

The East-West Center Participants Association (EWCPA)
P.O. Box 1190, 1777 East-West Road, Honolulu, Hawaii, 96848

ADOPTED BY REFERENDUM
07/01/76

AMENDED BY REFERENDUM
10/29/79, 09/01/88, 03/06/92, 09/24/93, 10/10/97, 1/29/01
08/01/03, 9/28/14, 5/9/18

EAST-WEST CENTER PARTICIPANTS ASSOCIATION CONSTITUTION

Preamble

We, the participants of the Center for Cultural and Technical Interchange Between East and West Inc., by our common consent hereby establish this Constitution to further, within East-West Center policies and procedures, the following goals:

1. To assist in fulfilling the goals of the East-West Center, as mandated and defined by the Congress of the United States, State of Hawaii Legislature and the Board of Governors.
2. To provide an open forum for the free expression of diverse opinion, which we deem essential to any community of persons seeking education and enlightenment in agreement with the East-West Center policies on academic freedom as stated in the East-West Center policies and guidelines.
3. To provide a vehicle for responsible participant representation to East-West Center-wide standing and ad hoc committees concerned with participant matters in order to fulfill our obligations and responsibilities as members of this community of concerned scholars in the advisement of the policies and future direction of the East-West Center.
4. To present, in an effective manner, the ideas, interests, and concerns of the members before the East-West Center authorities on matters affecting the members' welfare, and to serve as a liaison between the administration and the members.
5. To promote understanding and cooperation among the East-West Center community, the faculty and students of the University of Hawaii, and the local community.
6. To provide means of the initiation and direction of members' actions and activities.
7. To promote social, recreational, and non-formal educational activities of benefit to all East-West Center participants.
8. To promote better relations and understanding among the people of Asia, the Pacific Islands and the United States of America.

ARTICLE I: NAME

The name of this organization shall be the ‘East-West Center Participants Association’, hereafter referred to by the official abbreviation, ‘EWCPA’.

ARTICLE II: MEMBERSHIP

SECTION A: Full Membership

1. All participants of the EWC on active grants shall be Full Members of the EWCPA, with full voting and office-holding rights.
2. Full members may vote for and hold any office.

SECTION B: Associate Membership

1. All non-participant spouses and partners of full members shall be Associate Members of the EWCPA with full voting rights on the condition that they reside within the jurisdiction of the state of Hawaii.
2. Associate Members, may vote for, but not hold the office of President, Vice-President, Secretary, Treasurer, or Housing Representative. They may hold the Spouse, Partner, and Family Representative position with voting and office-holding rights.

ARTICLE III: THE BOARD

SECTION A: OFFICERS

The EWCPA Board, hereafter referred to as ‘the Board’, shall be comprised of the following elective offices:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Housing Representatives from each of the dorms:
 - a. One Hale Manoa Representative
 - b. One Hale Kuahine Representative
6. Spouse, Partner, and Family (SPF) Representative
7. Graduate Student Organization (GSO) Representative
8. Alumni & Friends of the EWC Representative
9. Leadership Representative
10. Community Garden & Sustainability Coordinator
11. Community Service Coordinator

Note: Any appointed positions, as deemed necessary, such as:

1. Activity Coordinators
 - a. Concert on the Lawn
 - b. Intercultural Potluck
 - c. East-West Fest
 - d. Other Projects or Ongoing Initiatives, as needed
2. Shuttle Coordinator
3. Media, Listserv, and Tech Coordinator

Appointments shall be made by the EWCPA president, subject to approval by a simple majority of the voting members of the Board.

SECTION B: POWERS AND DUTIES

The powers and duties of the Board shall be:

1. To interpret and enforce the EWCPA Constitution and By-Laws, and to promote involvement of members in EWC affairs.
2. To be the executive, judicial, and legislative body of EWCPA.
3. To transact EWCPA-related business.
4. To be the sole participant authority over all EWCPA funds, property, and other assets.
5. To adopt an annual budget of income and expenditure.
7. To manage all committees, programs, projects, and functions of the EWCPA.
8. To create, repeal, and amend all By-Laws necessary and proper for the participant government under this Constitution.
9. To solicit member opinion and formulate policy based on that opinion, on all matters pertaining to EWCPA, to the maximum extent practicable.
10. To give recognition for outstanding services to the EWC community.
11. To solicit and collect donations which may, from time to time, be deemed necessary, from members.
12. To form *ad hoc* committees that address specific issues or problems that concern the EWCPA community

ARTICLE IV: EWCPA BOARD OFFICIALS

ELECTED OFFICIALS

SECTION A: THE PRESIDENT

The powers and duties of the President shall be:

1. To be the presiding officer of the EWCPA.
2. To chair, or delegate that responsibility, at all meetings.
3. To be the EWCPA liaison in official dealings with the East-West Center administration, staff or other organizations, institutions, firms, and persons unless otherwise provided for in the Constitution or By-Laws.

4. To call, in conjunction with the Secretary, general meetings of all members for presentation and discussion of relevant issues.
5. To be the arbiter of points or order in case of disputes within the EWCPA Board.
6. To convene at least one regular monthly meeting of the Board, and other meetings as deemed necessary.
7. To initiate, coordinate, and conduct activities necessary to implement approved EWCPA policy.
8. To appoint officers as deemed necessary by the EWCPA board.

SECTION B: THE VICE-PRESIDENT

The powers and duties of the Vice-President shall be:

1. To assist the President in his/her duties
2. To act as official educational liaison with EWC educational programs.
3. To facilitate the creation of a bridge committee dealing with educational affairs
4. To convene and chair meetings of the Board in the absence of the President.
5. To perform functions delegated to him/her by the President or Board.
6. To take over the duties of the President in his/her absence.

SECTION C: THE SECRETARY

The powers and duties of the Secretary shall be:

1. To keep minutes of all proceedings of the EWCPA Board.
2. To issue, in conjunction with the President, notice of the Board or other meetings, and publish the minutes for EWCPA members.
3. To maintain, preserve, and file records of those activities, and report on them to members annually and upon termination of office.
4. To receive and answer correspondence on behalf of the Board, and report to the Board about these communications on its behalf.
5. To take over the duties of the President and the Vice-President in their absence.
6. To perform other functions as required by the President.

SECTION D: THE TREASURER

The powers and duties of the Treasurer shall be:

1. To be informed regarding the various accounts accessed by the EWCPA Board.
2. To be responsible to the EWCPA Board for monitoring all funds designated for the EWCPA.
3. To coordinate the planning of future fiscal operations with the Board.
4. To submit to the Board a current financial report of EWCPA funds
5. To orient the incoming Treasurer regarding all duties and procedures, and the incoming Board regarding the annual budgeting process when possible.

SECTION E: THE HOUSING REPRESENTATIVES

The powers and duties of the Housing Representatives shall be:

1. To call a general meeting of the participant residents (and non-participant residents, when applicable) that form their constituency at least once during their term of office, for the presentation and discussion of issues which may be of general interest.
2. To solicit the opinions of their constituency to the maximum extent possible, and to represent those opinions at meetings of the EWCPA Board, and to appropriate Housing personnel.
3. To assist in planning and preparation for any EWCPA-sponsored activities, and to serve on EWCPA committees as needed.
4. The representatives of Hale Kuahine and Hale Manoa must currently reside in the dormitory whose residents they represent, respectively.

SECTION F: THE SPOUSE, PARTNER, AND FAMILY (SPF) REPRESENTATIVE

The Powers and duties of the Spouse, Partner, and Family Representative shall be:

1. To call a general meeting of his/her constituency at least once during her/his term of office, for the presentation and discussion of issues, which may be of general interest.
2. To solicit the opinions of his/her constituency to the maximum extent possible, and to represent those opinions at meetings of the EWCPA Board.
3. To organize at least one event per semester focused on his/her constituency.
4. To assist in planning and preparation for any EWCPA-sponsored activities, and to serve on EWCPA committees as needed.

SECTION G: THE GRADUATE STUDENT ORGANIZATION (GSO) REPRESENTATIVE

The Powers and duties of the Graduate Student Organization Representative shall be:

1. To act as liaison between EWCPA and Graduate Student Organization of the University of Hawaii.
2. To regularly attend Graduate Student Organization meetings.
3. To relay relevant information from GSO meetings to EWCPA community.
4. To assist in planning and preparation for any EWCPA-sponsored activities, and to serve on EWCPA committees as needed.

SECTION H: THE ALUMNI & FRIENDS OF EWC REPRESENTATIVE

The Powers and duties of the Alumni & Friends of EWC Representative shall be:

1. To act as liaison between EWCPA, the Friends of the East-West Center and the East-West Association (EWCA) Hawaii and international alumni chapter officers.
2. To regularly keep in touch with the Friends of EWC and EWCA officers with regard to their activities, programs and opportunities available at the EWC and in the larger community.
3. To attend Friends of EWC and EWCA meetings when available.
4. To assist in promoting and hosting Friends of EWC and EWCA events for the EWCPA community.
5. To assist in planning and preparation for any EWCPA-sponsored activities, and to serve on EWCPA committees as needed.

SECTION I: THE LEADERSHIP REPRESENTATIVE

The Powers and duties of Leadership Representative shall be:

1. To act as liaison between EWCPA and all short-term certificate program participants and their staff, informing the board of key dates and activities to streamline event planning.
2. To liaise with the Executive Board in on the ground planning and implementing projects for other short-term participants in cases when the Leadership representative is no longer in Hawaii.
3. To organize activities, which will promote mutual engagement between certificate participants and degree participants, such as field study reports and/or combined research presentations.
4. To assist in planning and preparation for any EWCPA-sponsored activities, to serve on EWCPA committees as needed.

SECTION J: THE COMMUNITY GARDEN AND SUSTAINABILITY COORDINATOR

The Powers and duties of the Community Garden and Sustainability Coordinator shall be:

1. To call a general meeting at least once during her/his term of office, for the presentation and discussion of the maintenance of the community garden and sustainability initiatives at the EWC and in the larger community.
2. To inform the EWC and the larger community on sustainability-focused initiatives.
3. To liaise with the EWC participants who already retain and those who wish to acquire plots in the community garden
4. To assist in planning and preparation for any EWCPA-sponsored activities, to serve on EWCPA committees as needed.

SECTION K: THE COMMUNITY SERVICE COORDINATOR

The Powers and duties of Community Service Coordinator shall be:

1. To communicate with the EWCPA community at least once during her/his term of office, for the presentation and discussion of the volunteer system and opportunities at the EWC and in the larger community.
2. To inform the EWCPA community regarding volunteer opportunities at the EWC and in the larger community.
3. To assist in planning and preparation for any EWCPA-sponsored activities, and to serve on EWCPA committees as needed.

APPOINTED OFFICIALS

SECTION L: THE ACTIVITY COORDINATORS

The Powers and duties of Activities Committee Coordinators shall be:

1. To coordinate all EWCPA Board-sponsored activities through the Activities Committee.
2. To discuss activities proposed by EWCPA members at monthly Board meetings, or to call special meetings of the Board for this purpose, if necessary.
3. To report at monthly EWCPA Board meetings a summary of proposed activities, and any associated requests for activities funding.

SECTION M: THE SHUTTLE COORDINATOR

The Powers and duties of Shuttle Coordinator shall be:

1. To coordinate with EWC Staff and participants to facilitate recurring shopping shuttle runs that will help participants with purchasing supplies for their daily sustenance while in the community
2. To update the board about the status of the shopping shuttle and liaise with other EWCPA officers in case the EWC vehicles are needed for other EWCPA activities
3. To assist in planning and preparation for any EWCPA-sponsored activities, and to serve on EWCPA committees as needed.

SECTION N: THE MEDIA, LISTSERV, AND TECH COORDINATOR

The Powers and duties of Media, Listserv, and Tech Coordinator shall be:

1. To ensure that all media portals of EWCPA (such as, but not limited to, EWCPA Listserv, EWCPA Website, EWCPA social media platforms, etc.) are constantly updated which involves subscriber management as well as announcement and documentation pre and post EWCPA activities
2. To liaise with and work with other EWCPA officers regarding technical requirements for their projects
3. To assist in planning and preparation for any EWCPA-sponsored activities, and to serve on EWCPA committees as needed.

ARTICLE V: TERMS OF OFFICE

SECTION A: ELIGIBILITY

1. The term of office is a maximum of one year and shall expire when the new Board takes office seven days after the general election.
2. A member may be nominated for more than one position in the same election, but may run for and hold only one.
3. Related to Article V, should one or more Board members resign before the term expires, a selection of nominee(s) would be made by the President and appointment would be confirmed through an internal election of the EWCPA Board.

SECTION B: RESIGNATION

1. Any Board member may resign by submitting a letter of resignation to the board. The resignation is effective one month after the Board accepts the resignation to facilitate turn over and seek replacement if need be.
2. All reports which are required to be presented at the expiration of a person's term of office shall be submitted at the date of resignation.
3. Any Board member absent without reasons acceptable to the Board from any three consecutive regular Board meetings shall be deemed to have resigned from office effective from the adjournment of the third consecutive meeting at which she /he was not present.
4. Permanent vacancies shall be defined as such by death, removal, resignation or termination of grant.

5. Any Board member absent for more than six weeks during the academic term while on field study or leave of absence from the EWC must resign from the Board unless the Board deems the situation exceptional.

a. Any board member who will be absent for more than six (6) weeks during the academic term, but does not wish to resign his/her position, must make prior arrangements subject to Board approval.

SECTION C: CENSURE

1. A request for the censure of any member of the Board must be made in writing to the President and must contain signatures from one-half of the EWCPA Board.

2. Any EWCPA member, including Board members, who acts in the name of the Board without prior authorization of the Board will be subject to the censure of Board. Any acts, which result from any unauthorized acts or decisions will be thereby deemed illegitimate and void.

3. Board members are considered censured and/or removed from office by a three-fourths (3/4) secret ballot vote of total EWCPA Board.

SECTION D: REMOVAL

1. A request for the removal from office of any member of the Board must be made in writing to the President and must contain signatures from one-third (1/3) the total constituency membership. All such requests must be considered by the Board.

2. Any member of EWCPA Board who knowingly misrepresents a position of the Board, or who commits the Board to a course of action without prior Board approval, will be subject to removal from office. Any acts, which result from any unauthorized acts or decisions will be thereby deemed illegitimate and void.

3. Board members are considered removed from office by a three-fourths (3/4) secret ballot vote of total EWCPA Board.

ARTICLE VI: COMMITTEES

SECTION A: ELIGIBILITY

Any EWCPA member may participate in any of the EWCPA committees.

SECTION B: POWERS AND RESPONSIBILITIES OF THE BOARD

1. The roles and functions of the standing committees shall be stated in the By-laws of the EWCPA Board.

2. The Board will, at its discretion, form, change, or dissolve any EWCPA committee.

3. The Board shall advertise all committee positions that become vacant. It will then select one person from among the applicants, by majority vote at the next meeting, to fill the vacancy.

ARTICLE VII: ELECTIONS

SECTION A: GENERAL PROCEDURES

1. Elections shall be conducted by an independent committee drawn from the EWCPA community. The election committee will be governed by a Chair who responds to solicitation from the Board. The Chair shall be appointed in the Spring before the Fall semester in which elections are to take place.
2. The Chair shall recruit an Election Committee to assist with election duties. Members of the committee, including the Chair, shall not campaign for Board positions in the elections they administer.
3. Elections will take place and the results be announced prior to October 1, coinciding with the fiscal year.
4. Steps to be followed include: a) call for nominations; b) receipt and confirmation of nominations; c) announcement of nominations; d) presentation of candidates' speeches; e) official campaign period; f) voting period; g) counting of ballots and announcement of winners. The election committee shall oversee these procedures as established in these By-laws.
5. Voting shall take place by secret ballot, cast personally by each member of EWCPA. Write-in votes shall be considered valid ballot entries as long as the write-in candidate conforms to constituency requirements.
6. The length of the voting period will not exceed three days. Ballots will be counted in an open forum immediately upon the close of the voting period.
7. Eligible EWCPA members on field study may request absentee ballots from the Board. Completed ballots will be issued by regular mail or email, as requested, and must be returned by the last day of the voting period to be considered valid.
8. Any appeal or complaint about the manner in which any election is conducted shall be made to the Chair of the Election Committee within five days of the announcement of the results, and the Election Committee shall have the power to declare invalid all or any part of any election.
9. In the event a declared winner declines to accept the office to which she or he is elected, the position will be offered to the next highest vote-getter.
10. No candidate may run for more than one EWCPA Board office in any given election.
11. In the event of a tie, a run-off election shall be held. Only the candidates who tie shall be permitted to run in the run-off election.

SECTION B: ELIGIBILITY AND CONSTITUENCY

1. All members of EWCPA shall be eligible for election to any of the offices of the EWCPA Board subject to constituency requirements.

ARTICLE VIII: MEETINGS AND QUORUMS

SECTION A: FREQUENCY

1. The Board shall meet in public session at least once a month, at a date set by the President in conjunction with the Secretary, for the purposes of transacting EWCPA business.
2. The Board may, on written request of five of its members or the President alone, convene for special sessions to discuss and act on matters of urgency or special interests to the EWCPA.

SECTION B: ATTENDANCE

1. A quorum for the Board shall be at least half of the total Board members. A meeting cannot take place without a quorum.
2. A Board member will be considered present if the member is able to participate through any electronic media or communication technologies as approved by the Board.

SECTION C: RULES OF PROCEDURE

1. Where they are not superseded by the Constitution or By-Laws, the current edition of *Robert's Rules of Order* shall govern procedures at all Board meetings.
2. All decisions of the Board shall be made by a majority of members present, except where otherwise specified.
3. All EWCPA members may speak at any Board meeting.
4. Meetings are open to the EWCPA Community or invited guests.
5. The Board reserves the right to meet in sessions closed to the public in response to exceptional circumstances, when determined to be necessary by the majority of the Board. Minutes of closed sessions will be distributed only to members of the Board who were absent during the session.
6. Each Board member shall receive a copy of the EWCPA Constitution and a copy of the By-Laws when he/she takes office.

SECTION D: GENERAL MEMBERSHIP MEETINGS

1. There shall be a meeting of the EWCPA general membership at least once each fiscal year.
2. The community shall be given at least one week written advance notice of the meeting, including time, location, general purpose, and agenda.
3. The President, under advice from the Board, shall be responsible for determining the dates of general meetings, preparation of agenda, and notification of the membership.
4. Special meetings of the EWCPA community may be called by the Board.
5. EWCPA members, by presenting a petition signed by at least ten percent of the full and associate membership, may enjoin the Board to call a special meeting.

ARTICLE IX: BUDGET PROCESS

SECTION A: PROCESS

1. The out-going Treasurer, if available, shall orient the in-coming Treasurer regarding all duties and procedures as stated in the By-Laws, and inform the incoming Board about the details of preparing annual budgets.

3. Changes in budgeting and appropriations during the year will be made whenever appropriate and/or necessary, by majority vote of the Board at a regular or special meeting.

SECTION B: GUIDELINES

1. Allocated funds shall be used to benefit the EWC participant community by supporting activities that provide opportunities for participants to interact and learn from one another.

2. Each Board will spend the Federal funds and other monies received during the year as it deems fit by majority vote.

3. EWCPA funds in the General Account (“A Fund”) may only be used for activities which are open to all members.

4. EWCPA funds in the General Account (“A Fund”) may be used in general internal EWCPA-organized events and activities (i.e. for EWCPA members), such as intercultural potluck or movie nights.

a) General Account (“A Fund”) funds may be used to pay for expenses that have direct and self-evident benefits to an event, including refreshments; supplies, leis, and vehicle use charges, and are, upon discretion of the board, deemed to be reasonable in cost or price.

b) General Account (“A Fund”) funds may be used to purchase equipment, such as coffee makers, rice cookers, and DVD players, upon consultation with the EWCPA board and the EWC Education Program.

c) General Account (“A Fund”) funds may not be used in raffles.

d) General Account (“A Fund”) funds may not be used to provide gifts, gift cards, rewards, or prizes.

5. EWCPA funds in the General Account (“A Fund”) may be used in the production of external EWCPA-organized events and activities (i.e. open to the general public), such as East West Fest.

a) As the main beneficiary of East West Fest is the public, General Account funds must be used in accordance with U.S. Department of State federal regulations.

b) General Account (“A Fund”) funds may be used to pay for performances and entertainment that highlight an aspect of a country’s culture.

c) General Account (“A Fund”) funds may be used in the purchase of food items or ingredients that are used to prepare food items that showcase a country’s gastronomical culture and are displayed in said country’s cultural booth.

d) General Account (“A Fund”) funds may not be used to purchase items, including T-shirts, food items, ingredients for food, etc. that are to be sold at external events.

6. Funds in the Permanent Account (“B Fund”) may only be used to purchase any item deemed necessary by the Board and approved for other use by a 2/3 majority of the Board.

7. Funds in the Permanent Account (“B Fund”) may be used to purchase items, including T-shirts, food items, ingredients for food, etc. that are to be sold by the EWCPA Board.

8. For funds in the Permanent Account (“B Fund”), each out-going Board should aim to leave at least one thousand five hundred dollars (\$ 1500.00) for the next Board.

ARTICLE X: AMENDMENTS AND RATIFICATION

SECTION A: PROCEDURE

1. The Board, either in whole or by committee, may suggest amendments to the EWCPAB Constitution once per fiscal year. Such proposals may be placed on the ballot by a two-thirds (2/3) vote of the Board, and are subject to ratification by the EWCPA community, as specified sub-section 4 below.
2. Amendments to this Constitution may be also submitted to the Board in the form of a petition signed by twenty percent of voting membership of the EWCPA. Upon receipt and validation of the petition, the Board shall administer a ratification process for the proposal within one month.
4. Quorum for ratification shall consist of at least one-fourth of EWCPA voting members. Upon ratification by secret ballot majority vote, the Amendment shall take effect immediately.

