

Powers and Duties of Hawaiian Acres Community Association Board Members

(copied from the Hawaiian Acres Community Association Corporation ByLaws available here:

<https://www.hawaiianacres.org/bylaws-and-charter>)

PRESIDENT

The President when present shall preside at all meetings of the Members of the Corporation, and of the Council. Subject to the control of the Council, he or she shall be the chief executive officer of the Corporation, shall exercise general supervision and direction over the management and conduct of the Corporation, have the right to inspect at all times any and all of the records, accounts, and property of the Corporation. The President shall be an ex-officio member, with power to vote, of all committees of the Corporation. She/he shall also have such other powers and duties as are given to him elsewhere by law or in these Bylaws and as may be assigned to her/him from time to time by the Council. She/he shall report upon the affairs and activities of the Corporation annually at the Annual Meeting of the Members of the Corporation.

VICE-PRESIDENT

The Vice-President shall assume and perform the duties of the President in the absence or disability of the President or whenever the office of President is vacant. The Vice-President shall have such other powers and duties as may be given to him by law or in these Bylaws and as may be assigned to her or him from time to time by the Council.

TREASURER

The Treasurer, except as the Council may otherwise order and direct from time to time and subject to its control at all times:

- (a) Shall have charge of the financial affairs of the Corporation and have the care and custody of its seal, moneys, funds, valuable papers, documents, and safety deposit box;
- (b) Shall keep full and accurate books of account of the Corporation's transactions and business, which books shall be and remain the property of the Corporation;
- (c) Shall deposit to the credit of the Corporation all moneys and funds of the Corporation in such bank or banks or other depositories as the Council shall designate;
- (d) Shall pay out and disburse funds so deposited in the general course of business and under the authority of the Council after the disbursements have been approved by the President and responsible committee chairperson;
- (e) Shall receive all moneys and funds and sign all receipts and vouchers and endorse for collection or deposit all notes, checks, drafts and similar commercial instruments payable to the Corporation or its order received for payments made to the Corporation, and in the absence of specific instructions from the Council may delegate this authority to any agent or employee of the Corporation;
- (f) Shall make and render to the proper municipal, territorial, state, federal and other government officials all exhibits, returns and reports required by law;
- (g) Shall make and render to the Council such reports and financial statements as it may request;
- (h) Shall, upon request, present and exhibit to the Members of the Corporation and to the Council all the books, accounts, records and evidence therefore kept by her or him;
- (i) Shall have such other powers and duties as may be incidental to the office of Treasurer elsewhere given to her/him by law or in these Bylaws and as may be assigned to her/him from time to time by the Council. The Treasurer shall also serve as an ex-officio member, with power to vote, of any finance committee. The Treasurer shall make financial reports at all Regular and Annual Meetings of the Members of the Corporation.

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SECRETARY

- (a) Shall attend and keep the minutes of all meetings of the Members of the Corporation and Council.
- (b) Shall have charge and custody of the Membership roll and other documents and papers of the Corporation;
- (c) Shall give all notices of meetings required by these Bylaws;
- (d) Shall maintain and keep a file of all correspondence of the Corporation, President and Council;
- (e) Shall have such other powers and duties as may be incidental to the Office of the Secretary or elsewhere given to her or him by law or in these Bylaws and as may be assigned to her or him from time to time by the Council.

COUNCILORS OF THE CORPORATION AREA REPRESENTATIVES AND AT-LARGE REPRESENTATIVES

(For council representation purposes, Hawaiian Acres is divided into four areas, with D Road and 5 ½ Road as the dividing lines. Two Council members (Area Representatives) shall be elected from each district. Representatives must reside or own property in the district they intend to serve. At-Large Council members must reside in the state of Hawaii.)

AREA REPRESENTATIVES

- (a) Are expected to attend all Meetings of the Corporation and the Council;
- (b) Shall serve on other standing and special committees as needed;
- (c) Shall have such powers and duties given to him or her by law or in these Bylaws as may be assigned to him or her from time to time by the Council.

AT-LARGE REPRESENTATIVE

- (a) Are expected to attend all Meetings of the Corporation and the Council;
- (b) Shall serve in the capacity to fill a vacant seat in the district in which he/she resides in the event that both seats cannot be filled;
- (c) Shall have such powers and duties given to her or him by law or in these Bylaws and as may be assigned to her or him from time to time by the Council.