

THE
KAUA'I ASSOCIATION OF THE UNITED CHURCH OF CHRIST

BYLAWS

ARTICLE I - NAME

The name of this Association shall be the Kaua'i Association of the United Church of Christ (KAUCC), and may also be referred to as Na Mokupuni o Kaua'i.

ARTICLE II - PURPOSES AND POWERS

The purposes and powers of this association shall be:

- A. To express the oneness in Christ of the Churches comprising it and to make more effective their Christian witness and service;
- B. To determine, confer, and certify to the standing of local churches within the boundaries of the Association;
- C. To determine, confer, and certify to the standing of the ministers of this Association;
- D. To exercise the powers and perform the functions of an Ecclesiastical Council on request of a church or other parties concerned; and
- E. To cooperate with the Hawai'i Conference of the United Church of Christ and through it the United Church of Christ and its boards, agencies, and Covenanted Ministries.

ARTICLE III - MEMBERSHIP AND STANDING

A. CHURCHES

1. All United Church of Christ and Congregational Christian Churches whose articles or statement of faith are in essential agreement with that of this Association, and which having covenanted with the Association to assume and fulfill faithfully the obligations of a member church as hereinafter set forth, and having been recommended by the Committee on Church and Ministry of this Association shall be received in full standing by two-thirds (2/3) vote of those present and voting at a duly called Regular meeting of the Association.
2. No church shall be removed from standing except upon recommendation of the Committee on Church and Ministry of this Association, and by two-thirds (2/3) vote of those present and voting at a Regular meeting of the Association, with due notice as specified in Article V C of this Bylaws.

B. MINISTERS

1. Ordained ministers serving church with standing in this Kaua'i Association shall

have their Standing in this Association, having been recommended by the Committee on Church and Ministry of this Association, and shall be voting members of this Association.

2. An ordained minister of another denomination who wishes to retain standing in that denomination and who has become pastor of a local church of the United Church of Christ, or serves in an instrumentality of the United Church of Christ, may be received into the voting membership of the Association for the duration of that pastorate or responsibility upon the recommendation of the Committee on Church and Ministry and a two-thirds (2/3) vote at a meeting of the Association, due notice of the proposed action having been given to the membership.
3. Any other regularly ordained minister who labors within the bounds of the Association may from time to time become a temporary voting member of the Association upon recommendation of the Committee on Church and Ministry and a two-thirds (2/3) vote of those present and voting at a meeting of the Association, due notice of the proposed action having been given to the membership.
4. No minister shall be removed from standing except upon recommendation of the Committee on Church and Ministry of the Association and by a two-thirds (2/3) vote of those present and voting at a Regular meeting of the Association, due notice of the proposed action having been given to the party concerned and to the membership.
5. Lay and Licensed Ministers who serve a local church in this Association, and having been recommended by the Committee on Church and Ministry of this Association and who hold their standing in the Association, shall be voting members of this Association.
6. Commissioned Workers who hold their standing in the Association shall be voting members of this Association.

C. OTHER VOTING MEMBERS

1. All members of the Executive Committee of the Association who are not delegates of their particular churches are members with vote in this Association.
2. Chairpersons of the Kaua'i Association Committees and the president of the following affiliate organization of this Association, the Kaua'i Council of Hawaiian Churches shall be voting members of the Association.

3. Delegates to the General Synod of the United Church of Christ, members of National Boards, Agencies and instrumentalities of the United Church of Christ, members of boards, committees and task forces of the Hawai'i Conference of the United Church of Christ, trustees of the Hawai'i Conference Foundation and representatives of the Association to the Hawai'i Council of Churches, who hold membership in a local church with standing in this Association, and who are not otherwise voting members of this Association shall be voting members of the Association during their term of office.

D. ASSOCIATE MEMBERS

1. Staff members of the Hawai'i Conference of the United Church of Christ, representatives of National Boards, Agencies and/or Covenanted Ministries of the United Church of Christ and other persons, as the Association may determine, who are in attendance at an Association meeting may be elected to be Associate members with voice but without vote.
2. Members of the United Church of Christ, Congregational Christian Churches or Association of Hawaiian Evangelical Churches (AHEC) on the island of Kaua'i with full standing in another association may be received as Associate members with voice and vote.

ARTICLE IV - PRIVILEGES AND RESPONSIBILITIES OF MEMBERSHIP

A. CHURCHES

A church holding standing in this Association has, in fellowship, a God-given responsibility to and for the KAUCC, its labors and its witness, even as the Association has, in fellowship, a God-given responsibility for the well-being and aspirations of each member church. In mutual Christian concern and in dedication to Jesus Christ, the Head of the church, the one and the many share in common Christian experience and responsibility.

The autonomy of the local church is inherent and modifiable only by its own action. Nothing in these Bylaws shall destroy or limit the right of each local church to continue to operate in its customary way; nor shall be construed as giving to the Association now, or at any future time, the power to abridge or impair the autonomy of any local church in the management of its own affairs, or to withdraw from this Association at any time without forfeiture of ownership or control of real or personal property or any rights therein belonging to the church.

Actions by, or decisions or advice emanating from, the General Synod and the Hawai'i Conference of the United Church of Christ and this Association, should be held in the

highest regard by every member church of this Association.

Each church is expected to (1) be fully represented in the Association's life and work, and (2) pay the per-capita assessment as determined by the Association on the total number of active members as reported in the report of the Hawai'i Conference for the previous calendar year. Failure to meet these obligations for two consecutive years shall be deemed sufficient cause to initiate an inquiry by the Association.

B. MINISTERS

Just as member churches and the Association have in fellowship, mutual responsibility laid upon them by God for each other's well-being and aspirations, so have ministers with standing in this Association.

The privilege and responsibility of witnessing to the Gospel belong to every member of each local church. The Association diligently seeks, therefore, in concert with the Hawai'i Conference and the United Church of Christ, to provide opportunities for the members of its churches to exercise such gifts of teaching, evangelizing, healing, preaching, and administration as God has bestowed upon them.

The Association recognizes that God Calls certain persons to full-time service for various forms of ministry in the church. This calling is recognized by ordination, commissioning, and other appropriate services of dedication.

Each minister is expected to enter fully into the Association's life and work, to be faithful and regular in his/her attendance at its meetings, and serve in the best of his/her ability when requested by the Association.

Except under special conditions, as allowed by the Association, upon the recommendation of the Committee on Church and Ministry, each minister is expected to be a member of the Pension Fund(s) of the United Church of Christ.

ARTICLE V - MEETINGS

A. ANNUAL (AHA MOKUPUND). The annual meeting shall be held prior to and in consideration of the dates for the Conference annual meeting (Aha Pae Aina), with the time, date and place to be determined by the Executive Committee.

B. REGULAR. Regular meetings of the Association shall be held in September, November, January, March, and May.

SPECIAL. Special meetings for fellowship or business shall be called by the president, the Executive Committee, or any two member churches.

- C. **NOTIFICATIONS.** Notice of all meetings, indicating their expressed purpose, shall be given to the membership at least one month in advance.
- D. **REPRESENTATION.** Each church shall be represented by two (2) lay delegates and a youth delegate who is 25 years of age or less at the time of the meeting. Those churches with two hundred (200) or more active members shall be entitled to an additional delegate for each additional one hundred (100) members or a major fraction thereof. The total number of delegates from any one church may not exceed five (5) delegates.
- E. **QUORUM.** One-third (1/3) of the churches or one-third (1/3) of the eligible delegates from member churches of the Association will constitute a quorum.
- F. **THE EXECUTIVE COMMITTEE.** The Executive Committee shall meet in August, October, December, February, April, and June, and shall act on behalf of the Association between meetings. The Executive Committee shall be empowered to carry out those duties of the Association in accordance with its Bylaws. Special meetings may be called by the president or by a petition of three or more members of the Executive Committee. A majority of the members shall constitute a quorum.

ARTICLE VI - OFFICERS

The officers of this Association shall consist of: President, Vice-President, Secretary, Treasurer, Chaplain, and such other officers as the Association may deem advisable. They shall be elected each year at the Annual Meeting, their term of office to take effect on July 1 of the year elected. The President, Vice-President, and Chaplain shall not serve consecutively for more than one year; the Secretary and Treasurer shall not serve for more than four (4) years.

- A. **PRESIDENT.** The president shall preside at all meetings of the Association and the Executive Committee; shall execute all deeds, contracts, and other documents as ordered by the Association or Executive Committee; and shall perform such other duties as usually pertain to the office. The president or an officer of the Association designated by the president shall serve as one of the Association's representatives on the Board of Directors of the Hawai'i Conference. The president shall alternate annually between a minister and a lay person.
- B. **VICE-PRESIDENT.** The vice-president shall perform the duties of the president in case of his/her absence or inability to act. The vice-president or designated alternative member of the Executive Committee shall serve as one of the Association's

representatives on the Board of Directors of the Hawai'i Conference. The vice-president shall be in charge of planning the annual meetings in the fall and spring with the assistance of the chaplain, a representative of the Kaua'i Council of Hawaiian Churches and the host churches.

- C. **SECRETARY.** The secretary shall keep a permanent record of all meetings and transactions of the Association and the Executive Committee and furnish them to other bodies, General Synod, Conference, or ministers who are authorized to receive them; shall be the custodian of the seal of the Association, and shall affix the same to all written instruments requiring the seal, and attest to the same by his/her signature; shall keep the roll of the churches and ministers of the Association, and shall annually report all changes to the Association and to the Hawai'i Conference, and shall suggest such revisions as are deemed appropriate for action by the Association; shall issue letters transferring the standing of ministers; shall perform such other duties as usually pertain to the office, or as directed by the Executive Committee.
- D. **TREASURER.** The treasurer shall receive all assessments and contributions made for the work and interest of the Association; shall make such payment of funds as may be ordered by the Association or Executive Committee or the donors of the gifts; shall at all times keep an accurate record of all transactions involving the various accounts entrusted in his/her care; shall submit a monthly report of the financial operations of the Association to the Executive Committee, and a full report to the Annual Meeting of the Association, shall perform such other duties as usually pertain to the office, or as directed by the Executive Committee.
- E. **CHAPLAIN.** The chaplain shall be responsible for the worship services of the Association including all its regular and special meetings and the meetings of the Executive Committee. The chaplain shall also plan special worship services as directed by the Association; e.g., Ash Wednesday, installations, and ordinations. The chaplain may also be assigned additional duties by the Association. The chaplain shall assist the vice-president, a representative of the Kaua'i Council of Hawaiian Churches and the host churches in planning the annual meetings.

ARTICLE VII - COMMITTEES OF THE ASSOCIATION

The committees of the Association shall be: Executive Committee, Committee on Church and Ministry, Nominating Committee, Waineke Committee, and such other committees as the Association and/or its Executive Committee may deem advisable.

- A. **EXECUTIVE COMMITTEE.** The Executive Committee shall consist of the following: Officers of the Association, Immediate Past President; Chairpersons of all Committees (Standing or Ad Hoc) and presidents of affiliate organizations who are currently recognized as voting members of the Association.

The Executive Committee is empowered to act on behalf of the Association between meetings in accordance with the policies and limitations set forth by the Association and its Bylaws; shall issue calls for special meetings; plan the agenda for the meetings.

- B. COMMITTEE ON CHURCH AND MINISTRY.** The Committee on Church and Ministry shall consist of seven (7) members. At least four (4) shall be lay persons. The members shall be elected in classes each year at the annual meeting to serve a term of three years, their term of office to take effect on July 1 of the year elected. A member of the Committee on Church and Ministry, preferably the chairperson, shall serve as the Association representative to the Hawai'i Conference Committee on Church and Ministry. The Committee shall determine its frequency of meeting.

The Church and Ministry Committee acts on behalf of the Association in all matters of ministerial authorization, nurture and accountability. It recommends acts of ordination and commissioning to the Association. It recommends all other issues of oversight to the Association Executive Committee. Appeals may be made on the oversight process only.

The Association shall deal with authorization and oversight of authorized ministry using the current edition *United Church of Christ Manual on Ministry* and other supplemental documents and resources sanctioned by the Conference Church and Ministry Committee.

- C. NOMINATING COMMITTEE.** The Nominating Committee shall consist of four (4) members, one elected each year at the annual meeting for a term of four (4) years. The Committee shall elect its own chairperson and determine the frequency of its meetings. A member of the Nominating Committee, preferably the chairperson, shall represent the Association on the Conference Nominating Committee. The Committee shall prepare a list of nominations of qualified members of the Association as nominees for offices of the Association at the March meeting of the Association to be presented at the Annual Meeting. In the event of vacancies, the Committee shall meet and present to the Executive Committee, and/or Association, nominees to fill the vacancy. The Association shall fill vacancies that occur between annual meetings.
- D. WAINEKE COMMITTEE.** A committee of five (5) members shall be elected by the Association to manage and administer Waineke Lodge, its policies, its programs and its facilities. The committee members shall serve [two] three-year terms with the terms of members being staggered. No member may serve more than two consecutive terms with the exception of those elected to fill an unexpired term, in which case, members may serve the remainder of the unexpired term and then two full [two] three-year terms. Members of the committee shall be elected by the Association at its Annual Meeting. Vacancies due to resignation or removal may be filled by the Association at any regular or special meeting by election of the delegates present. The

committee shall elect its own chairperson at the first meeting following the Annual Meeting, called by the former chairperson.

- E. **SPECIAL COMMITTEES.** Special committees may be created by the Association or by the Executive Committee, with such duties, powers, and functions as delegated. The term of Special Committees shall be designated at the time of formation.

ARTICLE IX - FINANCES

- A. Each church with full standing in the Association shall pay the per-capita assessment as determined by the Association on the total number of active members as reported in the annual report of the Hawai'i Conference for the previous calendar year, such assessments due to be paid no later than sixty (60) days prior to the Annual Meeting.
- B. All assessments shall be paid to the Treasurer and shall be expended for the Association expenses or purposes by the Treasurer as directed by the Association or the Executive Committee.
- C. Every three (3) years and at every change of the office of Treasurer, at least six (6) months prior to the Annual Meeting, the Executive Committee shall appoint an auditor or an auditing committee to examine the books, accounts, and records of the Treasurer and also of every committee or person who may handle funds in connection with the work of the Association, and shall submit a report of its findings to the Annual Meeting.
- D. Offerings received by the Association at all special services of the Association shall be designated for the support of "students in care" of the Association [and shall be forwarded to them as expeditiously as possible by the Treasurer]. The Church and Ministry Committee shall serve as a scholarship committee to review requests for financial assistance from "students in care", ordained and licensed ministers, or lay leaders serving an Association congregation.. Awards of financial assistance shall be recommended to the Executive Committee or the Association.
- E. Association assets shall be irrevocably dedicated for Christ's ministry.

ARTICLE X - EXECUTION OF INSTRUMENTS

Except as provided in these Bylaws or by resolution of the Executive Committee or by law, the persons authorized to make and execute all written instruments of the Association including checks, drafts, notes, bonds, acceptance, deeds, leases, and contracts, shall be the Treasurer or the President.

ARTICLE XI - FISCAL YEAR

The Fiscal Year of the Association shall be July 1 through June 30.

ARTICLE XII - PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (10th Edition) are to be followed in the conduct of official business unless otherwise provided in these Bylaws.

ARTICLE [XII] XIII - AMENDMENTS

These Bylaws may be amended by a two-thirds (2/3) vote of those present and voting at any regularly called meeting, provided that notice of the proposed amendment(s) is given to the membership at least one month prior to the meeting at which the amendment(s) is/are to be voted upon.

ADOPTED: April 17, 1988, Aha Mokupuni

AMENDED: May 17m 1997, Spring Mokupuni, Koloa Union Church

AMENDED: September 27, 2005, Full Association Meeting, Lihue Christian Church