

PROPOSED AMENDMENT 26-1

Delegate Assembly Action:

Adopted \_\_\_\_\_ Not Adopted \_\_\_\_\_ Referred to: \_\_\_\_\_

HSTA-Retired Board of Directors: Supports X Opposes \_\_\_\_\_ No Recommendation \_\_\_\_\_  
Not Reviewed \_\_\_\_\_

District Caucus: Supports \_\_\_\_\_ Opposes \_\_\_\_\_

**1. Rationale: Clarifying the responsibilities of the Secretary regarding policies.**

**2. HSTA-Retired Bylaws**

Article: X Section: 7 Paragraph#: Letter: B Page: 14

**3. Exact Wording:** Quote entire portion affected with changes underlined and indicate deletions, if any, with brackets ([]) where words or phrases are deleted. If more than one word or phrase is to be amended, the entire portion should be bracketed, and the new portion, which replaces it, should be underlined.

**Section 7 Secretary: Powers and Duties**

- A. To prepare, report and keep the minutes of meetings of the Executive Committee, Board of Directors, and Delegate Assembly;
- B. To keep and update HSTA-Retired Bylaws [and Policies], Digest of Policy Statements, and HSTA-Retired Operating Manual (HOM); and
- C. To perform other duties assigned by the Executive Committee and Board of Directors.

**Cross Reference**

**HSTA-Retired Bylaws:**

Article:	Section:	Paragraph#:	Letter:	Page:
Article:	Section:	Paragraph#:	Letter:	Page:
Article:	Section:	Paragraph#:	Letter:	Page:

**(Write additional cross references on separate sheet and attach.)**

**Estimated cost to HSTA-Retired and basis or source of estimate: -0-**

Submitted by:

Name of author/district: Bylaws and Resolutions Committee (BR)  
Residence telephone number: 808-840-2258  
Address: 1200 Ala Kapuna St., Honolulu HI 96819

Signature of author: \_\_\_\_\_ on file

PROPOSED AMENDMENT 26-2

Delegate Assembly Action:

Adopted \_\_\_\_\_ Not Adopted \_\_\_\_\_ Referred to: \_\_\_\_\_

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HSTA-Retired Board of Directors: Supports \_\_\_\_\_ Opposes \_\_\_\_\_ No Recommendation \_\_\_\_\_  
Not Reviewed \_\_\_\_\_

District Caucus: Supports \_\_\_\_\_ Opposes \_\_\_\_\_

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**1. Rationale:** To clarify that the Board of Directors has the authority to decide if an audit is needed. An annual audit of the districts is done internally. The CPA reviews the financial records yearly before filing taxes. If a further audit is needed, the BOD should make that determination.

**2. HSTA-Retired Bylaws**

Article: VIII Section: 4 Paragraph#: Letter: C Page: 11

**3. Exact Wording:** Quote entire portion affected with changes underlined and indicate deletions, if any, with brackets ([]) where words or phrases are deleted. If more than one word or phrase is to be amended, the entire portion should be bracketed, and the new portion, which replaces it, should be underlined.

Powers and Duties of the Board:

- C. [To require an annual audit of the finances.]  
To determine if an audit of the finances is needed.

**Cross Reference**

**HSTA-Retired Bylaws:**

Article:	Section:	Paragraph#:	Letter:	Page:
Article:	Section:	Paragraph#:	Letter:	Page:
Article:	Section:	Paragraph#:	Letter:	Page:

**(Write additional cross references on separate sheet and attach.)**

**Estimated cost to HSTA-Retired and basis or source of estimate: -0-**

Submitted by:

Name of author/district: Jonathan Gillentine  
Residence telephone number: (808) 221-4584  
Address: 46-217 Koa`ena Pl., Kāne`ohe, HI 96744

Signature of author: \_\_\_\_\_ signature on file \_\_\_\_\_

PROPOSED AMENDMENT 26-3

Delegate Assembly Action:

Adopted \_\_\_\_\_ Not Adopted \_\_\_\_\_ Referred to: \_\_\_\_\_

HSTA-Retired Board of Directors: Supports X Opposes \_\_\_\_\_ No Recommendation \_\_\_\_\_  
Not Reviewed \_\_\_\_\_

District Caucus: Supports \_\_\_\_\_ Opposes \_\_\_\_\_

**1. Rationale:** Codifies current practice following the establishment of the HSTA-Retired Operating Manual (HOM).

**2. HSTA-Retired Bylaws**

Article:	Section:	Paragraph#:	Letter:	Page: 6, 9, 15
VI	1	1	-	6
VIII	1	1	-	9
XI	2	1	-	15

**3. Exact Wording:** Quote entire portion affected with changes underlined and indicate deletions, if any, with brackets ([]) where words or phrases are deleted. If more than one word or phrase is to be amended, the entire portion should be bracketed, and the new portion, which replaces it, should be underlined.

**ARTICLE VI - DELEGATE ASSEMBLY**

Section I Scope of Authority

The Delegate Assembly shall constitute the highest governance body of HSTA-Retired and shall act on behalf on 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. The Delegate Assembly shall operate in compliance with policies set forth in the HSTA-Retired Operating Manual (HOM);

**ARTICLE VIII - BOARD OF DIRECTORS**

Section 1 Executive Authority

The executive powers of HSTA-Retired shall be vested in the Board of Directors, which shall operate in compliance with policies set forth in the HSTA-Retired Operating Manual (HOM);

**ARTICLE XI - ASSOCIATION COMMITTEES**

Section 2 Roles and Responsibilities

All committees shall be assigned roles and responsibilities by the president as approved by the Board of Directors and shall operate in compliance with policies set forth in the HSTA-Retired Operating Manual (HOM);

**Cross Reference**

**HSTA-Retired Bylaws:**

Article: \_\_\_\_\_ Section: \_\_\_\_\_ Paragraph#: \_\_\_\_\_ Letter: \_\_\_\_\_ Page: \_\_\_\_\_

Article:            Section:            Paragraph#:       Letter:            Page:  
Article:            Section:            Paragraph#:       Letter:            Page:  
**(Write additional cross references on separate sheet and attach.)**

**Estimated cost to HSTA-Retired and basis or source of estimate: -0-**

Submitted by:

Name of author/district: Finance Committee - Tom Aitken, Chair  
Residence telephone number: 808-840-2258  
Address: 1200 Ala Kapuna St., Honolulu HI 96819

Signature of authors: on file

PROPOSED AMENDMENT \_26-4\_\_\_\_\_

Delegate Assembly Action:

Adopted \_\_\_\_\_ Not Adopted \_\_\_\_\_ Referred to: \_\_\_\_\_

HSTA-Retired Board of Directors: Supports X Opposes \_\_\_\_\_ No Recommendation \_\_\_\_\_  
Not Reviewed \_\_\_\_\_s

District Caucus: Supports \_\_\_\_\_ Opposes \_\_\_\_\_

**1. Rationale:**

Board of Directors, acting as the legally responsible fiduciaries of the Corporation, are obligated to present a balanced budget to the Delegate Assembly for their approval each year. Any subsequent changes to the budget must result in a balance between projected income and projected expenditure. Finance Policy #13 would allow for the subsequent use of Reserve Funds in clearly defined unforeseen or extreme circumstances.

**2. HSTA-Retired Bylaws**

Article:	Section:	Paragraph#:	Letter:	Page:
V	2	1	-	6
VI	2	-	A	6
VIII	4	3	-	11
X	3	-	C	13
X	6	-	C	14

**3. Exact Wording:** Quote entire portion affected with changes underlined and indicate deletions, if any, with brackets ([ ]) where words or phrases are deleted. If more than one word or phrase is to be amended, the entire portion should be bracketed, and the new portion, which replaces it, should be underlined.

**ARTICLE V - MEMBERSHIP DUES AND ASSESSMENTS**  
**Section 2 Membership Dues, Assessments, and Contributions**

The annual HSTA-Retired membership dues shall be established by the HSTA-Retired Board of Directors by July 1 for each new membership year. These dues shall be based on **[an] a balanced** annual budget adopted by the HSTA-Retired Board of Directors and approved by the annual Delegate Assembly.

**ARTICLE VI - DELEGATE ASSEMBLY**  
**Section 2 Meetings: Notice and Voting**

A. At dates, times, and places selected by the Board of Directors, the Delegate Assembly shall meet annually to approve **[the] a balanced** budget, elect officers and at-large directors, recommend Bylaws amendments and conduct other such business deemed necessary.

**[continued on next page]**

**ARTICLE VIII - BOARD OF DIRECTORS**  
**Section 4 Powers and Duties**

- A. To formulate, coordinate, implement a balanced budget;
  - B. To establish financial procedures and policies;
  - C. To establish and administer a balanced budget;
  - [C.] D. To require an annual audit of the finances;
- Etc.**

**ARTICLE X - OFFICERS**

**Section 3 President: Powers and Duties**

- A. To call regular and special meetings of the Board of Directors and preside at such meetings;
- B. To review policies and priorities to be considered by the Board;
- C. To present **[the] a balanced** budget to the Board at its first meeting of the fiscal year;s

**ARTICLE X - OFFICERS**

**Section 6 Treasurer: Powers and Duties**

- A. To serve as the chief fiscal officer of HSTA-Retired;
- B. To authorize the receipt and deposit of all income;
- C. To pay out such funds as are necessary to operate HSTA-Retired and its programs pursuant to the **balanced** budget and subject to the approval of the Board of Directors;

**Cross Reference**

**HSTA-Retired Bylaws:**

Article:	Section:	Paragraph#:	Letter:	Page:
Article:	Section:	Paragraph#:	Letter:	Page:
Article:	Section:	Paragraph#:	Letter:	Page:

**(Write additional cross references on separate sheet and attach.)**

**Estimated cost to HSTA-Retired and basis or source of estimate: -0-**

Submitted by:

Name of author/district: Finance Committee - Tom Aitken, Chair  
 Residence telephone number: 808-840-2258  
 Address: 1200 Ala Kapuna St., Honolulu HI 96819

Signature of author: on file

PROPOSED AMENDMENT 26-5

Delegate Assembly Action:

Adopted \_\_\_\_\_ Not Adopted \_\_\_\_\_ Referred to: \_\_\_\_\_

HSTA-Retired Board of Directors: Supports X Opposes \_\_\_\_\_ No Recommendation \_\_\_\_\_  
Not Reviewed \_\_\_\_\_

District Caucus: Supports \_\_\_\_\_ Opposes \_\_\_\_\_

**1. Rationale:**

Members of the Board of Directors are legally accountable and liable for the decisions and actions of the Corporation. Past action of the Delegate Assembly has resulted fiduciary peril for the Board.

**2. HSTA-Retired Bylaws**

Article: VI Section: 1 Paragraph#: 1 Letter: Page: 6

**3. Exact Wording:** Quote entire portion affected with changes underlined and indicate deletions, if any, with brackets ([]) where words or phrases are deleted. If more than one word or phrase is to be amended, the entire portion should be bracketed, and the new portion, which replaces it, should be underlined.

[The Delegate Assembly shall constitute the highest governance body of HSTA-Retired and shall act on behalf on 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.]

The Delegate Assembly shall constitute a governance body of HSTA-Retired and shall act on behalf on the membership of HSTA-Retired. The Delegate Assembly shall provide guidance for the Board of Directors of HSTA-Retired to implement various measures, policy decisions or other actions to be taken.

**Cross Reference**

**HSTA-Retired Bylaws:**

Article:	Section:	Paragraph#:	Letter:	Page:
Article:	Section:	Paragraph#:	Letter:	Page:
Article:	Section:	Paragraph#:	Letter:	Page:

**(Write additional cross references on separate sheet and attach.)**

**Estimated cost to HSTA-Retired and basis or source of estimate: -0-**

Submitted by:

Name of author/district: Finance Committee - Tom Aitken, Chair  
Residence telephone number: 808-840-2258  
Address: 1200 Ala Kapuna St., Honolulu HI 96819

Signature of author: on file

PROPOSED NEW BUSINESS ITEM 26-1 Revision 1

Delegate Assembly Action:

Adopted \_\_\_\_\_ Not Adopted \_\_\_\_\_ Referred to: \_\_\_\_\_

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HSTA-Retired Board of Directors: Supports \_\_\_\_\_ Opposes \_\_\_\_\_ No Recommendation \_\_\_\_\_ Not Reviewed \_\_X\_\_

District Caucus: Supports \_\_\_\_\_ Opposes \_\_\_\_\_

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TITLE: [HSTA-Retired District Credit Cards] HSTA-RETIRED O'AHU DISTRICT CREDIT CARD

[The Hawaii State Teachers Association-Retired (HSTA-R) shall provide a Credit Card for the Kaua'i, O'ahu, Maui, and Hawaii Districts to conduct District business and activities.]  
HSTA-Retired shall provide a corporate credit card specifically for the O'ahu District to facilitate the payment of district-related expenses, including but not limited to venue rentals, meal invoices, and newsletter printing costs.

RATIONALE:

**[Operational Efficiency and Timeliness:** The current reimbursement cycle occurs only once per month and is managed by a State Treasurer located on a different island, often resulting in a two-month delay for officers to recover personal funds. A district-specific credit card would eliminate this lag, ensuring that vendors and services—such as newsletters, postage, and meeting sites—are paid promptly.

**Financial Burden on Volunteers:** Officers are currently expected to use personal funds for essential district expenses that typically range from \$1,000 to \$4,000. As a 501(c)(4) non-profit organization focused on social welfare, HSTA-R should not place such an undue financial burden on its volunteer leaders.

**Transparency and Financial Oversight:** Utilizing district-issued credit cards provides a clear, centralized digital audit trail for all expenditures. This supports the organization's commitment to the highest standards of business integrity and IRS transparency requirements for non-profits.

**Equitable Resource Access:** While the State HSTA-Retired President already utilizes a state-issued credit card, District Presidents currently lack this essential tool to prepay for events and prepay services]

**Administrative Efficiency:** As the largest district within HSTA-Retired, O'ahu manages a high volume of transactions. A dedicated card ensures that large invoices for venues and meals—like those at the Pearl @ Kalauao—can be paid directly and immediately.

**Enhanced Transparency:** Utilizing a business credit card creates a centralized, real-time digital audit trail. This simplifies the annual audit process by providing immediate electronic records for all O'ahu District expenditures, ensuring high standards of fiscal integrity and transparency.

**Operational Necessity:** While vendor invoicing is a viable alternative for some, the scale and frequency of O'ahu's activities necessitate a modern financial tool to maintain professional operations and responsive management.

Estimated cost to HSTA-Retired and basis or source of estimate: No additional cost impact to HSTA-Retired beyond current operational expenses.

Source: Current organizational financial structures and budgetary allocations.

Submitted by:

Name of author/district: Laverne Moore

Residence telephone number: 808-780-5714  
Address: 794 Ainapo Street

**Signature of author:** \_\_\_\_\_ on file

Rev September 28, 2020

PROPOSED NEW BUSINESS ITEM 26-2

Delegate Assembly Action:

Adopted \_\_\_\_\_ Not Adopted \_\_\_\_\_ Referred to: \_\_\_\_\_

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HSTA-Retired Board of Directors: Supports \_\_\_\_\_ Opposes  X  No Recommendation \_\_\_\_\_  
Not Reviewed \_\_\_\_\_

District Caucus: Supports \_\_\_\_\_ Opposes \_\_\_\_\_

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TITLE: RECRUITING RETIRED TEACHERS TO JOIN HSTA-RETIRED

The Hawaii State Teachers Association-Retired (HSTA-R) shall provide \$5000 to be used for the purpose of increasing our Oahu HSTA-Retired membership.

Rationale:

The State Membership Committee has a plan to reach out the 440 HSTA-Retired teachers who retired over the past six years and chose to not join HSTA-Retired. This is addressing the State Membership goal of increasing membership.

Estimated cost to HSTA-Retired and basis or source of estimate: \$5,000.00

Submitted by:

Name of author/district: Stephen Fong/Oahu District  
Residence telephone number: State Membership Co-Chair  
Address:

**Signature of author:** \_\_\_\_\_ on file