

Record Retention Policy of Corporate records:

1. The Aloha Region shall maintain a record of its voting members in a form that permits preparation of a list of the name and address of all members showing the number of votes each member is entitled to cast.
2. The Aloha Region shall maintain its records in written form or in another form capable of conversion into written form within a reasonable time.
3. The President and or the Vice-President of the Aloha Region shall keep a copy of the following records:
 - a. Articles or restated articles of incorporation and all amendments to them currently in effect;
 - b. Bylaws or restated bylaws and all amendments to them currently in effect;
 - c. Resolutions adopted by its board of directors relating to the characteristics, qualifications, rights, limitations, and obligations of members or any class or category of members;
 - d. Minutes of all meetings of members and records of all actions approved by the members for the past three years;
 - e. Financial statements furnished for the past three years under Hawaii Revised Statutes section 414D-306;
 - f. A list of the names and business or home addresses of its current directors and officers; and
 - g. The most recent annual report delivered to the department director under section 414D-308.