

200 GUIDELINES

205 HSTA-Retired District Guidelines (11/16/23)

DISTRICT GUIDELINES

The current districts are:

Hawaii State Teachers Association-Retired, Oahu District

Hawaii State Teachers Association-Retired, Kauai District

Hawaii State Teachers Association-Retired, Hawaii District

Hawaii State Teachers Association-Retired, Maui County District

MEMBERSHIP

District membership shall generally be comprised of members who reside in the district. Members may choose to which district they want to belong.

HSTA-RETIRED DELEGATE ASSEMBLY REPRESENTATION

1. In conducting elections comply with:
 - a. HSTA-Retired Bylaws, Article VI Delegate Assembly,
 - b. HSTA-Retired Elections Guidelines, and
 - c. HSTA-Retired District Election Procedures for Delegates to the Delegate Assembly.

2. Allocation of District Delegates
 - a. HSTA-Retired officers (President, Vice President, 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. A successor serves for one year.

3. Election of Delegates

a. Nomination

- (1) Positions open for elections shall be communicated to all members in a timely fashion.
- (2) Delegates shall be nominated by the members of the District.
- (3) Nominees must consent to run for Delegate prior to being placed on the ballot for election.

b. Election

Delegates shall be elected by the members of the District at General Membership Meeting(s) duly called and held for that purpose.

- (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.

c. Community Club Representation Under their District

(1) Hawaii District/ West Hawaii CC

- (a) The West Hawaii Community Club (WHCC) President will be an elected Delegate from Hawaii District to the HSTA-Retired State Delegate Assembly if he/she receives at least 10% of the votes cast. His/her name will appear on the election ballot under "Delegate".
- (b) All Delegates will be elected at the Annual General Membership Meetings held yearly in West Hawaii and East Hawaii.

(2) Maui County District

- (a) Maui County District will elect one Delegate from Molokai, one Delegate from Lanai, and the remainder of the Delegates from Maui.
- (b) In odd-numbered years, a Lanai Community Club member shall be elected as a Delegate. In each year, a Successor from Lanai shall be elected.
- (c) In even-numbered years, a Molokai Community Club member shall be elected as a Delegate. In each year, a Successor from Molokai shall be elected.

- (d) Maui County District: Successor(s)
 - (i) 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.
 - (ii) 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.

DISTRICT ELECTIONS

1. Election procedures shall follow the HSTA-Retired Bylaws, District Election Procedures for Delegates to the Delegate Assembly, and Elections Guidelines for nominations, elections, and certification of officers and council representatives.
2. A designated or former council member (not on the ballot) or the HSTA-Retired President shall install the incoming officers.

DISTRICT COUNCIL

1. Scope of Authority
 - The District Council shall constitute the highest body of the District.
2. Meetings
 - a. The District Council shall meet no less than 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.
 - c. All members of the Council may vote. A majority of the number of council members in office shall constitute a quorum. Official actions of the Council shall be made by majority of the Council members present.
 - d. The Council shall be elected by the members of the District at General Membership Meeting(s) duly called and held for that purpose.
3. Size, Composition and Terms of Office
 - a. The size of the District Council shall not exceed twelve (12) elected members. Official actions of the Council shall be made by a majority of the Council members present.
 - b. The District officers (President, Vice President, Treasurer, and Secretary) shall serve as voting members of the Council.

- c. The remaining Council members, Council Representatives, elected at-large by the members of the District, shall serve as voting members of the Council.
 - d. The District Council Representatives shall serve two-year terms with half elected in even numbered years and the other half elected in odd numbered years.
 - e. The dates for the term of office for the District Council Representatives shall be aligned with the HSTA-Retired State Officers or until a successor is elected.
 - f. In the event of a vacancy on the District Council, the District Council President will appoint a replacement Council Representative, from members in good standing residing in the District with the approval of the District Council until the next regularly scheduled election.
4. Powers and Duties
- The Council shall:
- a. Act in a manner that complies with the HSTA-Retired Articles of Incorporation, Bylaws, policies and procedures,
 - b. Coordinate, implement, and publish HSTA-Retired policy,
 - c. Approve programs and activities and assist in their implementation,
 - d. Approve appointments to vacancies on the District Council,
 - e. Assist in developing and promoting membership programs, activities and services and,
 - f. Develop communication systems and publish a newsletter.
 - g. Approve the General Membership Meeting minutes.

DISTRICT OFFICERS

- 1. District Officers and Terms of Office
 - a. The officers of District shall be the President, Vice President, Treasurer, and Secretary.
 - b. The dates for the term of office are to be aligned with the HSTA-Retired State Officers' terms of office or until a successor is elected.
 - c. Hawaii District: The President, Vice President, Treasurer, and Secretary shall be elected in even numbered years by the members to two-year terms, and serve no more than three consecutive two-year terms.
 - d. Maui County District:
 - (1) The President and Vice President shall be elected in even numbered years by the members to two-year terms. No term limits.
 - (2) The Treasurer and Secretary shall be elected in odd numbered years by the members to two-year terms. No term limits.

- e. Kaua'i:
 - (1) The President and Vice President shall be elected in even numbered years by the members to two-year terms and serve no more than three consecutive two-year terms.
 - (2) 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.
- f. O`ahu: The President, Vice President, Treasurer, and Secretary shall be elected in even numbered years by the members to two-year terms. No term limits.

2. Duties and Powers of the President, Succession

- a. Administer the affairs of the District as its Chief Officer, including such specific duties as may be assigned by the HSTA-Retired Board of Directors or District Council.
- b. Call and preside over Council, General Membership, and special meetings of the District.
- c. Serve as a member of the HSTA-Retired Board of Directors and as a delegate to the HSTA-Retired Delegate Assembly.
- d. Serve as an observer at the HSTA Convention.
- e. Prepare, with the assistance of the Treasurer, the annual budget for submittal to the District Council for adoption. After adoption, send to HSTA-Retired President and Treasurer for approval.
- f. Implement the programs and activities of the District.
- g. Be responsible for all communications and membership records, respecting the privacy policies of HSTA-Retired.
- h. Submit all documents to the HSTA-Retired President as required. (Examples: Council Directory, proposed District budgets, draft and approved minutes, calendar for the year and any revisions, etc.)
- i. 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. If the Vice President is unable or unwilling to serve as President, a President will be appointed by the Council from the Council membership.

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 meetings of the District.
- c. Perform such specific duties as may be assigned by the President or the 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.

4. Duties and Powers of the Treasurer, Succession
 - a. Shall follow the HSTA-Retired Finance Policies and Treasurers Handbook.
 - b. Record the receipt and deposit all income of the District, using the appropriate income ledger form.
 - c. Process vouchers to operate the District and its programs pursuant to the approved budget.
 - d. Perform such other duties assigned by the President, District Council, or the HSTA-Retired treasurer.
 - e. Maintain fiscal records in accord with HSTA-Retired.
 - 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 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.

5. Duties and Powers of the Secretary, Succession
 - a. Keep the minutes of all meetings of the District, documenting financial decisions.
 - b. Perform such other duties assigned by the President or District Council.
 - c. 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.

PARLIAMENTARY AUTHORITY

The District shall conduct its business in accordance with these Guidelines; the parliamentary procedures set forth in Robert's Rules of Order, Newly Revised and any special rules of order the District may adopt.