

COMMUNITY CLUB GUIDELINES

The current Community Clubs are:

Hawaii State Teachers Association-Retired, Lana'i Community Club

Hawaii State Teachers Association-Retired, Molokai Community Club

Hawaii State Teachers Association-Retired, West Hawaii Community Club

PURPOSE

The purpose of the Community Clubs is to help increase members' participation in HSTA-Retired's programs and activities. (HSTA-Retired Bylaws Article XII, Section 1, D. 1.)

MEMBERSHIP

1. Community Club membership shall generally be comprised of members who reside in the region. Members may choose to which District/Community Club they want to belong.
2. The Club shall be comprised of not less than 10 HSTA-Retired members.

DELEGATE ASSEMBLY

Refer to District Guidelines.

COMMUNITY CLUB LEADERSHIP

1. The Club functions as a Committee of the District.
2. The Club shall select the Committee Chair and Notetaker at the last activity of the year.
3. The Committee shall meet no less than twice a year at dates, times, and place selected by the Committee.
4. It is encouraged to have more member involvement in the planning and implementation of the activity to fill the needs of as many members as possible. Their involvement can be ad hoc.

5. The Committee Chair will be responsible for all communications and membership records, respecting the privacy policies of HSTA-Retired.
 - a. Write articles for the District Newsletter
 - b. Send a report to the District President to include the following documents (also included in the District Binder used for the HSTA Retired District Awards Program):
 - 1) Committee Directory,
 - 2) Calendar for the current year, and
 - 3) Committee notes and General Membership activity notes.
 - c. Send the committee notes that indicated the expenditures were approved to the district treasurer.

SUCCESSION

In the event the Chair and/or the Notetaker are unable or unwilling to complete their terms, a replacement will be solicited by the Chair or Notetaker from the membership. If a replacement is found they shall notify the District President who will make an appointment. If no replacement is found the District President will call a Community Club Membership meeting to discuss the options.

GENERAL MEMBERSHIP ACTIVITIES

1. The Club will have a minimum of one activity per year.
 - a. Obtain District President's signature on contracts; i.e. meeting room, catering, audio-visual equipment etc.(Finance Policy #12 - District President Signs Contracts for a Subordinate Community Club)
 - b. Ensure that Giveaways and Door Prizes are distributed at activities according to Finance Policies. (Finance Policy #6 - Giveaways, etc.)
2. The Club will send a representative to the District Membership Meeting when District elections are held.