

1 **NATIONAL ASSOCIATION OF PARLIAMENTARIANS®**

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3 **NAP STANDING RULES**

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5 **TITLES**

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7 1. Names of all units in a state using the Greek alphabet shall read: (name of state) (Greek
8 Alphabet name) unit of the NATIONAL ASSOCIATION OF PARLIAMENTARIANS®.
9 2. The name of a new unit shall not be similar to that of another unit within the same
10 unchartered state, unchartered province, unchartered country, or association. The name of
11 a new e-unit or e-association shall not be similar to that of another unit or association.
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13 **FINANCE**

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15 3. Annual dues shall be:
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| 16 Regular Members | \$ 84.00 |
| 17 Registered Members | \$113.00 |
| 18 Professional Registered Members | \$141.00 |
| 19 Retired Credentialed Parliamentarians | \$ 84.00 |
| 20 Student Members | \$ 42.00 |
| 21 Student Registered Members | \$ 56.00 |
| 22 Student Professional Registered Members | \$ 70.00 |
| 23 Youth Groups | \$ 30.00 |
| 24 Clubs affiliated before 1953 | \$113.00 |

25 This rule shall be subject to amendment only in accordance with Article III, Section 3B of
26 the bylaws.

- 27 4. NAP Headquarters shall forward to each association treasurer a list of members who have
28 paid NAP and association dues, with a check or electronic receipt for the appropriate
29 amount of dues, and a copy of the membership list shall also be sent to the association
30 president.
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32 **REFERRAL SERVICE**

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34 5. Professional registered members who are not retired credentialed parliamentarians shall
35 have the right to the use of the referral services at NAP Headquarters.
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37 **PUBLIC RELATIONS**

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39 6. NAP shall declare the month of April each year to be Parliamentary Law Month.
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41 **CANDIDATE INFORMATION IN THE NATIONAL PARLIAMENTARIAN®**

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43 7. Any qualified candidate whose name has been submitted to the NAP Headquarters by the
44 submission deadline of the second quarter *National Parliamentarian*® (NP) may have a
45 statement and picture published in that issue. The NP editor may establish length
46 requirements for the submission.
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48 **CHARTERING**

- 49
50 8. Application for an association charter shall be made on the official form obtained from NAP
51 Headquarters. One copy of the proposed bylaws shall be sent to the NAP Bylaws
52 Committee Chairman. A charter shall be issued by NAP Headquarters when the
53 requirements are met. In the event of dissolution or charter revocation, the assets shall be
54 liquidated and distributed to NAP in accordance with governmental regulations. None of the
55 funds shall inure to the benefit of individuals. The charter shall be returned to NAP
56 Headquarters.

- 57 9. Before revocation of an association's charter, notice shall be given following one year of
58 inactivity, as evidenced by the NAP Headquarters staff, to the association's last known
59 officers. Copies of the notice will be sent to the district director.
- 60 10. Application for a unit charter shall be made on the official form obtained from NAP
61 Headquarters. One copy of the proposed bylaws shall be sent to the NAP Bylaws
62 Committee Chairman. When the requirements are met, a charter shall be issued by NAP
63 Headquarters. Upon receipt of the charter, the unit shall send a list of all members to the
64 treasurer of the association. In the event of dissolution or charter revocation, the assets
65 shall be liquidated and distributed in accordance with governmental regulations. None of
66 the funds shall inure to the benefit of individuals. The charter shall be returned to NAP
67 Headquarters.
- 68 11. Before revocation of a unit's charter, notice of pending revocation, following one year of
69 inactivity as evidenced by NAP Headquarters staff, shall be given to a unit's last known
70 officers. Copies of the notice will be sent to the association president and district director.

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72 **CONVENTION NON-VOTING ATTENDEES**
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- 74 12. Non-voting NAP members shall pay the required registration fee. Individuals who are not
75 members of NAP shall pay the required registration fee. Guests and program participants
76 approved by the NAP President shall pay no registration fee.
- 77 13. Guests attending meal functions only shall pay meal charges but no registration fee.

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79 **PUBLICATIONS**
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- 81 14. The *National Parliamentarian*[®] shall be published at least quarterly and shall include:
82 • Articles of parliamentary procedure that meet the approval of the reviewing
83 committee.
84 • Material pertaining to the activity of NAP in achieving its objectives.
85 • News of interest to the membership.
- 86 15. There shall be a biennial membership manual which shall contain at a minimum:
87 • Articles of Incorporation/Agreement
88 • Bylaws
89 • NAP Standing Rules
90 • Code of Ethics for Parliamentarians
91 • NAP Educational Foundation Bylaws
92 • Membership Roster
- 93 16. The membership manual shall be made available to all NAP members by April 15 of the
94 year following the NAP convention.
- 95 17. The official emblem of NAP shall be a mace. The official design of the mace and the design
96 for official pins and any other emblems shall be approved by the NAP Board of Directors
97 and obtained only through NAP Headquarters.

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99 **ETHICS COMMITTEE**
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- 101 18. The Ethics Committee shall conduct at least one educational session at each NAP Training
102 Conference and NAP Biennial Convention.

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104 **RECLASSIFICATION**
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- 106 19. Any registered parliamentarian or professional registered parliamentarian who wishes to be
107 reclassified as a retired credentialed parliamentarian shall send a written request for re-
108 classification to the NAP Executive Director. The request will certify that the member will
109 not serve as a paid parliamentarian. Requests for re-classification as a registered
110 parliamentarian or a professional registered parliamentarian shall be submitted to the NAP
111 Executive Director.