

Bylaws of
The Hawaiian Affairs Caucus of
The Democratic Party of Hawai‘i

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44

ARTICLE I - NAME & OFFICE

Section 1 - Name of Organization

The name of this Organization shall be The Hawaiian Affairs Caucus (the Caucus) of the Democratic Party of Hawai‘i (the Party).

Section 2 - Principal Office

The principal office of the Caucus will be that of the elected Chair of the Caucus or such location as selected by decision of the membership at a general business meeting.

ARTICLE II - STATEMENT OF PURPOSE

Section 1 - The Mission: Specific Purposes and Objectives

The Hawaiian Affairs Caucus supports and promotes cultural values of aloha, mālama ‘āina, ho‘okipa, kuleana and, above all, pono, in alignment with the values of the Democratic Party of Hawai‘i. The Hawaiian Affairs Caucus seeks to address issues of self-determination responsibilities and rights as they relate to protection of Hawaiian cultural practices and sacred sites, information sharing for educational purposes, pono economic development, distribution of wealth to those segments of society most in need, protection of Hawai‘i’s natural resources (on the ‘āina and in the kai), and accountability of public servants identified as Democrats to the mission and goals of the Democratic Party of Hawaii with regard to the above objectives.

ARTICLE III - VALUES

Section 1 – Values: Our work within the ‘ohana, in the community, and with one another will reflect these values:

Aloha (Love). Care about our members and Hawai‘i’s community.

Kuleana (To be responsible): Participate, support, and contribute to the well being of the Hawaiian Affairs Caucus. As the ‘āina holds us accountable for its well-being (the people will thrive as the ‘āina thrives), so we are required to hold ourselves and others accountable to the well-being for our society. We pledge to hold accountable all public servants identified as Democrats to the mission and goals of The Democratic Party of Hawai‘i.

Pono (Humanity and righteousness). Assure that everyone in Hawai‘i is treated with dignity and has access to work or income, a safe place to live, nourishing food to eat, accurate and appropriate education, and health care that promotes well-being. We advocate a pono economic system that takes into account existing inequalities, finite space, transmigration, and the limited resources of our island home, ka pae ‘āina. We recognize that the rights and responsibilities accorded to the people of Hawai‘i today

Bylaws of
The Hawaiian Affairs Caucus of
The Democratic Party of Hawai‘i

1 directly reflect Hawaiian social, cultural and spiritual values that have evolved from time
2 immemorial.

3
4 ‘Imi ‘ike (Seek knowledge): Seek knowledge to enable sound and informed decisions.

5
6 Malama ‘āina (Care for the land): Acknowledge the ‘āina as a living being, as parent, and
7 therefore requiring our care in order to thrive. Our kuleana is to

8 1) malama ‘āina as the ‘āina malama us and;

9 2) Protect ALL of Hawai‘i’s natural resources (on the ‘āina and in the kai).

10 We believe that from our relationship to the ‘āina springs forth our relationship to one
11 another. The ‘āina teaches us how to express aloha, malama ‘āina, kuleana and to
12 ho‘okipa, by providing space for others who believe and behave likewise.

13
14 We support sustainability that will lead to abundance.

15
16 Malama kupuna and our ancestors: Honor and respect our elders for they are our
17 foundation.

18
19 Na‘au Pono (Justice): Nurture and practice a deep sense of justice in all that we do.

20
21 Ho‘okipa (Welcome): Welcome all members with aloha.

22
23 Ho‘ihi (Respect): Hold discussions in a respectful manner and respect the views of all.

24
25 ‘Olu ‘olu (Graciousness, pleasantness): Be gracious and pleasant during our meetings.

26
27 Lokomaika‘i (To share with each other): Work together for the whole.

28
29 **ARTICLE IV - MEMBERSHIP**

30
31 **Section 1 - Eligibility**

32 **1A. Member. An individual who:**

- 33 1) Is a registered voter in the State of Hawai‘i;
34 2) Is a member of the Democratic Party of Hawai‘i;
35 3) Supports the Caucus and its specific purpose and mission as set forth in Article II above
36 and goals and objectives as determined by the general membership of the Caucus, and
37 4) Has completed a Caucus Membership Form

38
39 **1B. Associate Member. An individual who:**

- 40 1) At the time of application to join the Caucus, is an Associate Member of the Democratic
41 Party of Hawai‘i as defined in Article I, Section 1 of the Party Bylaws;
42 2) Supports the Caucus and its specific purpose and mission as set forth in Article II above
43 and goals and objectives as determined by the general membership of the Caucus, and
44 3) Has completed a Caucus Membership Form

Bylaws of
The Hawaiian Affairs Caucus of
The Democratic Party of Hawai‘i

Section 2 - Enrollment

The procedure for enrollment in the Hawaiian Affairs Caucus of the Democratic Party of Hawai‘i shall be the submission to the Outreach and Membership Committee of the Caucus, a Caucus Enrollment Form as may be prescribed and modified from time to time by the Executive Committee.

Section 3 - Member Voting Rights

3A. Member: Each eligible member as defined in Article IV, Section 1A of this Bylaws shall have one (1) vote.

3B. Associate Member: Each associate member is welcome to attend meetings and participate in discussions, but will have no voting rights.

ARTICLE V - CAUCUS MEETINGS

Section 1 - Type of Meetings

1A. Regular meetings will be held at least once quarterly. The Chair of the Caucus will circulate the announcement and agenda for the meeting at least seven (7) calendar days before the meeting.

1B. Special meetings may be called by the Chair, or by a majority of the members of the Executive Committee. At least twenty-four (24) hours notice of the meeting will be given to the membership.

Section 2 - Quorum

The quorum is at least ten (10) members of the Caucus must be present at any meeting to transact business.

Section 3. Order of Business

3A. The order of business for a general membership meeting shall be:

- 1) Call to Order by the Chair
- 2) Pule Wehe
- 3) Establishment of a Quorum
- 4) Approval of minutes of the previous meeting
- 5) Report of the Treasurer
- 6) Standing Committee reports
- 7) Nomination and election of officers (when appropriate)
- 8) Unfinished business
- 9) New Business
- 10) Announcements
- 11) Adjournment
- 12) Pule Ho‘oku‘u

3B. The Chair may deviate from, or modify, this order at his/her discretion. For example, when guest speakers are invited to address the Caucus, or there is a pressing issue.

Bylaws of
The Hawaiian Affairs Caucus of
The Democratic Party of Hawai‘i

Section 4. Rules of Order

All meetings of this Caucus shall be governed by the Bylaws of the Hawaiian Affairs Caucus. When the Caucus Bylaws are silent, all meetings of the Caucus shall be governed by the Constitution and Bylaws of the Democratic Party of Hawai‘i and the latest edition of Robert’s Rules of Order Newly Revised, respectively.

Section 5. Electronic Participation

The Executive Committee is empowered to establish rules and procedures for the participation in Caucus and Executive Committee meetings by telephonic or electronic means. Participation in meetings by such means shall be construed as attendance for the purpose of quorum and voting for as long as such simultaneous communication is active and enabled.

ARTICLE VI - OFFICERS AND EXECUTIVE COMMITTEE

Section 1 - Officers

1A. The Officers of this Caucus shall be a Chair, First Vice-Chair, Second Vice-Chair, Secretary, Treasurer, and Immediate Past Chair, who will serve as an ex-officio officer.

1B. The duties of the Chair shall include, but not be limited to:

- 1) Preside at all meetings of the Caucus and the Executive Committee;
- 2) Supervise the work and activities of the organization;
- 3) Countersign all checks presented for payment by the Treasurer in the name of the Caucus;
- 4) Submit an annual report to the membership on the Caucus’s activities;
- 5) Appoint committee chairs subject to confirmation by the Executive Committee;
- 6) Act as the chief spokesman for the Caucus on legislative and other matters consistent with positions taken by the Party and the Caucus. The Chair will take into consideration public perception that comments made by the Chair, regardless of disclaimers, may be perceived and accepted as being representative of the Caucus, therefore, the Chair shall exercise caution, clarity, and good judgment in expressing an opinion in a public forum;
- 7) Perform such other duties which usually pertain to that office.

1C. The duties of the First Vice-Chair shall include, but not be limited to:

- 1) In the absence of the Chair, the First Vice-Chair shall perform all of the duties of the Chair and act as and have the same authority as the Chair;
- 2) Serve as the Executive Committee liaison for any and all standing and other committees assigned to him/her by the Chair;
- 3) Be responsible for securing meeting places for caucus meetings and arranging the logistics for such meetings.

1D. The duties of the Second Vice-Chair shall include, but not be limited to:

- 1) In the absence of the Chair and First Vice-Chair, the Second Vice-Chair shall perform all the duties of the Chair and act as and have the same authority as the Chair;
- 2) Serve as the Executive Committee liaison for any and all standing and other committees assigned to him/her by the Chair;
- 3) Any other such duties and responsibilities as may be assigned by the Chair.

Bylaws of
The Hawaiian Affairs Caucus of
The Democratic Party of Hawai'i

1 1E. The duties of the Secretary shall include, but not be limited to:

- 2 1) Write minutes of all proceedings at Caucus and Executive Committee meetings and
- 3 complete within 14 days of such meetings;
- 4 2) Keep a full, true, and correct record thereof on file;
- 5 3) Provide copies of the minutes to the Caucus and/or Executive Committee members, as
- 6 applicable;
- 7 4) Prepare all correspondence, receive and read all communications and documents,
- 8 maintaining a full and complete record of the same;
- 9 5) Ensure that all notices are duly given in accordance with these Bylaws;
- 10 6) Be the custodian of the records of the Caucus;
- 11 7) Keep on file an up-to-date membership roster of the Caucus;
- 12 8) Exhibit at all reasonable times to any member of the Caucus, as prescribed by these
- 13 Bylaws or policies of the Executive Committee, all records and documents of the Caucus
- 14 maintained by the Secretary; and
- 15 9) Deliver to his or her duly qualified successor all books, papers, and such other articles
- 16 belonging to the Caucus as may be in his or her possession within 14 days after leaving
- 17 office.

18
19 1F. The duties of the Treasurer shall include, but not be limited to:

- 20 1) Receive all funds paid to this Caucus, providing a receipt thereof, and deposit such funds
- 21 in any bank or depository approved by the Executive Committee;
- 22 2) Make disbursements as authorized by the Executive Committee and together with the
- 23 Chair (or in his or her absence, the First Vice-Chair or Second Vice-Chair), shall sign all
- 24 checks or drafts for withdrawal of funds;
- 25 3) Execute a bond, if deemed appropriate by the Executive Committee, prior to taking
- 26 office. The amount of the bond shall be determined by the Executive Committee;
- 27 4) Have accounts and books open at all times to the inspection of the Executive Committee,
- 28 the Chair and auditors named by the Executive Committee;
- 29 5) Submit a complete report of all money received and disbursed to the Executive
- 30 Committee and Caucus at each meeting;
- 31 6) Submit an annual report to the Executive Committee and Caucus; and
- 32 7) Deliver to his or her duly qualified successor all money and property in his or her
- 33 possession or control, taking a receipt therefore, within 14 days after leaving office,
- 34 including providing a final report to the Executive Committee that describes the balances
- 35 of accounts, any outstanding bills, and the financial institutions at which monies have
- 36 been deposited.

37
38 1G. The duties of the Immediate Past Chair shall include, but not be limited to:

- 39 1) Serve as an advisor to the Executive Committee, thus allowing for continuity of
- 40 programs, policies, initiatives, and other actions in support of the mission of the Caucus;
- 41 2) Other such responsibilities as may be assigned by the Chair.
- 42 3) The duties described in this Article may be reassigned by the chair with approval of the
- 43 Executive Committee

Bylaws of
The Hawaiian Affairs Caucus of
The Democratic Party of Hawai‘i

Section 2 - Executive Committee

2A. Composition. The Executive Committee shall consist of:

The officers of the Caucus as defined in these Bylaws;

- 1) The immediate Past Chair;
- 2) Two (2) At-Large Members from O‘ahu County;
- 3) One (1) At-Large Member from Hawai‘i County;
- 4) One (1) At-Large Member from Maui County;
- 5) One (1) At-Large Member from Kauai County;
- 6) The Hawaiian Affairs Caucus Male and Female Representatives to the State Central Committee (SCC) of the Democratic Party of Hawai‘i

2B. Duties and Authorities of the Executive Committee shall include, but not be limited to:

- 1) Conduct the day-to-day administration of the Caucus in accordance with the purpose and mission of the Caucus outlined in Article II of these Bylaws;
- 2) Conduct all necessary business of the Caucus in the interim between membership meetings;
- 3) Determine a fiscal year cycle for the Caucus, develop and approve the budget, and maintain fiduciary accountability for the Caucus resources;
- 4) Fill vacancies created by resignation or removal in the offices of Second Vice-Chair, Secretary, Treasurer, At-Large Members. For the Male and Female Representatives of this Caucus to the SCC, fill vacancies as specified in Article VI, Section 6 of these Bylaws;
- 5) Keep the membership continually informed on all matters affecting the Caucus;
- 6) Develop plans for projects aimed to implement the purpose and mission of the Caucus;
- 7) Establish special committees, task forces, or ad hoc committees to study matters of concern to the Caucus and/or to implement projects approved by the membership.

2C. Specific Duties of the Officers and Other Members of the Executive Committee. The duties of the officers are as outlined in Article VI, Section 1 of these Bylaws.

- 1) The At-Large Members shall assist the Vice-Chairs with the general membership and Executive Committee meetings and perform other tasks as assigned by the Chair or Executive Committee.
- 2) The Male and Female Representatives to the SCC shall serve as liaisons to the State Central Committee of the Party, attend SCC meetings, prepare necessary reports to the SCC and the Caucus, and carry out the responsibilities outlined in the Democratic Party of Hawai‘i Constitution and Bylaws. The Representatives to the SCC shall be authorized to vote on all matters brought before the SCC.
- 3) All members of the Executive Committee shall be responsible for carrying out the duties specified in Article VI, Section 2.

2D. Voting Rights. Each Executive Committee member is entitled to one vote per person.

Bylaws of
The Hawaiian Affairs Caucus of
The Democratic Party of Hawai‘i

1 2E. Quorum. A quorum of the Executive Committee shall consist of a minimum of five of its
2 members, so long as one of the members in attendance is the Chair, First Vice-Chair, or
3 Second Vice-Chair.
4

5 2F. Meetings.

6 (1) The Executive Committee will meet at least monthly. The date, time, and place will be
7 determined by the Executive Committee.

8 (2) The Chair of the Caucus shall prepare the agenda, subject to change by the Executive
9 Committee at its meeting.

10 (3) The Chair will inform all members of scheduled meetings and of the agenda.

11 (4) The Secretary shall keep regular minutes of their proceedings and keep a full, true and
12 correct record thereof on file and distribute these minutes to the Executive Committee
13 within fourteen (14) days of a meeting.
14

15 2G. Compensation. No officer or Executive Committee member, in performance of his/her
16 elected duties shall accept any compensation other than for actual expenses required to fulfill the
17 duties and expectation of the Caucus in accordance with policies established by the Executive
18 Committee or Caucus membership.
19

20 **Section 3 - Qualifications**

21 To serve in any of the positions that comprise the Executive Committee, the nominee must
22 provide a written statement certifying that he/she meets the following qualifications:

23 (1) Is a member of the Democratic Party of Hawai‘i;

24 (2) Is a member of the Hawaiian Affairs Caucus for at least six (6) months prior to the
25 election;

26 (3) Fully subscribes to the purpose, mission, and values of the Caucus as set forth in these
27 Bylaws;

28 (4) Demonstrates involvement and active participation with the Caucus by such activities as
29 attending meetings, serving as a committee chair, serving as an officer, or any other
30 activity in support of the Caucus.

31 (5) Commit to attend Executive Committee and general membership meetings.
32

33 **Section 4 - Election and Term of Office**

34 4A. Election

35 (1) In even numbered years in January, the Executive Committee shall establish a
36 Nominations and Elections Committee to be chaired by a member appointed by the Chair
37 of the Caucus. The Nominations and Elections Committee will be responsible for
38 planning, organizing, and executing the nomination and election process utilizing the
39

40 Party Constitution and Bylaws, and the latest edition of *Robert’s Rules of Order Newly*
41 *Revised*.

42 (2) The election shall be held in March.

43 (3) For the County At-Large positions established in 2013, the election shall be held within
44 sixty (60) days of approval of these Bylaws for a term not to exceed March 2014, at

Bylaws of
The Hawaiian Affairs Caucus of
The Democratic Party of Hawai‘i

1 which time the election will be in March of even numbered years. County At-Large
2 members will be elected by all eligible members of the Caucus.

3 (4) Only those who have been members of the Party and the Caucus as of January 31st of
4 that year shall be eligible to vote in the election. The Caucus Secretary, with the
5 assistance of Party staff, shall certify the list of members eligible to vote.

6 (5) Caucus Representatives to the State Central Committee

7 (a) Those seeking to serve as the Male or Female Caucus Representative to the State
8 Central Committee must be a member of the Hawaiian Affairs Caucus and shall file
9 with the Secretary of the Caucus nomination papers, which shall include:

- 10 (i) A ten dollar (\$10) filing fee payable to “The Democratic Party of Hawai‘i;”
11 (ii) Signatures from not less than five (5) members of the Caucus; and
12 (iii) Fulfill the requirements set forth above in Section 3 of this Article.

13 (b) The nomination papers shall be submitted to the Secretary of the Caucus prior to, or
14 at the meeting of the Executive Committee which is held immediately prior to the ten
15 (10) day deadline for submission of nomination papers to the Party. The Executive
16 Committee will review and make the certification(s) based on the criteria laid out in
17 this Article.

18 (c) If the nomination is rejected by the Executive Committee, the member will be
19 notified within forty-eight (48) hours.

20 (d) Should a nominee fail to be certified, appeal may be made to the Pre-Convention
21 Credentials Committee.

22 (e) The certified nominees will be placed on the ballot and elected at the Democratic
23 State Convention by the delegates as designated pursuant to Article V, Section 2 and
24 Section 7 of the Party Constitution.
25

26 4B. Term of Office. The term of office for all Executive Committee positions is two (2) years
27 and shall begin at the meeting designated for the election.
28

29 **Section 5. Resignation and Removal**
30

31 5A. Resignation. Any member of the Executive Committee may resign effective upon giving
32 written notice to the Chair of the Caucus, unless the notice specifies a later time when the
33 resignation shall take effect. The acceptance of such resignation shall not be necessary to
34 make it effective.
35

36 5B. A member of the Executive Committee who fails to attend three (3) consecutive meetings
37 shall be removed.
38

39 5C. Removal. Any member of the Executive Committee, except the SCC Representatives may
40 be removed, either with or without cause, by a two-thirds (2/3) vote of the membership
41 present at a regular or special meeting, with a quorum of at least ten (10) members, for which
42 at least two (2) weeks notice has been given to the membership.
43

44 5D. Removal of Representatives to the SCC is subject to the State Central Committee in
45 accordance with the Party Constitution and Bylaws. The Caucus may recommend removal of

Bylaws of
The Hawaiian Affairs Caucus of
The Democratic Party of Hawai‘i

1 an SCC Representative, with or without cause, by a two-thirds (2/3) vote of the membership
2 present at a regular or special meeting, with a quorum of at least ten (10) members, for which
3 at least two (2) weeks notice has been given to the membership. Final authority rests with the
4 State Central Committee.
5

6 **Section 6. Vacancies**

7 6A. Chair. Any vacancy caused by the resignation or removal of the Chair of the Caucus shall
8 be filled temporarily by the First Vice-Chair until a special election can be held within sixty
9 (60) days following the creation of the vacancy for Chair who shall fill the remainder of the
10 term. If the position of First Vice-Chair is vacant, the Second Vice-Chair shall serve as the
11 temporary Chair until election is held to fill the vacancy.
12

13 6B. First Vice-Chair, Second Vice-Chair, Secretary, Treasurer, At-Large Members, and SCC
14 Representatives

15 (1) Any vacancy caused by the resignation or removal of the First Vice-Chair will be filled
16 automatically by the Second Vice-Chair for the remainder of the unexpired term.

17 (2) Any vacancy caused by the resignation or removal of the Second Vice-Chair, Secretary,
18 Treasurer, or At-Large Members shall be filled by a member of the Caucus as determined
19 by the Executive Committee for the remainder of the unexpired term.

20 (3) Any vacancy caused by the resignation or removal of the Male or Female Representative
21 to the SCC will be filled in accordance with the Party Constitution and Bylaws and as
22 described in Section 5C of these Bylaws.
23

24 **ARTICLE VII - COMMITTEES**

25
26 **Section 1 - Standing Committees**

27 1A. The Caucus shall have the following Standing Committees:

28 Legislation

29 Finance

30 Outreach and Membership
31

32 1C. The Legislation Committee

33 (1) The Legislation Committee shall be responsible for:

34 (a) Being cognizant of matters of concern to the Native Hawaiian Community and,
35 through resolutions, proposed bills, or other activities, address such concerns;

36 (b) Recommending a legislative agenda subject to the approval of the Caucus
37 membership;

38 (c) Prepare and present testimony with the approval of the Chair, track legislation, and
39 organize support for the legislative priorities of the Caucus that are not inconsistent
40 with the Platform or adopted resolutions of the Democratic Party of Hawai‘i and this
41 Caucus;

42 (d) Prepare reports for the Executive Committee and the Caucus of the Committee’s
43 activities and implementation of the Caucus’s legislative agenda; and

Bylaws of
The Hawaiian Affairs Caucus of
The Democratic Party of Hawai‘i

1 (e) The Chair of the Legislation Committee will also prepare an annual budget in support
2 of the Committee and subcommittee work and submit it to the Executive Committee
3 by the deadline established for submission of budget requirements.

4 (2) Subcommittees. The Chair of the Legislation Committee may appoint subject matter
5 subcommittees to help with the work of the Legislation Committee. Subcommittee Chairs
6 shall:

7 (a) Be vigilant of actions affecting the Native Hawaiian community in the area to which
8 they are assigned;

9 (b) Inform and initiate recommendations to the Legislation Committee, where necessary,
10 to address any pertinent issues;

11 (c) Preside over their respective committee meetings;

12 (d) Assist the Legislation Committee Chair in drafting legislation, developing testimony,
13 and presenting testimony at the Legislature, as may be determined by the Legislation
14 Committee Chair.

15 (e) May also be called upon to represent the Caucus or Legislation Committee Chair at
16 community meetings.

17 (f) Prepare and submit to the Legislation Committee Chair reports of activities;

18 (g) Provide budget requirements to the Legislation Committee Chair in support of
19 subcommittee work.

20
21 1D. The Outreach and Membership Committee shall be responsible for:

22 (1) Growing the membership;

23 (2) Welcoming and orienting new members;

24 (3) Developing communication mechanisms for keeping our membership informed;

25 (4) Writing press releases;

26 (5) Assisting with design and printing of flyers and brochures;

27 (6) Assisting the Chair in arranging teleconferencing or videoconferencing of Caucus and
28 Executive Committee meetings; and

29 (7) Maintaining the Caucus website.

30
31 1E. The Finance Committee shall be responsible for developing the Caucus budget and for
32 planning and executing fundraising activities.

33
34 **Section 2. Special Committees**

35 The Caucus may have any special committees as may from time to time be designated by the
36 Executive Committee. These committees may consist of persons who may or may not be
37 members of the Caucus and shall act in an advisory capacity to the officers, Executive
38 Committee, and membership. Special committees are established for a specific purpose and
39 when that purpose is satisfied will dissolve.

40 **Section 4. Meetings and Actions of Committees**

41 Each standing and special committee shall keep regular minutes and/or records of its
42 proceedings, cause them to be filed with the Caucus records and maintained by the Secretary of
43 the Caucus and distribute these minutes to the Executive Committee on a periodic basis as
44 determined by the Executive Committee.

Bylaws of
The Hawaiian Affairs Caucus of
The Democratic Party of Hawai'i

1 **Section 5. Rules and Regulations of Committees**

2 Each Committee may establish rules and regulations which are subject to approval of the
3 Executive Committee.
4

5 **ARTICLE VIII - EXECUTION OF INSTRUMENTS, DEPOSITS AND FUNDS**

6
7 **Section 1. Execution of Instruments**

8 The Executive Committee, except as otherwise provided in these Bylaws, may by resolution
9 authorize any officer or agent of the Caucus to enter into any contract or execute and deliver any
10 instrument in the name of and on behalf of the Caucus, and such authority may be general or
11 confined to specific instances. Unless so authorized, no officer, agent, or employee shall have the
12 power or authority to bind the Caucus by any contract or engagement, or to pledge its credit or to
13 render it liable monetarily for any purpose or for any amount.
14

15 **Section 2. Checks and Notes**

16 Except as otherwise determined by resolution of the Executive Committee, or as otherwise
17 required by law, checks, drafts, promissory notes, orders for the payment of money and other
18 evidence of indebtedness of the Caucus shall be signed by the Treasurer and countersigned by
19 the Chair of the Caucus. In the absence or unavailability of the Chair or Treasurer, the First Vice-
20 Chair or Second Vice-Chair may countersign any and all such instruments.
21

22 **Section 3. Deposits**

23 All funds of the Caucus shall be deposited within five (5) working days of receipt to the credit of
24 the Caucus in such banks, trust companies, or other depositories as the Executive Committee
25 shall select.
26

27 **Section 4. Gifts**

28 The Executive Committee may accept, on behalf of the Caucus, any contribution, gift, bequest or
29 devise for the purposes of this Caucus.
30

31 **ARTICLE IX - CAUCUS ASSETS**

32
33 **Section 1. Prohibition Against Private Inurement**

34 No part of the net earnings of this Caucus shall inure to the benefit of, or be distributed to its
35 officers, members, agents, or other private persons, except that the Hawaiian Affairs Caucus shall
36 be authorized and empowered to pay reasonable compensation for services rendered and to make
37
38 payments and distributions in furtherance of the purposes of this Caucus and in accordance with
39 these Bylaws.

40 **Section 2 - Distribution of Assets**

41 Upon the dissolution of this Caucus, its assets remaining after payment or provision for payment,
42 of all debts and liabilities of this Caucus shall be distributed to The Democratic Party of Hawaii.
43
44
45

Bylaws of
The Hawaiian Affairs Caucus of
The Democratic Party of Hawai‘i

1 **ARTICLE X - AMENDMENTS TO BYLAWS**

2
3 **Section 1.** Amendments to these Bylaws may be initiated by any member of the Caucus with ten
4 (10) signatures of members, or by the Policy and Planning Committee.

5
6 **Section 2.** All proposals for amendments shall be submitted to the Policy and Planning
7 Committee, who shall review all proposals to assure that they are not in conflict with the Party
8 Constitution or Bylaws and are substantive.

9
10 **Section 3.** The Caucus shall be informed of the proposed amendments at least thirty (30) days
11 prior to a scheduled Caucus membership meeting. The Caucus shall be given at least ten (10)
12 calendar days notice of such meeting.

13
14 **Section 4.** There must be a quorum of at least twenty-five (25) Caucus members in attendance at
15 this meeting, and a two-thirds (2/3) of members present is required for adoption.

16
17 **Section 5.** Amendments shall be transmitted to the State Central Committee within sixty (60)
18 days of adoption for certification of consistency with the Party Constitution and Bylaws.

19
20 **Section 6.** The Policy and Planning Committee shall, every four years beginning in 2017, review
21 the Caucus Bylaws and shall recommend to the Caucus membership such amendments as it
22 deems necessary.

23
24 **ARTICLE XI - CONSTRUCTION AND TERMS**

25
26 If there is any conflict between the provisions of these Bylaws and the Constitution or Bylaws of
27 the Democratic Party of Hawai‘i, the provisions of the Party shall govern. Should any of the
28 provisions or portions of these Bylaws be held unenforceable or invalid for any reason, the
29 remaining provisions and portions of these Bylaws shall be unaffected by such holding. These
30 Bylaws supersede all previously issued Bylaws of the Hawaiian Affairs Caucus.

31
32 **APPROVED BY THE HAWAIIAN AFFAIRS CAUCUS AT ITS MEETING HELD ON**
33 **DATE: Wednesday, November 6, 2013**