

WAIOLA CHURCH  
BY-LAWS REVISED  
ADOPTED OCTOBER 30, 1994  
*REVISED by Membership October 25, 2009*

ACKNOWLEDGMENT  
FOR THEIR TIME AND EXPERTISE  
MAHALO NUI LOA

PAT MAIELUA  
LIZ MOUDY

*WHERE THERE IS NO LAW, BUT EVERY MAN  
DOES WHAT IS RIGHT IN HIS OWN EYES,  
THERE IS THE LEAST OF REAL LIBERTY.*

*-HENRY M. ROBERT-*

ADOPTED RESOLUTION

OCTOBER 30, 1994

Resolved. That the By-Laws & Church Policies Committee be authorized to correct Article(s) and Sections(s) designations, punctuation(s), and cross references and to make such other technical and conforming changes as may be necessary to reflect the intent of the Church-----By-Laws & Policies.

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WAIOLA CHURCH  
BY-LAWS

ARTICLE I. NAME

The name of this Church shall be the WAIOLA Church located at 535 Waine'e Street, Lahaina, Maui, Hawai'i 96761. Mailing address: P.O. Box 455, Lahaina, HI 96767.

ARTICLE II. PURPOSE

The purpose of this Church shall be to save souls through the establishment of a Congregational Church: through public worship; to carry on spiritual, educational, a charitable work; and to express our Christian Faith through our Hawaiian culture forms, including Hawaiian values, Traditions, Language and Spirituality.

ARTICLE III. FAITH & COVENANT

Section 1. Statement of Faith

"We believe in God, the Eternal Spirit, Father of our Lord Jesus Christ and our Father, and to his deeds we testify:

He calls the worlds into being, creates man in his own image and sets before him the ways of life and death.

He seeks in holy love to save all people from aimlessness and sin.

He judges man and nations by his righteous will declared through prophets and apostles.

In Jesus Christ, the man of Nazareth, our crucified and risked Lord, he has come to us and shared our common lot, conquering sin and death and reconciling the world to himself.

He bestows upon us his Holy Spirit, creation and renewing the Church of Jesus Christ, binding in covenant faithful people of all ages, tongues, and races.

He calls us into his Church to accept the cost and joy of discipleship, to be his servants in the service of men, to proclaim the Gospel to all the world and resist the powers of evil, to share in Christ's baptism and eat at his table, to join him in his passion and victory.

He promises to all who trust him forgiveness of sins and fullness of grace, courage in the struggle for justice and peace, his presence in trial and rejoicing, and eternal life in his kingdom which has no end.

Blessing and honor, glory and power be unto him. Amen."

## Section 2. The Covenant

We covenant one with another to seek and respond to the Word and the will of God. We purpose to walk together in the ways of the Lord, made known and to be made known to us. We hold it to be the Mission of the Church to witness to the Gospel of Jesus Christ in all the world, while Worshiping God. As did our Fathers and Mothers, we depend on the Holy Spirit to lead and empower us. We pray for the coming of the Kingdom of God, and we look with Faith toward the Triumph of Righteousness and Eternal Life.

### ARTICLE IV. SACRAMENTS

Sacrament is defined as the Outward and Visible Sign of an inward and Spiritual Grace, Valid and having been Ordained by Jesus Christ.

#### Section 1. Baptism

Baptism indicates a person's coming into the larger fold of the Christian Faith. The usual method of Baptism shall be sprinkling.

#### Section 2. Lord's Supper

Communion, also known as the Lord's Supper, is the way in which the living presence of Christ is experienced in the Church. The Lord's Supper is a means of uniting us not only with Christ but with one another. At Waiola we practice "open communion" in which all persons present for worship who proclaim to be Christians are permitted to participate, including the children. The main criteria in taking the Lord's Supper is that the person is one of faith and holds Jesus Christ as Lord and Savior.

### ARTICLE V. MEMBERSHIP

#### Section 1. Eligibility

Persons of all nationalities who have reached the age of 12 years who have expressed their acceptance of Jesus Christ as Lord and Savior, and shows a willingness to be guided by the Charter and By-Laws of this Church shall be eligible for Regular Membership in this Church.

#### Section 2. Application

Any person desiring to become a member of this Church shall submit a signed application (printed forms provided by the Church) to the Pastor or to the President of the Board of Deacons. The application shall be considered by the Board of Deacons and a majority vote of the Board shall be required at the meeting when the application is acted upon.

(Refer to Course Outline for Membership orientation classes.)

### Section 3. Joining

At a worship service designated by the Pastor, New Members shall be received with (1) one of the following methods.

A. By Baptism, upon confession of faith and acceptance of the Covenant.

B. Confirmation, the process through which a person becomes a Member of the Church. Classes with the Pastor or designee, will be held for persons 12 years or older for a specified period of time. Confirmation is confirming of the Baptismal Vows which takes place during the Reception of Members liturgy.

C. On Affirmation of Faith in Christ and Acceptance of the Covenant.

D. By letter of transfer or dismissal and acceptance of the Covenant. Anyone who is unable to attend the service of worship after approval by the Board of Deacons may be received by the Pastor and Deacons acting on behalf of the Church.

### Section 4. Classification

There shall be Regular and Associate Members in the Church.

A. Regular members are those who have been formally received into full membership, who attend the services of worship regularly, who take part in the other important affairs of the Congregation and who support the Church financially, according to ability. Absent (non-resident) member(s) shall maintain their regular status by communicating with the Church and by sending financial contributions.

B. Associate members are those who hold membership in some other Christian Church, but who, because of temporary residence in this parish or other acceptable reason, wish to have association with this Church. Associate membership shall also be open to those who, although participating in the activities of the Church, are not as yet, for acceptable reasons, ready to become regular members. The Associate member may attend meetings of the church and may voice their opinion.

C. The privilege of voting at meetings of the Church shall be Regular Members only.

D. The privilege of burial within the church cemetery is reserved for Regular Members and their active dependent children. Burial within the church cemetery for Associate Member(s), Non-member(s) and their depended children shall be upon a petition to the Board of Trustees.

## Section 5. Removal

Names of Living Members may be removed from the Membership list as follows:

A. When a person in full Membership fails for one (1) year to meet the qualifications describing Regular Members, and the Church through the efforts of its Pastor and the Board of Deacons fail to gain the Member renewed activity, the Deacons shall report the facts to the Board of Trustees. If the Board of Trustees can find no way to gain the Member to renewed activity, his/her name may be removed from the Regular Membership list by the Board of Trustees and placed on the inactive list. The Member shall be notified of this action. Use of Church facilities or burial within the Church cemetery for inactive members shall be upon a petition to the Board of Trustees.

B. Any Member desiring to transfer to another Church or dismissal from this Church shall, upon written application to the Pastor be granted said request.

C. It shall be the basic purpose of the Church to emphasize to its Members that every reasonable measure will be taken to assist any troubled Member. The Pastor and Deacons are available for counsel and guidance. Redemption rather than punishment should be the guideline which governs the attitude of one Member towards Another. Should some serious condition exist which would cause a Member to become a liability to the General Welfare of the Church, every reasonable measure will be taken by the Pastor and Deacons to resolve it with kindness and forbearance. But, finding that the welfare of the Church will best be served by the exclusion of the Member, the Church may take this action by a two-thirds vote with a quorum of ten (10) Members present at a meeting called for this purpose, and the Church may proceed to declare the offender no longer Member of the Church. Any Person whose Membership has terminated may, upon his/her request be restored to Membership by a vote of the Church Members upon evidence of his/her repentance and Reformation.

## Section 6. Records

A. The Board of Deacons with the Church Office assistance shall maintain an up-to-date list of Members kept in a book and on a computer file. This list must show the full name, nationality, birth date, and place of birth. Full name of spouse, birth date and place of birth. Full name(s) of the child or children, sex and date of birth. The date of Baptism and date of Reception into the Church shall be recorded. Should a member move, have a name change, adoption or pass away, it shall be noted in the records. A Member may ask that no information be disclosed in accordance to the Rights and privacy Act.

B. Should a Member have their Membership canceled for any reason, the cause and date of the removal from the List of Members shall be recorded.

## ARTICLE VI. AUTHORITY

Final authority and control over affairs of this Church are vested in the Members as an organized Congregation. The government of this Church is vested in its Members, who exercise the right of control in all its affairs, subject, however, to the Laws of the State of Hawaii. The Church may acquire manage, own and hold real and personal property to support their mission.

## ARTICLE VII. AFFILIATION

While this Church shall be subject to the control of no other ecclesiastical body, it cheerfully accepts the privileges and responsibilities involved in the free fellowship of the United Church of Christ and pledges itself to support their common aims and work, especially those as are espoused by the General Synod of the United Church of Christ, the Hawaii Conference, and the Aha O Na Mokupuni.

## ARTICLE VIII. THE PASTOR

### Section 1. The Pastor

A. The prospective Pastor shall be selected by the Board of Trustees after careful consideration of all available Ministers and the Board of Trustees shall recommend the Pastor to the Congregation for approval at a special called meeting. The Congregation shall be notified in writing, tow (2) weeks prior to the date of the meeting, and the name of the prospective Pastor shall be included.

1. A vote of acceptance by the Congregation must be a vote of two-thirds majority before a prospective Ordained Pastor may serve a term.

2. The salary and other benefits offered to the Pastor shall be recommended by the Board of Trustees for approval by the Congregation at the same meeting.

3. The Pastor is subject to an annual written evaluation by the Board of Trustees, which shall be presented to the Congregation prior to a vote of confidence. (July, second quarterly meeting.)

B. If the Pastor is a licentiate, he/she shall be appointed according to the procedures of the Aha O Na Mokupuni or the Association of Hawaiian Evangelical Churches (AHEC).

C. If the Church is unable to support a full-time ordained Minister, the association shall appoint a "Komite Kahu", that is, an ordained Minister who shall visit their Church at least Quarterly to Administer the Sacraments (Baptism, Lord's Supper) and to perform such other functions as the Church may request.

## Section 2. Installation

When the Congregation has issued a call and the Pastor has accepted, the Aha O Na Mokupuni and AHEC may be invited to install the Pastor in accordance with established procedures.

## Section 3. Affiliation

The Pastor shall be selected from among those Ministers who are Members of the Unite Church of Christ. However, if the Pastor chosen has other denominational affiliations, he/she will become a Member of the Church and thus qualify for standing in the Aha O Na Mokupuni.

## Section 4. Duties

The Pastor shall assume the following duties:

A. Be in his/her own life an example to the members, preach the word of God, and administer the Holy Sacraments. Visit the people, give instructions in the Holy Scriptures and other related subjects as may be needed. Carry the Gospel to those who do not know God and serve God in and through the life of the Church.

B. The Pastor will supervise the duties and responsibilities of the Program Committees, report to the Board of Trustees and at Quarterly meetings the calendar of events. At the third (3rd) Quarterly (October) meeting the Pastor shall be given consideration for one (1) year ex-officio Member of the Board of Trustees, an approval must be given every year by the Congregation in meeting.

## ARTICLE IX. OFFICERS

### Section 1..Principal Officers

The principal officers of the Church shall be a Moderator, a Vice-Moderator, a Secretary, a Treasurer, ~~and an auditor~~, all of whom must be Regular Members of the Church.

## Section 2. Elections

~~A nominating committee composed of a minimum of Three (3) Regular Members shall be appointed by the Board of Trustees to seek out candidates for a Moderator, Vice Moderator, Secretary, Treasurer and Auditor. The slate of officers will be presented at the third (3rd) quarterly meeting of the Congregation, additional nomination(s) from the floor shall be permitted and they shall be elected by ballot, for a term of two (2) years. These officers may succeed themselves for one (1) additional term, after which there must be a passage of one (1) year before they are eligible for election to the same office. Their term shall begin at the close of the Annual Meeting.~~

*These officers will be elected by the Board of Trustees to serve a term of two (2) years. These officers may be re-elected by the Board for one (1) additional two-year term, after which one (1) year must elapse before that person becomes eligible for election to the same office. Terms of officers shall begin at the close of the Annual Meeting.*

## Section 3. Duties

Each officer shall perform the duties prescribed by these By-Laws and by the Parliamentary authority adopted (Revised Roberts Rules of Order). In case of doubt, each Officer shall accept instruction(s) from the Board of Trustees as directed by the Congregation.

### A. The Moderator

1. The Moderator shall actively participate in the life and mission of the Church by moderating the Church's official meeting, and Chair the meetings of the Board of Trustees.

2. The moderator may authorize/approve purchase orders, sign checks, serve as liaison/representative to association and conference meetings.

3. The Moderator shall have the authority to appoint candidate(s), except to the nominating committee, to fill a vacant or vacancies pro-tem until such time another election is held for an officer(s) in a Quarterly Meeting. He/she may appoint to committee(s). All appointments must be approved by the Board of Trustees.

4. The Moderator shall be an ex-officio of all committees until expiration of his/her term.

5. The Moderator shall call to meeting the Pastor, Vice-Moderator, Secretary, Treasurer and Auditor to plan and formulate the Agenda's complete order of business three (3) weeks prior to the Quarterly/Annual meeting.

6. Moderator votes only case of a tie.

## B. The Vice-Moderator

1. The Vice-Moderator in the absence of the Moderator or in case of his/her ability to serve, shall assume the duties and authority of the Moderator. He/she will serve as liaison and representative to association and conference meetings in the event the moderator is unable to attend.

2. He/she shall meet with the Moderator plan and formulate the Agenda's complete order of business three (3) weeks prior to the Annual/Quarterly meeting.

3. The Vice-Moderator shall perform the duties of the Governance, he/she shall submit a budget to the Budget Committee, and work closely with the Church Clerk/Secretary, to register and furnish elected delegate(s) with proper credential(s), arrange transportation and hotel accommodations for conferences—Aha O Na Mokupuni, Aha Iki and the Aha Pa'aina.

4. He/she is an officer of the Board of Trustees, has the right of voice and vote.

## C. The Secretary.

1. The Secretary shall attend all meetings keeping an accurate record of all proceedings (minutes) of all meetings of the Congregation and Board of Trustees. These minutes shall be kept in a book and saved on a computer file. The Secretary shall be the custodian of these minutes. It shall be available to the Congregation upon request. Board of Trustees' minutes requests must be authorized by the Board of Trustees or the Congregation in meeting. He/she shall surrender the Secretary's book and the computer file to the newly elected Secretary upon expiration of his/her term.

2. Prepare, prior to each meeting, an order of business (agenda from the Moderator and communications received from the Church office) and assist the Moderator in the order of business. The Secretary shall conduct authorized correspondence related to his/her duties.

3. The Secretary shall mail the notice of each meeting to the Congregation (call of the meeting) three (3) weeks prior to the Quarterly and Annual Meeting. The Secretary shall mail the Quarterly and Annual meeting Agenda, past Quarterly or Annual meeting minutes, Treasurer's Quarterly or Annual Audit report and Proposed Annual Budget to the Congregation two (2) weeks prior to the meeting.

4. He/she shall meet and assist the Moderator in planning the agenda's complete order of business three (3) weeks prior to the Quarterly /Annual meeting.

5. The Secretary, in the absence of the Moderator and Vice-Moderator, shall call the meeting to order and preside until immediate election of a Chairman Pro-Tem.

6. He/she is an officer of the Board of Trustees, has the right of voice and vote.

#### D. Treasurer

1. The Treasurer shall attend all meetings. He/she shall receive all monies and give proper receipts for same. He/she shall deposit all monies received into the Church's account on the first (1st) banking day following receipt of monies. He/she shall pay out money only upon authorization from the Board of Trustees or from the Congregation in meeting.

2. The Treasurer shall report at each Quarterly meeting to the Congregation, to the Board of Trustees at the monthly meeting with a written report: monies received, disbursements with a statement of purpose, and show the balance on hand.

3. Three (3) weeks prior to the Annual meeting the Treasurer shall present his/her Annual Report of monies received, disbursements with statements of purpose and balance on hand for the previous year to the Auditor of the Church or to a Certified Public Accountant for audit of such report.

4. The Treasurer shall have a report on file and saved on a computer file within fifteen (15) days following the Quarterly and Annual meeting. It shall be available by request to the Congregation. The Treasurer shall be bonded for a sufficient sum.

5. He/she is an officer of the Board of Trustees, and has the right to voice and vote.

6. The Treasurer shall meet and assist the Moderator in planning the agenda's complete order of business three (3) weeks prior to the Quarterly/Annual meeting.

7. The Board of Trustees may compensate the Treasurer for his/her service.

#### ~~E. The Auditor~~

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~~1. The Auditor shall examine the Treasurer's report prior to all Quarterly meetings. He/she shall request from the Treasurer the Annual Treasurer's report three (3) weeks prior to the meeting. The Auditor shall sign and date the Annual Report to indicate the report audited and correct.~~

~~2. The Board of Trustees may appoint an Auditing committee or contract a Certified Public Accountant if the Auditor requests assistance or if there are any indications of difficulties in auditing the Annual Treasurer's report.~~

## ARTICLE X. BOARD OF TRUSTEES

### Section 1. Members

The Board of Trustees shall be composed of eleven (11) members.

- ~~A. The Moderator of the Church~~
- ~~B. The Vice-Moderator of the Church~~
- ~~C. The Secretary of the Church~~
- ~~D. The Treasurer of the Church~~
- ~~E. Seven (7) trustees~~

### Section 2. Elections

Candidate(s) for the Trustee position(s) must be Regular Members of the Church, be nominated by a nominating committee, composed of a minimum of Three (3) Regular Members. This nominating committee shall be appointed by the Board of Trustees. Additional Nomination(s) from the floor shall be permitted. Trustees and Officers shall be elected by ballot in October the Third (3rd) Quarterly meeting.

*Officers shall be elected by the incoming Board of Trustees at a meeting to be held as early as possible following election of Trustees and at which all new Trustees are present.*

### Section 3. Term

Trustees shall be elected for a term of two (2) years and may serve consecutively for ~~two (2) terms~~ *four (4) terms*, after which there must be a passage of one (1) year before he/she is again eligible for election. Term of office shall begin at the close of the Annual Meeting.

### Section 4. Officers

The Officers of the Board of Trustees shall be:

A. The Moderator shall Chair the meetings of the Board, and votes only in case of a tie.

B. The Vice-Moderator shall Chair the meeting in the absence of the Moderator. He/she is entitled to voice and vote.

C. The Secretary shall record the proceedings of the Board of Trustees, prepare prior to each meeting, an order of business (Agenda from the Moderator and communications received from the Church office) and assist the Moderator in the order of business. In the absence of the Moderator and the Vice-Moderator, shall call the meeting to order and preside until the immediate election of a Chairman Pro-Tem. He/she is entitled to voice and vote.

D The Treasurer shall present the Treasurer's report in writing, monies received and disbursements with statements and balance on hand. He/she is entitled to voice and vote.

#### Section 5. Duties

A. The purpose of the Board of Trustees is to provide a representative body to carry out the Business and Mission of the Church between Congregational meetings. It makes decisions, authorizes expenditures, facilitates and evaluates the programs and purpose of the Church. The Board of Trustees represents the Church and acts on behalf of its members.

B. The Board of Trustees shall have the authority to fill vacancies on the Board Program Committees until the next regularly Quarterly Membership Meeting.

C. The Board of Trustees shall have the authority to hire personnel to conduct its affairs.

D. The Board of Trustees shall have the authority to remove member's name from the membership list and place his/her name on the inactive list.

E. The Board of Trustees may form a committee(s) as it deems necessary to carry out the business and mission of the Church.

F. The Board of Trustees have the authority to consider burial within the church cemetery, petition(s) from an Associate Member(s), Inactive Member(s), or Non-Member(s) of the church.

G. The Board of Trustees shall be under the Authority of the Congregation.

#### Section 6. Meetings

A. The Board of Trustees shall meet regularly on the second (2nd) Sunday of each month.

B. Special meetings may be called by the Moderator on matters he/she deems necessary of Board consideration or a written request of four (4) Board Members. Notice of the special meeting shall be given to the Church Secretary, he/she shall give notice to the Officers and Trustee Members of the Board at least 48 hours prior to the day and time of the meeting. The purpose of the meeting must be duly given at the time of notice.

### ARTICLE XI. BOARD OF DEACONS

#### Section 1. Members

A. There shall be a minimum of five (5), but no more than seven (7) Deacons appointed by the Pastor and confirmed by the Congregation at the Annual Meeting of the Church, whose term of office shall be three (3) years. They may succeed themselves for one (1) additional term, after which there must be a passage of one (1) year before they are eligible for appointment to the same office. Consideration shall be given for a balance of male and female.

B. Deacon(s) may be given the privilege to serve for an indefinite term. The Pastor may with appropriate reasons appoint and present the Deacon's name to the Board of Deacons for approval and be confirmed by the Congregation at the October's Quarterly Meeting. (Present Deacons with indefinite term—Mrs. Sara Amaral, Mrs. Dorothy Kauhane and Mr. Earl Kukahiko, Sr.).

#### Section 2. Officers

The Deacons shall name and elect its officers at their Annual January meeting. The officers shall be a President, Vice-President, Secretary, and Treasurer.

#### Section 3. Meetings

A. The Deacons shall meet monthly, regularly, and also at the call of the Pastor, when deemed necessary.

#### Section 4. Duties

A. The Deacons shall give leadership to the church's Ministry, serving the Physical and Spiritual needs of Members and People beyond the Church. They actively cooperate with the Pastor in overseeing the Pastoral and Spiritual Ministry of the Church. The Deacons are responsible for overseeing and maintaining membership records. They work at the resolution of conflicts that arise within the Church. They assist the Pastor in planning worship and arrange lay leadership for the services.

### ARTICLE XII. MEETINGS

#### Section 1. Quarterly

A. Meeting of the Congregation will be held on a Quarterly basis. The First (1st) Quarterly meeting will be held in April, the Second (2nd) Quarterly meeting will be held in July, and the Third (3rd) Quarterly meeting will be held in October. Notice of the meeting shall be mailed to the members of the Church and announcement of the meeting shall be made from the Pulpit Three (3) weeks and every Sunday prior to the meeting.

B. The Program Committees and other Committees may give their report orally except in cases where action must be taken on the report(s) in which case they must be typewritten.

C. The Congregation may also act upon any other business it wishes provided notice of the business is in writing, dated and be given to the Church Secretary to be placed on the Agenda no less than seven (7) days before the meeting.

## Section 2. Annually

A. The Congregation shall hold its Annual Meeting in January on a date to be determined by the Board of Trustees. Notice of the meeting shall be mailed to the Members of the Church and the Announcement of the meeting shall be made from the Pulpit three (3) weeks and every Sunday prior to the meeting.

B. Annual Reports from the Pastor, Church officers, Program Committees and other Committees shall be typewritten and submitted three (3) weeks prior to the Annual Meeting.

C. The Congregation shall act upon the Annual Plans and Budget submitted by the Board of Trustees. The Congregation shall also act upon any other business it so wishes, provided, notice of business is in writing and dated, given to the Church Secretary and placed on the Agenda no less than seven (7) days prior to the meeting.

## Section 3. Special Meetings

Special meetings of the Congregation may be called by the Moderator or by the Board of Trustees on matters deemed necessary or a written request by ten (10) members of the Congregation. The notice shall be given to the Church Secretary, he/she shall give notice to the Officers and Members of the Church, except in cases of emergency, at least three (3) days' prior to the day and time of the meeting. The purpose of the meeting must be duly given at the time of notice.

## Section 4. Leadership (Workshop) Meetings

A. Current officers and Officers Elect of the Church, Trustees, Officers and Members of the Program Committees, and Committees are encouraged to attend a workshop in Leadership in November prior to the Annual Meeting. The purpose being to familiarize officers and committee members of the By-Laws and provide assistance in easily handling of responsibilities as members of the Church's governing body.

B. Notice of the meeting shall be given two (2) weeks prior to the meeting.

## ARTICLE XIII. QUORUM

### Section 1. Congregation:

At all meetings of the Congregation, ten (10 or more Regular Members present shall constitute a Quorum, provided that due notice of the meeting was given. Associate Member(s) present in the meeting of the Congregation shall not be counted as a Quorum.

### Section 2. Board of Trustees

At all meetings of the Board of Trustees, more than half of the Voting Members shall constitute a Quorum provided that due notice of the meeting was given.

## ARTICLE XIV. PROGRAM COMMITTEES

### Section 1. Duties

A. The functional work of the Church shall be carried out by the following Program Committees established by the Board of Trustees, with duties and responsibilities as determined by the Board of Trustees.

B. The Pastor of the Church will supervise the duties and responsibilities of the Program Committees.

### Section 2. Program Committees:

- |                        |                                |                       |
|------------------------|--------------------------------|-----------------------|
| A. Aloha/Fellowship    | E. Ministry of Music           | I. Mission/Evangelism |
| B. Board of Deacons    | F. Archival Committee          | J. Women's Guild      |
| C. Christian Education | G. Youth/Young Adults Ministry |                       |
| D. Christian Endeavor  | H. Communications              |                       |

### Section 3. Archival Committee

The Archival Committee shall present to the Congregation the Historical Accounts prepared in writing at the Annual Meeting for approval. All Historical Accounts of the Church must be approved by the Congregation at the Annual meeting before it becomes official history of the Church.

## ARTICLE XV. FINANCE

### Section 1. Budget Committee

A. The Treasurer, Pastor, three (3) Members, appointed by the Moderator and approved by the Board of Trustees, shall be the Budget Committee. The Treasurer shall be the Chairperson of the committee. It shall be the duty of this Committee to review and prepare a budget beginning the First (1st) day of November for the new fiscal year and be submitted to the Board of Trustees on the Second (2) Sunday of December.

B. The Program Committees and Committee(s) shall submit to the Budget Committee the balance, disbursements with statements of purpose of their account and proposed budget.

C. The Board shall prepare and submit the agreed benefits for the Employees of the Church to the committee. The Pastor, Choir Director, Clerk/Secretary, Grounds and Building Custodian.

D. The Board of Trustees may from time to time propose amendments to the budget for approval by the Congregation at a duly called meeting.

E. All proposed budgets must be submitted to the committee one (1) week prior to the 1st day of November.

### Section 2. Financial Request Procedure

A. Financial request for disbursement (s) or any other transaction(s) must be submitted in written form (available in the Church Office). The requisition form with a P.O. number must be dated, with statement of purpose, number of item(s), cost of each item and total cost of all items must be written on the requisition form. The requisition form must be signed and dated by the requester. The requisition must be approved by an authorized signature—Moderator, Vice-Moderator or the Pastor of the church for: (program committees, church office and custodian).

B. With the requisition(s), all check(s) for disbursements or any other transaction(s) by the Treasurer of the Church, must be authorized with the signature of the Moderator.

## ARTICLE XVI. DELEGATES

A. The nominating committee shall seek out candidate(s) to attend and represent WAIOLA Church as Delegate(s) to the Aha O Na Mokupuni, Aha Iki Pae Aina and Association of Hawaiian Evangelical Churches. Additional nomination(s) from the floor shall be permitted. The slate of nominees shall be presented to the Congregation on the Third (3rd) Quarterly (October) meeting.

B The Vice-Moderator shall perform the duties of the Governance (as stated on page 7, Section 3. Duties, B. Vice-Moderator, par. 3).

## ARTICLE XVII. AMENDMENTS AND REVISIONS

### Section 1. Notice

These By-Laws may be Amended by any Regular or Special Meeting of the Congregation, provided notice of intention to Amend shall be given from the pulpit and written notice mailed to each Regular Member at least two (2) weeks prior to the meeting at which the Amendment or Revision are to be voted on.

### Section 2. Voting

The exact wording of the Amendment or Revision shall form a part of the written notice.

### Section 3. Adoption

A proposed Amendment or Revision is adopted by a 2/3 (two-thirds) affirmative vote of the members present at any duly called meeting.

## ARTICLE XVIII. RULES OF ORDER

The rules contained in the Revised Roberts Rules of Order shall govern the Church in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special Rules the Church may adopt.

WAIOLA CHURCH POLICIES AND PROCEDURES

REVISED 1994

APPROVED OCTOBER 30, 1994

EDITED BY PAT MAIELUA AND LIZ MOUDY