

WHY FORM A UNIT OF NAP?

WHAT IS A UNIT?

A unit is a division chartered by the NATIONAL ASSOCIATION OF PARLIAMENTARIANS[®]. If the unit is located within a chartered association, the unit automatically becomes affiliated with that association. An electronic unit, as defined in NAP Bylaws, Article IV, Section 5B, may elect to be affiliated with an association, or to have no association affiliation.

Units may be the outgrowth of:

- a study group when a sufficient number of members (five) have qualified for NAP membership
- a group of NAP or state/province members-at-large, or
- a number of NAP members of existing units who wish to organize a new unit.

WHAT IS REQUIRED TO FORM A UNIT?

The requirements are:

1. A minimum of five NAP members (regular, registered, professional registered, retired registered, retired professional registered, or affiliate).
2. Bylaws approved by the NAP Bylaws Committee.
3. The promotion of the study of parliamentary procedure and the educational programs of NAP on a local level.

MAY NON-NAP MEMBERS BELONG TO A UNIT?

Yes. A unit may provide in its bylaws for provisional members who shall pay such dues as the unit bylaws require. Provisional members are not NAP members and may have their rights limited by the unit bylaws.

Provisional members are not counted in determining the number of delegates to which the unit is entitled at NAP conventions.

WHAT ARE THE ADVANTAGES OF A UNIT?

The advantages are:

1. By meeting regularly, unit members have the opportunity for:
 - a. continuing parliamentary education at all levels,
 - b. developing leadership, and
 - c. fellowship with others having like interests.
2. Through the educational programs, provisional members prepare for NAP membership and regular members prepare for registered or professional registered status.
3. Units are allowed delegate representation at NAP conventions based on one delegate for each five primary members of the unit and one additional delegate for each additional five primary members of the unit or major fraction thereof.
4. Units in unchartered states or provinces increase the possibility of chartering an association, because chartering an association requires at least three units or fifteen NAP members.

DO UNITS HAVE DUES?

While units are not required to have dues, most units require nominal annual dues for members in addition to NAP and association dues.

DO UNITS SELECT THEIR OWN NAMES?

Yes. Units have been named for a city, a geographical area of the city, an individual, or a Greek letter, which must be preceded, by the name of the state, e.g., Alaska Alpha Unit of the NATIONAL ASSOCIATION OF PARLIAMENTARIANS®.

The name of a new unit may not be identical with that of another chartered unit or so similar as to permit confusion as to identity. It is recommended, but not required, that electronic units include “Electronic Unit” as part of the unit name.

HOW DOES A PROSPECTIVE UNIT ORGANIZE?

1. Follow instructions given on the “Instructions for Organizing a Unit of NAP,” that you receive from NAP Headquarters.
2. Complete the “Application for Unit Charter” and send one copy to the NAP Headquarters for membership verification.
3. When the unit bylaws have been adopted and permanent officers have been elected, submit the “Request for Approval of New Unit Bylaws” and a copy of the unit’s adopted bylaws to the NAP Bylaws Committee Chairman. This material may be sent by e-mail.
4. When the unit bylaws have been approved by the NAP Bylaws Committee, mail a copy of the approved bylaws to NAP Headquarters.

IS THE CHARTER PERPETUAL?

Yes. The unit charter is perpetual as long as the following requirements are being met:

- maintenance of the required minimum membership
- compliance with the object and purpose of NAP
- compliance of unit bylaws with NAP Bylaws
- holding regular meetings
- promotion of NAP educational programs