



NAP STANDING RULES

TITLES

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

FINANCE

3. Annual dues shall be:

Regular Members	\$ 84.00
Registered Members	\$113.00
Professional Registered Members	\$141.00
Retired Credentialed Parliamentarians	\$ 84.00
Student Members	\$ 42.00
Student Registered Members	\$ 56.00
Student Professional Registered Members	\$ 70.00
Youth Groups	\$ 30.00
Clubs affiliated before 1953	\$113.00

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

4. NAP Headquarters shall forward to each association treasurer a list of members who have paid NAP and association dues, with a check or electronic receipt for the appropriate amount of dues, and a copy of the membership list shall also be sent to the association president.

REFERRAL SERVICE

5. Professional registered members who are not retired credentialed parliamentarians shall have the right to the use of the referral services at NAP Headquarters.

PUBLIC RELATIONS

6. NAP shall declare the month of April each year to be Parliamentary Law Month.

CANDIDATE INFORMATION IN THE *NATIONAL PARLIAMENTARIAN*®

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

CHARTERING

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

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

CONVENTION NON-VOTING ATTENDEES

12. Non-voting NAP members shall pay the required registration fee. Individuals who are not members of NAP shall pay the required registration fee. Guests and program participants approved by the NAP President shall pay no registration fee.
13. Guests attending meal functions only shall pay meal charges but no registration fee.

PUBLICATIONS

14. The *National Parliamentarian*® shall be published at least quarterly and shall include:
 - Articles of parliamentary procedure that meet the approval of the reviewing committee.
 - Material pertaining to the activity of NAP in achieving its objectives.
 - News of interest to the membership.
15. There shall be a biennial membership manual which shall contain at a minimum:
 - Articles of Incorporation/Agreement
 - Bylaws
 - NAP Standing Rules
 - *Code of Professional Responsibility for Parliamentarians*
 - NAP Educational Foundation Bylaws
 - Membership Roster
16. The membership manual shall be made available to all NAP members by April 15 of the year following the NAP convention.
17. The official emblem of NAP shall be a mace. The official design of the mace and the design for official pins and any other emblems shall be approved by the NAP Board of Directors and obtained only through NAP Headquarters.

PROFESSIONAL RESPONSIBILITY AND MEMBER DISCIPLINE COMMITTEE

18. The Professional Responsibility and Member Discipline Committee shall conduct at least one educational session at each NAP Training Conference and NAP Biennial Convention.

RECLASSIFICATION

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