

**HAWAI'I STATE ASSOCIATION OF PARLIAMENTARIANS**  
**Official Standing Rules, as of June 18, 2011**

1. Convention reports shall be submitted in writing and 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 and the Treasurer shall be kept on file at the depository where the Association funds are kept. Only one signature is required for check writing purposes.
6. The President shall contact all new members and provide them with information about HSAP.
7. The minutes shall be emailed or mailed to members with the call to the next scheduled biennial convention. The executive board is authorized to approve the minutes of HSAP conventions and special meetings.
8. 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.
9. The Secretary shall provide a current copy of the HSAP bylaws to NAP by September 1 of each year.
10. The President is responsible for the inventory and archives of HSAP.