

**THE CONSTITUTION AND BYLAWS  
OF THE  
HAWAI'I ISLAND ASSOCIATION OF  
THE UNITED CHURCH OF CHRIST**

**CONSTITUTION**  
*Revised April 28, 2007*

**NAME**

The name of this Association shall be the Hawai'i Island Association of the United Church of Christ.

**PURPOSE**

- 2.1 To express the oneness in Christ of the churches comprising it.
- 2.2 To assist with the effectiveness of their Christian witness and service.
- 2.3 To determine, certify, and confer the standing of churches.
- 2.4 To determine, certify, and confer the standing of ministers.
- 2.5 To exercise the powers and perform the functions of an ecclesiastical council on request of a church or other parties.
- 2.6 To prayerfully support and relate to the Hawai'i Conference of the United Church of Christ and the United Church of Christ.

**COVENANT**

Churches and ministers holding membership in this Association have, in fellowship, a God-given responsibility for the Association, its labors and its witness. The Association has, in fellowship, a God-given responsibility for the well-being and aspirations of each member. In mutual Christian concern and in dedication of Jesus Christ, the Head of the Church, we covenant together to share in common Christian experience and responsibility. We covenant to stimulate, in concert with the Hawai'i Conference of the United Church of Christ, the spiritual and mission emphases of our churches. We covenant to enable church members to exercise their gifts of teaching, evangelizing, healing, preaching, and administration.

**AUTHORITY**

The Hawai'i Island Association of the United Church of Christ, sometimes referred to as the Mokupuni, is the final authority in all matters pertaining to the policies and program of this Association.

**BYLAWS**  
*Revised May 31, 2014*

**ARTICLE I: MEMBERSHIP**

All United Church of Christ (UCC) and Congregational churches in the Hawai'i Conference of the United Church of Christ (HCUCC) on the island of Hawai'i are welcome to participate in the life of the Hawai'i Island Association of the United Church of Christ (HIAUCC).

- 1.1 The Association's membership shall be comprised of churches, ministers, associate and honorary members.
- 1.2 Definition of Membership Categories
  - 1.2.1 Churches: UCC and Congregational churches on the island of Hawai'i with standing in HIAUCC.
  - 1.2.2 Ministers: Ordained, licensed and commissioned ministers with standing in HIAUCC.<sup>1</sup>
  - 1.2.3 Associate Members: UCC and Congregational churches on the island of Hawai'i with standing in AHEC; ministers with standing in AHEC who are serving churches in the island of Hawai'i; ministers without standing in HIAUCC and serving HIAUCC churches; students in care of HIAUCC churches.
  - 1.2.4 Honorary Members: Members of HCUCC staff who are not regular members, official representatives of the General Synod and of national boards, agencies and covenanted ministries of the UCC in attendance at any meeting of HIAUCC.

**ARTICLE II: RIGHTS & RESPONSIBILITIES**

The rights and responsibilities of the members of the Hawai'i Island Association of the United Church of Christ shall include:

- 2.1 Voting Rights
  - 2.1.1 Each member church and each Associate member church is entitled to be represented by two voting delegates at all HIAUCC meetings. Member churches with over 200 members may have one additional voting delegate for each additional 100 active members or major fraction thereof.
  - 2.1.2 Each member church and each Associate member church is allowed a youth delegate, twenty-two years of age or younger, with vote, in addition to delegates provided for in Section 2.1.1 above.

---

<sup>1</sup> "An ordained minister engaged in parish ministry has standing in the association in which the local church served has standing" (UCC Manual on Ministry, Section 3, p.30).

- 2.1.3 Each minister with standing in HIAUCC and each Associate member minister is entitled to one vote at all meetings.
- 2.1.4 Each Associate member is entitled to vote at all meetings.
- 2.1.5 Honorary members will have voice but no vote at all meetings.
- 2.1.6 There shall be no proxy voting at any meeting.
- 2.2 Dues
  - 2.2.1 Each member and associate church will pay per capita dues based on the total number of active members as reported to the HCUCC for the previous calendar year.
  - 2.2.2 The amount of dues will be determined annually by the Association at its spring meeting. Dues will be for the fiscal year beginning July 1 and are due at the Fall meeting.
  - 2.2.3 Churches that do not fulfill their responsibilities (full participation and paying dues) are of special concern to the Association. With prayer and due diligence, the Executive Board will work to restore the church to active participation. If the matter persists for two consecutive years, Church and Ministry Committee may consider making recommendations to the Executive Board regarding standing.
- 2.3 Churches
  - 2.3.1 Each church is expected to participate fully in the life and work of this Association, embracing its identity as part of the United Church of Christ.
  - 2.3.2 The autonomy of the local church is inherent.
  - 2.3.3 Each church, in covenant, shall give prayerful consideration to decisions and advice emanating from this Association, the Hawai'i Conference of the United Church of Christ and the General Synod.
- 2.4 Ministers
  - 2.4.1 Each minister with standing is expected to enter fully into the life and work of this Association.
- 2.5 Associate Members are expected to participate in the mission of this Association.

## ARTICLE III: MEETINGS

### 3.1 Meetings

At least two meetings of the Association shall be held annually. The Fall Aha Mokupuni shall ordinarily be held the last weekend of October. The Spring Aha Mokupuni shall ordinarily be held the last weekend of April the time and place being determined by the Executive Board. These regular meetings shall not only be characterized by the business of the Association, but shall be an opportunity for worship, fellowship, and inspiration. Each regular meeting will, therefore, include worship and communion. Other meetings may be called by the Executive Board or at the request of five member churches.

3.1.1 Notice of all meetings shall be sent to the churches and to ministerial and lay members of the Association at least four weeks prior to any meeting and noting the time, place and topics to be considered. Notice must be sent by U.S. mail or via electronic mail or fax. It is the churches' and ministers' responsibility to inform the Secretary of the Association of the correct postal and email address and fax numbers and the Secretary shall circulate a list of such address/numbers once a year to all member churches and ministers and shall make any corrections promptly.

### 3.2 Quorum

At least one-third of the member churches must be represented to constitute a quorum, which is necessary to conduct business.

### 3.3 Rules of Order

*Robert's Rules of Order* shall be followed in the conduct of official business.

## ARTICLE IV: EXECUTIVE BOARD

The Executive Board shall serve as the governing body of the HIAUCC between Association meetings.

### 4.1 Membership

The Executive Board shall consist of the following officers elected from the member churches of this Association: President, Vice President, Secretary, Treasurer, East Hawai'i Representative, West Hawai'i Representative, Association representatives to the Hawai'i Conference Ministries, and chairpersons of Association committees. Ex officio members shall include the Conference Minister (or his/her designee) and any current member at large of the Hawai'i Conference Council (or its legal successor) who is from this Association. Ex officio members are without vote.

### 4.2 Meetings

The Executive Board shall meet at the call of the President or any four members of the Executive Board. The presence of a majority of the Executive Board shall constitute a quorum. The number of meetings held shall be determined by the Executive Board.

## ARTICLE V: OFFICERS

The officers of the HIAUCC shall be the President, Vice President, Secretary, Treasurer, East Hawai'i Representative and West Hawai'i Representative. The officers of the Association must be members or Associate members of HIAUCC. No two officers shall hold membership in the same church of the Association.

### 5.1 Election and Terms

Officers shall be elected by secret ballot at the Spring Aha Mokupuni. The term of office shall be two years, beginning July 1. Officers may serve up to two consecutive terms. Whenever possible the positions of President and Vice President shall alternate between a minister and a lay person.

5.1.1 At the conclusion of their terms, each officer will promptly turn over to the Secretary all records and materials pertaining to their offices; the Secretary will in turn give these materials to the new officers.

### 5.2 President

The President shall preside at meetings of the Association and of the Executive Board, shall make an annual report to the Association, shall perform such other duties as the Executive Boards may prescribe, and shall be an ex officio member of all Association committees, without vote. The President may represent the Association on the HCUCC Council.

### 5.3 Vice President

The Vice President shall assist the President in Association duties and shall perform the duties of the President in case the President is absent or unable to act. The Vice President shall serve as an ex officio member, without vote, of any Association committee when so appointed by the President.

### 5.4 Secretary

The Secretary shall keep a permanent and accurate record of meetings and transactions of the Association and of the Executive Boards, shall give notice of meetings as provided in these Bylaws, and shall perform other such duties pertaining to this office as the Executive Board may direct. The Secretary shall keep a roll of Association churches and ministers, shall issue letters of transfer as requested by the Church and Ministry committee, and shall report on these matters annually to the Association and to the Conference.

### 5.5 Treasurer

The Treasurer shall receive all contributions and assessments made to the Association and its committees. The Treasurer shall deposit monies and pay all bills and accounts as directed by the Executive Board or the Association. The Treasurer shall keep an accurate record of financial transactions entrusted to this office, shall provide reports at Executive Board meetings and a full report at the fall and spring Association meetings, and carry out the other duties usual to this office. The Treasurer shall prepare a budget for the Executive Board's action and on the Board's recommendations shall present it at the Spring Aha Mokupuni.

### 5.6 East & West Hawai'i Representatives

The East and West Hawai'i Representatives shall serve as liaisons between congregations and the Executive Board. They shall assist the President and Conference Minister (or his/her designee) in working with the churches of their respective areas. They shall serve as the Necrology Committee.

## ARTICLE VI: STANDING COMMITTEES

Standing Committees of the Association are accountable to the Executive Board. Each Standing Committee will have specified terms for its members (including term limits) which shall conclude June 30. The members and terms of each Standing Committee shall be reported to the Spring Aha Mokupuni by the Chair of the Nominating Committee. Ordinarily, no more than two members of any Standing Committee shall be members of the same church.

Standing Committees may be created by the Executive Board subject to confirmation by the HIAUCC at its next meeting under the provisions required for a Bylaws amendment.

### 6.1 Church and Ministry Committee

The Church and Ministry Committee shall consist of a chair and five members, in two classes of two year terms, elected by the Association. Members shall include at least three ordained ministers and two lay persons. The Chairperson may be either lay or ordained. Neither the Chairperson nor any member may serve for more than three consecutive terms. An exception to this rule is that if a member currently serving is elected Chairperson of the Committee, he or she may serve as the Chairperson up to an additional two terms. The Conference Minister (or his/her designee) shall be an ex officio member of the committee without vote. The committee shall determine its frequency of meetings. It is the committee's responsibility to receive applications for standing, examine the congregations and candidates and perform other duties as prescribed by the United Church of Christ Manual on Ministry. The committee shall make recommendations to the Association for licensure, ordination and installation. The committee shall maintain appropriate records of candidates and ministers as well as an accurate and current record of the standing of churches in this Association. The Manual on Ministry shall govern the work of the committee. In the case of conflict between these Bylaws and the Manual on Ministry, the Manual on Ministry shall be controlling.

### 6.2 Nominating Committee

The Nominating Committee shall consist of a chair and five members, in two classes of two year terms, elected by the Association. The committee shall develop a slate of nominees for all elected positions of the Association, which it will submit to the membership 30 days prior to elections, which will take place at the Spring Aha Mokupuni. The committee will give care to ensure balanced representation, especially as it relates to lay/ordained, gender and geographic diversity.

6.2.1 The Nominating Committee shall prepare a slate of nominees to fill positions as allowed for or requested by the HCUCC or UCC, which it will submit to the membership 30 days prior to elections, which will take place at the Spring Aha Mokupuni.

6.2.2 Vacancies that occur between elections shall be filled by appointment by the Executive Board, subject to confirmation at the next Aha Mokupuni.

6.3 Special Committees

Special Committees, Task Forces, and Mission Groups shall be created by the Executive Board as may be required.

6.4 Other Entities

HIAUCC members serving on HCUCC or UCC entities are requested to make an annual written report concerning the work of the entity they serve on.

ARTICLE VII: ELECTIONS

The annual election and the installation of officers shall take place at the Spring Aha Mokupuni.

7.1 Nominations

7.1.1 Names and qualifications of nominees shall be submitted to member churches and ministers at least thirty days before the election.

7.1.2 The consent of all nominees shall be obtained prior to the election.

7.1.3 Nominations will be accepted from the floor.

7.2 Election Process

7.2.1 The election shall be by secret ballot. A majority of the votes cast shall be sufficient for election.

ARTICLE VIII: EXECUTION OF INSTRUMENTS

The persons authorized to make and execute all written instruments of the Association shall be the President or Vice President and the Treasurer, following approval of the Executive Board, including checks, drafts, notes, bonds, acceptances, deeds, leases and contracts.

ARTICLE IX: FISCAL YEAR AND AUDIT

9.1 Fiscal Year

The fiscal year of this Association shall extend from July 1 to June 30.

9.2 Audit

The annual audit of the Association financial records shall be conducted by two persons appointed by the Executive Board and reported to the Association annually.

**ARTICLE X: AMENDMENTS**

These Bylaws may be amended by a two-thirds vote at a meeting of the Association where a quorum is declared, providing that written notice of proposed changes was distributed to churches and individual members at least one month previously.

A certified copy of the Bylaws and all amendments or changes therein shall be filed with the Director of the Department of Regulatory Agencies of the State of Hawai'i within thirty (30) days after adoption.

Ascription: Now to the One who by the power at work within us is able to do far more abundantly than all that we ask or think, to God be glory in the church and in Christ Jesus to all generations, for ever and ever. Amen.