

Bylaws
of the
HSTA-RETIRED Kauai District

Adopted by Kauai District Council: December 4, 2018

Approved by Board of Directors: February 28, 2019

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ARTICLE I NAME

The name of this organization shall be HAWAII STATE TEACHERS ASSOCIATION – RETIRED, KAUAI DISTRICT.

ARTICLE II PURPOSE

The purpose of the HSTA-RETIRED, Kauai shall be to carry out the goals and objectives as set forth by the Bylaws of the Hawaii State Teachers Association – RETIRED.

ARTICLE III MEMBERSHIP

Section 1. Eligibility

Any member(s) of HSTA-RETIRED shall be eligible for a corresponding membership in HSTA-RETIRED, Kauai District if:

- a) They were employed in a school or educational unit within the geographical boundaries of Kauai District at the time of retirement; or
- b) They maintain their principal domicile within the geographical boundaries of Kauai District.

Section 2. Classes of Membership

- a) RETIRED Membership. RETIRED membership shall be limited to any person: (1) who, for at least one year immediately prior to retirement, held active membership in the Hawaii State Teachers Association or any other affiliate of the National Education Association; or (2) who held active membership in HSTA for at least five years.
- b) Associate Membership. Any person who, prior to retirement was employed in the field of education and does not qualify for retired membership, may be admitted as an HSTA-RETIRED, Kauai District,
- c) Associate Member. Any individual who has retired and served as an employee of HSTA may be admitted as an HSTA-RETIRED, Associate Member.

Section 3. Privileges of Membership

- a) Any RETIRED Member of HSTA-RETIRED, Kauai District shall be eligible to vote, hold office, and otherwise participate in the governance of HSTA-RETIRED, Kauai District. RETIRED Members shall also be eligible to participate in such programs and activities which are established by the District Council.
- b) Associate Members of HSTA-RETIRED, Kauai District shall not be eligible to vote, hold office, or otherwise participate in the governance of HSTA-RETIRED, Kauai District, but shall be eligible to participate in such other programs and activities which are determined by the District Council.

ARTICLE IV. HSTA-RETIRED DELEGATE ASSEMBLY

Section 1. Scope of Authority

The HSTA-RETIRED Delegate Assembly is the highest governance body of HSTA-RETIRED and shall act on behalf of the membership of HSTA-RETIRED. The Delegate Assembly may direct the Board of Directors of HSTA-RETIRED to implement various measures, policy decisions, or other actions to be taken. (Amended and Restated Bylaws of HSTA-RETIRED, Article VI, Section 1)

Section 2. Allocation of District Delegates

- a) HSTA- RETIRED officers (President, Vice Presidents, Treasurer, and Secretary), District Presidents, and At-large Directors shall serve as delegates with vote.
- b) Each district's allocation of delegates shall be determined by HSTA-RETIRED, set and adjusted annually based on the number of members statewide divided by the fixed number of delegates.
- c) Delegates elected to the Delegate Assembly serve for two years with half elected in even numbered years and the other half elected in odd numbered years.
- d) A Delegate to the Delegate Assembly who is unable or unwilling to attend the Delegate Assembly may only be replaced by a duly elected Successor.

Section 3. Election of Delegates

a) Nomination

1. Delegates shall be nominated by the members of the Kauai District at a meeting duly called and held for the purpose, or in writing to the District's Elections Committee, prior to the nomination meeting.
2. Nominees must consent to run for Delegate prior to being placed on the ballot for election.

b) Election

1. The members in good standing shall conduct the election of Delegates.
2. The results of the election shall be announced to the members of the District in a timely manner.
3. A Successor shall be the Delegate nominee who received the highest number of votes after the delegation quota has been selected. If such Successor is unable or unwilling to attend the Delegate Assembly, the nominee receiving the next highest vote shall be the designated Successor.

ARTICLE V DISTRICT COUNCIL

Section 1. Scope of Authority

The District Council shall constitute the highest governance body of HSTA-RETIREED, Kauai District.

Section 2. Meetings

- a) The District Council shall meet no less that twice a year at dates, times, and places selected by the Council.
- b) Special meetings of the Council may be convened at the direction of the President or a majority of the members of the Council.

Section 3. Size, Composition and Terms of Office

- a) The size of the District Council shall not exceed twelve (12) members.
- b) The District Officers, President, Vice President, Treasurer, and Secretary, shall serve as voting members of the Council.
- c) The remaining Council Representatives shall be elected at-large by the members of the HSTA-RETIRED, Kauai District and shall serve as voting members of the Council.
- d) The at-large Council Representatives shall serve two year terms with four (4) elected in even numbered years and the other four elected in odd numbered years.
- e) Term of office for Council Representatives shall begin on June 20 of the year in which they are elected and end on June 19 of the final year of their term.
- f) In the event of a Council Representative vacancy the President, with the advice and approval of the District Council, shall appoint for the remainder of the term a successor from among the members of good standing.

Section 4. Powers and Duties The Council shall:

- a) Serve as the chief fiscal officer of the District,
- b) Record the receipt and deposit all income of the District, using the appropriate income ledger form,
- c) Pay out through vouchers such funds as are necessary to operate the District and its programs pursuant to the budget and subject to the approval of the Executive Committee and affirmed by Council,
- d) Perform such other duties assigned by the Executive Committee and Council,
- e) Maintain fiscal records in accord with HSTA-R and District practices,

- f) Work with the HSTA-Retired Treasurer who manages and oversees the management of the financial affairs of the District

ARTICLE VI OFFICERS

Section 1. Executive Committee and Terms of Office

- a) The officers of HSTA-RETIRED, Kauai District shall be the President, Vice President, Treasurer, and Secretary. These officers shall constitute the Executive Committee. The term of office shall begin on June 20 of the year in which they are elected and end on June 19 of the final year of their term.
- b) The President and Vice President shall be elected to two-year terms in even numbered years by the members and serve no more than three consecutive two-year terms.
- c) The Treasurer and Secretary shall be elected in odd numbered years by the members to two-year terms and serve no more than three consecutive two-year terms.
- d) The Executive Committee shall carry out the program and policies of the District Council and exercise the general authority of the District Council between its meetings.

Section 2. Duties and Powers of the President, Succession

- a) Administer the affairs of the District as its Chief Governance Officer, including such specific duties as may be assigned by the Executive Board or District Council.
- b) Call and preside over regular and special meetings of the District Council and Executive Committee.
- c) Call and preside over meetings of the general membership of the District.
- d) Serve as a member of the HSTA-RETIRED Board of Directors and as a delegate to the HSTA-RETIRED Delegate Assembly with vote.
- e) Act as official spokesperson for the District.

- f) Prepare, with the assistance of the Treasurer, the annual budget for submittal to the District Council for adoption.
- g) Establish with the approval of the Executive Committee or District Council such committees as may be needed to implement the programs and activities of the District.
- h) In the event the President shall be unable or unwilling to complete his/her term of office, the Vice President shall become the President for the remainder of the term.

Section 3. Duties and Powers of the Vice President, Succession

- a) Assist the President in the administration of the affairs of the District.
- b) In the absence of the President, preside over regular and special meetings of the District Council and Executive Committee.
- c) Perform such specific duties as may be assigned by the Executive Committee or District Council.
- d) In the event the Vice President is unable or unwilling to complete his/her term of office, the President with the advice and approval of the District Council, shall appoint for the remainder of the term a successor from among the members of the District Council.

Section 4. Duties and Powers of the Treasurer, Succession

- a) Serve as the chief fiscal officer of the District.
- b) Record the receipt and deposit all income of the District, using the appropriate income ledger form.
- c) Pay out through vouchers such funds as are necessary to operate the District and its programs pursuant to the budget and subject to the approval of the Executive Committee and affirmed by Council.
- d) Perform such other duties assigned by the Executive Committee and Council.

- e) Maintain fiscal records in accord with HSTA-R and District practices.
- f) Work with the HSTA-Retired Treasurer who manages and oversees the management of the financial affairs of the District.
- g) In the event the Treasurer shall be unable or unwilling to complete his/her term of office, the President with advice and approval of the District Council, shall appoint for the remainder of the term a successor from among the District Council.

Section 5. Duties and Powers of the Secretary, Succession

- a) Keep the minutes of meetings of the Executive Committee and District Council.
- b) Be responsible for all communications and membership records.
- c) Perform such other duties assigned by the Executive Committee or District Council.
- d) In the event the Secretary shall be unable or unwilling to complete his/her term of office, the President with the advice and approval of the District Council, shall appoint for the remainder of the term a successor from among the members of the District Council.

ARTICLE VII AMENDMENTS

Section 1. Conformity With HSTA-RETIRED, HSTA, NEA-R and NEA

These bylaws and amendments to them must conform with the HSTA-RETIRED, HSTA, NEA-R, and NEA Constitutions and Bylaws.

Section 2. Amendment Procedure

- a) All proposed amendments to these Bylaws must be adopted by two-thirds vote of the District Council.
- b) Bylaws amendments adopted by the District Council shall take effect upon approval by the HSTA-RETIRED Board of Directors.

ARTICLE VIII PARLIAMENTARY AUTHORITY

HSTA-RETIRED, Kauai District shall conduct its business in accordance with these Bylaws; the parliamentary procedures set forth in the current edition of Robert's Rules of Order, Newly Revised; and any special rules of order the Association or District may adopt.