

**WOMEN'S LEAGUE
OF
CENTRAL UNION CHURCH**

BYLAWS AND POLICIES

REVISED 2026

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FOREWORD

This Manual is prepared for the use of officers, chairs, and board members of the Women's League of Central Union Church. It contains information essential to the proper organization and function of all offices and describes the functions, procedures, and activities of committees and interest groups. It is important to note that the Bylaws and the Executive Board *Policies* are integrated in the Manual as a means of clarifying the work of the organization. Careful distinction should be made between Bylaws, which are rules established to govern the organization, and *Policies*, which are practices adopted by the Executive Board. To amend the Bylaws, formal notice must be posted and approval voted by the membership. *Policies* may be changed at any time, following a review by the Bylaws and Policy Committee, by vote of the Executive Board in accordance with procedures outlined in the Manual.

For distinction, the Policies are indented and printed in italics.

Each Executive Board member shall be issued a Manual during her term of office.

Bylaws and Policy Committee 2025-26

Jane Nagel
Maura Yee

Approved 1956
Revised 1966
Revised 1973
Revised 1986
Revised 2002
Revised 2015
Revised 2026

BYLAWS AND POLICIES OF THE WOMEN'S LEAGUE OF CENTRAL UNION CHURCH

ARTICLE I NAME AND PURPOSE

The name of this organization shall be the "Women's League of Central Union Church." The purpose of the League shall be to unite the women of the church in Christian fellowship through worship, service, education, and social activities and to strengthen the mission of Central Union Church as it serves the cause of Christ in the Church, the community, and throughout the world.

ARTICLE II MEMBERSHIP

Every woman member of Central Union Church is considered a member of the League.

ARTICLE III ELECTED OFFICERS AND DUTIES

Section 1. There shall be a President, two Vice Presidents, a Secretary, and a Treasurer. Their terms of office shall coincide with the Church year.

Section 2. The President shall direct the work of the League in furthering the purpose of the League, as stated in the Bylaws; shall preside at all meetings of the League and of the Executive Board; shall be member ex officio of all committees except the Nominating Committee; she shall appoint a chair of all standing and special committees except the Nominating Committee chair and the Scholarship Committee chair. She may appoint an Assistant Treasurer. A liaison from the Church Council will be appointed by the Chair of the Church Council.

- 1. Following the Church's Annual Meeting, the President may review with the Senior Minister the League's objectives and activities, budget and benevolences.*
- 2. At the beginning of each year the President will review the Bylaws with the Executive Board.*
- 3. The President shall file an Annual Report in writing for the permanent file detailing the events and decisions of that fiscal year.*
- 4. The President shall make, with the approval of the Executive Board, other appointments as needed.*

Section 3. The First Vice President shall serve as an aide to the President and shall assist the President in performing her duties, as requested by the President; shall perform the duties of the President in her absence or inability to serve; shall familiarize herself with all committees of the League and shall be available to serve on special projects as requested by the Executive Board. She shall be responsible for all Programs of the Women's League.

- 1. She shall make all arrangements for the installation of officers, shall notify all incoming officers and members of the Nominating Committee to be present for their installation.*
- 2. She shall provide for the recognition of the Scholarship recipients.*
- 3. She shall arrange for persons participating in League programs to be guests of the League. If there are expenses such as lei, meals, etc. these shall be defrayed by the League.*

Section 4. The Second Vice President will be responsible for communications to the general membership, including the annual information letter requesting contributions, and for the compilation of the resultant membership data and its dissemination to the appropriate committee chairs.

- 1. She shall be responsible for all publicity and public relations.*
- 2. She shall submit the Women's League activities to the person in charge of the church calendar.*
- 3. She shall assist the First Vice President as needed.*

Section 5. The Secretary shall keep a correct record of the proceedings of all meetings of the League, and of the Executive Board; shall distribute copies of minutes of the Executive Board and general meetings to the members of the Board; shall be responsible for the permanent file; and shall perform such other duties as may be delegated to her by the Executive Board. At the end of each year, she shall send a copy of all minutes to the archives. The Secretary will write letters as needed or requested by the members of the Executive Board. She shall make a report of all correspondence at the Executive Board meetings.

- 1. The Secretary shall have available copies of current minutes for all League meetings.*
- 2. She shall distribute copies of all minutes to the ministers, the Church Council Chairperson. Communications may be sent by hard copy or electronically.*

Section 6. The Treasurer shall receive all monies of the League and the Thrift Shop, keep an accurate record of the receipts and expenditures, disburse funds in accordance with the budget according to the procedure directed by the Executive Board, present a statement of account at each Executive Board meeting, at every meeting of the League, and at other times when required by the Executive Board; and shall make a full report at the close of the fiscal year. These reports shall be distributed to the League Executive Board, Church Chief Operations Officer (“COO”), Church Accounting Office, Council Liaison, Chair of the Church Council, and to the ministers. The Treasurer’s books shall be reviewed annually and a statement filed with the Treasurer’s records. She shall inform and train any Assistant Treasurer in bookkeeping procedures as deemed necessary.

Section 7. The Assistant Treasurer may be appointed by the President and confirmed by the Executive Board. She shall assist the Treasurer and be prepared to assume duties of the Women’s League Treasurer, as deemed needed.

Together, the Treasurer and Assistant Treasurer (if one is appointed) shall:

- 1. Prepare the annual Budget which shall be approved by the Executive Board, Thrift Shop Representative, and Thrift Shop Ministry Coordinator and presented to the membership for adoption at a regular meeting no later than May. Subject to the approval of the Executive Board, they will be responsible for the management of the funds of the League.*
- 2. Review proposed benevolence needs and present recommendations to the Executive Board for approval.*
- 3. Those authorized to sign checks on behalf of the Women’s League shall be the Treasurer, the President, the Assistant Treasurer, or the Secretary. One signature on a check is sufficient.*
- 4. Make recommendations to the Executive Board regarding all income received from investments, voluntary gifts and all fund-raising activities of the League.*
- 5. Annually advise the Scholarship Committee of income available for scholarships.*
- 6. Provide a copy of the League-approved budget to CUC Budget and Finance Committee Chair by deadline.*

FISCAL POLICIES

- 1. The Women's League determines its own budget and benevolences. The fiscal year of the Women's League is from August 1 through July 31. Income is derived from the gifts and contributions of individuals, interest and dividends from investments, the operation of the Thrift Shop, and other fund-raising activities. There are some funds restricted for scholarships. All fund-raising projects must be approved by the Executive Board. The League shall not sponsor commercial demonstrations, the sale of books, etc., other than those pertaining to special projects of the League. Disbursements of all monies involved shall be decided by the Executive Board.*
- 2. After meeting the operating expenses of the Women's League organization and educational aid and scholarship expenses, the Women's League has a policy of setting aside funds for emergency benevolence needs, Central Union Church ministries, Community Outreach, and Missions to the Nation and the World. The Women's League strives to anticipate church needs and help in maintaining and improving church facilities and programs.*
- 3. The following criteria are recommended for benevolences beyond those within Central Union Church:*
 - a. The Women's League has a policy of giving to fulfill human needs through helping agencies. Direct monetary aid to individuals is only given in the form of scholarships.*
 - b. Preference is given to United Church of Christ (UCC) related projects and those of other established denominations consonant with the goals of the UCC and Central Union Church. This does not preclude support of other worthy projects.*
 - c. Organizations or agencies must be bona fide 501(c)(3) organizations and show financial responsibility and accountability in their use of funds.*
 - d. Programs the League has supported in the past:*

*Wider Church Ministries
Local Church Ministries
Woman's Board of Missions
Waikiki Health Center
Kōkua-Kalihi Valley Comprehensive Family
Services
Kalihi-Palama Health Center
UCC Transition House*

*PACT (time out nursery at CUC)
Hawaii Habitat for Humanity
Meals on Wheels
IHS – Health Care for Women
Youth on the Move
Winners for Life
Ho'ōla Nā Pua*

ARTICLE IV THE EXECUTIVE BOARD AND DUTIES

Section 1. The Executive Board shall consist of the officers of the League, the immediate Past President, the chairs of standing committees, and such other members as may be deemed necessary by the Executive Board, all of whom shall be members of Central Union Church.

Section 2. The Executive Board shall:

1. *Determine at its first meeting the number of Board meetings to be held during the year, the time and place of all meetings of the League, and the number required for a quorum for their meetings.*
2. *Transact the necessary business of the League in the intervals between meetings of the membership, and such other business as may be referred to it by the membership.*
3. *Establish such standing and special committees, in addition to those described in these Bylaws, as may be necessary to carry out the purpose of the League, and provide the policy for their organization, function, and duties;*
 - a. *Standing Committees:*
 - 1) *The Standing Committee Chair shall serve for the duration of the President's term of office or for a lesser period as specified by the President.*
 - 2) *The Standing Committee Chair, with the approval of the President, shall appoint members of her committee unless otherwise designated in these Bylaws and Policies.*
 - 3) *The Standing Committee Chair shall report to the Board periodically or as requested by the Board.*
 - 4) *The Standing Committee Chair establishes and updates operating procedures for her committee.*
 - b. *Special Committees:*

A Special Committee is created and organized for a special purpose. When its work is done and its final report is accepted or adopted, it automatically goes out of existence.
4. *Approve the appointment of chairs of standing and special committees made by the President.*
5. *Approve the budget and all major expenditures for recommendation to the membership.*
6. *Assure an annual review and reconciliation of all funds.*

Section 3. There may be representatives on the Executive Board who shall act in a liaison capacity between the League and other organizations.

The Executive Board may be composed of:

- 1. President*
- 2. First Vice President*
- 3. Second Vice President*
- 4. Secretary*
- 5. Treasurer*
- 6. Assistant Treasurer (if appointed)*
- 7. Immediate Past President*
- 8. Representative of the Church Council*

These Standing Committee Chairs may be members of the Executive Board and attend meetings in person or submit written reports.

- 1. Nominating*
- 2. Thrift Shop*
- 3. Scholarship*
- 4. Flower*
- 5. Others as appointed*

ARTICLE V STANDING COMMITTEES AND DUTIES

Section 1. The Nominating Committee shall be composed of four members, including the past chair, the immediate Past President of the League, and two elected members to serve for one year. The committee shall elect its own chair who shall serve on the Executive Board.

- 1. The Nominating Committee shall prepare a slate of one candidate for each office to be filled and the two members of the Nominating Committee to be elected. The slate shall be presented to the membership at least three weeks prior to the Women's League Annual Meeting.*
- 2. The Nominating Committee shall be responsible for selecting a candidate to fill any vacancy, which may occur.*
- 3. The Nominating Committee shall be responsible for describing the duties, terms of office, and meeting schedule to potential nominees, using this manual as a reference.*
 - a. The Nominating Committee shall elect its chair immediately following the Annual Meeting. The past chair shall call the committee to its first meeting but may not serve again as chair.*

- b. All candidates to be considered for an office shall have the approval of the entire Nominating Committee before any candidate is approached regarding her willingness to serve. If possible, candidates for the office of President should have previous experience on Executive Board.*
- c. This committee shall not divulge information concerning nominees until the slate of candidates is officially announced.*
- d. This committee shall report a full slate of nominees at the Executive Board meeting prior to the Women's League Annual Meeting.*
- e. The slate of nominees shall be in the form of a written committee report, which shall be read at the Women's League Annual Meeting and filed with the Secretary.*

Section 2. The Thrift Shop Budget Committee is responsible for liaising with the Thrift Shop Ministry Coordinator and the Church administrative staff regarding personnel, fiscal, and budget matters to coordinate the League's benevolences. The Treasurer and the Thrift Shop Liaison will be members of this committee. Policies regarding the Thrift Shop are attached herein as Appendix III.

Section 3. The Scholarship Committee shall be composed of a rotating committee of no more than 6, no less than 4 members, each to serve for a term of three years, beginning in June, with two new members to be appointed each year by the President and approved by the Executive Board. The Chair of the committee shall be chosen by the committee members. Members of this Standing Committee will be members of Central Union Church. The committee shall solicit applications for available scholarships and aid grants and shall recommend candidates to the Executive Board for its approval.

1. An applicant cannot be related to a current member of the Scholarship Committee.
2. An applicant cannot be related to a major donor or a substantial contributor to the fund.

The committee shall be responsible for making recommendations to the Executive Board on all matters pertaining to scholarships. Policies of the Scholarship Committee are attached herein at Appendix IV.

Section 4. The Flower Committee consists of a chair and as many members as are needed to fulfill its obligations. The committee is responsible for obtaining and arranging the flowers in the Sanctuary, Atherton Memorial Chapel, and the Parish Hall for the Sunday services and for special services as requested. Policies and procedures for the Flower Committee are contained in Appendix V.

ARTICLE VI SPECIAL COMMITTEES AND DUTIES

Section 1. The Bylaws and Policy Committee will be responsible for reviewing and formulating any suggested amendments to the Bylaws or changes in the *Policies* of the League.

- 1. When the need arises, a Bylaws and Policy Committee shall be appointed by the President.*
- 2. Any amendments to the Bylaws or Policies recommended by the Committee shall be presented in writing to the Executive Board for approval and, after approval shall be presented to the League for adoption in accordance with Article X, page 12, and then filed with the Secretary and the church historian.*

ARTICLE VII ELECTIONS

Section 1. The Officers of the League and the Nominating Committee shall be elected at the Women's League Annual Meeting. These meetings can be held in person, electronically, or a combination of both. Election shall be by voice and or hand vote.

Section 2. The President, the First Vice President, and Recording Secretary shall be elected in the odd years. The Second Vice President and Treasurer shall be elected in the even years.

Section 3. Term of Office. Officers shall serve a term of two (2) years and shall remain in office until their successors are elected. No officer shall be eligible for the same office for more than two (2) consecutive terms, with the exception of the Treasurer. Elected members of the Nominating Committee shall serve for one (1) year only, except for the chair, who shall serve a second year in accordance with the procedure outlined in Article V, page 9.

Section 4. A vacancy occurring in an office or the Nominating Committee shall be filled by a vote of the members of the League at the next Executive Board meeting.

ARTICLE VIII MEETINGS

Section 1. The Annual Meeting of the League shall be held following the annual meeting of Central Union Church at a time and place to be determined by the Executive Board. At least three (3) weeks' notice shall be given.

Section 2. Regular meetings of the League shall be held at a time and place to be determined by the Executive Board. These meetings may take place in person or electronically.

Section 3. There shall be at least nine (9) regular meetings of the Executive Board held annually. At least one (1) week's notice shall be given.

Section 4. Special meetings of the League may be called by the President or upon request of at least five (5) members. At least five (5) days' notice shall be given and only that business for which the meeting was called may be acted upon.

Section 5. Special meetings of the Executive Board may be called by the President or upon the request of at least three (3) members of the Executive Board. At least three (3) days' notice shall be given. Meetings may be accomplished by electronic means and results presented and recorded at the next Executive Board meeting.

Section 6. Meetings of the Executive Committee may be called by the President as necessary.

ARTICLE IX RULES OF ORDER

Section 1. The rules contained in the latest edition of Robert's Rules of Order shall govern the League in all cases in which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE X AMENDMENTS

Section 1. These Bylaws and Policies may be amended at any regular meeting of the League by an affirmative vote of two-thirds of the members present, provided that the membership of the League shall have been informed of the purpose of the proposed amendments at least ten (10) days prior to the meeting.

Adopted by the League membership in 1956

Amended 1960

Revised 1966

Revised 197?

Amended 1976

Revised 1986

Revised 2002

Revised 2014

Revised 2026

APPENDIXES

I INSTALLATION

Elected officers of the League and the Nominating Committee shall be installed following their election at the annual meeting. The Second President with the Minister shall decide on the installation service. The following is a suggested service:

League President: Will the elected officers and members of the Nominating Committee please come forward?

I present to you these women for installation as leaders of the Women's League of Central Union Church.

Minister: The installation of leaders in the Women's League is always deeply significant. In grateful recognition of their willingness to serve, I greet these newly elected leaders. You have been chosen by the members here today to serve in positions of responsible leadership. You have been chosen because of your ability and fidelity. During your term of office, you will have the privilege of justifying this faith. By your presence here you have shown yourselves ready and willing to accept the privileges and responsibilities that are conferred upon you by these offices to which you have been elected. Will each of you seek to discharge your duties as set forth in the Manual of the Women's League to the best of your ability?

Answer: I will.

Minister: Will all those present please rise.

Realizing that the strength of any organization comes from the united efforts of its members, and that without your cooperation and support the finest leadership avails nothing, do you pledge yourselves to share the responsibilities and labors of your elected officers carrying forward the work of the League?

Answer: I do.

Closing Prayer

II HISTORY OF THE WOMEN'S LEAGUE

The Women's League of Central Union Church, in its present form, was organized in May 1934. It grew out of three existing organizations, which reorganized to work together.

The Women's Society (until 1909 the Ladies' Society) had been organized January 11, 1888, less than two months after the organization of the church, "to form themselves into a society for promotion (of) social feeling and harmony, and for the cultivation of a spirit of acting benevolence." Its purpose was fourfold: 1) benevolences, 2) church decoration, 3) aid in church furnishings, and 4) management of church socials.

The Woman's Board of Missions, even older, had been organized in June 1871, for "1) study, 2) contribution, and 3) correspondence with missionaries."

The third arm was a group, which had been organized more recently in 1919, as an association of "younger women, formed to be an active factor in the church, to stimulate friendship and acquaintance among the young women and also to engage in some community work." The latter was accomplished by sewing baby layettes and distributing them to needy families.

These three organizations became units in the new structure: the Church Unit, the Missionary Unit, and the Service Guild. Each had its own president. Each unit president became a vice president of the new League. An overall chairman was chosen, and our Women's League was born. The first League President was Mrs. B. Howell Bond.

Predictably, the new organization had renewed vitality. An average of 50 members attended each meeting. Women of the church organized over half the booths and activities at the all-church fundraiser, the "Kermess", and raised over half the funds. The Missionary Unit, now separate from the Woman's Board of Missions, had the entire responsibility for, and carried the entire expense of, the Mānoa Valley Mission, which had been organized by the Woman's Board, and for the Baby Clinic there.

These first years were years of education, explanation, and adjustment. The League was a clearinghouse and a governing board for the three Units. They undertook a remodeling of the Women's Building, taking four years to raise the funds.

Fund raising has always been a big part of women's work in the church. Traditional methods were used here at Central Union carnivals like the "Kermess", rummage sales, etc. The rest of the 1930's passed peacefully in such traditional fashion. Typically there were two meetings a month, from 9:30 to 2:00. In the morning there was sewing: choir gowns, layettes, innumerable dishtowels made and sold. Fellowship luncheons followed, arranged by different women and later by a church caterer. An afternoon program of missionary or general interest completed the day. The League was soon divided into seven "sections" according to neighborhood, each with its own project, such as the School for Deaf and Blind. Later the sections were organized according to projects, or interests, or at random. The Mānoa Valley Mission was growing, and

was looking for a Japanese minister as a step toward establishing a church for the Christian Asians in Mānoa Valley.

By early 1941 the emphasis had shifted to the possibility of war. Women's League members had a Red Cross sewing unit; the Service Guild was sponsoring dances for servicemen. Things changed abruptly after December 1941. All meetings were held in the mornings. Because of full employment, interest in rummage sales declined. Attendance was down. No luncheons were served; members brought their own box lunches. There was no missionary travel to China and no visiting missionaries as speakers.

In Mānoa, the language school and the Buddhist Mission were closed. This was perceived as a new opportunity for Christianity. The Mānoa Valley Mission acquired its land and was strongly supported by the Women's League (\$2,415.86 out of a total budget of \$2,835.09, in 1943). The Service Guild dropped the sewing of baby layettes in 1943 in favor of projects to benefit servicemen.

That same year, 1943, Central Union began a wartime project that was highly successful – the preparation and serving of lunches for servicemen after the Sunday church services. The first year, groups including the young people and civilian adults ranged from 40 to 75. The number of men coming to the services and luncheons steadily increased. In September 1944, there was a decided jump with more servicewomen coming also. The usual attendance was 250, with as many as 350 on Christmas and New Year's Sundays. The luncheons were prepared by nine committees, each serving once in eight or nine weeks, about 75 women in all, with another 25 taking turns setting up and acting as hostesses. The luncheons continued until June 1946.

In 1945, the Mānoa Valley Mission “came of age” and was known as the Mānoa Valley Church. Women's League members continued to sit on the church committee, which helped govern the new church. Also, the Women's League gave two-thirds of its benevolence budget to them for the support of the Mānoa Valley minister until 1951. In that year the League began a new project to support a minister to work among the Filipino churches.

With war's end, the League turned its attention to strengthening its own organization, and in 1948 there was a complete merger of all units and finances. Luncheons once again were a part of all Friday meetings, with 65 to 90 in attendance. There was a new “circle” organization, based on a random reshuffling every two years. Church bazaars, benevolences, the church kitchen, missions, the Palm Sunday breakfast, the new Central Union Windward church, a cookbook (the first since 1920, and the most recent to date) published in 1955, the Scudder Scholarship fund – all were matters of interest during the 1950s.

A new Women's Building in 1963, donated by Mr. and Mrs. J.C. Earle, gave the League a new focus for fundraising to furnish its new quarters. However, other church facilities were not forgotten. In 1962 the League transferred its whole kitchen fund to the church budget and contributed an extra \$3,000 toward kitchen remodeling. Of the profits of the 1964 Bazaar, the

League gave \$1,000 to the church to build the altar in a remodeled sanctuary, with an additional \$500 for decoration of the new chancel. All Fall Sale proceeds in 1965 (net \$2,000) were designated for furnishing the new Von Hamm Memorial Room. Circles reorganized in the 1960s to neighborhood groups. By the late 1960s they became “interest” groups.

Fall Sales started in the mid-60s, increased in size in the early 70s, with the net climbing from \$6,000 (1970) to over \$17,000 in 1975! These mammoth rummage sales consumed too much time and energy, and a new idea became a reality. The Thrift Shop was opened in October 1976, providing an opportunity for year-round fellowship and service for League members and a steady income for League projects. The first full year’s net income was \$20,000. The League began a policy of contributing a percentage, currently 25% in 1986, directly to Central Union Church.

The 1980s saw the League continuing in strength, with a budget of \$60,000, about 70% of the income derived from the Thrift Shop and 30% from contributions by individuals and from investments. Expenditures embraced a wide variety of benevolences, some 25 or more, divided equally among Central Union itself, the community of Honolulu and the state, and national and international concerns. The League gives to fulfill human needs in specific ways, usually through established agencies, and to help start new organizations whose work is consonant with the goals of our church and denomination.

The League contributes to, invests and administers two scholarship funds: the Ruth C. Scudder Scholarship, and the Kenneth O. and Doris A. Rewick Educational Scholarship. A third scholarship, the Mid-Pacific Scholarship, has been discontinued. The Rewick grants are scholarship funds contributed by the League itself, which were renamed after the death of a beloved minister and his wife.

Thirty to fifty women attend the daytime meetings. The number rises to 100 when luncheon meetings are held. The Thrift Shop is open two days a week, and many women volunteer on a regular basis. The “traditional” women’s concerns in the church – arranging Sanctuary flowers for each worship service and for special occasions, preparation of food for receptions and celebrations, good fellowship among members, careful attention to the maintenance of the Women’s Building and other areas of the church campus – all are considered a continuing responsibility of the League.

For over **ninety** years, the Women’s League of Central Union Church has served faithfully and well.

Compiled by Suzanne Case

III THE CENTRAL UNION CHURCH THRIFT SHOP

1. The League has established and operated a Thrift Shop since 1976, for the following purposes:
 - a. To provide an opportunity for the recycling of donated items.
 - b. To provide an opportunity for members and friends of Central Union Church to participate in a worthwhile community endeavor
 - c. To provide a shop where the community may purchase clothing, furnishings, and other items at reasonable prices
 - d. To earn a reasonable income for the Women's League benevolence program after the foregoing objectives have been met
2. The Thrift Shop shall be staffed by volunteers, under the direction of a Thrift Shop Ministry Coordinator. The Thrift Shop Ministry Coordinator is an employee of Central Union Church.
3. The Thrift Shop Ministry Coordinator shall be chosen by a Church staff member(s) and a selection committee appointed by the President with the approval of the Executive Board. The Thrift Shop Ministry Coordinator may attend the Board meetings in an advisory capacity.
4. A copy of the Thrift Shop policies should be available to the Executive Board of the Women's League.
5. Fiscal Policies of the Thrift Shop:
 - a. On behalf of The Thrift Shop, the Women's League Treasurer shall:
 - 1) Keep an account of all receipts and payments.
 - 2) Maintain a Thrift shop checking account.
 - 3) Pay all expenses, including taxes.
 - 4) Make written monthly and annual reports to the Thrift Shop Ministry Coordinator, Liaison of the Women's League, WL President, Chair of the CUC Church Council, the Senior Minister, Comptroller, and Accountant.
 - b. The Church Accounting Office will deposit the Thrift Shop sales each month.
 - c. The Treasurer, the President, the Assistant Treasurer (if appointed), and the Secretary shall sign checks on behalf of the Thrift Shop. Only one signature shall be required.
 - d. Upon request, the Thrift Shop may donate items to any 501(c)(3) organization or church program. Top priority shall be given to the Ministers' requests and the established

benevolences of the Church and the Women's League. The Thrift Shop Ministry Coordinator and the Liaison shall have the authority regarding their distribution.

- e. A percentage of the Thrift Shop income, after expenses, may go to the general fund of Central Union Church. Such percentage to be determined by the Women's League Executive Board.

DRAFT

IV THE EDUCATIONAL AID FUND OF THE WOMEN'S LEAGUE

1. The Scholarship Program of the Women's League has grown out of our Christian heritage and has been made possible through funds given or raised by Central Union members and friends, for the purpose of providing opportunities for deserving young persons to further their education. Additional funds may be added through gifts and memorials or, at the discretion of the Executive Board, from the League's budget.
2. The Scholarship Committee shall endeavor to determine the potential of the candidates, based on the written applications and accompanying letters, and to select those who show the greatest promise of becoming citizens of good character, and who, in all probability, will make positive contributions to their community, city, state and country.
3. There are two different scholarships offered by the League. Each offers different opportunities and emphasizes different qualifications. Based on the amount of money available, the Committee shall determine the amount of the awards, with the approval of the Executive Board. See page 15. History of the Ruth C. Scudder Scholarship and the Kenneth O. and Doris A. Rewick Educational Aid Fund. If other scholarships are created, the Scholarship Committee shall administer them as directed by the Executive Board. Names of all recipients shall be given to the Executive Board at the April meeting.
4. If an applicant qualifies for other scholarship programs, the committee may refer applicants to those programs for possible grants.

The Ruth C. Scudder Scholarship History

The Ruth C. Scudder Scholarship was founded by the Women's Society of Central Union Church in 1915, with gifts from members and friends, as a memorial to Mrs. Ruth C. Scudder, the wife of Dr. Doremus Scudder, a pastor of Central Union Church for many years. In the original resolution, unanimously passed by the Women's Society at its annual meeting in 1915, there is a following statement: "When the fund shall have reached \$1,000, the income there from shall be used annually under the direction of the Educational Committee, toward the education of some deserving girl of Hawai'i." For some years it has been a competitive scholarship awarded annually to a young woman enrolled at the University of Hawai'i. The Committee considered the applicants from several standpoints: character, scholarship, financial need, service to the University, probable future service to the community, and, of course, Christian religious interest. Amounts granted varied from \$25 to \$200 annually according to need and University tuition. Until 1952, when the University tuition was raised from \$150 to \$200 a year, it was possible to offer a full scholarship annually, but for a time after that the income from investments was insufficient to offer a full scholarship every year. However, as the endowment was increased, an annual scholarship was once again available. By the mid-1980s, the award had grown to \$1,000.

For many years only three or four members administered the Scudder Fund. As new scholarships were established, this small group grew into the Women's League Educational Aid and Scholarship Committee. (See page 12)

The Kenneth O. and Doris A. Rewick Educational Aid History

As the need became apparent for increased scholarship assistance beyond the amount provided by the Scudder Fund, a Women's League Scholarship Fund was established in 1968, later renamed the Educational Aid Fund of the Women's League. Funded by allotments from the Women's League budget and supplemented by individual gifts, the income from this fund was used to award several small scholarship grants each year.

At the time of Dr. Kenneth O. Rewick's death in 1974 (Senior Minister of Central Union Church from 1970 to 1974), many donations were made to the Church in his memory. His family felt that the most appropriate way to honor him would be through financial assistance for young people seeking a higher education. These gifts were joined with the Women's League fund and it was renamed the Kenneth O. Rewick Educational Aid Fund. In keeping with the ecumenical perspective of Dr. Rewick, new criteria were developed to assure that the funds would be available to young people of all faiths and ethnic backgrounds, for both graduate and undergraduate studies, regardless of any religious affiliations. Following Doris Rewick's death, the family requested that her name be included on the scholarship. Doris was Dr. Rewick's wife and former CUC Preschool Director.

The grants are to be awarded by the Scholarship Committee of the Women's League in amounts and to the number of young people as seem appropriate at any given year. With the ever-increasing need, the fund income is supplemented by money from the Women's League budget. (See page 12)

V CENTRAL UNION CHURCH FLOWER COMMITTEE

1. Introduction – The Flower Committee (“Committee”) is a Standing Committee of the Women’s League. The Committee is responsible for providing floral arrangements for the Sunday services and any other duties assigned by the Women’s League.
2. Operations – Floral arrangements are prepared for Sunday services in the Sanctuary, Atherton Memorial Chapel and the Parish Hall. Preparation of the arrangements are calendared with the Church Office but are generally done on Saturday mornings between 8:00 and 10:00 a.m. The floral arrangements are provided for the following areas:
 - a. Sanctuary – the largest of the arrangements placed atop the communion table in the Chancel.
 - b. Atherton Memorial Chapel – a medium-size arrangement placed on a pedestal adjacent to the pulpit. This arrangement serves the 7:00 a.m. and the 11:00 a.m. (Pohnpeian) services.
 - c. Parish Hall – the smallest arrangement which is placed on the small table holding the cross for the 11:00 a.m. contemporary service. Due to the size of the table, the arrangement is proportionately smaller than the other two arrangements.
3. Duties of the Committee Chair – the duties of the Chair include:
 - a. Schedule committee members to prepare the weekly floral arrangements.
 - b. Coordinate committee activities with the Funeral Coordinator.
 - c. Coordinate committee activities with Church administration staff.
 - d. Coordinate with Church administration staff to document and acknowledge floral arrangement dedication donations.
 - e. Process payment for the purchase of flowers/floral supplies with the Church Accounting Office.
 - f. Prepare the Flower Committee annual budget for submission to the Women’s League Executive Board and the Church Accounting Office.
4. Duties of the Floral Arrangers and Assistants – floral arrangers are committee members responsible for the purchase and arrangement of the weekly Sunday service arrangements. Assistants are committee members who help the floral arrangers in the preparation of the arrangements.
 - a. Floral arrangers are responsible for the following:
 1. Reserving a time for use of the Sanctuary to prepare the arrangements. (Please coordinate with your assistant regarding work times.)
 2. Purchasing/obtaining the flowers and submitting original receipts from the vendor to the committee Chair.
 3. Preparing the floral arrangements and delivering them to the three Church facilities. There is a Flower Committee key which unlocks the three Church facilities. The key is checked in and out with the Church Office. (Monday through Saturday from 8:00 a.m. to 3:30 p.m.).
 - b. Assistants will help the floral arranger in the preparation of the Sunday service flower arrangements which include obtaining the church key, disposing of the old floral

- arrangements, watering plants in the Sanctuary, learning how to prepare the arrangement, and delivering the new flower arrangements to the other Church facilities. Being an assistant allows a new committee member to learn the committee's procedures so they can become a floral arranger (if interested).
- c. Vases, containers, supplies, etc. are found in the Sanctuary basement. Please keep the area clean and tidy. To conserve resources, please save and re-use the oasis (when appropriate) for arrangements and notify the committee Chair when supplies run low.
 - d. A water faucet key is located in the Sanctuary basement flower committee file which allows a person to obtain water from the outside water spigot in order to avoid carrying water buckets up and down the basement stairs.
5. Floral Vendors – Fresh flowers are used for Sunday service floral arrangements. Flowers may be purchased from floral vendors approved by the Church or purchased by the floral arranger. Original receipts of purchase must be submitted to the Church Accounting Office prior to reimbursement.
- a. The Church, via its Accounting Office, maintains a listing of floral vendors for bill payment purposes. Being an approved vendor allows the flower committee to purchase flowers at wholesale prices. Vendors submit invoices to the Church and upon confirmation by the flower committee, the Accounting Office will pay the invoices.
 - b. The following vendors are currently on the approved vendor list:
 - 1. Watanabe Floral (listing of approved floral arrangers kept on file for purchasing purposes).
 - 2. Flowers 'N' Fun (located in Kaimuki).
 - 3. Green Point Nursery – provides anthuriums from Big Island. (check with committee Chair for details).
 - 4. Flowers can be purchased by the individual floral arranger from other sources but must submit original receipts to the committee Chair for processing reimbursement.
 - c. Flowers can be obtained from the Church campus.
6. Budget; Processing Payments with Accounting Office – purchase of flowers/greenery should not exceed \$125 per week unless otherwise instructed by the committee Chair. All receipts must be turned into the committee Chair before the end of the month and forwarded to the Accounting Office for payment.
- a. All submitted receipts must be signed by the floral arranger to confirm purchase from the vendor. Receipts are collected in a folder located in the Sanctuary basement Flower Committee file. At the end of each month, these invoices are collected and submitted to the Church's Accounting Office along with a "Central Union Church Check Request Form" for payment.
 - b. Payments are made from the Church's "Flower Fund" or the "Brossy Fund". Any dedication donations are deposited to the "Flower Fund" unless otherwise specified to be deposited to the "Brossy Fund".

- c. Any discrepancies between the floral arranger's submittals and the floral vendors' monthly invoices are resolved by the Church's Accounting Office and the committee Chair before they are paid.
- 7. Meetings – The committee meets periodically at the call of the committee Chair.
- 8. Special Floral Arrangements
 - a. Dedications – Special requests for Sunday flower arrangements dedicated to someone are coordinated through the Church Office and the committee Chair. There is a suggested donation amount of \$100 for congregation members (but can be less or more). Dedication checks are made out to "Central Union Church" (memo: Flower Fund) and are sent to Central Union Church, attention: Accounting Office. These dedications are acknowledged in the Sunday service bulletin.
 - b. Christmas – Advent season is a big season for the committee. Not only are floral arrangements prepared but the Sanctuary, Atherton Memorial Chapel, and the Parish Hall are decorated with both floral and non-floral decorations. Special arrangements also include potted plants (e.g. Poinsettias for Christmas) donated by the congregation members through special offerings.
 - c. Easter – Easter season requires special arrangements to include potted plants (e.g. lilies for Easter) donated by the congregation members through special offerings.
 - d. Frances Kay Brossy Memorial Fund – This Fund was established as a gift made in memory of congregational member Francis ("Fran") Kay Brossy by her husband Fred Brossy. The following procedures apply to the Fund:
 - 1. The annual spendable income from the Fund shall be used to buy fresh flowers and directly related items, such as vases and stands, for use in the Sanctuary at the primary service on Sunday.
 - 2. At least one arrangement annually shall be placed on the Sunday nearest to August 26th, the birthday of Frances Kay Brossy.
 - 3. Any individual or legal entity may make additions to the Fund.
 - 4. Whenever this Fund is used for worship flowers, the bulletin shall include an announcement stating: "The flowers are provided by the Frances Kay Brossy Memorial Flower Fund in memory of Frances Kay Brossy, a faithful and active member of Central Union Church who loved life and loved flowers."
- 9. Donation of Vases – From time to time, the committee receives donations of floral vases. If the donor requests a formal acceptance of the gift, the committee will work with the Church administration to document and thank the donor for the gift. Currently, the Church administration maintains an In-Kind listing of vases that have been formally accepted by the Church since 2019.

Procedures originally approved by the Women's League Executive Board on March 10, 2012;
Revised November 2025.