

**BYLAWS OF THE
Aloha-Ohana Parliamentary Unit of Hawai'i
of the NATIONAL ASSOCIATION OF PARLIAMENTARIANS**

Article I - Name

The name of this unit shall be Aloha-Ohana Parliamentary Unit of Hawai'i, a division of the National Association of Parliamentarians (NAP), and affiliated with the Hawaii State Association of Parliamentarians (HSAP).

Article II - Object

The object of the unit shall be to regularly study parliamentary procedure and to promote the educational program of NAP on the local level. The unit shall actively promote the upgrading of members' expertise in the field of parliamentary law.

Article III - Members

Section 1. Classification There shall be three classes of membership.

- A. Regular Members. A regular member of the unit shall be a member of NAP and HSAP.
- B. Affiliate Members. An affiliate member of the unit shall be a member who belongs to another unit for determining representation to NAP and HSAP. No voting rights shall be granted to affiliate members except they shall have the right to debate.
- C. Student Members. Student members shall have full membership rights except:
 - 1. They may vote on unit matters only.
 - 2. They shall not be eligible for the offices of President or Vice-President.
 - 3. They shall not be counted in determining representation to NAP or to HSAP meetings.

Section 2. Dues

- A. Annual dues for all members shall be \$12.00, payable by January 1 and delinquent by March 1.
- B. If dues are not received by April 1, then the member shall be dropped from membership in the Unit. The names of the regular members dropped shall be reported to NAP.
- C. Dues shall be prorated for members joining after the start of the fiscal year. Such proration shall be on a monthly basis but will not apply to former members seeking reinstatement.

D. The fiscal year shall be from January 1 through December 31.

Section 3. Eligibility Members of NAP, affiliate members, and student members are automatically eligible for membership in this unit and shall become members upon payment of unit dues. Members of NAP shall not be eligible to be student members.

Article IV - Officers

Section 1. Officers The elected officers of the unit shall be a president, a first vice-president, a secretary, and a treasurer. The duties shall be those prescribed in these bylaws, the parliamentary authority, or as ordered by the membership.

Section 2. Nominations and Elections Nominations and elections for officers shall be made at the Annual Meeting. The officers shall be elected by ballot at the Annual Meeting. If there is only one candidate for a position, then a voice vote may elect.

Section 3. Term Officers shall serve for a term of 1 year or until their successors are elected. No officer shall serve for more than two consecutive terms in the same office.

Section 4. Vacancy A vacancy in office shall be filled by a majority vote at any meeting of the Unit provided that previous notice is given.

Section 5. Transition of Officers

- A. Officers shall assume their duties immediately following the adjournment of the Annual Meeting.
- B. All records with the exception of the minutes of the Annual Meeting shall be surrendered to the proper offices by the adjournment the Annual Meeting. The minutes of the Annual Meeting shall be surrendered to the proper officers at the next regular meeting.

Article V - Meetings

Section 1. Regular Regular meetings shall be held on the first Tuesday on each month unless otherwise ordered by the unit. The time and place of the meetings shall be set by the standing rules.

Section 2. Annual The regular meeting in January shall be the Annual meeting. Business at the Annual meeting shall include the election of officers and reports of officers and committees.

Section 3. Special Special meetings may be called by the president and shall be called at the written request of 25% of the total unit

membership. Forty-eight hours' notice shall be given.

Section 4. Quorum 5 members of the unit shall constitute a quorum. The lack of a quorum shall not prevent the study of the scheduled parliamentary lesson.

Article VI - Committees

Section 1. The standing committees of the unit shall be Education, Membership, and Public Relations.

Section 2. The President shall appoint the chairman and members of all standing and special committees, except the nominating committee (if established) and the chairman of the program committee.

Section 3. The first Vice-President shall be the chairman of the education committee.

Section 4. The education committee shall be responsible for keeping the membership current on NAP and HSAP materials for education, the monthly education program, and carrying out any other educational duties ordered by the unit.

Section 5. The membership committee shall be responsible for recruiting and retaining membership.

Section 6. The public relations committee shall promote interest in parliamentary knowledge, e.g. through notices in newspapers, radio, TV programs, or the Internet.

Section 7. The president shall be ex-officio a member of all committees except the nominating committee (if established).

Section 8. There shall be such other standing committees as may become necessary to carry on the business of the unit.

Article VII - Delegate Representation

Delegates and alternates to the NAP or HSAP convention shall be elected by ballot at any meeting provided that previous notice is given at the prior regular meeting.

Article VIII - Dissolution

In the event of dissolution of the unit, the assets shall be liquidated and distributed to a non-profit status organization qualifying under the Internal Revenue Code 501(c)3, in accordance with governmental regulations. None of the funds shall inure to the benefit of individuals. The unit charter shall be returned to NAP Headquarters.

Article IX - Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the unit in all cases in which they are not inconsistent with these bylaws or those of NAP or HSAP and any special rules of order the unit may adopt.

Article X - Amendments

These bylaws may be amended at any meeting of the unit by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting or has been sent to each member at least 14 days prior to the meeting at which it will be considered.

Any amendments necessitated by amendments to NAP or HSAP bylaws shall be effected by the bylaws committee and reported to the membership at the next regular meeting following the adoption of such amendments by NAP or HSAP.

These Bylaws are Adopted on July 4, 1997, subject to NAP Bylaws Committee Approval.

Steve Glanstein
President Pro Tem