

CALIFORNIA STATE ASSOCIATION OF PARLIAMENTARIANS

STANDING RULES

1. The permanent address of California State Association of Parliamentarians (CSAP) Headquarters shall be established in the City and County of San Francisco at a fixed address determined by the Board of Directors. \$100 shall be allotted annually for postage and necessary Headquarters expenses upon presentation of a bill. The archives, including Articles of Incorporation, previous minutes' books, and other records deemed necessary by the Board of Directors shall be stored with the current CSAP secretary.
2. The emblem for CSAP shall be the outline of the State of California with the National Association of Parliamentarians (NAP) mace super-imposed thereon. The colors of this Association shall be cornflower blue and daisy yellow.
3. CSAP shall declare the month of April each year to be Parliamentary Law Month.
4. The CSAP roster shall not be used by any member for professional or business promotion.
5. No expenditures shall be made or reimbursed by CSAP unless included in a previously budgeted allocation or approved by a two-thirds (2/3) vote of the Board of Directors.
6. An expense fund in the amount of \$1000 shall be established annually for reimbursement to the State President for expenses incurred as a delegate for attending the NAP Convention and/or the Leadership Conference. In the event the President is unable to attend, the alternate shall be reimbursed for expenses incurred as the delegate, not to exceed \$1000.
7. An expense fund in the amount of \$1000 shall be established annually for reimbursement to the State Vice President for expenses incurred as a delegate for attending the NAP Convention and/or Leadership Conference. In the event the Vice President is unable to attend, the alternate shall be reimbursed for expenses incurred as the delegate, not to exceed \$1000.
8. The outgoing Treasurer shall be authorized to issue a check in the amount of \$3000, payable to CSAP, to be given to the incoming Treasurer in order to pay the immediate expenses while the changeover is taking place.
9. The Treasurer shall be authorized to issue and forward to the Communications Committee Chairman, each year, appropriate funds deposited in advance to the postal account as necessary.
10. After NAP has sent CSAP its share of membership dues, the Treasurer shall rebate to each Area three dollars (\$3.00) per Area member, using membership counts as of the NAP membership forfeiture date (March 1).
11. The Board of Directors shall institute or approve ways in which money may be raised by CSAP.

12. The *California Parliamentarian* shall be made available to Student and Provisional members if those members provide email addresses to the Communications Committee.
13. A notice shall be printed in the *California Parliamentarian*, sent to members not less than 30 days nor more than 90 days prior to the May 1 deadline every other year, urging Units to submit one or more names of proposed candidates for any CSAP office stating the candidates' qualifications. The notice shall state that these proposed nominations are to be sent to the Nominating Committee before the May 1 deadline in even-numbered years.
14. Any amendment or resolution to be considered by the CSAP Annual Meeting shall be received by the By-laws Committee no later than 90 days prior to Annual Meeting. Emergency amendments or resolutions shall be considered at the Annual Meeting if consent for their consideration is first given by three-fourths (3/4) vote of the members present.
15. Units shall be designated by a name of their own choosing that begins with 'California' and ends with 'a unit of NAP' with clearance of such name by the Vice President. This includes requiring clearance by the Vice President for any (dba) designation.
16. The awards given by CSAP may include:
 - A. Honorary Service Certificate
 - B. President's Award
 - C. And such other awards as may be adopted by the Board of Directors. The criteria for each award, with the exception of the President's Award, shall be determined by the Board of Directors. The President's Award may be awarded by the President to an individual for service to CSAP, criteria to be determined by the President.
17. CSAP shall electronically publish the following information annually, unless otherwise stated:
 - A. Officers' information for NAP, District VIII, Association, Areas and Units.
 - B. Two membership rosters: one with members listed alphabetically and one with members listed by Unit and Members-at-Large (MAL).
 - C. Articles of Incorporation, Bylaws, Standing Rules, and Board Rules of Procedure, whenever those documents have been amended or revised.
 - D. Other materials as ordered by the Board of Directors.
18. Each new member shall be provided with a welcome notice by postal mail or email with links to all websites that contain CSAP documents available online.
19. Areas will have the following relationships to CSAP:
 - A. CSAP Areas shall be governed by CSAP Bylaws.

- B. CSAP Areas shall carry out the functions outlined in the CSAP Bylaws and in the Area Standing Rules.
 - C. CSAP Board of Directors shall provide support, services and assistance to Areas, whenever possible.
 - D. CSAP Areas may offer parliamentary institutes, co-sponsored by CSAP. For these institutes, CSAP Institute Certificates shall be issued to those who complete four or more hours of instruction by Registered or Professional Registered Parliamentarians.
20. By February 15 of each year, each Area Director shall provide an annual financial report to the CSAP Treasurer for the previous fiscal year (Dec 1-Nov 30). The CSAP Treasurer shall designate a form and/or format for this purpose. The President or the Treasurer may require any other information necessary to comply with state or federal reporting requirements or that would assist the CSAP Board of Directors in managing CSAP's financial resources and assets.
21. The CSAP Standing Rules may be amended by a majority vote of the members present and voting when assembled in Annual Meeting, or by a two-thirds (2/3) vote of the entire membership of the Board of Directors between Annual Meetings. Amendments to the Standing Rules adopted by the Board between Annual Meetings shall be published in the next issue of the *California Parliamentarian* and posted on the CSAP website.

AMENDED: Sept. 24, 1994; Sept. 9, 1995; Sept. 6, 1997; Sept. 12, 1998; Sept. 18, 1999; Sept. 16, 2000; Oct. 2, 2001; Oct. 2, 2004; Oct. 14, 2005; Oct. 19, 2007; Sept. 12, 2009; Mar. 4, 2010; Oct. 2, 2010; Oct. 15, 2011, August 5, 2012, September 6, 2014, April 3, 2017, August 26, 2017