

**HAWAI'I STATE ASSOCIATION OF PARLIAMENTARIANS**  
**Official Bylaws as of June 17, 2017**

**Article I - Name**

The name of this Association shall be the HAWAI'I 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 four classes of membership in the HSAP: primary, affiliate, member-at-large, and provisional. Dues for all members are \$10.00 per year.
- A. Primary members shall be those members of the NAP who are residents of the State of Hawai'i.
  - B. Affiliate members are NAP members who are primary members of another association or unit 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.
  - C. Members-at-large are members of NAP and HSAP who are not members of a unit that belongs to HSAP.
  - D. Provisional members are individuals preparing for NAP membership. They may participate in HSAP meetings but may not make motions, debate, or vote.
- Section 2. The fiscal year shall be the same as NAP.
- Section 3. Dues shall be payable in accordance with NAP bylaws. HSAP dues shall not be pro-rated
- Section 4. Any member whose dues are determined to be delinquent by NAP shall be dropped from membership in the HSAP.
- 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. By April 1 of each year, units within the State of Hawai'i will provide the HSAP Secretary a current membership roster and current copy of the unit's bylaws. Amendments to a unit's bylaws shall be forwarded to the HSAP Secretary within 30 days of adoption for review and conformity with NAP and HSAP bylaws.

#### **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. This committee shall submit a slate of at least one nominee per office to the members at the next biennial convention.
- Section 6. 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.
- Section 7. Vacancy in office between conventions shall be filled by the executive board.
- Section 8. Any officer may be removed from office with cause, by a majority vote of the membership.
- Section 9. 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 10 primary members, submitted in writing to the Secretary.
- Section 3. Notice of any meeting or convention shall be emailed or 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 seven 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 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 primary members of HSAP.
- Section 9. Vacancies in the delegate representation at the NAP convention site may be filled by a majority vote of the remaining delegates at the site.

#### **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.
- Section 6. The executive board may adopt its own standing and special rules of order.
- Section 7. Executive board members may participate in meetings by means of teleconference, videoconference, or any means of a communication technology by which all persons participating in the meeting can speak to and hear each other at the same time. Participation by such means shall constitute attendance at the meeting as long as such simultaneous communication is active and enabled.

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

- Section 1. The standing committees of the HSAP shall be: program, bylaws, education, legislative, publicity, and membership. The committees may report to the membership and the executive board.
- 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 legislative committee shall have the authority to review and comment on behalf of HSAP regarding parliamentary issues.
- Section 8. The publicity committee shall promote interest in parliamentary knowledge through various media.
- Section 9. The membership committee shall be responsible for building and retaining the membership of the HSAP.
- Section 10. The president shall be an ex-officio member of all committees except the nominating committee.
- Section 11. 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 - Incorporation**

The HSAP Executive Board may incorporate HSAP under the laws of the State of Hawai'i.

#### **Article XII - Dissolution**

In the event of dissolution, all assets of the HSAP shall be disposed of as provided by the laws of the State of Hawai'i, 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.