

AMERICAN INSTITUTE OF PARLIAMENTARIANS
2007 BYLAWS, STANDING RULES OF PROCEDURE AND STANDING ORDERS

BYLAWS

ARTICLE I
NAME

The name of this Illinois not-for-profit educational corporation shall be the American Institute of Parliamentarians (hereinafter referred to as AIP).

ARTICLE II
PURPOSE

The general purpose of AIP shall be the improvement of parliamentary procedure. Specific objectives are codified in the AIP Action Program.

ARTICLE III
MEMBERSHIP

Section 1. Membership. Any individual, association, institution, or corporation that subscribes to the aims and purposes of AIP shall be eligible to apply for membership.

Section 2. Process. An applicant for membership shall submit a completed application and the payment of annual dues to AIP headquarters. An application submitted after November 30 for initial membership shall include payment of one-half of the annual dues.

Section 3. Non-discrimination. AIP shall not discriminate in any of its policies or practices on the basis of race, color, religious affiliation, sex, sexual orientation, age, marital status, physical disability or medical condition, national or ethnic origin or citizenship.

Section 4. Membership Year. The membership year shall begin on June 1.

Section 5. Dues. Dues shall be payable on or before June 1 of each year. The dues for each class of membership shall be:

Regular \$55.00
Retired \$55.00
Certified Parliamentarian \$85.00
Certified Professional Parliamentarian \$105.00
Full-time student \$20.00
Associate \$60.00

Section 6. Membership Categories. There shall be two membership categories: Individual and Associate.

Section 7. Individual Category. The individual category shall include the following sub-categories: Regular, Retired, Certified Parliamentarian, Certified Professional Parliamentarian, and Full-time Student. Each member shall receive a subscription to the *Parliamentary Journal* and *The Communicator*.

7.1 Regular. Regular membership benefits shall include a single voting privilege at the Annual Session, when a required registration fee has been paid, and eligibility for election or appointment to AIP leadership position. Proxy voting shall not be allowed. On request, a regular member may receive a copy of the *AIP Directory*.

7.2 Certified Parliamentarian. A Certified Parliamentarian shall receive the benefits of regular membership and shall

automatically receive the *AIP Directory*. A Certified Parliamentarian must be a member in good standing to be entitled to use the title *Certified Parliamentarian* and the initials *CP*, and may receive referrals from headquarters.

7.3 Certified Professional Parliamentarian. A Certified Professional Parliamentarian shall receive the benefits of regular membership and shall automatically receive the *AIP Directory*. A Certified Professional Parliamentarian must be a member in good standing to be entitled to use the title *Certified Professional Parliamentarian* and the initials *CPP*, and may receive referrals from headquarters.

7.4 Full-time Student. A full-time student may request this membership category. The application shall be accompanied by documentation indicating full time student status. Membership in this category shall automatically cease at the end of the membership year in which there is a change in student status. A full-time student member shall receive all privileges of regular membership.

7.5 Retired. A Certified Parliamentarian or Certified Professional Parliamentarian may notify headquarters that they are retired from practice as a parliamentarian and request reclassification to Retired membership. When headquarters receives this notice, such members shall be reclassified as CP-Retired or CPP-Retired. Retired members shall always use the Retired qualification when using the certified designation, and will be excused from any continuing education requirements for maintenance of certified membership status. A Retired member shall receive the privileges of regular membership. If a Retired member wishes to terminate retirement and Retired status, they shall apply to the Accrediting Department for determination of their eligibility for reinstatement to certified status.

Section 8. Associate Member Category. An association, institution or corporation shall receive no rights or privileges, but the associate member shall be entitled to receive the *Parliamentary Journal*, *The Communicator*, and the *AIP Directory*.

Section 9. Termination. Membership shall cease by resignation, non-payment of dues, expulsion, or death.

9.1 Resignation. A member in good standing may resign by sending a written resignation to headquarters. The resignation shall be effective upon receipt unless specified otherwise.

9.2 Non-payment of Dues. A member, in any category, shall be dropped for non-payment of dues by August 15. The termination may be expunged by vote of the Executive Committee upon proper petition. The petition shall detail the reasons for non-payment of dues by August 15 and shall be accompanied by the dues which became delinquent on August 15 and, in the case of certified members, a processing fee of \$5.00 for each month, or fraction thereof, elapsed following August 15.

9.3 Expulsion. In addition to the provisions of *Rules for Reporting and Disposing of Ethics Complaints*, a member may be expelled for cause by ballot vote of two-thirds of the entire membership of the Board of Directors at a regular or special meeting. Notice of the proposed action to be taken shall be sent to all board members and shall be sent by certified mail to the member whose expulsion is being considered; these notices shall be sent at least twenty days, but no more than sixty days before the meeting is to convene. The member may appear, present evidence, AND be represented by counsel at this meeting.

Section 10. Certified Reinstatement. A former certified member who has been reinstated as a regular member may apply to the Accrediting Department to be reinstated to a certified status. The Accrediting Department shall review the application, and may request additional data, or require examination. Certified reinstatement shall be granted upon the recommendation of the Accrediting Department and approval by a majority vote at a meeting of the Board of Directors or by a mail ballot as authorized by Article VIII, Section 11, of these Bylaws.

ARTICLE IV OFFICERS

Section 1. Officers. The Officers shall be a President, Vice-president, Secretary, and Treasurer elected by the Annual Session, and an Accrediting Director, and Education Director elected by the Board of Directors.

Section 2. Eligibility. An officer shall be a member of AIP for at least one year. No member shall simultaneously hold

two positions on the Board of Directors. No elected officer, except the Secretary and the Treasurer, shall hold the same office for more than two consecutive terms. The Accrediting Director shall hold the classification of CPP. The Education Director shall hold the classification of CPP-T.

Section 3. Term.

3.1 Elected Officers. The President, Vice-president, Secretary, and Treasurer shall be elected for a term of one year or until their successors are elected. The term shall begin upon adjournment of the Annual Session.

3.2 Accrediting Director and Education Director shall be elected by the Board of Directors for a term of three years or until a successor is elected; the term shall begin upon election.

Section 4. Vacancy. A vacancy in any office shall be filled by the Board of Directors.

4.1. A vacancy in the office of President shall be filled by the Vice-president.

4.2. A vacancy in the office of Accrediting Director or Education Director, the Assistant Accrediting Director or Assistant Education Director, respectively, shall occupy such office until the vacancy is filled by the Board of Directors. The Board of Directors shall fill such vacancy, for the unexpired term of such office, at its next meeting after the vacancy arises.

4.3 Resignation. An Officer may resign the office by sending a written resignation to the Secretary with a copy to the President. The resignation shall be effective upon receipt.

ARTICLE V DUTIES OF OFFICERS

Section 1. President. The President shall preside over an Annual Session, Special Session, meetings of the Board of Directors and the Executive Committee, may designate the Vice-president as a temporary chairman, appoint Standing and Special Committee Chairmen with the approval of the Board of Directors, coordinate the duties of officers and committees, and serve as an Ex-officio member of all committees except the Ethics Committee.

Section 2. Vice-president. The Vice-president may be a chairman of a Standing Committee and may be an Ex-officio member of other Standing Committees approved by the Board of Directors, but shall not be counted to make a quorum. In the absence or incapacity of the President, the Vice-president shall perform the duties of the President.

Section 3. Secretary. The Secretary shall serve as secretary for an Annual Session or Special Session, the Board of Directors, and the Executive Committee.

Section 4. Treasurer. The Treasurer shall be the custodian of the funds as directed by an Annual Session or Special Session or the Board of Directors.

Section 5. Accrediting Director. The Accrediting Director shall serve as chairman of the Accrediting Department and shall be responsible for directing the accrediting program subject to the approval of the Board of Directors.

Section 6. Education Director. The Education Director shall serve as chairman of the Department of Education and shall be responsible for coordinating the work of all divisions within the department, and all Standing and Special Committees as said work pertains to the educational aspects of the education program subject to the approval of the Board of Directors.

ARTICLE VI EXECUTIVE DIRECTOR

Section 1. Title. The Board of Directors may employ an Executive Director to manage the headquarters office. The Executive Director may employ additional staff as needed within the allowances approved in the annual budget.

Section 2. Term. The Executive Director shall be employed for a term not to exceed three years at a time, at a salary to be determined annually by the Board of Directors in addition to specified travel and hotel expenses not to exceed the amount approved by the Board of Directors in the annual budget.

Section 3. Duties. The duties of the Executive Director shall be detailed in the job description approved by the Board of Directors and such other duties as the Board of Directors may delegate.

Section 4. Responsibility. The Executive Director shall report to and consult with the President between meetings of the Board of Directors.

ARTICLE VII SESSIONS

Section 1. Annual Session. A regular session of the membership, (hereinafter referred to as the Annual Session) shall be held each year at a time in June through August and a place determined by the Board of Directors with a focus on moving the Annual Session geographically around the United States and/or Canada. In the event of a national emergency, an Annual Session may be waived by a two-thirds vote of the Board of Directors.

Section 2. Special Session. A Special Session of the membership may be called by a majority vote of the Board of Directors.

Section 3. Notice. The official notice of each session shall be mailed to all members at least twenty days, but no more than sixty days before the Annual Session is to convene.

Section 4. Quorum. Thirty members shall constitute a quorum for an Annual Session or Special Session.

ARTICLE VIII BOARD OF DIRECTORS

Section 1. Duties.

1.1 The Board of Directors (hereinafter referred to as the board) shall control and manage AIP subject to direction from the membership and shall determine the location of the headquarters office. The board shall transact the business of AIP between sessions of the assembly, develop and implement plans for the welfare of AIP, determine the dates, place, and registration fee for an annual or special session, have exclusive control over responsibilities that these Bylaws may elsewhere assign to it, and adopt its own procedural rules.

1.2 Additional duties of the board shall include, but are not limited to:

1.2.1 Approval of the annual budget prior to the beginning of the fiscal year.

1.2.2 Amendment of the budget to meet the needs of AIP, including approval in advance of expenditures not otherwise provided in the budget.

1.2.3 Providing for an annual audit of all funds, and for an audit when there is a change in the office of Treasurer or the Executive Director.

1.2.4 Submittal of annual financial reports, duly audited, at the Annual Session.

1.2.5 Creation of committees of the Board as necessary. The membership of such committees shall include at least two Directors, and a majority of the committee shall be Directors.

1.2.6 Developing and approving policies governing the operation of standing committees.

Section 2. Membership. The Board of Directors shall be composed of Officers and Directors. At each Annual Session, the members shall elect four Directors.

Section 3. Nominations. Nominations shall be made on the official petition form signed by one member. Each member may nominate, by petition, only one member for election as a Director. A list of nominees for whom valid petitions have been received shall be included with the notice of the session. Further nominations may be made from the floor at the Annual Session.

Section 4. Election. Directors shall be elected by majority vote by ballot at the Annual Session.

Section 5. Term. Directors shall serve for a term of two years or until their successors are elected. The term shall begin upon adjournment of the Annual Session of the election.

Section 6. Vacancy. A vacancy in a position of Director shall be filled by the board until the next Annual Session. No such vacancy shall be filled in the period commencing thirty days prior to the Annual Session. If an action is taken at an Annual Session that will create a vacancy in the position of Director upon adjournment, the vacancy shall be filled by election at that Annual Session.

6.1. Resignation. A Director may resign the office by sending a written resignation to the Secretary with a copy to the President. The resignation shall be effective upon receipt.

Section 7. Meetings. The Board of Directors shall meet year at least two times a year at times and places as determined by the board. The board shall also meet upon the call of the President and any two Directors or upon the call of any six Directors.

Section 8. Notice. Notice of meetings may be by telecommunication, mail, or personal contact and shall be given at least seven days prior to the meeting.

Section 9. Quorum. A majority of the Board of Directors shall constitute a quorum.

Section 10. Power to Act. The act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the board unless the act of a greater number is required by the Articles of Incorporation or the Bylaws.

Section 11. Mail Ballot. Any action which may be taken at a meeting of the Board of Directors, or a committee thereof, may be taken without a meeting if a consent in writing setting forth the action so taken shall be signed by all of the members of the Board of Directors. Any such consent shall have the same effect as a unanimous vote and may be stated as such. *[Section 108.45 of the General Not For Profit Act of Illinois]*

Section 12. Meeting Form. Directors or non-director committee members may participate in and act at any meeting of the Board of Directors or a committee thereof through the use of a conference telephone or other communications equipment by means of which all participating in the meeting can communicate with each other at the same time. Participation in such meeting shall constitute attendance and presence in person at the meeting. *[Section 108.15(c) of the General Not For Profit Act of Illinois]*

ARTICLE IX EXECUTIVE COMMITTEE

Section 1. Duties. The Executive Committee shall:

- 1.1** Be authorized to transact business for the board between meetings of the board with the action taken reported to and subject to ratification by the board.
- 1.2** Be subject to the orders of the board and none of its acts shall conflict with action taken by the board.
- 1.3** Make periodic inspections of headquarters property, oversee the administrative procedures of the organization, review and develop policies for presentation to the board.

Section 2. Membership. The Executive Committee shall be composed of five members as follows: the President, the Vice-president, the Secretary, the Treasurer, and one member elected by and from the Board of Directors.

Section 3. Term. The Executive Committee members shall serve for a term of one year or until their successors are elected.

Section 4. Vacancy. A vacancy in the Executive Committee, except the President, may be filled by the Board of Directors for the unexpired term.

Section 5. Meetings. Meetings shall be called by the President and any two members. Meetings may be held by telephone conference call, in accordance with Article VIII, Section 12, provided all members have received notice. Business may be conducted by mail in accordance with Article VIII, Section 11.

Section 6. Notice of Meetings. Notice of meetings may be by telecommunication, mail, or personal contact and shall be given at least five days prior to the meeting.

Section 7. Quorum. A majority of the Executive Committee shall constitute a quorum.

ARTICLE X ADVISORY COUNCIL

Section 1. Purpose. The Advisory Council shall serve as a group of counselors to whom AIP may refer matters for advice.

Section 2. Membership. The Advisory Council shall consist of not more than twenty individuals who have made a significant contribution to parliamentary law, parliamentary procedure, or related fields.

Section 3. Election and Term. At the post-Annual Session board meeting, the board shall elect by a method as the board shall determine not more than twenty individuals to serve as advisors for one year or until their successors are elected.

ARTICLE XI DEPARTMENT OF EDUCATION

Section 1. Purpose. The Department of Education shall be charged with coordinating and implementing all aspects of the AIP Action Program pertaining to education.

Section 2. Structure. The Department shall consist of the Correspondence Division and the Educational Materials Division.

Section 3. Staff. The Department staff shall consist of the Education Director, the Assistant Education Director, and the Chairmen of all Divisions. The President and Vice-president shall serve as ex officio members of the Department.

ARTICLE XII STANDING COMMITTEES

Section 1. Names. There shall be the following Standing Committees: Bylaws and Rules, Ethics, Finance, Member Services, Opinions, Public Relations, Scholarship, Website, and Youth Activities.

Section 2. Membership. Committees shall be composed of members selected by the board approved chairman of the committee and by the President unless otherwise specified in the Bylaws, Standing Rules of Procedure, or Standing Orders, and except as the board may otherwise direct. Only Certified Professional Parliamentarians shall be eligible for membership on the Opinions Committee.

Section 3. Bylaws and Rules. The Bylaws and Rules Committee shall review proposed amendments to the Bylaws, Standing Rules of Procedure, and Standing Orders and shall submit recommendations to the Annual Session on proposed amendments.

Section 4. Ethics Committee. The AIP Ethics Committee shall consist of three CPP members elected by the Board of Directors at the post Annual Session Board of Directors meeting to serve for a term of three years. The Board of Directors may select the chairman or delegate that authority to the committee. The committee shall be responsible for processing complaints received against members in accordance with the Rules for Reporting and Disposing of Ethics Complaints.

Section 5. Member Services. The Member Services Committee shall perform those functions that support the membership, including assisting members and recruiting new members as requested. The committee shall assist in the formation of new chapters, provide assistance to chapters and may recommend the dissolution of a chapter in accordance with Article XV.

Section 6. Special Committees may be created by an Annual Session or Special Session.

ARTICLE XIII PUBLICATIONS

Section 1. Publications. There shall be two official publications, the *Parliamentary Journal* and *The Communicator*.

Section 2. *Parliamentary Journal*. The *Parliamentary Journal* shall publish articles of interest in the field of parliamentary procedure, law and education. Published quarterly, the *Parliamentary Journal* shall be distributed to all members and, at a charge, to any other interested persons.

2.1 The *Journal* editor shall manage and supervise the publication of the *Parliamentary Journal* and shall be elected by the board to serve a term of three years or until a successor is elected. Responsibility for the *Parliamentary Journal* shall begin with preparation of the publication's first quarterly issue of the year following the appointment.

Section 3. *The Communicator*. *The Communicator* shall be a newsletter, published quarterly, containing the news of the officers, board, regions, chapters, and members and may carry official notices or educational aids to the AIP members.

3.1 *The Communicator* editor shall be appointed by the board for a term of three years or until a successor is appointed. The effective time of the editor's responsibility for *The Communicator* shall be determined by the board at the time of the appointment.

ARTICLE XIV ACCREDITING DEPARTMENT

Section 1. Purpose. The Accrediting Department shall be responsible for coordinating and implementing the certification program to classify members who demonstrate high standards of excellence in parliamentary procedure.

Section 2. Composition. The Accrediting Department shall consist of the Accrediting Director, the Assistant Accrediting Director, a board liaison, and such division chairs as are deemed necessary by the Accrediting Director.

2.1 The Assistant Accrediting Director shall be nominated by the Accrediting Director and confirmed by the Board of Directors for a term of one year or until a successor is selected. The Assistant Accrediting Director shall assist with department responsibilities and activities as directed by the Accrediting Director. The Assistant Accrediting Director shall have held the classification of CPP for at least two years at the time of appointment.

2.2 The board liaison shall be selected by the President and confirmed by the Board of Directors. The board liaison shall have held the classification of CPP for at least two years at the time of appointment.

Section 3. Eligibility. A member may be classified as a *Certified Parliamentarian* or as a *Certified Professional Parliamentarian* after passing an examination, meeting other required qualifications, and upon recommendation of the Accrediting Department and the approval of the board, or, under provisions of Article III, Section 10. Before certifying, the Accrediting Department and the board shall consider all qualifications including experience and ability as a parliamentarian, service to AIP, and dedication to the improvement of parliamentary procedure.

Section 4. Examinations. The Accrediting Department shall be responsible for administering written and oral examinations according to rules developed by the Accrediting Department. The rules shall be reported to the Board of Directors whenever changed.

Section 5. Continuing Education. To retain status as a *Certified Parliamentarian* or a *Certified Professional Parliamentarian* each member shall, at least once every seven years complete a continuing education activity as approved by the Accrediting Department and the Board of Directors.

Section 6. Title. No member of the American Institute of Parliamentarians shall use the title *Certified Parliamentarian* or *Certified Professional Parliamentarian*, the initials *CP* or *CPP* or have the privileges of a Certified Parliamentarian or Certified Professional Parliamentarian until the date when a vote of the AIP Board of Directors approves reclassification.

ARTICLE XV CHAPTERS

Section 1. Chapters. A chapter shall be composed of those AIP members in good standing who have chosen to affiliate with it and maintain membership in AIP. A chapter shall promote the goals and objectives of AIP, meet at least twice a year, and elect officers.

1.1. Chapter Bylaws shall be in compliance with AIP governance documents, show the date of approval and be filed with the permanent records of AIP.

1.2. Chapter Charter. A group of at least five AIP members may apply to headquarters to organize a chapter.

1.2.1. An organizing chapter shall submit the name of the chapter, minutes of organizational meetings, officers, and adopted Bylaws to the Secretary addressed to the Board of Directors.

1.2.2. Bylaws shall become effective upon approval by the Chairman of the Bylaws and Rules Committee.

1.2.3. The organizing chapter shall be chartered as a chapter upon approval of the Board of Directors.

1.3. Chapter Dissolution. A Chapter may dissolve voluntarily or by revocation for non-compliance with these bylaws. A chapter that has dissolved shall return its charter, any funds or other assets, and the records to the Secretary addressed to the Board of Directors. Unless otherwise designated, the assets shall remain in the name of the chapter for two years before reverting to the AIP general fund.

1.3.1. A chapter may dissolve voluntarily by a two-thirds vote with previous notice of a special meeting stating the purpose, date, time, and place with thirty days written notice to all chapter members and to the Secretary addressed to the Board of Directors. Members living more than seventy-five miles from the meeting place shall be allowed to vote by mail.

1.3.2. An inactive chapter, one that has not met for two consecutive years may have its charter revoked by two-thirds vote of the Board of Directors. At least sixty days written notice by certified mail shall be sent to the last known chapter officers and members, return receipt requested prior to the vote to revoke the chapter charter.

ARTICLE XVI REGIONS

Section 1. Purpose. The regions shall promote the objectives and educational programs of AIP by providing leadership training and workshops in parliamentary law and procedure, provide an opportunity for chapters to discuss issues of mutual benefit to AIP, enhance membership retention and extension, and hold a regional conference every two years.

Section 2. Boundaries. AIP shall be divided into regions determined by the Board of Directors.

Section 3. Bylaws. Each region shall adopt Bylaws. The Bylaws and amendments of the region shall be reviewed for compliance with AIP Bylaws, Standing Rules, and Standing Orders, and shall become effective only when approved by the Chairman of the Bylaws and Rules Committee. Two copies of any proposed change to a region's Bylaws, standing rules, or standing orders shall be sent to headquarters. A copy of the approved Bylaws, standing rules, and standing orders shall be filed at headquarters by the Chairman of the Bylaws and Rules Committee. This file copy shall show the date of approval. The Executive Director shall notify the region and the Chairman of the Member Services Committee when an approved copy is received.

Section 4. Meetings. Each region shall hold at least one regional conference every two years.

Section 5. Failure to Hold Conference. If a region fails to hold a regional conference during a two year period, the Member Services Committee chairman shall present a written plan and budget for a regional conference to the board or the Executive Committee. The board or the Executive Committee may amend the plan and upon approval, authorize the Member Services Committee chairman to implement the plan.

Section 6. Finances.

6.1 On or before June 1, each region shall submit an annual financial budget to headquarters. If approved, the Treasurer shall rebate \$3.00 per regional member to the region. All monies appropriated shall be used for the purposes specified within the approved budget. Any unclaimed rebates not withdrawn from AIP during a two year period shall be forfeited.

6.2 Regions shall not levy dues.

6.3 Registration fees may be collected from members and guests attending regional conferences.

Section 7. Elections. Each region shall elect a governor and such other officers as it deems necessary and appropriate. Their duties shall be defined in the region Bylaws.

Section 8. Governor's Duties. Each region shall be supervised by a governor who shall promote the goals, policies, and programs of AIP. The governor shall maintain close liaison with the region's chapters, encourage participation in and attendance at AIP programs, assist in the formation of and service to chapters; work to increase membership, assist in the organization of study classes, and file periodic reports on regional activities with the Member Services Committee chairman.

**ARTICLE XVII
INDEMNIFICATION**

Section 1. Indemnification. Officers, Directors, employees, and agents of AIP shall be indemnified for any costs, expenses or liabilities necessarily incurred in connection with the defense of any action, suit or proceeding in which they are made a part by reason of being or having been a member serving in an elected or an appointed capacity. No member or employee shall be indemnified when adjudged in the action or suit to be liable for negligence or misconduct in the performance of duty.

**ARTICLE XVIII
PARLIAMENTARY AUTHORITY**

Section 1. Parliamentary Authority. The rules of the Tenth edition of *Robert's Rules of Order Newly Revised* shall govern all the meetings of AIP so far as they are applicable and not inconsistent with the Bylaws, Standing Rules of Procedure, and Standing Orders.

Section 2. Annual Session. Another parliamentary authority may be used for an entire Annual Session with notice having been given to all members with the official notice of the Annual Session and by a two-thirds vote.

**ARTICLE XIX
AMENDMENT**

Section 1. Amendment of Bylaws, Action Program, Code of Ethics. The Bylaws, the Action Program, and the Code of Ethics may be amended by either of the following procedures:

- 1.1** A two-thirds vote of members present and voting at the Annual Session with previous notice given to all members with the official notice of the Annual Session.
- 1.2** If notice has not been given as in Section 1.1, these bylaws may be amended following a two-thirds vote to consider an amendment and a four-fifths vote to adopt, however written notice of the amendment must be made available to all members registered at the Annual Session at least twelve hours before the vote to consider. Debate on the motion to consider shall be confined to the merits of consideration.
- 1.3** If a revision of any AIP governing document is ordered by majority vote at an Annual Session, the next session shall not consider any other amendments proposed to the existing document as separate motions; however, amendments to the revision documents shall be allowed from the floor.
- 1.4** A motion may be made to strike language from one document (or proposal), and insert it into another document (or proposal), provided that the following conditions are met:
 - 1.4.1** The requirements for notice and vote of the more restrictive document must be met.
 - 1.4.2** No changes may be made in the language during the process. Once moved, the language shall be subject to the amendment provisions of the document in which that language then resides.

Section 2. Amendment of Standing Rules. The Standing Rules of Procedure may be amended by:

- 2.1** A majority vote of members present and voting at the Annual Session with previous notice given to all members with the official notice of the session.
- 2.2** A two-thirds vote of members present and voting at the Annual Session with written notice made available to all members registered at the Annual Session at least twelve hours before the vote.

Section 3. Amendment of Standing Orders. The Standing Orders of AIP may be amended or added thereto by a majority vote of members present and voting at the Annual Session without previous notice.

Section 4. Origin of Amendments. Amendments to the Bylaws, Standing Rules or Standing Orders may be originated by one of the following methods: 1) an act of the Board of Directors, 2) majority vote of the Bylaws and Rules Committee, 3) petition signed by at least five members, 4) motion at an Annual Session. All amendments shall be referred to the Bylaws and Rules Committee pursuant to Article XII, Section 3 hereof.

As Amended **August 25, 2007**

STANDING RULES OF PROCEDURE AND STANDING ORDERS ...follow

AMERICAN INSTITUTE OF PARLIAMENTARIANS

STANDING RULES OF PROCEDURE

The following Standing Rules of Procedure shall govern the proceedings of the regular sessions of the membership unless suspended in a particular case by a two-thirds vote or by unanimous (general) consent. Where applicable, the rules may be used by the Board of Directors and committees.

1. Order of Business.

The presiding officer having called the meeting to order, the order of business at the Annual Session shall be:

Report of Credentials Committee

Report by the Secretary

Standing and Special Rules for the Annual Session
Special Orders, including time for elections

Report of Program Committee (adoption of agenda)

Report of Officers

President
Vice-president
Secretary
Treasurer
Accrediting Director
Education Director

Report of Board of Directors

Report of Executive Director

Report of Standing Committees

Bylaws and Rules
Ethics
Finance
Member Services
Opinions
Public Relations
Scholarship
Website
Youth Activities

Report of Special Committees

Unfinished Business and General Orders

New Business

The foregoing series of headings prescribes only the sequence of business, not the time allotted to each, nor must the assembly stay in continuous session to complete all of the program.

2. Standing Committees.

2.1 The membership of the Standing Committees shall be approved annually by the President in accordance with the provisions of Article XII of the Bylaws, and shall continue and have the power to act through the Annual

Session or until their successors are appointed. Each committee shall have jurisdiction, respectively, over the subject matters falling within the customary area its name implies. Each committee shall also take jurisdiction over matters referred to it by the Annual Session.

2.2 All committees shall submit a report on their activities and any recommendations at each Annual Session and to the board at such other times as the board may direct.

3. Nomination and Elections at the Annual Session.

3.1 The nomination petition form shall be sent to each member in good standing (*Communicator*) not less than one hundred fifty days before the Annual Session. Completed nomination petitions received by the Executive Director not less than ninety days before the Annual Session shall be sent to the membership (*Communicator*) with the call to the Annual Session.

3.2 Nominations for all positions shall be open from the floor prior to election.

3.3 The election of Officers shall occur prior to the election of Directors.

3.4 The order of names on the ballot shall be determined by a random drawing.

4. Minutes Approval Committee. A Minutes Approval Committee for the Annual Session shall be appointed by the President and shall consist of three members. The Secretary shall send a draft of the minutes to the President and to the members of the committee within forty-five days following the Annual Session. Each committee member shall correct and return the draft of the minutes to the chairman of the committee within twenty days after receipt of the draft. Within the twenty days following the chairman shall send a corrected draft to the Secretary. Committee members shall be deemed to have approved the draft if they do not object in writing to the chairman within the designated time.

5. Debate - Special Rule of Order. After a member has spoken in debate, the member may not immediately move the Previous Question without first yielding the floor.

As Amended **August 25, 2007**

STANDING ORDERS ...follow

AMERICAN INSTITUTE OF PARLIAMENTARIANS

STANDING ORDERS

1. Trademark. The words *American Institute of Parliamentarians* and the Wreath and Gavel design are trademarks of the American Institute of Parliamentarians.

1.1 Chapters and Regions may use the AIP trademarks on stationery, membership cards, and other official documents.

1.2 Individual members, with current dues paid, are authorized to wear the AIP emblem.

1.3 Any use which implies official representation of AIP is strictly forbidden unless specifically authorized by the Board of Directors. Any dispute regarding suitability of a use shall be resolved by the Board of Directors. Decision of the board shall be final.

1.4 Use of the AIP trademarks in association with a publication shall be governed by the rules adopted by the Board of Directors.

2. Emblem. The AIP official emblem shall be an insigne consisting of a wreath with a gavel superimposed, the head of the gavel to be in a raised position and placed at the left side of the wreath. The capital letters AIP shall be at the top of the wreath in a circle segment, as set forth below. Use of the emblem shall be consistent with identification as a member and shall not imply endorsement or representation of AIP.



3. Colors. The AIP official colors shall be white for truth, blue for tradition, and gold for integrity.

4. Robert W. English Lecture. The board may appoint a special committee to determine whether a Robert W. English Memorial Lecture shall be given at the Annual Session by a person committed to the ideas and ideals of Robert W. English.

5. Financial Transactions. All financial transactions shall be in U.S. currency.

6. Dues Notice. Headquarters shall send two dues notices to a member. The first notice shall be mailed prior to May 15. A second notice shall be mailed between July 1 and July 15 and shall state that membership will terminate on August 15 if dues are not paid.

7. Accrediting Department.

7.1 Division Chairs. The division chairs shall be appointed by the Accrediting Director. The chairs shall coordinate the activities of their respective divisions as directed by the Accrediting Director. Division chairs shall have held the classification of CPP for at least two years at the time of appointment.

7.2 Examinations. The Accrediting Department shall notify the examinee of the written examination score within two months of the examination. Examinees shall receive a report identifying subject areas requiring improvement. The Accrediting Director shall send a master copy of each examination to headquarters for file.

8. Fiscal Year. The fiscal year shall be from June 1 through May 31.

9. Chapters and Regions.

9.1 Guidelines. AIP shall provide guidelines for chapter presidents and region governors for their respective offices.

9.2 Regions Report. The Region Governor shall send a full report on the region conference by June 1 to the AIP officer liaison and the Member Services Committee Chairman.

9.3 Regions Newsletter. Each region shall send a newsletter periodically to all members of that region.

10. New Member Kit. A new member shall be provided with a membership kit.

11. Annual Session.

11.1 The Annual Session Coordinator shall make a Report of the Annual Session including an accounting of the Annual Session finances within two months after the adjournment to the President for submission to the board at its next meeting.

11.2 Annual Sessions shall be self-supporting. In the event of collections above cost, at least fifty percent of the sum is to be returned to AIP with the remainder to be retained by the sponsoring region or chapter. In the event of loss, justification shall be submitted to the board for decision if AIP is to assume any loss but in no case in excess of fifty percent thereof.

11.3 Annual Session Education Committee. The educational program at the Annual Session shall be the responsibility of a special committee consisting of the President, the Annual Session Coordinator, and the Education Director.

11.4 The Order of the Blue Dot. Only persons who have served AIP as an Annual Session Coordinator shall be deemed to be a permanent member of "The Order of the Blue Dot". Only the members of this "Order" may wear a blue dot on their name tag at Annual Session.

12. AIP Directory.

12.1 Donor Recognition. The names of members who donate \$25.00 or more in supplemental fees above their ordinary dues in any category of membership shall be listed in bold type in the AIP Directory.

12.2 Region Map. A line map shall be inserted in the annual AIP Directory designating the regions.

13. AIP Documents of Authority. Headquarters shall send a copy of the AIP Bylaws, Standing Rules of Procedure, and Standing Orders to each chapter within sixty days after each Annual Session at which the documents were amended.

14. Practicum Committee. The educational program of a Practicum shall be the responsibility of a special committee consisting of the Practicum Curriculum Director, the Practicum General Chairman, and the Education Director.

15. AIP Originated Material. All substantive material conceived, created, compiled, written, or edited by any committee of AIP or any individual member at the direction of AIP, shall be irrevocably assigned to AIP including copyright, royalties, and other rights relating to publication.

16. Regional Dues Rebate. Regional Dues Rebate for a fiscal year shall be based on the number of membership dues paid by March 15th of the same fiscal year.

17. Teacher of Parliamentary Procedure.

17.1 A *Certified Parliamentarian* or a *Certified Professional Parliamentarian* may be designated a Teacher of Parliamentary Procedure after demonstrating competency in the field, and upon recommendation of the Education Department and approval of the Board of Directors. Before granting the Teacher of Parliamentary

Procedure designation, the Education Department and the board shall consider the candidate's experience and ability as a teacher of parliamentary procedure.

17.2 The *Teacher of Parliamentary Procedure* designation shall have no effect upon the individual membership classifications stated in the Bylaws, Article III, Section 7, and Article XV, Section 2. Teacher designations shall be listed in the AIP Directory as *CP-T* or *CPP-T*.

18. Dedicated Funds.

18.1 Demeter Fund. Funds in the Demeter Fund are to remain in an invested fund, except that the income earned shall be transferred to the general accounts of AIP.

18.2 Rose Dhein Fund. Funds in the Rose Dhein Fund are to remain in an invested fund, except that the income earned shall be transferred to the budget line item for educational printing.

18.3 Scholarship Fund. Funds in the Scholarship Fund are to be used for scholarships for practicums approved by the board. These scholarships shall be awarded at the direction of the Scholarship Committee.

19. Department of Education.

19.1 Divisions. The Correspondence Division shall be responsible for developing and administering correspondence courses; and the Educational Materials Division shall be responsible for developing educational materials and chapter education programs.

19.2 Director. The Education Director shall direct the activities of the Department and shall be an ex-officio member of all Divisions within the Department. The Director shall supervise the Teacher Course and appoint instructors for the course; advise AIP Practicum Curriculum Directors, the Annual Session Coordinator, and the President on the educational content of the Practicums and the Annual Session.

19.3 Assistant Director. The Education Director shall appoint an Assistant Director with the approval of the Board of Directors. The term of the Assistant Director will coincide with that of the Director. The Assistant Director shall perform such duties as assigned by the Director. Assistant Director shall hold the Teacher of Parliamentary Procedure designation.

19.4 Division Chairmen. The Division Chairmen shall be appointed by the President, in consultation with the Education Director, with the approval of the Board of Directors. The Chairmen shall direct the activities of their respective Divisions and shall report to the Education Director.

19.5 Members and Special Committees. The other members of the Divisions and any such special committees as may be necessary shall be appointed by the President, in consultation with the Education Director.

19.6 Evaluation of materials not produced by AIP. The Education Department shall evaluate all materials before the material is offered for sale by AIP.

As Amended **August 25, 2007**

END...2007 AIP BYLAWS, STANDING RULES OF PROCEDURE AND STANDING ORDERS