

## I. Name

1. The name of the organization shall be: **The Hawaii Association of Athletic Volunteers (HAAV)**

## II. Board of Directors

1. The Board of Directors shall serve without pay and consist of a minimum of 4 members.

2. Board members shall be 21 years of age or older and be residents of the State of Hawaii.

3. Board members shall serve 4 year terms.

4. Vacancies shall be filled by the Board, with the recommendation of the Executive Director.

5. Board members with 3 absences shall be dismissed from the Board.

## III. Officers

1. The officers of the board shall consist of a Chair, Vice Chair, Secretary, and Treasurer nominated by the Board.

2. Elected officers will serve a term of one year.

3. (a)The Chair shall preside at all Board meetings, appoint committee members, and perform other duties as associated with the office. (b)The Vice-Chair shall assume the duties of the Chair in case of the Chair's absence. (c)The Secretary shall be responsible for the minutes of the Board, keep all approved minutes in a minute book, and send out copies of minutes to all. (d) The Treasurer shall keep record of the organization's budget and prepare financial reports as needed.

#### IV. Committees

1. The Board may appoint standing and ad hoc committees as needed.

#### V. Meetings

1. Regular meetings shall be held every 4 months during the first week of the month.
2. Special meetings may be held at any time when called for by the Chair or a majority of Board members.
3. Agendas shall be provided at least 7 days in advance.

#### VI. Voting

1. (a) A majority of board members constitutes a quorum. (b) In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
2. Passage of a motion requires a simple majority (ie, one more than half the members present). [Or whatever your board's decision-making process is]

#### VII. Conflict of Interest

1. Any member of the board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.

### VIII. Fiscal Policies

1. The fiscal year of the board shall be January 1 to December 31<sup>st</sup>.

### IX. Amendments

1. These by-laws may be amended by a two-third vote of Board members present at any meeting, provided a quorum is present and provide a copy of the proposed amendment(s) are provided to each Board member at least one week prior to said meeting.

### X. Purpose

1. Our purpose is to provide support for the charitable activities of local community groups, clubs, non-profit organizations and associations in Hawaii who volunteer at local athletic events.

### XI. Dissolution

1. Upon dissolution of this organization all remaining assets will be used exclusively for exempt purposes, such as charitable, religious, and/or scientific purposes.

## **ADDENDUM**

### Description of Activities:

HAAV examines the activities of groups who volunteer at athletic events in Hawaii.

These events include but are not limited to:

Charity Walks

Running Events

Makahiki (Traditional Native Hawaiian) games

Triathlons

Duathlons

Swimming races

Keiki (Young adult) Motocross races

Bicycle races

Any other athletic event that promotes a healthy active lifestyle among the adults and children of Hawaii.

Using the following criteria the Board of Directors bestows an award, grant, or donation:

1. Number of Volunteers directly involved.
2. Length of time the volunteers were at the event and/or the number of hours or days in preparation for the event.
3. The specific activity that they do as part of their volunteering efforts. Such activities would be preparing water and other nutrition for athletes during a race, preparing the race course, doing water safety patrol, organizing post and pre-race activities for the athletes.

Based on these criteria, the Board of Directors determines the value of the award, grant or donation to the group. These groups can include but are not limited to:

Church clubs and associations

School groups (as examples, the Junior Class, the Interact Club, the Chess club of local High Schools.)

Local Girl Scout and Boy Scout chapters.

Social organizations such as Rotary clubs, Hula clubs, Traditional Hawaiian Outrigger Canoe clubs, Volleyball clubs, soccer clubs, POP Warner baseball and football clubs.

Charity organizations such as the Hawaii American Cancer Society, Hospice of Kona, Project Venture Hawaii, Habitat for Humanity.

The Board of Directors meets three (3) times a year during the 1<sup>st</sup> week of April, August, and December to propose and vote on the awards, grants or donations. If any of the Directors are a member of any group that is being proposed for a award, grant or donation they will disqualify themselves from voting. The vote for an award, grant or donation must be unanimous.

Proposals for awards, grants or donations may also come from the community at large, must be in writing and must include the following information:

1. Name of the organization or group.
2. Non-profit status of the organization or group.
3. Event that they volunteered at.
4. Relationship of the proposer with the organization or group.
5. Details of the degree of participation of the group, how many volunteers, how long, and what they did.
6. Documentation validating the group's participation.
7. How the award, grant, or donation will be used.

Once a year during the December board meeting the Directors do also vote on one (1) individual who shall receive an award as “Volunteer of the Year.” This award is limited to a maximum of \$500 whether monetary or in goods or services. The Board is not obligated to make this award if it is determined that there isn’t a worthy candidate. For the past calendar year. This vote must be unanimous. No present serving Board member is eligible for this award. No past Board member will be eligible for this award until they have no longer served on the board for a minimum of 12 months.

Purpose of Awards, Grants, and Donations:

These awards, grants, and donations are given in order to promote the future participation of local community groups in athletic events and to promote a healthy lifestyle in Hawaii. Volunteer groups are essential for the continuation and future growth of healthy athletic events in Hawaii.

Follow-up:

Each group that receives an award, grant, or donation is to be contacted by a representative of the Board six (6) months after the award, grant or donation to determine that it has been used for the stated purpose in their original documentation. If it is determined that the award, grant or donation has been used for a purpose contrary to the spirit and goals of HAAV, that group is disqualified from any future consideration as a recipient.