Preamble: To provide for membership in an organization dedicated to continue a retiree’s participation as a member of an affiliate of the college. This affiliate will strive to enrich the lives of those retirees who choose to participate in whatever activities the organization makes available to its members. Often, the faculty and staff of a college come from diverse backgrounds and geographic areas, a social contact by a former faculty or staff person may well be welcomed and needed.

ARTICLE I – Name, Function and Role

SECTION 1 The name of the organization shall be Ho’opili - Windward Community College.

SECTION 2 This is an organization whose function is to provide members with fellowship, pertinent information, interest activities, and response to their concerns. Its role will include support and service to the University of Hawaii – Windward Community College and its organizations as appropriate.

Examples of this function and role may include, but not limited to:

Fellowship: social events, excursions, speakers (informative), tours;
Information: financial planning, health, fitness
Liaison: providing retiring personnel with support and information
Service: to UH-WCC specifically, and to our fellow retirees, the College, and the community at large.
Archives: promote and actively assist with the establishment of a continuing Archival Collection relating to UH-WCC and to be housed at the College.

ARTICLE II – MEMBERSHIP

SECTION 1 Regular membership shall include:
A. Retired faculty of Windward Community College
B. Retired staff of Windward Community College
C. Former employees of Windward Community College
D. Adult family members of any or the above groups
E. People who share in the mission of this group

ARTICLE III – OFFICERS

SECTION 1 The elected officers of the organization shall be:
A. President
B. Vice President/Program Chairperson
C. Treasurer
D. Secretary
SECTION 2  Two Board Members shall be appointed for two-year terms.

SECTION 3  The Executive Council shall be composed of the elected officers, the Immediate Past President, two board members, and the chairpersons of such standing committees as may be appointed by the President.

SECTION 4  Terms of the officers will start on July 1st of the year they are elected.

ARTICLE IV —DUTIES OF OFFICERS

SECTION 1  The President shall preside at all meetings of the organization and of the Executive Council; serve as an ex-officio member of all committees except the Nominating committee; and perform all other duties usually pertaining to the office.

SECTION 2  The Vice President shall be in charge of the program, and act for the president in her/his absence. The VP shall form program committees as needed.

SECTION 3  The Treasurer shall be the custodian of all funds of the Club and its standing committees. With the approval of the Executive Council, the Treasurer shall expend such funds from the treasury as are necessary to meet the expenses of the Club. The Treasurer shall make a complete report to the Club at the Annual Meeting. This report’s final acceptance is subject to audit. The Treasurer is responsible for maintaining a membership list and preparing the annual membership directory.

SECTION 4  The Secretary shall keep a record of all business meetings of the organization and meetings of the Executive Council. The Secretary shall inform council members of the time and place of Executive meetings.

ARTICLE V – ELECTIONS & APPOINTMENTS

SECTION 1  The officers shall be elected at the Annual Meeting to serve for one year or until their successors shall be elected; board members shall be appointed as needed.

SECTION 2  No officer shall serve for more than two consecutive terms in the same office, with the exception of the Treasurer.

ARTICLE VI - VACANCIES

SECTION 1  In case of a vacancy among the officers or board members, the President shall appoint an active member to the vacancy, subject to approval of the Executive Council. These appointees shall serve until the next election.
ARTICLE VII - DUES

SECTION 1 Annual dues for active members shall be $10 per year, or $25 for three years.

SECTION 2 Dues are payable in September but due in advance at the Annual Meeting for the following academic year. The term of membership shall be from September to September, matching the academic year. Members who have not paid their dues by October 30 will be considered delinquent and may lose their membership privileges.

ARTICLE VIII - MEETINGS

SECTION 1 The Annual Meeting shall be in May at which time complete reports shall be presented, officers elected, and appointments made.

SECTION 2 Other business meetings may be called by the President or by the Executive Council either at their own discretion or by a petition duly signed by twenty active members, provided always that the business to be considered is presented in writing to the membership at least two weeks in advance of this special meeting, and further provided that no other business shall be brought before this special meeting.

ARTICLE IX - COMMITTEES

SECTION 1 Standing Committees shall be as follows:
- Nominating
- Budget
- Membership
- Communications
- Program
- Special Interest Groups

Except for committees chaired by officers, the President, with the consent of the Executive Council, shall appoint chairmen of all other committees.

SECTION 2 A Nominating Committee of three members shall be appointed by the President before the Annual Meeting. It shall be their duty to procure the acceptance of candidates, and to submit a slate to the organization at the Annual Meeting. No member of this committee may serve more that two successive years.

SECTION 3 There shall be a standing Budget Committee composed of the Treasurer, and at least two other members appointed by the President.

SECTION 4 There shall be a Membership Committee whose duties include recruiting and retaining members, keeping records on members.
SECTION 5 There shall be a Communications Committee, whose function shall be to promote and publicize the activities of the organization and be responsible for producing a newsletter.

SECTION 6 There shall be a Program Committee, whose chair shall be the Vice-President. This committee shall coordinate the programs of the organization throughout the year.

SECTION 7 There shall be a Special Interest Group Committee, whose chair shall be appointed by the President. This committee shall assist the special interest groups as required and form new interest groups in response to the requests from the general membership.

SECTION 8 There shall be such ad hoc committees as are required. The President, with the consent of the Executive Council shall appoint chairpersons of such committees.

ARTICLE X – QUORUM

SECTION 1 Ten active members shall constitute a quorum for any business meeting.

ARTICLE XI – DISSOLUTION

SECTION 1 Dissolution of this organization will be in accordance with the requirements of the United States Internal Revenue Law and the Laws of the State of Hawaii.

SECTION 2 Once all financial obligations are met, residual funds shall be donated to the WCC Chancellor’s fund.

ARTICLE XII - PARLIAMENTARY RULES

SECTION 1 Unless otherwise provided by in the by-laws, the organization shall be governed by “Robert’s Rules of Order,” latest revision.

ARTICLE XIII - AMENDMENTS

SECTION 1 These By-laws may be amended at the Annual Meeting provided that a quorum is present, and provided that notice to amend and the proposed amendment(s) have been presented in writing to the voting members at least two weeks in advance. A two-thirds vote of the members present and voting is required for passage of any amendment.