

**BYLAWS OF THE
Pono Parliamentary Unit of Hawaii
of the NATIONAL ASSOCIATION OF PARLIAMENTARIANS**

Article I — Name

The name of this unit shall be Pono Parliamentary Unit of Hawaii, a division of the National Association of Parliamentarians® (NAP), and a division 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 parliamentary education 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 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 \$12.00, payable by January 1 and delinquent by February 1.
- B. If dues are not received by March 1, then 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 \$6 membership dues for the remainder of the fiscal year.
- D. The dues requirement for all members may be waived by a 2/3 vote.
- E. The fiscal year shall be from December 1 through November 30.

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.

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 election 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 the candidate may be declared elected by acclamation.

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 four 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 offices by the adjournment of 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 second Saturday of each month unless otherwise ordered by the unit.

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 three members. Forty-eight hours' notice shall be given.

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

Section 5. Participation Members may participate in meetings by any technological means 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 meetings as long as such simultaneous communication is active and enabled.

Article VI – Committees

Section 1. A standing committee of the unit shall be Education.

Section 2. The President shall appoint the chairman and members of all standing and special committees except the Education Committee chairman.

Section 3. The Vice-President shall be the chairman of the Education Committee, and is responsible for the unit's educational program.

Section 4. The President shall be ex-officio a member of all committees except the nominating committee (if applicable).

Section 5. There shall be such 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 at any meeting during the convention year provided that previous notice is given at the prior regular meeting. Only primary members are eligible to serve as delegates or alternates. Any vacancy in the delegation 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.

Section 2. Any amendments necessitated by amendments to NAP or HSAP bylaws shall be reported to the membership at the next regular meeting following the adoption of such amendments by NAP or HSAP.

Section 3. Following adoption of any bylaw amendments, a current copy of the bylaws shall be provided to NAP and HSAP.