

## **HAWAII STATE ASSOCIATION OF PARLIAMENTARIANS** Official Bylaws as of June 17, 2003

### **Article I - Name**

The name of this Association shall be the HAWAII STATE ASSOCIATION OF PARLIAMENTARIANS, a chartered constituent division of the NATIONAL ASSOCIATION OF PARLIAMENTARIANS, herein referred to as HSAP and NAP.

### **Article II - Object**

The object, purpose, and mission of the HSAP shall be for the educational, literary and professional purposes of studying, teaching, promoting, and disseminating the philosophy and principles underlying the rules of deliberative assemblies; to promote wider interest in the knowledge and usage of parliamentary rules and to further the object and purposes of the NAP.

### **Article III - Members**

- Section 1. Classification. There shall be three classes of membership in the HSAP: regular, affiliate, and associate.
- A. Regular members shall be those members of the NAP who are residents of the State of Hawaii. Dues for regular members are \$10.00 per year.
  - B. Affiliate members shall be NAP members who are members of another association affiliated with NAP. Such members shall be entitled to the right to debate, but shall not have the right to make motions, vote, or to hold office. Dues for affiliate members are \$10.00 per year.
  - C. Associate members shall be those individuals who are interested in parliamentary procedure, but do not qualify for any other membership category. They shall have the privilege of participating in the HSAP activities but shall not be entitled to make motions, vote, hold office or be counted in determining representation to conventions. Fees for associate members are \$12.00 per year.
- Section 2. The fiscal year shall be from January 1 through December 31.
- Section 3. Dues shall be payable in accordance with NAP bylaws.
- Section 4. Any member whose dues are determined to be delinquent shall be dropped from membership in the HSAP. The names of those regular members whose dues are delinquent shall be reported to the NAP office.
- Section 5. Membership in the HSAP shall be terminated by: death; non-payment of dues; resignation in writing to the secretary of the HSAP; or cessation of membership in the NAP.
- Section 6. Reinstatement of membership in the HSAP shall be by payment of delinquent dues (if reason for being dropped from membership); by reinstatement of membership in the NAP (if reason for being dropped from membership); or by payment of current dues if member resigned in good standing.
- Section 7. Units established within the State of Hawaii shall provide the HSAP secretary with a current copy of their bylaws.

- Section 8. Units shall provide a current listing of all members to the HSAP secretary. The list shall be given to the secretary of the HSAP within 30 days after any membership changes have been made.
- Section 9. Units shall be required to submit amendments of their bylaws to the HSAP Bylaws Committee for verification by the Bylaws Committee for compliance with NAP and HSAP bylaws.
- Section 10. Units shall be entitled to purchase materials via the HSAP treasurer provided that the purchases comply with NAP and any HSAP restrictions. The HSAP treasurer may impose a reasonable charge for purchasing educational materials at a discount.

#### **Article IV - Officers**

- Section 1. The officers of the HSAP shall be: a president; a vice-president; a secretary; and a treasurer.
- Section 2. The president shall appoint the parliamentarian, the historian and the auditor.
- Section 3. Term of office shall begin at the adjournment of the biennial convention in the odd numbered years. Officers shall serve for a period of two years or until their successors are elected.
- Section 4. No officer shall serve longer than two successive terms in one office, except the treasurer, who may serve until a successor shall be elected.
- Section 5. A nominating committee of three members shall be elected at the biennial convention in the odd-numbered years.
- Section 6. The nominating committee shall submit a slate of at least one name per office to the members at the biennial convention the odd-numbered years.
- Section 7. Elections shall be held at the biennial convention. Voting for any office will be by ballot unless there is only one nominee for that office. If there is only one nominee for an office, then the vote may be by voice.
- Section 8. Vacancy in office between conventions shall be filled by the executive board.
- Section 9. Any officer may be removed from office with cause, by a majority vote of the membership.
- Section 10. Duties of the elected and appointed officers shall be those usually attributed to the officer as listed in the adopted parliamentary authority, or ordered by the membership.

#### **Article V - Meetings**

- Section 1. The biennial convention shall be held in the second quarter (April-June) in the odd-numbered years on a date, place and time selected by the executive board. The biennial convention shall be for the purpose of reports, elections, installation of officers and any other business that may properly come before the assembly.
- Section 2. Special meetings shall be called by the president, the executive board, or upon the written request of 25% of the regular members, submitted in writing to the secretary.

- Section 3. Notice of any meeting or convention shall be mailed to each member at least 30 days prior to the date set for such meeting.
- Section 4. The quorum for any meeting or convention shall be thirteen members.
- Section 5. The registration fee for the biennial convention shall be set by the executive board.
- Section 6. Delegates to any HSAP convention shall consist of all regular members of HSAP.
- Section 7. Delegates and alternates to the NAP convention shall be elected at the biennial convention immediately preceding the NAP convention.
- Section 8. Delegate representation to the NAP convention shall be determined in accordance with NAP bylaws. Delegates must be regular members of HSAP.
- Section 9. Vacancies in the delegate representation to the NAP convention may be filled by the president.

#### **Article VI - Executive Board**

- Section 1. There shall be an executive board of the HSAP consisting of the elected officers and the immediate past president.
- Section 2. The executive board shall be responsible for managing the affairs of the HSAP between its conventions and meetings.
- Section 3. Meetings of the executive board shall be at the call of the president, or any three members of the executive board.
- Section 4. A minimum of 3 days telephone, written, electronic mail, or facsimile notice shall be required. Notice may be waived either in writing or by physical presence at the executive board meeting.
- Section 5. The quorum for any meeting of the board shall be three (3) members.

#### **Article VII - Committees**

- Section 1. The standing committees of the HSAP shall be: program, bylaws, education, publicity, and membership.
- Section 2. The President shall appoint the chairman and members of all standing and special committees, except the nominating and program committees.
- Section 3. The vice-president shall be chairman of the program committee and shall appoint its members. The program committee shall be responsible for the program for any meeting.
- Section 4. The program committee shall make all necessary arrangements for the biennial convention.
- Section 5. The bylaws committee shall study the bylaws of the HSAP and submit amendments it considers advisable; as well as any amendments referred to it by the members of the HSAP. The committee shall also be responsible for reviewing the bylaws of units for conformity with NAP and the HSAP Bylaws.

- Section 6. The education committee shall be responsible for keeping the membership current on the NAP materials for education, plus shall carry out any other duties as ordered by the HSAP.
- Section 7. The publicity committee shall promote interest in parliamentary knowledge through notice in newspapers, and/or radio and TV programs.
- Section 8. The membership committee shall be responsible for building and retaining the membership of the HSAP.
- Section 9. The president shall be an ex-officio member of all committees except the nominating committee.
- Section 10. There shall be such other standing committees and/or special committees as may become necessary to carry on the business of the HSAP.

#### **Article VIII - Parliamentary Authority**

The latest edition of Robert's Rules of Order Newly Revised shall govern the proceedings of the HSAP in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws or any Special Rules adopted by HSAP.

#### **Article IX - Amendment of Bylaws**

These Bylaws may be amended by a two-thirds vote at any convention or meeting, provided that notice of the amendment shall have been given in the call of the convention or the meeting.

#### **Article X - Code of Ethics**

The code of ethics for parliamentarians, as adopted by the NAP, shall be the code of ethics for the HSAP and its individuals.

#### **Article XI - Dissolution**

In the event of dissolution, all assets of the HSAP shall be disposed of as provided by the laws of the State of Hawaii, in accordance with the NAP bylaws, and Internal Revenue Service Code 501(c)3. None of the funds shall inure to the benefit of any individual. Upon dissolution, the HSAP charter shall be returned to the NAP headquarters.

Official HSAP bylaws as of June 17, 2003

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**President: Steve Glanstein, PRP**

**Secretary: Albert T. Hamai, PRP**