

HAWAII STATE ASSOCIATION OF PARLIAMENTARIANS
Revised Standing Rules-June 17, 2003

1. Officers and Committees shall submit their reports in writing and a copy shall be filed with the Secretary.
2. When funds are needed, they shall be provided by the Treasurer upon receipt of proper vouchers. The Treasurer is authorized to reimburse up to the amount of two hundred dollars (\$200.00).
3. Arrangements for the installation of new officers shall be made by the Program Committee.
4. The Immediate Past President shall be presented with a gavel, or appropriate memento, properly inscribed as a memento at a cost not to exceed \$100.00.
5. The signatures of the President, the Secretary, and the Treasurer shall be kept on file at the depository where the Association funds are kept. Two (2) signatures shall be required on all checks.
6. New members shall receive a packet of Parliamentary materials, i.e. HSAP Bylaws and Standing Rules from the HSAP secretary.
7. One Hundred Dollars (\$100.00) each for delegates and alternates to NAP Convention shall be paid from HSAP funds if requested by the delegate or alternate.
8. A week in April of each year shall be designated and recognized as Parliamentary Law Week.
9. Members of HSAP shall be allowed to purchase NAP materials at HSAP cost provided that these materials are available in the inventory.
10. HSAP will issue certificates of completion to Seminar attendees for 6 hours of instruction.
11. The minutes shall be mailed to members with the call to the next scheduled biennial meeting.
12. For authentication purposes, anonymous submissions for consideration by the HSAP or its committees will not be accepted. An author or authors shall be identified for all business brought before the HSAP.
13. An annual subscription to the National Parliamentarian will be given to the Hawai'i State Library.
14. Financial and Budget Standing Rules
 - A. Preparation
 1. In November of each year the HSAP Officers and Committee Chairs will prepare a budget request which will be submitted to the Treasurer. The budget submission will include a description of what their planned

expenditure is for the next budget year and how it serves the mission of HSAP.

2. The HSAP Treasurer will combine the inputs into a single overall draft budget which will be presented at the next meeting of the HSAP Board, with Committee Chairs present, for approval. HSAP Officers and Committee Chairs shall be prepared to explain their portion of the budget.
3. The budget revenue categories are Educational Fees, Member Dues, NAP Material Sales, and Miscellaneous.
4. The budget expense categories are Administration, Educational Expenses, NAP Material Purchased, HSAP Convention, and NAP Convention.

B. Expenditures and Reimbursements

1. HSAP Officers and Committee Chairs are permitted to make expenditures for item included in the budget only. If expenditures become necessary which are not within the budget a special meeting of the HSAP Board, with Committee Chairs present, will be called to review and approve the addition to the budget.
2. Reimbursement shall be authorized when the expenditure is documented using the HSAP Disbursement Voucher accompanied with the receipts of the expenditures. The documentation will be presented to the HSAP Treasurer within ten (10) days of the expenditure. Payment to the requester shall be made as soon as two authorized check signatures can be obtained.

C. Recording and Reporting

1. Expenditures and revenues will be recorded on a cash basis when they are received by the HSAP Treasurer.
2. A verbal report of expenditures and revenues will be given by the HSAP Treasurer at each regular meeting of the HSAP Board. The report will include the balance in the HSAP account.
3. A complete written report will be made available to the HSAP membership at the biennial convention.

D. Annual Audit

1. An Annual Audit will be made of the HSAP financial records at the end of each budget year.
2. The auditor may not be a HSAP Officer or Committee Chair.