

**BYLAWS**

**OF**

**HAWAII STATE TEACHERS ASSOCIATION-  
RETIRED, LANAI COMMUNITY CLUB**

**Adopted by the Hawaii State Teachers Association-Retired,  
Lanai Community Club:  
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**Approved by the Hawaii State Teachers Association-Retired  
Board of Directors  
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## **ARTICLE I. NAME**

The name of this organization shall be the HAWAII STATE TEACHERS ASSOCIATION-RETIRED, LANAI COMMUNITY CLUB, hereafter referred to as the Club.

## **ARTICLE II. PURPOSE**

The purpose of the Club shall be to carry out the goals and objectives as set forth by the Bylaws of Hawaii State Teachers Association-Retired (HSTA-Retired).

## **ARTICLE III. MEMBERSHIP**

### **Section 1. Club Membership Requirement**

The Club shall be comprised of not less than 10 HSTA-Retired members.

### **Section 2. Eligibility**

Any member(s) of HSTA-Retired shall be eligible for a corresponding membership in the Club if:

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

### **Section 3. Classes and Privileges of Membership**

#### **a. Retired Membership**

(1) Retired membership shall be limited to any person:

(a) 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

(b) Who held active membership in HSTA for at least five years.

(2) Any retired member of the Club shall be eligible to vote, hold office, and otherwise participate in the governance of the Club. Members shall

also be eligible to participate in such programs and activities which are established by the Community Club Council.

b. Associate Membership

(1) 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 associate member.

(2) Any individual who has retired and served as an employee of HSTA, may be admitted as an associate member.

(3) Associate members of the Club shall not be eligible to vote, hold office, or otherwise participate in the governance of the Community Club, but shall be eligible to participate in such other programs and activities, which are determined by the Community Club Council.

**ARTICLE IV. DELEGATE ASSEMBLY**

**Section 1. Delegates**

- a. Maui County District will elect one Delegate from Molokai, one Delegate from Lanai, and the remainder of the Delegates from Maui.
- b. Each year the election for the three islands will be held at HSTA-Retired Maui County District's General Membership meeting in February.

**Section 2. Successor Delegates**

- a. If an elected Delegate is unable to fulfill his/her duties, the person with the next highest votes (Successor) will replace him/her on that island's list.
- b. If there is not a Successor on his/her island's list, the Successor will be the next person with the highest votes on the other two islands' list.

**ARTICLE V. GENERAL MEMBERSHIP MEETING**

The General Membership shall meet no less than once a year at dates, times, and places selected by the council. Elections will be held at a general membership meeting.

**ARTICLE VI. COMMUNITY CLUB COUNCIL**

**Section 1. Scope of Authority**

The Community Club Council, hereafter referred to as the Council, shall constitute the highest governance body of the Club.

## **Section 2. Meetings**

The Council shall meet no less than twice a year at dates, times and places selected by the Council.

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, Vote, and Terms of Office**

### **a. Size**

The Council shall establish its size.

### **b. Composition**

The Council shall be composed of the Club officers and elected council representatives.

### **c. Vote**

All members of the Council may vote.

### **d. Terms of Office**

The council representatives (non-officers) shall be elected at-large by the members of the Club to serve two-year terms beginning on June 20 of the year in which they are elected and ending on June 19 of the final year of their term. Half of the council representatives shall be elected in even numbered years and the other half in odd numbered years.

## **Section 4. Succession of Council Representatives**

In the event a council representative is unable or unwilling to complete his/her term of office, the president, with the advice and approval of the Council, shall appoint a successor from among the general membership for the remainder of the term to serve until the next general meeting. At this next general meeting, an election will be held to fill the vacancy.

## **Section 5. Powers and Duties**

The Council shall

- a. Formulate, coordinate, implement, and publish policy,
- b. Approve programs and activities and assist in their implementation,

- c. Approve appointments to vacancies on the Council, and
- d. Assist in developing and promoting membership programs, activities, and services.

## **ARTICLE VII. OFFICERS**

### **Section 1. Terms of Office**

- a. The officers of the Club shall be the president, vice president, treasurer, and secretary.
- b. The president, vice president, treasurer, and secretary shall be elected by the members of the Club to two-year terms beginning on June 20 of the year in which they are elected and ending on June 19 of the final year of their term.
- c. The officers shall carry out the program and policies of the Council and exercise the general authority of the Council between its meetings.

### **Section 2. Duties and Powers of the President; Succession**

- a. The president shall have the following duties and powers:
  - (1) Administer the affairs of the Club as its chief executive officer, including such specific duties as may be assigned by the Council.
  - (2) Call and preside over regular and special meetings of the Council.
  - (3) Call and preside over meetings of the general membership.
  - (4) Act as official spokesperson for the Club, be the liaison to HSTA-Retired Maui County District, and attend the HSTA Lanai meetings.
  - (5) Prepare with the assistance of the treasurer, the annual budget for submittal to the Council for adoption.
  - (6) Appoint members to fill any vacancies.
  - (7) Establish with the approval of the Council such committees as may be needed to implement the programs and activities of the Club.
- b. Succession

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. The vice president shall have the following duties and powers:

- (1) Assist the President in the administration of the affairs of the Club.
- (2) In the absence of the president, preside over regular and special meetings of the Council.
- (3) Perform such specific duties as may assigned by the Council.
- (4) Serve as alternate to the HSTA-Retired Maui County District Annual Meeting.

b. Succession

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 Council, shall appoint for the remainder of the term a successor from among the members of the Council.

### **Section 4. Duties and Powers of the Treasurer; Succession**

a. The treasurer shall have the following duties and powers:

- (1) Serve as the chief fiscal officer of the Club.
- (2) Record the receipt and deposit all income of the Club, using the appropriate income ledger form.
- (3) Payout through vouchers such funds as are necessary to operate the Club and its programs pursuant to the budget and subject to the approval of the Council.
- (4) Perform such other duties assigned by the Council.
- (5) Maintain fiscal records in accord with HSTA-Retired and Club practices.
- (6) Work with the HSTA-Retired Treasurer who manages and oversees the management of the financial affairs of the Club.

b. Succession

In the event the treasurer shall be unable or unwilling to complete his/her term of office, the president, with the advice and approval of the Council, shall appoint

for the remainder of the term a successor from among the members of the Council.

**Section 5. Duties and Powers of the Secretary; Succession**

a. The secretary shall have the following duties and powers:

- (1) Keep the minutes of meetings of the Council.
- (2) Be responsible for all communications and membership records.
- (3) Perform such other duties assigned by the Council.

b. Succession

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 Council, shall appoint for the remainder of the term a successor from among the members of the Council.

**ARTICLE VIII. AMENDMENTS**

**Section 1. Conformity with HSTA-Retired, HSTA, NEA-R and NEA**

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

**Section 2. Amendment Procedure**

- a. Any active member may submit proposed amendment(s) to these bylaws by making such submission in writing to the Council.
- b. After due consideration, the Council will present the proposed amendment(s) at a General Membership meeting.
- c. The proposed amendment(s), when ratified by two-thirds of the votes cast, shall then be submitted to the HSTA-Retired Board of Directors for further action before the amendment(s) can become effective.
- d. The amendments shall take effect upon approval by the HSTA-Retired Board of Directors.



**ARTICLE IX. QUORUM**

Official actions of the Council shall be conducted only if a quorum is present. A majority of its members shall be a quorum for the Council.

**ARTICLE X. PARLIAMENTARY AUTHORITY**

The Club shall conduct its business in accord 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 Club may adopt.