

BYLAWS OF THE HAWAI'I STATE SOCIETY OF WASHINGTON, D.C.

ARTICLE I

The Bylaws of the Hawai'i State Society of Washington, D.C. (HSS) should be consistent with the Constitution of HSS. In any case where an apparent conflict exists, the Constitution of the Hawai'i State Society will be the ruling document. The Bylaws govern the conduct of the HSS Board of Governors. The power to amend these Bylaws is vested in the Board of Governors.

All changes to the Bylaws will require a two-thirds (2/3) majority vote by the members of the Board of Governors. All proposed changes will be submitted to the Board, in writing, at least one (1) meeting prior to voting on the changes.

The HSS President shall ensure that all newly elected or appointed Board members, Committee Chairs and Special Appointees will receive a copy of the current Bylaws.

ARTICLE II

MEMBERSHIP

1. Honorary Members: The Governor of the State of Hawai'i and the Hawai'i State Senators and Representatives in the United States Congress should be considered, by the Board of Governors, for designation as Honorary Members.
 - a. The spouse or partner and children under 18 years of age of each Honorary Member are also granted membership in the Hawai'i State Society, and are extended the courtesies and privileges afforded to the Honorary Member.
 - b. The President of the Hawai'i State Society should inform each Honorary Member, by letter, of his/her status as Honorary Member upon designation by the Board of Governors.
2. Honorary Lifetime Member: Honorary Lifetime Members and their spouses or partners are welcome to attend HSS functions as an Honorary guest without payment of membership or entry fees, and will be afforded the same privileges as that of a member in good standing.

ARTICLE III

OFFICERS

1. Officers of HSS shall be the President, 1st Vice President, 2nd Vice President, Secretary, Treasurer and Historian. Guidelines are found in Appendix A – Officers (page 6), and are to be followed as closely as possible to ensure uniform and consistent service to the Hawai'i State Society.
2. Signature authority for the disbursement of funds of HSS will be vested in the Treasurer. The President is an alternate to the Treasurer and has signature authority for disbursement of funds in the absence of the Treasurer. In the event that the President's spouse or immediate family member is the Treasurer, the First Vice President will be the alternate to the Treasurer.
3. The Historian of HSS is responsible for maintaining, in appropriate media, the present and past historical records of the Hawai'i State Society. At the end of his/her term of office, the Historian will pass on to his/her successor completed historical records of HSS for his/her term of office.

ARTICLE IV

BOARD OF GOVERNORS

1. Each member of the Board of Governors is expected to attend all meetings of the Board in person; however,
2. The Board may allow for electronic or teleconference participation which shall be organized in advance of the meeting.
3. In Board meetings with electronic participation, teleconference attendees shall be recognized to discuss the motions or actions on the floor.
4. In Board meetings with electronic participation, all votes shall be conducted by roll call.
5. Standing and Special Committees may conduct meetings electronically.
6. Board of Governors serve at the pleasure of the Membership. Governors shall not be compensated or reimbursed for travel to or participation in HSS activities or activities on behalf of HSS, unless expenses are considered part of a budget.
7. In satisfying the provisions of Article IV, Section 8 and Article V, Section 5 of the HSS Constitution, when appointing a successor to fill a Board vacancy, consideration will be given to a member active in HSS.

ARTICLE V

COMMITTEES AND SPECIAL APPOINTMENTS

1. All Committee Chairs and Special Appointees are invited to attend Board meetings.
2. Standing Committees:
 - a. Membership Committee. The Membership Committee is responsible for maintaining an up-to-date contact list of all current members of HSS and preparing labels for use in the various activities of HSS. Guidelines are found in Appendix B – Membership Committee, and should be followed as closely as possible to ensure consistent management of the committee. The Hawai'i State Society Directory should be published by the Membership Committee no later than May of each year and should be distributed to all members in good standing.
 - b. Finance Committee. The committee guidelines are found in Appendix C – Finance Committee, and should be followed closely for consistent management of the committee.
 - c. Program Committee. The Program Committee is in charge of the programs for members of the Hawai'i State Society, as specified in Article VI, section 1(c), of the Constitution. Guidelines are found in Appendix D – Program Committee, and followed closely for consistent management of the committee. The Program Chair should be appointed by the President no later than January of each year, and will be responsible for proposing and planning the year's events.
3. Special Committees:
 - a. Cultural Interest Committee: This committee is responsible for programs and activities to promote the cultures of Hawai'i. The various activities may include: cooking classes, 'ukulele lessons, choral singing, hula lessons, mah jong, hanafuda, handicrafts (e.g., quilting, flower arranging), and other programs. Guidelines are found in Appendix E – Cultural Interest Committee.
 - b. Hospitality Committee: This committee is responsible for extending to the members of the Hawai'i State Society its *aloha* during significant events in the lives of its members. Guidelines are found in Appendix F – Hospitality Committee.
 - c. Media Committee: This committee should disseminate information about the Hawaiian community and activities. Guidelines are found in Appendix G – Media Committee. The Media Committee should consist of:

- i. The Editor(s) of *Ka Nupepa*, the newspaper of the Hawai'i State Society;
 - ii. The Editor(s) of the *e-Nupepa*, the email announcement system of the Hawai'i State Society; and
 - iii. The Webmaster(s) of www.hawaiistatesociety.org, the official website of the Hawai'i State Society.
 - d. Property Committee. This committee is responsible for maintaining the physical assets of the Hawai'i State Society. This includes arranging for storage of HSS property, and maintaining inventory of such property, including that which may be temporarily in the possession of individual members. Guidance is found in Appendix H – Property Committee.
4. Congressional Relations Delegate: The Congressional Relations Delegate is responsible for maintaining liaison with the staff offices of Hawai'i State Congressional representatives, and any other elected offices. Guidelines are found in Appendix I – Congressional Relations Delegate.
5. National Conference of State Societies (NCSS) Delegate: The NCSS Delegate represents the Hawai'i State Society in the National Conference of State Societies. Guidelines are found in Appendix J – National Conference of State Societies Delegate.
6. Librarian: The Librarian maintains a collection of books and other media, which may be borrowed by HSS Members. An inventory of media will be maintained and posted on the HSS website.
7. Entertainment Liaison: The Entertainment Liaison maintains a database of Hawaiian performing groups, including halau, hui and musicians, and caterers, to assist the event chairs in planning their activities.

ARTICLE VI

DUES

1. The following dues are applicable on a per annum basis, effective 2015:
 - Family Membership \$30.00
 - Single Membership \$20.00
 - Absentee Membership \$15.00
 - Student Membership \$5.00
2. Membership dues for applicants 65 years or older are complimentary with the receipt of an annual application.

3. New members who join the HSS in the last two (2) months of the year will automatically be members for the following year without payment of additional dues.

ARTICLE VII

ANNUAL MEETING

1. Announcement of the slate of candidates for officers and members of the Board of Governors selected by the Nominating Committee and the ballot with all nominees for each office will be mailed to each member in good standing via first class mail. Procedures for and participants in the Nominating Committee are found in the HSS Constitution, Article VIII, Section 1. Guidelines are found in Appendix K – Nomination Committee and Election Guidelines.
2. No member of the Nominating Committee, or a member of the immediate family of any of the nominees for office, may validate or count ballots.

ARTICLE VIII

JOHNNY PINEAPPLE SCHOLARSHIP FUND

Article revoked February 17, 2002.

Appendix List

- Appendix A – Officers
- Appendix B – Membership Committee
- Appendix C – Finance Committee
- Appendix D – Program Committee
- Appendix E – Cultural Interest Committee
- Appendix F – Hospitality Committee
- Appendix G – Media Committee
- Appendix H – Property Committee
- Appendix I – Congressional Relations Delegate
- Appendix J – National Conference of State Societies Delegate
- Appendix K – Nomination Committee and Election Guidelines

Appendix A – Officers

1. President

- a. Selection of Officer vacancies and appointees: In the event of death, resignation, removal or change of membership status of any officer, the President shall appoint a successor, subject to the approval of the Board of Governors, to fill such vacancy until the next annual election or until a special election is called for that purpose.
- b. It is suggested that President call a planning meeting in January to discuss:
 - i. Calendar of events.
 - ii. Board meeting dates and hosts for the year.
 - iii. Deadlines for *Ka Nupepa* content submissions and publication, as provided by the Media Chair.
- c. Master calendar:
 - i. President will publish and maintain a master calendar of all events, Board meetings and *Ka Nupepa* deadlines.
 - ii. Master calendar should be made available by the February Board meeting, and any subsequent changes and additions will be made available to all Board members, Committee Chairs and Special Appointees.
- d. Meetings
 - i. President will present the agenda items ten (10) days prior to the meeting. Board of Governors will respond with suggestions to agenda items at least three (3) days before the meeting.
 - ii. President will ask for verification of attendance to establish quorum.

2. Vice President

- a. 1st Vice President presides over the Board meeting when President is absent.
- b. Vice President will divide responsibilities as needed: Mailing coordinator, Bylaws and Constitution revisions.

3. Secretary

- a. Secretary takes minutes and distributes draft minutes at least ten (10) days prior to the next Board meeting. Secretary will accept edits up to three (3) days prior to the meeting.

- b. Secretary prepares correspondence for President's signature.
- c. Secretary shall submit the roster of HSS Officers to National Conference of State Societies (NCSS) Secretary, outlined in NCSS Article II, including the designated HSS Delegate and Alternate Delegate.

4. Treasurer

- a. Treasurer is responsible for the safekeeping of all funds of the Hawai'i State Society (HSS), and for filing all required documents. The Treasurer should also assist the Finance Committee with questions pertaining to all financial transactions, financial records and comparative budgetary information of HSS.
- b. At the beginning of the year, Treasurer will assist the Finance Committee chair in developing a budget and presenting it to the HSS Board of Governors.
- c. Treasurer will assist the Program Committee and all event chairs with reporting all income and expenditures for each event.
- d. Treasurer will report monthly to the HSS Board of Governors the status of HSS Bank Accounts, all income and expenditure transactions and compare with approved budget. Treasurer will recommend the most profitable, economical and convenient account for HSS so that bank balances will accrue interest. Treasurer will also assure that all required account documentation is properly prepared with the banks in which the HSS accounts are placed.
- e. Treasurer will check all reported figures for accuracy, reimburse members promptly for any out-of-pocket expenses incurred, insist on receipts and accurate accounting of completed financial transactions, and keep all receipts.
- f. Treasurer will promptly contact the President when the Treasurer will be out of town or otherwise unable or unavailable to write checks. Treasurer will briefly explain the financial status of programs to which the President may have to disburse monies.

5. Historian

- a. The Historian should ensure that each of HSS events and media coverage is appropriately documented and recorded. A photographer should be appointed to cover these events, in coordination with *Ka Nupepa* Editor.
- b. Copies of *Ka Nupepa* and Membership Directory are kept as part of the historical files.

- c. Minutes and Treasurer's reports of the Board meetings are kept as part of the historical files.

Appendix B – Membership Committee

1. From the HSS Constitution Article VI, Section I, the Membership Committee is charged with:
 - a. Reviewing all applicants for Membership;
 - b. Supervising a program designated to sustain the membership of HSS; and
 - c. Such additional duties relating to the membership in HSS as may be directed by the Board of Governors.
2. Membership guidelines are as follows:
 - a. There will be no proration of dues. However, as indicated in the Bylaws Article VI, Section 3, new members joining in the last two (2) months of the year will not be required to pay dues the next year.
 - b. Membership dues for applicants 65 years or older are complimentary with the receipt of an annual application.
 - c. Membership renewals should be mailed first class to all current members by January 15 of each year. The Membership Chair may also send renewal reminders to those who let their membership lapse.
 - d. Volunteer information that members provide in the membership application form should be forwarded to the Program Chair to assist in finding event volunteers.
3. Membership database with contact information and membership status will be created and maintained by the Membership Chair. Information provided by members as "do not publish" will be honored and safeguarded appropriately.
4. A Membership Directory will be created and mailed by the Membership Chair to all members in good standing. Extra copies of the directory may be given to Board members, standing committee chairs and the Historian for the archives. Additional copies will be printed and kept for distribution to new or renewed members throughout the year.
5. Membership Chair will send any contact information changes to *e-Nupepa* and *Ka Nupepa* editors.
6. Membership Chair will also assist with mailing labels for any HSS hard copy mailing (e.g., notice of annual meeting, event fliers).

7. Membership Chair will deposit all Membership application checks and forward deposit slips to the Treasurer.

Appendix C – Finance Committee

1. The Finance Committee is charged with:
 - a. Safeguarding the financial interests of HSS.
 - b. Auditing the accounts of HSS.
 - c. Recommending suitable investments for funds of HSS.
 - d. Such additional duties relating to the financial interest of HSS as may be directed by the Board of Governors.
2. The Treasurer will be a member of the Finance Committee.
3. Finance Chair will submit an operating budget to the Board of Governors for review and/or approval by the February Board meeting or soon thereafter.

Appendix D – Program Committee

1. The Program Committee Chair will select the additional members of the committee, and present its recommended program of events to the Board of Governors no later than the February Board meeting.
2. HSS events may include: Lu'au (June), Kamehameha Lei Draping Ceremony (June), HSS Picnic (August), Hukilau (September-October), Makahiki (October), Annual Meeting (November), Holiday Party (December), Congressional Reception and/or Holoku Ball (January-February), and the Cherry Blossom Princess Reception (March-April). The Committee may add to or delete from this list, and may vary the dates, with exception to the following events.
 - a. The HSS Constitution requires that an Annual Meeting for the purpose of electing officers and members of the Board of Governors be held between November 1 and December 15 of each year.
 - b. The Hawai'i State Society Cherry Blossom Princess Coronation is associated with the annual Washington, D.C. Cherry Blossom Reception and Parade sponsored by the National Conference of State Societies (NCSS) and must be scheduled just prior to those events.
 - c. The Kamehameha Day Lei Draping ceremony is hosted annually by HSS.

3. The Program Committee maintains a planning guide for each event. This guide is given to the respective event chairs for planning and execution of the programs. These guides need not follow any standard format, but should be as detailed and complete as possible in order to be of maximum use in planning future events. Useful information includes:
 - a. Event location – adequacy, cost, how obtained, difficulties, lead time needed, alternatives, parking, contacts.
 - b. Number of people expected to attend – past records, adults, children, guests.
 - c. Attendance charge – members, guests, adults, children, adequacy of charge.
 - d. Food – past menus, amount purchased, cost breakdown, where or how purchased, paper goods, ice, drinks, clean up supplies, trash bags.
 - e. Entertainment – type, cost, and equipment needed.
 - f. Volunteers and sub-committee chairs – sub-chairpersons for each subcommittee, number of helpers needed for each subcommittee.
 - g. Publicity – copies of announcements, flyers, programs and record keeping information. Electronic versions, if possible, are preferred.
4. Other suggestions:
 - a. Appoint event chairs as early as possible.
 - b. Monitor each Event Chair's progress and provide reports at Board meetings.
 - c. Receive list of volunteers from Membership Chair.
 - d. Have Event Chairs review estimated budget and obtain advance funds from the Treasurer, if necessary.
 - e. Generally, events where fees are charged should be budgeted not to lose money.
 - f. Prepare flyer for event, and if possible, send with *Ka Nupepa* to save postage.
 - g. Coordinate publication of event information with the Media Committee. The event flyer and RSVP information are to be posted on the HSS website, sent in *e-Nupepa* and published in *Ka Nupepa*.
5. Program Chair will require final reports from event chairs within a month of completion of the event including useful information in Section 3 above.

Appendix E – Cultural Interest Committee

1. The purpose of the Cultural Interest Committee is to promote the *aloha* spirit, and the social and cultural heritage of Hawai'i and its people by creating activity groups or programs, like cooking classes, 'ukulele lessons, choral singing, hula lessons, mah jong, hanafuda, handicrafts, quilting, flower arranging, and other programs that reflect the cultures of Hawai'i.
2. The HSS Cultural Interest Committee should coordinate activities with the Program Chair. The Cultural Interest Committee may use the venues provided by the Program Chair to co-locate activities (e.g., quilting demonstration at HSS Annual Meeting).
3. The Cultural Interest Committee may advertise activities through *Ka Nupepa*, *e-Nupepa*, website, meetings and programmed events.

Appendix F – Hospitality Committee

1. The Hospitality Chair is responsible for extending to the members of the Hawai'i State Society its *aloha* during significant events in the lives of its members.
2. The Hospitality Chair, after notification by HSS member or through local media should respond according to the following guidelines.
 - a. Send a card, flowers or appropriate expression in the name of the Hawai'i State Society.
 - b. The extent of the member's illness, death or occasion should determine the nature of the expression. Suggestions are:
 - i. Fruit basket, flowers or other appropriate gift for hospital stays more than a week.
 - ii. Cards for illness, birth, marriage, death or injury.
 - iii. Contribution to an organization may be made, in lieu of flowers, when a death occurs.
 - c. Hospitality Chair will consult with the President if there are questions.
 - d. Hospitality Chair will provide a hospitality report to *Ka Nupepa*, as appropriate.
3. Receipts of expenditures will be submitted to the Treasurer for reimbursement.

Appendix G – Media Committee

1. The Media Committee's role is to:
 - a. Convey relevant information to the Membership in a timely manner.

- b. Provide updates on events and membership opportunities within HSS. This work should be done in coordination with relevant HSS Committees (e.g., Program Committee).
 - c. Use media to promote the mission and goals of HSS.
2. The Media Committee is chaired by *Ka Nupepa* Editor and includes *e-Nupepa* Editor(s) and Webmaster(s).
- a. *Ka Nupepa* Editor / Media Chair
 - i. *Ka Nupepa* is the HSS newsletter that may be printed and mailed to members.
 - ii. Content for *Ka Nupepa* may be sought from the membership. Content should be consistent with HSS media committee guidelines (Bylaws, Appendix G, Section 3) and the HSS Mission.
 - iii. Budgeting for *Ka Nupepa* should be in consultation with the Finance Committee.
 - iv. Media Chair may follow up with Program and Event Chairs if Media Committee has not received event flyer and RSVP information for publication in a timely manner.
 - v. Membership Chair will send the names and addresses of new members to the Editor of *Ka Nupepa* for publication between issuances of the Membership Directory.
 - b. HSS Webmaster
 - i. The Webmaster is responsible for maintaining the HSS website and the URL www.hawaiistatesociety.org.
 - ii. Any costs associated with the website should be reported to the Board.
 - iii. Content for the HSS website should be posted in a timely fashion, which includes notices for events, RSVP information, pictures of past events, and hyperlinks to relevant external websites consistent with HSS media committee guidelines (Bylaws, Appendix G, Section 3) and the HSS Mission.
 - c. Electronic mail (email) Editor for the *e-Nupepa*
 - i. *E-Nupepa* Editor coordinates with the Membership Chair on active and inactive members, and sends Membership renewal reminders, if needed.
 - ii. *E-Nupepa* Editor publishes content from the membership and external organizations of interest to the general membership and relevant to and consistent with HSS media committee guidelines (Bylaws, Appendix G, Section 3) and the HSS Mission.

HSS sponsored events will receive priority attention over other events. *E-Nupepa* Editor confers with the Media Chair regarding any questionable issues.

3. Media Committee Guidelines:

- a. Cultural and historical sensitivity should be observed.
- b. HSS is a non-partisan, non-political entity.
- c. Items of interests to the general membership may be submitted to the Media Committee for publication. If needed, permission and approval from the parties involved or family members will be sought.
- d. The privacy of members will be protected. Contact information will only be published with consent. The Webmaster will assure that reasonable precautions are taken to protect any personal information on the website.
- e. Media Chair will bring issues of policy regarding advertisements, publicity or statements that might be viewed as controversial to the Board of Governors for a recommendation.

Appendix H – Property Committee

1. The Property Committee consists of active members of HSS, who are responsible for tracking and keeping an inventory of HSS property.
2. “Property” is defined as items procured with HSS funds or donated to HSS for use by HSS and its members.
3. The Property Committee will determine what ways any HSS property will be handled, retrieved, recovered or removed, should there be a need.

Appendix I – Congressional Relations Delegate

The Congressional Relations Delegate should:

1. Maintain a line of communication with the Hawai’i State Congressional Delegation on Capitol Hill, the Governor of Hawai’i and elected officials, including courtesy visits when appropriate.
2. Respond to and clarify general queries about HSS functions.
3. When informed by a Member of Congress, notify HSS President and Board of Governors of any special requests or events of interest to HSS and the Delegation or the community.
4. Report Congressional activities of interest to HSS members as appropriate.

Appendix J – National Conference of State Societies Delegate

The National Conference of State Societies (NCSS), established by an Act of Congress in 1952, comprises the State Societies of the 50 States, American Samoa, Guam, Puerto Rico, the Virgin Islands and the District of Columbia. The Hawai'i State Society of Washington D.C., is a charter member of the Conference. The mailing address of NCSS is 237 Hall of States, 444 N. Capitol Street, NW, Washington, DC 20001.

Article III, Section 1 of the NCSS Bylaws states, in part, that the direction of the Conference affairs shall be vested in a Governing Board of duly qualified representatives of the various State and Territorial Societies each having one vote and consisting of either the President, the designated Delegate or the Alternate Delegate.

1. The official representative of HSS to the Conference shall be either the President or a Delegate appointed by the President who shall also designate an Alternate Delegate.
2. The Delegate shall attend all scheduled NCSS meetings (at least 6) and meetings of NCSS committees of which she/he is a member. The Delegate is entitled to volunteer for any committee, and if qualified, may run for office in NCSS.
3. As the official representative to NCSS, the Delegate is directly responsible to the President and the Board of Governors. The Delegate shall act on behalf of HSS in all actions affecting HSS. The Delegate shall make timely reports on all matters affecting HSS.

Article II, Section 5 of the NCSS Bylaws and regulations states:

Each State and Territorial Society shall, following their yearly election, provide a roster of their officers to the Secretary of the Conference. This roster shall contain the name, address, office and home telephone numbers and email addresses of the President, Delegate, Alternate Delegate, Secretary and Treasurer of HSS. Any changes to this roster shall be submitted within fifteen days after the change has become effective.

4. HSS Secretary shall submit the roster of officers to NCSS Secretary outlined in NCSS Article II, including the designated HSS Delegate and Alternate Delegate.

Appendix K – Nomination Committee and Election Guidelines

1. Recognizing HSS Constitution Article VIII, Section 1 a, it is recommended that the Board of Governors select the Nominating Committee no later than the June Board meeting. The Nominating Committee of seven (7) members in good standing, will be comprised of three (3) from

the current Board of Governors and four (4) non-Board members, plus two (2) alternates, with one (1) from the board and the other not a Board member. At this same meeting, the Board of Governors will select the Chair from the members of the Nominating Committee.

2. The Nominating Committee will meet and select a slate of not more than two (2) candidates for each office, and not more than six (6) candidates for the four (4) Members-at-Large of the Board of Governors, whose terms are expiring. Each candidate must be verified with the Membership Chair as a member of HSS in good standing, and will be selected by the majority vote of a quorum of five (5) committee members (utilizing alternatives as necessary) at a time and place determined by the Chair.
3. The officers and four (4) of the Members-at-Large should be elected each year at the Annual Meeting. The officers shall serve for one (1) year—January 1 through December 31 starting the following year. The Members-at-Large shall serve for two (2) years—January 1 through December 31 of the second year following the year of election. The immediate past President shall serve on the Board without election.
4. There are no term limits in the Constitution; incumbents may be nominated for consecutive terms.
5. As soon as the proposed slate has been decided, the Nominating Committee Chair shall present the slate to the President. The Chair will contact all the successful nominees; concurrently, the President shall contact the current Board members not selected to run again.
6. Announcement of the slate of candidates selected by the Nominating Committee will be made by mail to HSS members in good standing no later than fifty (50) days prior to the Annual Meeting. The announcement shall include the date of the Annual Meeting. The announcement may be included in *Ka Nupepa*. It should also be sent in the *e-Nupepa*.
 - a. The announcement shall also include the statement that additional candidate(s) for any elected position will be considered if:
 - i. At least twenty (20) members in good standing have signed in support of person being placed on the ballot.
 - ii. All signers of petition must be HSS members in good standing at the time of signing.
 - iii. The prospective candidate must be a member in good standing at the time of signing.

- iv. Written signatures or emails from the petition signers, are acceptable, and must be sent to the Nominating Committee.
 - v. The candidate must also include a statement of acceptance of nomination with the petition.
 - vi. The above information must be submitted to the Chair of the Nominating Committee no later than thirty (30) days prior to the Annual Meeting.
 - vii. The Nominating Committee Chair shall validate such petitions. Membership status will be verified by the Membership Chair.
- b. The Nominating Committee Chair will validate the final slate.
 - c. A ballot with all nominees for each office will be mailed to each member in good standing no later than twenty (20) days prior to the Annual Meeting, together with the announcement of time and place of meeting, and notice of any business that must be conducted at the Annual Meeting besides the election.
7. All ballots must be received by the Secretary of HSS (mail or hand-carry) no later than the Annual Meeting.
8. The President will appoint three (3) members in good standing who are present at the Annual Meeting, as the committee to validate and count ballots. These three (3) members may not be on the ballot, and may not be spouses or immediate family members of any of the candidates.
- a. The Secretary will deliver the ballots to the counters.
 - b. Counters will report results to Secretary.
 - c. Secretary will record and announce results at Annual Meeting.
9. Results will be printed in *Ka Nupepa*.