

BYLAWS OF THE
Aloha-'Ohana Parliamentary Unit of Hawai'i
Last amended on February 6, 2023

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 of the Hawai'i 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 procedure.

Article III – Members

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

- A. Primary Members. A primary 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 conventions.
- C. Provisional Members. Provisional members shall be those individuals who are interested in parliamentary procedure and are not NAP members. Provisional members shall have full membership rights except:

1. They shall not be eligible for the offices of President or Vice-President.
2. They shall not be counted in determining representation to NAP conventions, nor shall they vote on determining representation to NAP conventions.

Section 2. Dues.

- A. Annual dues for all members shall be \$10.00, payable by January 1 and delinquent by March 1.
- B. If dues are not received by April 1, the member shall be dropped from membership in the Unit. The names of the primary members dropped shall be reported to NAP.
- C. Individuals joining after June 30 shall pay \$5 membership dues for the remainder of the calendar year.

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D. The dues requirement for all members may be waived by a 2/3 vote with previous notice.

E. The fiscal year shall be the same as the National Association of Parliamentarians.

Section 3. Eligibility. Members of NAP, affiliate members, and provisional members are automatically eligible for membership in this unit and shall become members upon payment of unit dues.

Section 4. Membership Roster. A current membership roster shall be provided to the HSAP Secretary by April 1 of each year.

Article IV – Officers

Section 1. Officers. The elected officers of the unit shall be a President, a 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. All officers shall be members of the unit.

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 one (1) year or until their successors are elected. No officer shall serve for more than two consecutive terms in the same office except for treasurer.

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 officers by the adjournment of the Annual Meeting. The minutes of the Annual Meeting shall be surrendered to the proper officers at the following regular meeting.

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Article V – Meetings

Section 1. Regular. Regular meetings shall be held monthly. 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 five members. Forty-eight hours notice shall be given.

Section 4. Electronic Meetings. When ordered by the Unit President in the call of the meeting, any regular or special Unit meeting shall be conducted 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.

Section 5. Quorum. Five (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, Pā'ina, and Publicity.

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 Education Committee.

Section 3. The 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 Pā'ina Committee shall be responsible for planning the July Unit Birthday Celebration and the December Dinner Meeting, and shall report on the plans at the June and September or October meetings, respectively.

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Section 7. The Publicity Committee shall promote interest in parliamentary knowledge, e.g. through notices in newspapers, radio, TV programs, or the Internet.

Section 8. The President shall be ex-officio a member of all committees except the Nominating Committee (if established).

Section 9. There shall be such other standing and special committees as may become necessary to carry on the business of the unit.

Article VII – Delegate Representation

Delegates and alternates to NAP conventions shall be elected by ballot at any meeting during the convention year provided that previous notice is given at the prior regular meeting. If the number of candidates is equal to or less than the number of delegate or alternate positions, a voice vote may elect; otherwise a plurality vote shall elect. Only primary members are eligible to serve as delegates or alternates. Any vacancy may be filled in accordance with the unit's Standing Rules.

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

Section 1. 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.

Section 2. Any amendment necessitated by amendments to NAP or HSAP bylaws shall be referred to an appointed Bylaws Committee to report recommendations to the membership.

Section 3. Following adoption of any bylaw amendment, a current copy of the bylaws shall be provided to the HSAP Secretary.

These bylaws include all amendments as of February 6, 2023

Aloha-'Ohana Parliamentary Unit of Hawai'i Special & Standing Rules

1. To have a ten minute recess between the business meeting and the educational program. Adopted September 2, 1997. Amended July 7, 1998.
2. To give notice to the call of the next meeting by phone, fax, or by written method. Adopted October 7, 1997.
3. To start the meeting at a time and place to be determined by the President, on the first Monday of the month (except for September which would be the first Tuesday of the month). The Unit may change a future meeting date by a two-thirds vote. Adopted Oct. 7, 1997. Amended April 6, 2004; November 11, 2011; January 8, 2013; February 14, 2017; January 9, 2019; and July 1, 2019.
4. To extend the notice to the call of the next meeting to non-members who have shown an interest in the unit. Adopted October 7, 1997.
5. That the minutes be provided in typewritten form to the unit officers within seven calendar days after any unit meeting. Adopted February 3, 1998.
6. Individuals assigned to present instruction in support of the unit training program may request reimbursement for costs directly related to such instruction but not to exceed \$20.00. Actual receipts or a statement detailing costs will be submitted to the Treasurer within 60 days of such instruction. Adopted February 3, 2004.
7. Unit disbursement checks require only one signature. Adopted February 2, 2005.
8. If there is a vacancy in any delegation at the convention site, a majority of the remaining delegates may fill the vacancy. Adopted August 2, 2005. Amended April 4, 2006.
9. Invocations shall not be used at any unit meeting or social function. Inspirations may be used provided they are not religious in nature. Adopted March 7, 2006.
10. New members shall receive a packet of unit materials, to include the unit bylaws and standing rules. Adopted April 4, 2006.
11. The secretary shall have custody of the archives. Adopted April 12, 2011.
12. The treasurer and president of Aloha-'Ohana Parliamentary Unit are authorized to file the 990-N and any other form required by the IRS and NAP. Adopted June 12, 2012.
13. Oral reports shall only be referenced in the minutes; a verbal transcript shall not be required. Adopted August 14, 2012.
14. The "Sharing of Parliamentary Experiences" portion of the Education Program shall not exceed ten (10) minutes. Adopted March 18, 2014.
15. The Secretary will pass around a sign-in notebook to allow attendees to sign in with name and contact information at each meeting. Adopted March 13, 2018.

As last amended on July 1, 2019.