

## INSTRUCTIONS FOR ORGANIZING AN ASSOCIATION OF NAP

### **NAP BYLAWS:**

Article IV. Divisions. Section 3. Associations, Subsection B. Eligibility. states: “An association of NAP may be organized when at least three units exist or at least fifteen NAP members reside in the affected states, provinces, or countries, provided that the association’s bylaws have been approved by the NAP Bylaws Committee. Electronic associations may be organized when at least three electronic units wish to affiliate, provided that the association’s bylaws have been approved by the NAP Bylaws Committee.”

### **The state/province chairman shall:**

(These provisions will not be applicable to the formation of electronic associations.)

- Ask the NAP Headquarters if the state/province meets the requirements to be organized as an association according to the NAP Bylaws.
- Request from NAP Headquarters an up-to-date mailing list for the state/province and an association organizational kit.
- Arrange the first organizational meeting and notify all NAP members in the state/province of the scheduled date, time, and place of the meeting. The district director should be invited to attend.

### **First Organizational Meeting:**

Before the meeting, the chairman should review the procedures in *Robert’s Rules of Order Newly Revised* (11th ed.) for a mass meeting.

- Elect persons to act as a chairman pro-tem and secretary pro-tem.
- Appoint a person to provide information from NAP regarding the organization of the association and the procedures to be followed.
- Receive suggestions for naming the association.
- Adopt a “Resolution of Intent to Form an Association” (included in the new association kit).
- Appoint a committee to draft bylaws. Copies of the proposed bylaws shall be included in the call of the second meeting that is sent to all NAP members within the state/province. Sample association bylaws are included in the new association kit.
- Introduce and adopt a motion to fix the time for the second organizational meeting.

### **Second Organizational Meeting:**

- Approve the minutes of the first organizational meeting.
- Adopt the proposed association bylaws that were distributed with the call of the meeting.
- Adopt a proviso allowing officers to be elected at this meeting to serve until normal term expires.
- Recess to enroll members (see *Robert’s Rules of Order Newly Revised* (11<sup>th</sup> Edition), pages 559-560).
- Read the official roll of members.

- Elect officers in accordance with the provisions in the bylaws.
- Conduct any additional necessary business.

**Duties of the newly elected president:**

1. Send a copy of the adopted association bylaws to the NAP Bylaws Committee Chairman for approval. The bylaws may be sent via e-mail.
2. Complete the application for an association charter and submit it to the NAP Headquarters for verification.
3. Upon receipt of charter, send to NAP Headquarters the names and addresses of the newly elected association officers
4. Send to the district director:
  - a. The names and addresses of the newly elected officers.
  - b. One copy of the approved bylaws.

**Note:** If the organizers of the association prepared the association bylaws before the first organizational meeting and copies were included in the call of that meeting, the association may be formed in one meeting.