING PROCEDURES

Section 1: ~~Telephone and/or~~ Electronic Vote. In the event there is a requirement for an immediate decision from the ~~General~~ **Governing** Board and/or Executive Board of such urgency as to preclude any meeting as prescribed by these Bylaws, ~~a telephone and/or an~~ electronic vote may be authorized by a majority vote of the Executive Board. An attempt must be made to poll all voting members. A vote of the quorum, as defined by the Constitution and Bylaws, shall govern. The ~~telephone and/or~~ electronic ~~mail~~ vote is to be administered by the Parliamentarian. The Parliamentarian shall insure the legitimacy of all votes. All ~~telephone and/or~~ electronic votes are to be recorded by the Secretary in the minutes. The minutes shall include the exact wording of the main motion, the names of those voting members who could not be contacted, and an exact vote of yeas, nays, and abstentions.

ARTICLE X – DISCIPLINARY PROCEDURES

Section 1: Good Standing Membership status is defined as:

- A. Dues paid in full.
- B. Payment of costs associated with the attendance at monthly General Membership meetings/functions.
- C. Return of all borrowed or rented Fort Shafter Hui property in the same condition as obtained.

Section 2: Just Cause

Members are required to be of honorable character and reputation. The Fort Shafter Hui has the ultimate right to require that its members refrain from conduct injurious to the organization or its purposes. No one should be allowed to remain a member if her/his retention will do this organization harm. Just cause for removal from office can be shown for conduct tending to injure the good name of the organization, disturb its well-being, or hamper its work.

Examples of just cause are defined but not limited to the following:

- 1) More than five (5) excused or three (3) unexcused absences from monthly ~~Combined Board~~ **Governing Board** Meetings. (Board Members Only)
- 2) Loss of confidence.
- 3) Lack of adequate competence as a leader.
- 4) Lack of ability to meet deadlines.
- 5) Lack of integrity.
- 6) Poor attitude as defined by ~~Combined Board~~ **Governing Board**.
- 7) Inability to get along with others.
- 8) Failure to adhere to the Fort Shafter Hui ~~Combined Board~~ **Governing Board**.

ARTICLE XI – METHODS OF FINANCING

Section 1: The Governing Board shall:

- A. Ensure that the financial records and accounts of Fort Shafter Hui are audited annually and during the transition to a new Treasurer.
- B. Be charged with the responsibility for the overall financial management of the Fort Shafter Hui to ensure solvency and ability to meet obligations.
- C. Ensure that Operating Funds **of** no less than \$1000 is left in the Fort Shafter Hui account for the following year.
- D. Ensure that all welfare and approved funds that have not been released by May are allocated and those ~~monies~~ **funds** are left in the Fort Shafter Hui Welfare Account for the specified purposes.

Section 2: All outside donations are to be disbursed in welfare projects grants unless otherwise specified by the donor.

ARTICLE XII – SCHOLARSHIPS

Section 1: College and Continuing Education Scholarship

For the purpose of scholarship eligibility, ~~Fort Shafter Hui membership must be effective no later than 31 December of the current year with the exception of newly arriving members to Oahu. Newly arrived members must have become a Fort Shafter Hui member within 30 days of their Permanent Change of Station (PCS) order date.~~ Any applications for Fort Shafter Hui scholarships must be submitted by the determined deadline.

ARTICLE XIII – BYLAW AMENDMENT PROCEDURE

Section 1: Proposed Changes. An amendment to the Bylaws may be proposed by any Governing Board member in a voting status. Sufficient time prior to the vote will be allocated for research and to obtain pertinent information. The proposed amendment must be approved by a two-thirds (2/3) vote of a quorum of voting Fort Shafter Hui ~~Combined Board~~ **Governing Board** members. Approved amendments will be submitted to the U.S. Army Garrison - Hawaii Commander or his/her representative for approval.

Section 2: Review Procedure. The Constitution Review Committee will conduct a ~~yearly~~ review of the Bylaws, no less than every two (2) years from the date of the last revision. However, the serving Fort Shafter Hui ~~Combined Board~~ **Governing Board** may do a review of Bylaws as necessary. Sufficient time prior to the vote will be allocated for research and to obtain pertinent information. The proposed revision will be submitted in writing and must be approved by a quorum of voting Fort Shafter Hui ~~Combined Board~~ **Governing Board** members. Approved amendments will be submitted to the U.S. Army Garrison - Hawaii Commander for approval.

ARTICLE XIV – ADOPTION

The Bylaws shall become accepted as changed by a two-thirds (2/3) vote of a quorum of voting Fort Shafter Hui ~~Combined Board~~ **Governing Board** members. Upon approval of the Garrison – Hawaii Commander, these Bylaws shall then supersede all previous Bylaws and amendments except that it shall neither affect already elected/appointed officers nor contracts entered into until such officers have completed their designated term and said contracts have reached their expiration.

Section 1: *Robert's Rules of Order* (Newly Revised) shall govern all parliamentary procedures not covered by this Constitution and/or Bylaws.

Section 2: The following ~~Governing Board~~ members reviewed and submitted this version of the Bylaws to the Governing Board for approval.

Kesha Jaramillo, President

Sarah Matthews, Parliamentarian

Kim Greene, Secretary

Naty Golubski, Special Activities/Newsletter

Leah McRae, Member at Large