

Mission and Vision

Prince Kuhio Kalaniana'ole formed the first Hawaiian civic club in 1918 to stimulate civic efforts and education within the Hawaiian community and promote Hawaiian culture. Preservation and Perpetuation of Hawaiian values, culture and education are at the core of the mission and vision of the
Prince Kuhio Hawaiian Civic Club.



Prince Kuhio Hawaiian Civic Club

*Founded by Lili'uokalani Kawanānakoā Morris 1964
Chartered 1966*



Constitution and Bylaws

Approved by the General Membership on May 12, 2004

ARTICLE I – NAME

(Ha`awina `Ekahi – Inoa)

SECTION 1. The name of the organization shall be the Prince Kuhio Hawaiian Civic Club, chartered by, and under the jurisdiction of the Association of Hawaiian Civic Clubs and shall operate in conformity with these By-Laws and Constitution as a Non-Profit Organization filed with the State of Hawaii and approved by the United States Internal Revenue Service.

SECTION 2. The principal office and headquarters shall be at Honolulu, City and County of Honolulu, State of Hawaii.

ARTICLE II – OBJECTIVES

(Ha`awina Elua – Kumu Mana`o)

SECTION 1. The objectives of this club shall be as follows:

- (a) That the club is organized and shall be operated exclusively for the promotion of charitable projects inuring to the benefit of the people of Hawaiian ancestry in promoting their social welfare.
- (b) That the club is organized and shall operate to promote the education of those of Hawaiian ancestry in developing good citizenship, friendship, and mutual understanding by the beneficiaries of the educational projects.
- (c) That the income or net earnings of the club shall not inure to the benefit of any member or individual; that the club is not organized for profit and no part of its assets, income or earnings shall be used as dividends, or other withdrawals, or distributed to any of its members or officers, except for services actually rendered; that upon dissolution of the club, the Directors shall upon payment of all liabilities of the club dispose of assets of the club as stated under Section 5 of Article V.
- (d) To provide a forum for full and free discussion of all matters of public interest, excepting those, which may be specifically prohibited by this Constitution.
- (e) To encourage efficiency and promote high ethical standard in business, industry and the professional fields of enterprise.
- (f) To preserve, practices and perpetuate the history, customs and traditions of Hawai'i; such as the hula, mele, `oli and mo`olelo and to encourage the learning and use of the `olelo Hawai`i, both oral and written.
- (g) To assist to the best of our ability in the education of those of Hawaiian ancestry.

ARTICLE III – MEMBERSHIP
(Ha`awina `Ekolu – Noho Lala Ana)

SECTION 1. All applicants for membership as Active Members must be of Hawaiian Ancestry.

SECTION 2. Membership in this organization shall be as follows:

- (a) Active member – *Lala Miki*
- (b) Associate Member – *Lala Hui*
- (c) Life Member – *Lala No Kona Ola Ana*
- (d) Honorary Member – *Lala Hoohanohano`ia*
- (e) Kupuna Member - *Lala Kupuna*
- (f) Junior Member – *Lala Opio*

SECTION 3. Every application for membership must be in writing, signed by two (2) sponsors who are active members in good standing, and shall be referred to the Membership Committee. The report and recommendations of the Membership Committee shall be filed with the Board of Directors for immediate action.

SECTION 4. Active Member – *Lala Miki*. Any adult person of age 18 or over, of Hawaiian Ancestry and of good standing in the community is eligible for membership. Active member shall have the privilege and right to vote on all questions, to hold office, to serve on committees and to take the floor and speak on all questions.

SECTION 5. Associate Member – *Lala Hui*. The Spouse of an active member or any member of the Prince Kuhio Hawaiian Civic Club Choral Group who is of good moral character and of good standing in the community and who cannot qualify as to Hawaiian Ancestry is eligible for membership as an Associate Member.

Associate members shall be subject to the same rules and regulations governing selection as active members and shall have all the rights and privileges of actives members, except holding the position of any officer or director.

SECTION 6. Life Member – *Lala No Kona Ola Ana*. Life membership may be provided for any member in good standing, by a majority vote of the Board of Directors and upon payment of the fee as herein provided. Life members shall be entitled to all rights and privileges in the categories, which they formally enjoyed.

SECTION 7. Honorary Member – *Lala Ho`ohanohano`ia*. Honorary memberships may be conferred by a two-thirds (2/3`rds) vote of the members present of a regular meeting of the club. This action, however, may only be taken upon the recommendation of the Board of Directors of this club, and conferred only upon such patrons and donors to the Prince Kuhio Hawaiian Civic Club.

Honorary members shall be exempt from paying dues or assessments, and they shall enjoy all rights and privileges accorded to active members, except holding office and right to vote.

SECTION 8. Kupuna Member – *Lala Kupuna*. This membership is open to any active member in good standing for at least twenty (20) years, and has reached the age of sixty-five (65) years.

SECTION 9. Junior Member – *Lala Opio*. Any person under the age of 18 years of age of Hawaiian ancestry and of good moral character is eligible to membership and shall be exempt from paying dues.

They may organize and elect their own officers under the supervision of an Advisory Committee appointed by the Board of Directors.

The Junior member shall have representation at all Board of Directors meetings in the person of one delegate elected by the Junior Board.

ARTICLE IV – FEES AND DUES

(Ha`awina `Eha – No Uku Kumau)

SECTION 1. Dues are payable for all categories of membership upon acceptance and thereafter annually on January 1 of each year. Deadline for dues shall be April 30 and members will be dropped from the Club's roster as of June 30.

- (a) Dues may be waived for unusual circumstances for any member by a two-thirds (2/3) vote of the Board of Directors.

SECTION 2. Annual dues for categories of membership shall be:

- (a) Active – *Lala Miki* \$25.00
(b) Associate – *Lala Hui* \$15.00
(c) Life – *Lala No Kona Ola Ana* \$400.00 (one time payment)
(d) Honorary – *Lala Hoohanohano`ia* – None
(e) Kupuna – *Lala Kupuna* \$7.00

SECTION 3. Members admitted to membership between July 1 and December 31 shall pay one-half the annual dues for that year.

SECTION 4. A per capita tax shall be deducted from the annual dues payment of each member and paid once a year to the Association of Hawaiian Civic Clubs and to the O`ahu District Council, according to what is consistent with the present policy set by the associated of Hawaiian Civic Clubs and the O`ahu District Council.

ARTICLE V – FUNDS

(Ha`awina `Elima – Waihona)

There shall be created the following funds:

SECTION 1. GENERAL FUND – *Waihona Lauila*. This fund shall be for the purpose of defraying operating expenses based on an operating budget approved by the Board of Directors and a majority of members present at a regular business meeting.

SECTION 2. SCHOLARSHIP FUND – *Waihona Kokua Ho`ona`au`ao*. This fund shall be used and administered by the Committee on Scholarship for charitable and educational purposes based on a budget approved by the Board of Directors, to provide:

- (a) Financial assistance to worthy and deserving Hawaiian Students in obtaining higher learning in an accredited school, college, university or graduate school.
(b) Financial support to pre-school programs, including kindergartens, to give Hawaiian Children a good start in education.
(c) Group cultural and recreational programs aimed at encouraging high scholastic standards, wholesome tastes in living, and preparation to assume leadership in adult years.

SECTION 3. Monies shall be received through fund raising projects and donations from individuals, affiliated clubs or organizations.

SECTION 4. Separate books, accurate records and bank accounts shall be maintained for all funds received including names of donors and dates and amounts received.

SECTION 5. In the event of dissolution, all remaining funds will be distributed to a like fund, foundation or organization organized and operated exclusively for charitable or educational purposes and exempt from Federal income tax as an organization described in Section 501 (c) (3) of the Code.

SECTION 6. TREASURER'S RESPONSIBILITY. All monies from whatever source collected for either the General Fund and/or the Scholarship Fund shall be received and distributed by the Treasurer in accordance with the objectives of the Club provisions spelled out in the preceding paragraphs. There shall be no co-mingling of funds.

ARTICLE VI – OFFICERS AND DIRECTORS
(Ha`awina `Eona – Na Luna a me Na Luna Alaka`i)

SECTION 1. The officers and directors total of this club shall be:

President – *Pelekikena*
Immediate Past President – *Pelekikena Hala Koke*
First and Second Vice President – *Hope Pelekikena Ekahi a me Hope Pelekikena Elua*
Treasurer – *Pu`uku*
Recording Secretary – *Kakau `olelo Ho`opa`a*
Corresponding Secretary – *Kakau `olelo Ho`oholo Palapala*
Six (6) Directors - *`Eono Luna Alaka`i*

Thirteen (13) officers and directors shall constitute the Board of Directors – *Papa Luna Alaka`i*.

SECTION 2. The position of any officer and directors shall be declared vacant by the Board of Directors, when the said officers or directors fails to attend three (3) Board Meetings, unless the said officer or director is excused by the President. The Board of Directors shall fill any vacancy or vacancies within sixty (60) days for said un-expired term(s).

SECTION 3. All elected officers shall serve for a term of one year, or until a successor is duly elected and installed, except as hereinafter prescribed under Section 3 and 7 of Article VII.

ARTICLE VII – DUTIES OF OFFICERS AND DIRECTORS
(Ha`awina `Ehiku – Mahele Hana O Na Luna, Luna Alaka`i)

SECTION 1. PRESIDENT – *Pelekikena*. The president shall be the chief executive officer of the club, who shall preside at all meetings of the club and the Board of Directors, supervise the work and activities of the organization, shall be an ex-officio member of all committees.

- (a) It shall be the duty of the president to prepare an annual budget for presentation to Board of Directors at its January meeting. The treasurer and two (2) other Board Members shall assist the President. Approval of the Budget shall be no later than March of each year.
- (b) The President shall appoint a liaison for the Choral Group. The liaison shall work with the Board of Directors regarding all activities of the Choral Group.
- (c) The president shall appoint the Historian who shall be responsible for keeping a complete and accurate history of club activities and accomplishments.

SECTION 2. IMMEDIATE PAST PRESIDENT – *Pelekikena Hala Koke*. The immediate Past President shall be the installing officer for new members.

SECTION 3. VICE-PRESIDENTS – *Na Hope Pelekikena*. The Vice Presidents, in the event of the absence or inability of the President to perform the duties of the office, shall, in the order of their priority, act and have the same authority as the President.

- (a) The First Vice-President – *Hope Pelekikena `Ekahi*, shall be the coordinator of the Ways and Means Committee.
- (b) The Second Vice President, *Hope Pelekikena `Elua*, shall be the coordinator of the Special Events Committee. The President with the approval of the Board of Directors shall appoint the Committee Chairpersons for each event.

SECTION 4. TREASURER – *Pu`uku.*

- (a) The Treasurer shall receive all funds paid into and belonging to the organization, giving receipt therefore, and shall deposit the same in such bank or banks, as are approved by the Board.
- (b) At each Board of Directors meeting said officer shall make a complete report of all monies received and disbursed, and shall submit a report of the business of this office monthly to the President or the Board of Directors.
- (c) Said officer's accounts and books shall at all times be open to inspection of the Board of Directors, the President and any auditor named by the Board of Directors.
- (d) Said officer shall deliver to a successor, when duly qualified, all monies and property of the organization in said officer's control or possession, taking receipt therefore.
- (e) Said officer, together with the President, or in the President's absence, The First Vice President, shall sign all checks or drafts for the drawing of any amounts deposited in the bank or banks to the credit of the organization.
- (f) Said officer shall be a member of all committees handling club funds.

SECTION 5. RECORDING SECRETARY – *Kakau`olelo Ho`opa`a.* The Recording Secretary shall take notes of the proceedings at all meetings of the organization and of the Board of Directors and keep full, true and correct record thereof in a book provided for this purpose. Said officer shall notify the Board of Directors of all Board Meetings called.

SECTION 6. CORRESPONDING SECRETARY – *Kakau`olelo Ho`oholo Palapala.* Said officer shall conduct all correspondence, approved by the President and Board of Directors, read all communications and documents. Said officer shall notify members of all regular and special meetings called and maintain all files except those of the Recording secretary.

SECTION 7. BOARD OF DIRECTORS – *Papa Luna Alaka`i.* The Board of Directors shall be composed of the President, the Immediate Past President, the First and Second Vice Presidents, the Treasurer, the recording Secretary, the Corresponding Secretary, and six (6) Directors – Luna Alaka`i elected from the membership, and not otherwise officers of the organization. The six (6) directors elected from the membership shall serve in the rotation already established in the following manner:

- (a) The three (3) nominees receiving the highest plurality of votes (*hapa-loa*) shall serve for a term of three (3) years.
- (b) The next year the two (2) nominees receiving the highest plurality of votes shall serve a term of three (3) years and
- (c) The following year one (1) nominee receiving the highest plurality of votes shall serve a term of three years.

Seven (7) board members shall constitute a quorum (*hapa-nui*) for the transaction of business.

The Board of Directors shall:

- (a) Have the management, control and disposition of the affairs, property and funds of the organization, authorize all expenditures and purchases made by the organization and shall prescribe rules regulating the affairs and conduct of the organization as are not inconsistent with the Constitution and Bylaws. It shall be their duty to carry out the purposes of the organization according to its Constitution and shall elect members to fill vacancies occurring in their own membership.
- (b) They shall have the books and accounts audited annually, or more often, at its discretion.
- (c) They shall determine the date and place of the annual nomination and election meeting each November and shall instruct the recording Secretary to issue the call for such meetings.

- (d) They shall hold Special Meetings (Halawai Kuikawa) when called upon by the President of the club or by written request of ten (10) members of the club in good standing.
- (e) They shall receive the committee reports and recommendations and shall submit to the club, at a regular meeting, recommendations which it has approved affecting the administration, activities and policies of the club.

ARTICLE VIII – MEETINGS

(Ha`awina `Ewalu – Na Halawai)

SECTION 1. The regular meetings of the Board of Directors shall be held on the first Wednesday of each month or at the discretion of the Board of Directors.

SECTION 2. The regular meetings of the membership shall be held on the second Wednesday of each month or at the discretion of the board of Directors.

SECTION 3. Special meetings (*halawai kuikawa*) of both the Board of Directors and membership shall be subject to the call of the President or at the written request of ten members who are in good standing.

SECTION 4. In the event a holiday falls on the day of the regular Board of Directors and/or membership meeting, the President with the approval of the Board of Directors, shall designate the time and place at which such meeting shall be held.

SECTION 5. Fifteen (15) active members present shall constitute a quorum (*hapa-nui*) for all regular and special meetings of the membership.

ARTICLE IX – NOMINATIONS AND ELECTIONS

(Ha`awina `Eiwa – Waiho Inoa – Koho Ana)

SECTION 1. At the regular meeting of the membership in **September**, the President shall appoint a Nominating Committee of three (3) members, who are not listed in the roster of officers. Said Nominating Committee shall submit a slate of nominees for each office. The committee shall submit their nominations in writing to the membership, in **October** - thirty (30) days prior to elections. The list of nominees shall include all officers and directors. Additional nominations maybe made from the floor.

SECTION 2. Each **November** elections shall immediately follow the closing of nominations. Candidates for the various offices shall be voted for separately by secret ballot and the candidates receiving the plurality (*hapa-loa*) of votes shall be elected. They shall take office as of **January** of the following year.

ARTICLE X – DELEGATES TO THE ANNUAL CONVENTION OF THE ASSOCIATION OF HAWAIIAN CIVIC CLUBS

(Ha`awina `Umi-Na Elele I ke Kau Makahiki o Ke `Aina-Nui a Ka `Ahahuina a Na `Ahahui Hawai`i Sivila)

SECTION 1. This club shall be entitled to send delegates and alternates, as determined by the Constitution and By Laws of the Association of Hawaiian Civic Clubs, to the annual Convention. These delegates and alternates shall be members in good standings and shall be selected by the President, subject to the approval of the Board of Directors.

ARTICLE XI – STANDING COMMITTEES

(Ha`awina `Umikumamakai – Komite Ku Mau)

SECTION 1. The standing Committees of the club shall be:

- Constitution and Bylaws
- Membership
- Program
- Scholarship
- Special Events
- Ways and Means

SECTION 2. All committees shall consist of three (3) or more members. The President with the approval of the Board of Directors shall appoint the Chairpersons.

SECTION 3. The duties of committees shall be as follows:

- (a) Constitution and Bylaws – *Kumu Kanawai Me Lula*. This Committee shall receive proposals for amendments of the Constitution and Bylaws and shall prepare them for presentation to the Board of Directors for recommendations and final approval by the general membership.
- (b) Membership - *Imi Lala*. This Committee’s duties shall be to keep an accurate and current membership list, a permanent record of the date each member was accepted into the club, promote ways and means to increase membership and maintain good public relations among members.
- (c) Program – *Papa Kuhikuhi*. This Committee shall coordinate with the Board of Directors, all arrangements for regular membership meetings, including physical facilities, reservations, menus, collections of dinner fees, leis, etc. All funds are to be deposited with the Treasurer.
- (d) Scholarship – *Kokua Ho`ona`au`ao*. This committee shall keep accurate and current records, process all applications, determine eligibility, the amounts of awards unless said amounts have been either been given or bequeathed by a donor for a specific category of higher learning, and process necessary scholarship correspondence. The Committee will set policies governing scholarship grants as approved by the Board of Directors.
- (e) Special events – *Komite Hana Kuikawa*: This Committee shall be composed of a coordinator who shall be the Second Vice President as specified in Article VII, Section 3, and three (3) members. The President and Treasurer shall serve as ex-officio members without a vote. Special events shall consist of Kumuhana, Ho`ike`ike, Kini Poi and any other special events the Board of Directors may assign.
- (f) Ways and Means – *Komite Imi Kala*: This Committee shall be composed of a coordinator who shall be the First Vice President as specified in Article VII, Section 3, and three (3) members. The President and Treasurer shall serve as ex-officio members without a vote. It shall be the responsibility of this committee to coordinate all scholarship fundraising activities that are first approved by the Board of Directors and final approval received from the membership of this club.

ARTICLE XII – ORDER OF BUSINESS

(Ha`awina `Umikuamamalu – Ho`onoho hana)

SECTION 1. The order of business for Directors and membership meetings of this club shall be as follows:

- (a) Call to Order – *Kahea Ho`omalua*
- (b) Roll Call of Officers – *Kahea inoa o na Luna Ku Mau*
- (c) Introduction of Guests and Visitors – *Ho`olauna Ana I Na Mea I Kono`ia a me na Mea Maka`ika`i*
- (d) Reading of Minutes of Previous Meetings – *Heluhelu ana a ka minuke a ka halawai I hala hope*
- (e) Correspondence – *Palapala Ho`ike*
- (f) Reports – *No Palapala Ho`ike*:
 - a. Treasurer – *Pu`uku*
 - b. Other Committee reports
- (g) Unfinished Business – *Hana Kahiko*
- (h) New business – *Hana Hou*
- (i) Announcements – *Kuahaua*
- (j) Adjournment – *Ho`omalolo*

ARTICLE XIII – RULES OF ORDER

(Ha`awina `Umikumamakolu – Na Lula Ho`omalua)

SECTION 1. In the absence of any rules in the Constitution and Bylaws of this club, the current edition of Robert's (Revised) Rules of Order (Na Lula Ho`omalua I Ho`ololi`ia O Lopaka) shall govern.

ARTICLE XIV – AMENDMENTS

(Ha`awina `Umikumamaha – na Paku`i)

SECTION 1. The Constitution and Bylaws of this organization may be amended by two-thirds (2/3) vote of the members voting at a regular meeting, provided such amendment(s) has been proposed in writing to the entire membership thirty (30) days prior to voting, and due notice of the meeting given to the membership.

ARTICLE XV – CLUB COLORS

(Ha`awina `Umikumamalima – Hae)

SECTION 1. The colors of the Prince Kuhio Hawaiian Civic Club shall be purple and white – *Poni me ke`oke`o*.

ARTICLE XVI. CLUB SONG

(Ha`awina `Umikumama`ono – Mele)

SECTION 1. The song of the Prince Kuhio Hawaiian Civic Club shall be *Wai`alae*.

ARTICLE XVII – CLUB FLOWER

(Ha`awina `Umikumamahiku – Pua)

SECTION 1. The flower of the Prince Kuhio Hawaiian Civic Club shall be the dainty purple violet and white violet – *Waioleka*.

ARTICLE XVIII. MOTTO

(Ha`awina `Umikumama`ono – Makia)

SECTION 1. The club shall have as its Motto: *Ka Lani Ana `Ole* – Heaven of boundless limits.