



Newcomers Club of Honolulu

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Governing Documents

Constitution, By-Laws, Standing Rules, and Code of Conduct

Newcomers Club of Honolulu

Introduction

Newcomers Club of Honolulu is a social organization dedicated to welcoming newly arrived residents to their new community. This file contains the Governing Documents by which the Club runs.

The Governing Documents are to be utilized by Club members for Club related business.

This file can be downloaded from the Newcomers Club of Honolulu website:

www.NewcomersClubOfHonolulu.org

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NEWCOMERS CLUB OF HONOLULU

Constitution

Revised July 2012

ARTICLE I – NAME

1. The name of this club shall be the Newcomers Club of Honolulu (hereinafter referred to as the "Club"), defined as all Oahu postal zones.

ARTICLE II – OBJECTIVES

1. The objectives of this Club shall be to provide a social organization through which newcomers to the area can become oriented to life in Hawaii and to promote good fellowship among members.
2. Newcomers Club of Honolulu does not support any political, religious, patriotic or charitable organization.

ARTICLE III – MEMBERSHIP

1. Membership shall be open to those living on Oahu (includes "snowbirds"). Membership shall consist of regular and honorary members.

ARTICLE IV – ELECTION OF OFFICERS

1. Officers shall be elected by a simple majority of the members present at a Formal Membership Meeting attended by a quorum of the members.

ARTICLE V – MEETINGS

1. A social meeting and a Formal Membership meeting shall be held once a month. The Board shall meet monthly at a stated date to be decided by its members for the purpose of transacting business of the Club.

ARTICLE VI – QUORUM

1. For a Formal Membership Meeting, a quorum shall be not less than ten percent (10%) of the membership.
2. For a Board Meeting, a quorum shall be not less than a simple majority of the total of the Elected and Appointed Officers.

ARTICLE VII – AMENDMENTS

1. This constitution may be amended upon the recommendation of the Board and by a 2/3 vote of the members present at a Formal Membership Meeting attended by a quorum of the members. Notification of change must be published in the Newsletter one month in advance.

ARTICLE VIII – DISSOLUTION

1. In the event that this Club is dissolved or discontinued, all monies remaining in the treasury after all bills are paid are to go to the Hawaii State Library, and all tangible Club properties are to be given to an organization determined by the Board.

NEWCOMERS CLUB OF HONOLULU

By-Laws

Revised March 2017

ARTICLE I – MEMBERSHIP

Section A – Prospective Member

1. A prospective member may attend no more than two Club functions before becoming a member.

Section B –Member

1. Shall enjoy full privileges of membership.
2. Shall pay full dues.
3. Shall have a vote at general membership meetings.
4. Shall be eligible to serve on Executive Board for the first six (6) years from the date of joining the Club.

Section C – Honorary Member

1. Shall be 80 years or older.
2. Shall have been a member for four (4) years.
3. Shall have a vote at general membership meetings.
4. Shall not hold an elected office.
5. Dues shall be waived.

ARTICLE II – BOARD

1. The Board shall consist of elected officers, chair persons of the standing committees and appointed officers. Past Presidents will be considered as Board Members and serve in a non-voting, advisory capacity unless they hold a chair of a committee or appointed position.
2. The Executive Board shall consist of the elected officers: President, 1st Vice President of Activities, 2nd Vice President of Luncheons, 3rd Vice President of Membership, Treasurer and Recording Secretary.
 - A. Upon completion of the President's term, the President may become the Parliamentarian with the approval of the Board and be designated an Appointed Officer.
 - B. Upon completion of the Parliamentarian's term, the Parliamentarian may become the Advisor with the approval of the Board and be designated an Appointed Officer.
3. Any Board member shall have a Hawaii address and reside on the island during the term of office or chair. If an absence affects the duties of a position, notification to the President is necessary.

ARTICLE III – ELECTIONS

Section A. Nomination of Elected Officers

1. Nominating Committee shall be comprised of the Chairperson/Parliamentarian, two (2) Board members, and two (2) members at large, plus the First Vice-President, who shall be an ex-officio member. If there is no Parliamentarian, then the Advisor would be the Chair and if there is not an Advisor, then the President would appoint the Chair.

2. The Nominating Committee shall be appointed in December, and June as needed.
3. The Nominating Committee and general membership may nominate any number of candidates for each office.
4. The Nominating Committee shall be responsible for filling the positions of the Elected Officers and Chairpersons, and shall inform candidates of the duties of their office.

Section B – Election of Officers

1. Each member in good standing and in attendance at the March Formal Membership meeting shall have the privilege of casting a vote for the Elected Officers.
2. If there is only one candidate for each Elected Office, voting shall be done by a show of hands. If there is more than one candidate for each Elected Office, voting shall occur by secret written ballot provided by the Nominating Committee.
3. A simple majority of the members present shall prevail, assuming a quorum is present (see NCH Constitution Article VI – QUORUM).

Section C – Vacancies

1. In case of a vacancy, the Office of President shall be filled automatically by the First Vice President.
2. If a vacancy occurs in any Elected Office, the President shall appoint a member to fill the office for the unexpired term with the approval of the Board.
3. Vacancies occurring in Appointed Offices may be filled by appointment of a replacement by the previous officer. If that is not practical, the President may appoint the replacement.

ARTICLE IV – DUTIES OF ELECTED OFFICERS

Section A – President

1. Presides at all Formal Membership meetings and meetings of the Board.
2. Is an ex-officio member of all committees except the Nominating Committee.
3. Is responsible for carrying out decisions and upholding the Constitution and By-Laws.
4. Coordinates the efforts of all officers, standing and special committee chairpersons and activity coordinators.
5. Makes those decisions necessary for the smooth and effective functioning of the Club.
6. May sign checks in the absence of the Treasurer.
7. Appoints an Audit Committee of three (3) members in March and September: a past President, a past Treasurer and a member-at-large.
8. With the approval of the Board, the President may appoint a chairperson if a vacancy occurs.

Section B – First Vice-President

1. Presides at all meetings in the absence of the President.
2. Serves as the Director of Activity Groups and contacts the Activity Coordinators monthly.
3. Keeps the membership informed of all activities by submitting a monthly summary to the Editor for publication in the Newsletter.
4. Serves as the custodian of Club properties.
5. Serves as ex-officio member of the Nominating Committee.

Section C – Second Vice-President

1. Serves as Director of Luncheons and Lunch Programs or Speakers.

2. Selects restaurants, menu and price, and submits a monthly report to the Editor for publication in the Newsletter.
3. Collects all checks in advance and forwards them to the Treasurer.

Section D – Third Vice President

1. Serves as Director of Membership/Hospitality.
2. Takes web inquiries and contacts prospective members to assist them in joining, by answering questions, providing an application, and providing them with a past newsletter.
3. Invites prospective members to be their guest at an upcoming event.
4. Welcomes new members and guests at social functions, and introduces them to other Club members.
5. Provides new members with roster booklet and current newsletter.

Section E – Recording Secretary

1. Records and maintains the minutes of all business meetings.
2. Ascertains whether a quorum is present before official business is transacted at the Board and Formal Membership meetings.
3. Notifies all Board Members regarding the monthly Board Meeting and submits an announcement to the editor for publication in the newsletter.

Section F – Treasurer

1. Is responsible for collection of funds, depositing funds in the Club's bank account, recording financial transactions and disbursement of funds upon receipt of bills.
2. Maintains books and has them available and ready for audit upon request and/or at the conclusion of term of office.
3. Submits a written financial statement to the Board monthly.

ARTICLE V – COMMITTEES

Section A - Standing Committees may include the following:

1. Aloha Coffee
2. Corresponding Secretary
3. Publicity/Website Coordinator
4. Pā'ina Gathering
5. Roster/Member Data
6. Tours
7. Advisor/Parliamentarian
8. Newsletter Editor
9. Nominating Committee

Section B – Term of Office

1. Chairpersons of the Standing Committees shall be selected by the Nominating Committee and approved by the Board.
2. Term of office shall coincide with the Presidential term (May 1- April 30).
3. Each Standing Committee shall have one Board vote.

4. Nominating Committee may suggest Members of Committees to the Chairs.
5. If a Board vacancy occurs, the President shall select a replacement with Board Approval.
6. A candidate for President must have served on the Executive Board or chair a committee for a full term.

Section C – Duties

1. Duties of the Standing Committees shall be defined in the Club Job Descriptions.

Section D – Ad Hoc Committees

1. The President shall appoint ad hoc committees as needed for specific tasks for limited periods of time with Board approval.

ARTICLE VI – ACTIVITY COORDINATORS

Section A – Selection and Term of Office

1. Activity Coordinators may be selected by the Board, or by the First Vice-President, or by self-interest in starting a particular group.
2. The term of office shall coincide with the Presidential term or may be continued for an indefinite period of time.

Section B – Duties and Responsibilities

1. The Coordinators shall report monthly to the First Vice-President who shall include the Coordinators' activities in the Newsletter.

ARTICLE VII – FINANCES

Section A – Dues

1. Annual dues shall be determined by the Board with the approval by a majority vote of members present at the Formal Membership meeting, attended by a quorum of the members.
2. No refunds shall be made of dues paid to the Club.

Section B – Budget

1. A budget committee shall be formed at the beginning of March to prepare an annual budget for acceptance by the Board and the general membership.
2. A budget committee shall be formed at the beginning of September to review the existing budget.

Section C – Expenditures

1. Two signatures must be registered at the bank on the Club's account; those of the Treasurer and the President.
2. Itemized receipts or bills and a statement of reimbursement must be turned in to the Treasurer before disbursements are made.
3. No member of the Club shall incur indebtedness or obligate the Club without the authority of the Board.
4. Requests for funds are made to the Board. The Treasurer must receive an itemized estimate of expenses. The Treasurer must require any member receiving an approved money "draw" for a

future project or special event to submit an itemized list of expenditures and receipts and return any unspent funds.

5. In the event the Club accumulates funds over and above the budgeted amount needed to run the Club effectively, each Board will have the authority to allocate a set amount to be spent solely on activities which will be available to all members. These monies may not be used to support any political, religious, charitable or patriotic organization or institution and may only be spent on activities within the stated purpose of the Club (Social).

ARTICLE VIII – MEETINGS

Section A – Social Meetings

A Social Meeting for all members, guests and prospective members shall be held once a month on a date approved by the Board and published in the Newsletter. This may be an Aloha Coffee, a Pā'ina Gathering, Tour, or other Club event.

Section B – Formal Membership Meetings

1. A Formal Membership meeting shall be held monthly unless otherwise determined by the Board. The meeting may be a luncheon, dinner, tea, brunch, etc. The date is to be set by the Board and published in the Newsletter. The board meeting following an election of officers at a Formal Membership meeting will be a Joint Board Meeting, attended by both outgoing officers and officers-elect, as part of the transition to a new board term.

Section C – Board Meetings

1. A regular meeting shall be held once a month. The date is to be selected by the Board and is open to all members.
2. All Elected, Appointed and Chairs are expected to attend and are entitled to vote on matters pertaining to the Club. Assistants or members of the Standing Committee may attend the Board meeting, but are not entitled to vote. However, if the Chairperson of the Standing Committee cannot attend, the Assistant may represent the Chairperson and vote in their absence.
3. A quorum must be present in order to conduct business.
4. Special meetings may be called by the President.

ARTICLE IX – ORDER OF BUSINESS

1. The rules contained in Robert's Rules of Order, Revised, shall govern this Club in all cases to which they are applicable and when they are not inconsistent with the Constitution and By-Laws of the Club.

ARTICLE X – AMENDMENTS

1. These By-Laws may be amended by a majority vote of the membership present at any Formal Membership meeting provided notification has been published in the Newsletter at least (10) days prior to the meeting.

NEWCOMERS CLUB OF HONOLULU

Standing Rules

Revised May 2025

Standing Rules may be added, modified or removed by a simple majority of the members present at a Board Meeting attended by a quorum. It is the responsibility of all members to read the Standing Rules.

MEMBERSHIP

1. The membership year is May 1st to April 30th. All members, including part-time residents, must renew with full annual dues by May 1. Members will be dropped from membership if their dues are not received by May 31. To be reinstated after May 31, the annual dues, plus a \$10 late fee per membership, must be submitted to the Membership Vice-President.
2. A pro-rated dues amount is applied to brand new members joining in the second half of the membership year, November 1 through February 28/29; this pays for membership until April 30, after which the renewal rate for the next membership year applies. Members starting in March or April pay full-year dues, for membership until April 30 of the following calendar year.
3. If you have previously been a member of this Newcomers Club, you cannot avail yourself of new member status or privileges.
4. For those returning after an announced absence, full yearly dues are applied.
5. Non-members may attend only two (2) Newcomer functions before they are required to join the Club.

CLUB OPERATION

1. The Roster, Newsletters and Emails are to be utilized by Club members for Club related business. They are not to be used for business or solicitation purposes.
2. No member may represent the Newcomers Club for any issue or incident without prior approval of the Board. (e.g. in legal proceedings, to a reporter, etc.)
3. No committee chairperson may obligate the Club to a non-refundable deposit for any Club activity without prior approval of the Board.
4. There will be no smoking at any Newcomer function.
5. Children are not invited to attend any Newcomer function or activity unless specifically included in the announcement in the monthly Newsletter. Where alcoholic drinks are present, no one under 21 shall be allowed to attend.
6. Luncheon and other Club activity reservations shall be accepted in the order payment is received.
7. There shall be no refunds on luncheon reservations and other paid activities if the Club is charged by the venue, regardless of when the reservation was cancelled.
8. Every program / speaker at a Newcomer function must have the Board's prior approval.
9. No speaker shall solicit or request contributions, without prior Board approval.
10. The annual full Roster and Supplemental Roster are to be distributed electronically and independently from the monthly Newsletter. New members will receive their first Roster as part of the "New Member Packet". Rosters are never given out to non-members.
11. All announcements in Fee and Free must have prior approval of the Board.
12. It is important to adhere to the payment requirements for NCH events that require pre-payment, such as luncheons. Attendees must ensure that payment has been made in advance or that a check is brought to the event. It is not acceptable to state that payment will be sent after the event.

NEWCOMERS CLUB OF HONOLULU

Code of Conduct

Approved by the Board of Directors, May 2025

1. Inclusivity and welcoming environment
 - Ensure all members feel welcomed, regardless of background, beliefs, or identity.
 - Be considerate of others' needs, including those who may have physical, sensory, allergies, or other accommodations.
 - Avoid disruptive behavior during Club events or meetings.
2. Use of hosting facilities
 - Treat hosting supplies and facilities with care and respect. Any damage should be reported immediately.
 - Clean up after yourself in all shared spaces, and leave spaces as you found them.
 - Follow any additional rules regarding the use of specific facilities (e.g., dining areas, game rooms, etc.) such as no red wine.
 - Follow safety protocols for all activities.
3. Communicate honestly but courteously, even during disagreements
 - Treat all members and staff with kindness, respect, and dignity.
 - Listen actively and engage in conversations in a manner that fosters mutual respect.
 - Refrain from harassment, discrimination, or intimidation.
4. Maintain confidentiality of sensitive Club discussions
 - Discussions or disputes that occur within the Club should stay within the Club to preserve the trust and integrity of the community.
5. Personal responsibility
 - Members are expected to maintain personal responsibility for their actions and behavior.
 - Remember you represent the Club in both official and unofficial capacities.
6. Conflict resolution
 - Address disagreements in a respectful and constructive manner.
 - If a dispute cannot be resolved informally, seek assistance from the Club's leadership or conflict resolution committee.
7. Accountability
 - Any member found violating this Code of Conduct may be subject to disciplinary action, which could include a verbal warning, temporary suspension, or removal from the Club, depending on the severity of the offense.
 - Accept leadership decisions on conduct issues.



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