

1 **CONSTITUTION AND BYLAWS**

2 (Amended 9/11/2004)

3
4 HAWAII STATE FEDERATION OF
5 HONPA HONGWANJI LAY ASSOCIATIONS

6
7 **ARTICLE I – NAME**

8 The name of the association shall be the “HAWAII STATE FEDERATION OF HONPA
9 HONGWANJI LAY ASSOCIATIONS”.

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11 **ARTICLE II – HEADQUARTERS**

12 The headquarters of this association shall be at 1727 Pali Highway, Honolulu, Hawaii 96813
13 or the location of the annual convention.

14
15 **ARTICLE III – OBJECTIVES**

16 The objectives of this association shall be:

- 17 1. To work for the progress and expansion of the Honpa Hongwanji Mission of Hawaii.
18 2. To unify member associations of the Honpa Hongwanji Mission of Hawaii and conduct
19 and coordinate such activities which require the unified effort of these member
20 associations.
21 3. To serve as the representative body of all member associations, and through deliberative
22 sessions, devise ways and means to assist in the operation and administration of any
23 member temple requiring such assistance.
24 4. To promote the perpetuation and expansion of Jodo Shinshu, The True Pure Land Sect
25 of Buddhism, in Hawaii.
26 5. To dedicate the efforts of the association towards the harmonious integration of the
27 Buddhist way of life with the American way of life.
28 6. To cooperate with all Buddhist Associations of the world and bring to realization the
29 principles of Buddhism.
30 7. To sponsor the Annual State Lay Convention.

31
32 **ARTICLE IV – MEMBERSHIP**

33 The membership of the association shall be composed of the members of the following
34 United Lay Associations:

35
36 United Lay Association of Honolulu
37 United Lay Association of Oahu
38 United Lay Association of Kauai
39 United Lay Association of Maui (including Lanai)
40 United Lay Association of Hawaii

41
42 **ARTICLE V – BOARD OF DIRECTORS**

- 43 1. The Board of Directors shall execute and administer the property of the association.
44 2. The Board of Directors shall be three directors selected from each district except that the
45 sponsoring unit of the following Annual Convention shall have seven directors. The
46 immediate Past President of the Federation shall be an at-large member of the Board of
47 Directors.

- 1 3. The Directors selected shall be affirmed at the Annual Convention and shall hold office
2 for a term beginning at the close of the Annual Convention until the end of the next
3 convention, provided, however, that upon said affirmation and upon being sworn into
4 office said Directors may thereupon meet at said Annual Convention only to elect the
5 officers and advisors for the next ensuing term.
6 4. The newly affirmed Board of Directors shall elect the officers and advisors of this
7 association at a meeting held in conjunction with the Annual Convention.
8

9 ARTICLE VI – OFFICERS

- 10 1. The officers of this association shall be:
11 President, Immediate Past President, Vice Presidents (one from each United Lay
12 Association), Secretary, Assistant Secretary, Treasurer, and two Auditors.
13

14 ARTICLE VII – EXECUTIVE BOARD

15 The officers named in Article VI of this constitution shall constitute the Executive Board.
16

17 ARTICLE VIII – BOARD OF ADVISORS

18 There shall be a Board of Advisors, the number to be determined by the Board of Directors
19 at the meeting to be held in conjunction with the Annual Convention.
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21 ARTICLE IX – ELECTION OF OFFICERS AND ADVISORS

- 22 1. The officers and advisors for the ensuing term shall be elected by the newly elected
23 Board of Directors at the Annual Convention. Said newly elected officers and advisors
24 shall serve a term beginning at the close of the Annual Convention until the end of the
25 next convention.
26 2. The majority vote shall determine the election.
27 3. Only members of the Board of Directors shall serve as officers.
28 4. The newly affirmed Board of Directors shall elect the officers and advisors of this
29 association at a meeting held in conjunction with the Annual Convention.
30

31 ARTICLE X – ANNUAL MEETING

- 32 1. The Annual State Convention shall be the annual meeting of this association.
33 2. The annual meeting shall be sponsored in a rotation basis by each of the United Lay
34 Association. The date, time and place of the annual meeting shall be determined at the
35 discretion of the sponsoring unit.
36 3. If at any time the responsible unit is unable to sponsor the annual meeting, the Board of
37 Directors shall have the power to change the site of the meeting.
38 4. A separate set of rules known as “Convention Rules” shall govern the annual state
39 convention, provided the rules are not inconsistent with the provisions of the Constitution
40 and Bylaws.
41

42 ARTICLE XI – AMENDMENTS

43 Any article or section of this Constitution may be amended at the annual state convention,
44 provided the amendment shall have been submitted in writing and circulated to the Board of
45 Directors and to all member associations at least one month prior to the Annual Convention. A
46 two-thirds vote of the delegation present at the convention shall be required to amend the
47 Constitution.

1
2 **BYLAWS**
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4 **ARTICLE I – DUTIES OF OFFICERS, ADVISORS AND EXECUTIVE BOARD**
5

6 **OFFICERS:**

- 7 1. **President:** The President shall preside at all meetings of the Board of Directors, the
8 Executive Board, and the Annual State Convention. The President shall appoint all
9 standing and special committees and shall be an ex-officio member of all committees
10 except the nominating committee. The President shall call special meetings as provided
11 in Article II, Section 2, of the Bylaws. The President shall perform all other duties
12 pertaining to his office.
- 13 2. **Immediate Past President:** The Immediate Past President shall serve as the advisor to the
14 President and shall also serve as a Director-At-Large of this association.
- 15 3. **Vice Presidents:** The Vice President of the United Lay Association to which the
16 President belongs, shall, in the absence of the President, preside and perform the duties
17 of the President. In the absence of the President and Senior Vice President, the Board of
18 Directors shall have the power to designate any one of the other Vice Presidents to
19 perform the duties of the President. In case of resignation or death of the President, the
20 Senior Vice President shall become the President for the unexpired part of the term of
21 office and shall assume all duties and responsibilities of that office.
- 22 4. **Secretary:** The Secretary shall keep a record of the business proceedings; have charge of
23 all papers and records, maintaining them in good order; conduct the correspondence of
24 the organization; and send out notices of meetings; and shall perform all other duties
25 pertaining to this office.
- 26 5. **Assistant Secretary:** The Assistant Secretary shall assist the Secretary in every way
27 possible.
- 28 6. **Treasurer:** The Treasurer shall keep an accurate account of all receipts and
29 disbursements; make financial reports at all meetings of the Board of Directors; and
30 submit a written report, properly audited, at the annual meeting.
- 31 7. **Auditors:** The Auditors shall examine the books and accounts of the Treasurer and shall
32 attest to the accuracy and correctness of the annual financial report of the Treasurer by
33 appending their signatures to the report.
34

35 **ADVISORS:**

36 The Advisors shall serve in an advisory capacity and shall have the privilege of attending the
37 meetings of the Board of Directors and the annual meeting.
38

39 **EXECUTIVE BOARD:**

40 The Executive Board shall attend to the affairs of this association between the business
41 meetings of the Board of Directors and shall perform such other duties that may become necessary
42 because of emergencies, provided that they shall not modify any actions taken by the Board of
43 Directors.
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45 **ARTICLE II – MEETINGS**

- 46 1. The President shall call special meetings of the Board of Directors whenever the
47 President deems it necessary, with full authority to name the date, time, and place.

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2 2. A petition of 6 directors representing at least 2 United Lay Associations shall be
3 sufficient cause for the President to call a special meeting.
4 3. Notices for special meetings shall be given at least 7 days prior to the date of such
5 meetings. Exceptions may be made in case of emergencies, which shall be determined
6 by the President.
7

8 ARTICLE III – VACANCY

- 9 1. Board of Directors: Any vacancy shall be filled by the member association concerned.
10 2. Officers: Any vacancy shall be filled by the Board of Directors.
11 3. Advisors: Any vacancy shall be filled by the Board of Directors.
12

13 ARTICLE IV – QUORUM

- 14 1. Board of Directors: The presence of 10 directors, of whom at least 3 must be from 3
15 separate United Lay Associations, shall constitute a quorum.
16 2. Executive Board: The presence of 7 officers shall constitute a quorum.
17 3. Annual Convention: The presence of the majority of the total registered delegates shall
18 constitute a quorum.
19

20 ARTICLE V – COMMITTEES

- 21 1. The standing committees of this association shall be:
22 a. Research and Planning
23 b. Finance
24 c. Resolutions
25 2. Special committees shall be appointed by the President.
26

27 ARTICLE VI – FINANCE

28 All financial matters pertaining to or necessary for the operation of this association shall be
29 resolved and determined by the Board of Directors.
30

31 ARTICLE VII – PARLIAMENTARY AUTHORITY

32 The revised edition of “Robert’s Rules of Order” shall govern the proceedings of this
33 association except in such cases as are covered by the Constitution and Bylaws.
34

35 ARTICLE VIII – AMENDMENTS

36 Any article or section of these Bylaws may be amended at the Annual State Convention,
37 provided the amendment shall have been submitted in writing and circulated to the Board of
38 Directors and to all member associations at least one month prior to the annual convention. A two
39 third vote of the delegates present at the convention shall be required to amend these Bylaws.
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4 **CONVENTION RULES AND REGULATIONS**

5 **ARTICLE I – COMPOSITION**

- 6 1. **Delegate Representation:** The convention shall be composed of representative delegates
7 from the following districts:
8 a. District 1 – Honolulu
9 b. District 2 – Oahu
10 c. District 3 – Kauai
11 d. District 4 – Maui (including Lanai)
12 e. District 5 – Hawaii
- 13 2. **Number of Delegates:** The number of delegates who shall represent the district shall be as follows:
14 • One delegate from each Kyodan, plus additional delegates based on 100 or any
15 portion thereof after the first 50 members.
16 • Any number of nonvoting delegates shall be permitted to attend the annual
17 convention.
18 • The number of delegates representing each Kyodan shall be selected in
19 accordance with the membership report recorded at the last Legislative
20 Assembly.
21

22 **ARTICLE II – MEETINGS**

- 23 1. The annual State Convention shall be held annually.
24 2. At each annual State Convention, the sponsorship of the next annual convention shall be
25 announced. Details of the next annual convention shall be sent to each representative
26 district at least three months prior to date.
27 3. **Pre-convention meeting:** A caucus of the Board of Directors shall be held prior to the
28 annual convention for the purpose of preorganization and preliminary discussion and
29 deliberation of principal issues proposed for consideration by the convention.
30

31 **ARTICLE III – PURPOSE**

- 32 1. **Function of the convention:** The respective delegates shall convene for the purpose to
33 deliberate on the following matters:
34 a. The review of the purposes and activities of the Hawaii State Federation of Honpa
35 Hongwanji Lay Associations.
36 b. The consideration and action on all bills and resolutions properly before the convention.
37 i. Resolutions requiring finances shall be submitted in writing to the president not
38 later than 60 days prior to the convention date.
39 ii. The resolutions deadline for each State Lay Convention shall be five (5) weeks
40 prior to the State Lay Convention, provided that such resolutions are received
41 by the established deadline and are submitted in final reproducible form.
42 iii. The propriety of all other resolutions shall be determined by the Resolution
43 Committee.
44

- c. The revision, amendment or deletion of any provisions of the constitution, bylaws or convention rules and regulations, or the adoption of a new constitution, bylaws or convention rules and regulations; provided that any proposal therefore shall have been submitted in writing and circulated to the Board of Directors and to all member associations at least one month prior to the annual convention, and approved by at least a two-thirds vote of the delegates present at the convention.
- d. The election of new officers and directors for the convention.
- e. The review of the fiscal requirements of the convention and the operational needs of the various representative's districts represented at the convention.
- f. The adoption of resolutions for the purpose of activating the principles and policies adopted by the convention.
- g. The consideration of all other matters properly before the convention, which shall be consistent with the purposes of the convention and these Rules and Regulations.

ARTICLE IV – ORGANIZATION OF THE CONVENTION

1. The Officers of the federation shall serve as officers of the convention and shall be responsible to select the various committees in running the convention.
2. The convention shall have the following standing committees:
 - a. Credential Committee
 - b. Resolutions Committee
 - c. Policies, Rules and Regulations Committees
 - d. Finance Committee
 - e. Pre-convention Organization Committee
 - f. Nominating Committee
3. Quorum: A majority of the delegates registered at least by three districts shall constitute a quorum for the transaction of the business of the convention.
4. Voting: Voting shall normally be by voice or by show of hands unless otherwise determined either upon the decision of the presiding officer or by majority vote of the delegates that the voting shall be by ballot. The number of votes shall be as prescribed by Article I, Section 2.
 - Each delegate duly certified by the credential Committee shall have one vote.
 - No proxy shall be recognized by the convention.

ARTICLE V– ORDER OF BUSINESS

1. Order of Business: The order of business at the annual State Convention shall be as follows:
 - a. Call to order
 - b. Meditation
 - c. Report of Credential Standing Committee
 - d. Report of Policies, Rules and Regulation Standing Committee, and as may be needed approval of amendments to constitution, bylaws and/or convention rules and regulations.
 - e. Reading of messages and communications
 - f. Adoption of program/agenda
 - g. Affirmation of newly-elected directors
 - h. Reading of minutes
 - i. Report of the Treasurer
 - j. Report of other officers

- 1 k. Report of election of new officers and advisors
- 2 l. Report of delegates with special assignment
- 3 m. Report of other standing committees
- 4 n. Report of special committees
- 5 o. Resolutions
- 6 p. Other business
- 7 q. Announcements
- 8 r. Adjournment
- 9

10 ARTICLE VI – PARLIAMENTARY AUTHORITY

- 11 1. Rules of Order: The Robert’s Rules of Order Newly Revised shall be the authority for
- 12 decisions of all parliamentary questions, which may arise at the convention. The presiding
- 13 officer shall be privileged to appoint a parliamentarian who shall serve as an advisor and
- 14 consultant on all parliamentary procedural matters.
- 15 2. Interpretation: The provisions of the foregoing rules shall be interpreted in the broadest
- 16 sense consistent with the general intent of the rules.
- 17 3. Adoption of Rules: Upon the adoption of these rules and regulations of the annual state
- 18 convention, they shall be the prevailing rules and regulations of each convention unless
- 19 otherwise revised or deleted in their entirety or in portion or portions.
- 20