



THE CALIFORNIA STATE ASSOCIATION OF PARLIAMENTARIANS

# STANDING RULES

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## **§1. Record Administration**

**§1.1. Address.** 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.

**§1.2. Allotment.** \$100 shall be allotted annually for postage and necessary Headquarters expenses upon presentation of a bill.

**§1.3. Archives.** 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.

**§1.4. Information Publication.** CSAP shall electronically publish the following information annually, unless otherwise stated:

§1.4.1. Officers' information for NAP, District VIII, Association, Areas and Units.

§1.4.2. Two membership rosters: one with members listed alphabetically and one with members listed by Unit and Members-at-Large (MAL).

§1.4.3. Articles of Incorporation, Bylaws, Standing Rules, and Board Rules of Procedure, whenever those documents have been amended or revised.

§1.4.4. Other materials as ordered by the Board of Directors.

**§1.5. New Member Welcome Notice.** 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.

## **§2. Officer Duties**

**§2.1. President.** In conjunction with the duties prescribed by the Rules of Order and Bylaws, the President shall:

§2.1.1. Appoint an Annual Meeting Coordinator and Annual Meeting Planning Committee. Assist with the site selection, Annual Meeting planning, and coordination.

§2.1.2. Communicate with NAP to arrange for attendance by an NAP representative if desired.

§2.1.3. Prepare the Call to Annual Meeting and forward it to the CP Editor to be published in the California Parliamentarian no later than 45 days prior to the Annual Meeting.

**§2.2. Secretary.** In conjunction with the duties prescribed by the Rules of Order and Bylaws, the Secretary shall:

§2.2.1. Send copies of minutes of Board of Directors meetings to Board of Directors members and minutes of Executive Committee meetings to EC members within thirty (30) days after meeting.

§2.2.2. For Annual Meeting Minutes, the Secretary shall:

§2.2.2.1. Prepare CSAP Annual Meeting minutes within twenty (20) days after the Annual Meeting and furnish a copy to each member of the Minutes Approval Committee.

§2.2.2.2. The Secretary shall make corrections to the minutes in collaboration with the Minutes Approval Committee Chairman, who will verify that the corrections were made and provide an approved copy signed by committee members to the President no later than December 31.

§2.2.2.3. The Secretary shall promptly send a copy of the approved minutes to the CSAP Board of Directors and Standing Committee Chairmen, immediate past Board members and Webmaster.

§2.2.2.4. Put copies of all minutes for the current year into a permanent binder to retain in the CSAP archives.

**§2.3. Treasurer.** In conjunction with the duties prescribed by the Rules of Order and Bylaws, the Treasurer shall:

- §2.3.1. In general, adhere to the following general procedures of fiscal operation:
  - §2.3.1.1. Invest CSAP funds not needed for immediate operations in interest-bearing accounts as approved by CSAP Board of Directors.
  - §2.3.1.2. Establish a checking account for CSAP operating funds; deposit checks and/or cash into the checking account promptly upon receipt.
  - §2.3.1.3. At or prior to the CSAP Annual Meeting establish procedures for transfer of checkbook, records and other documents at end of term to the incoming Treasurer.
- §2.3.2. Adhere to the following procedures for disbursement:
  - §2.3.2.1. Maintain a supply of voucher forms; issue blank voucher forms to new CSAP Officers, Board Members, and Committee Chairmen at first Board of Directors meeting after the Annual Meeting and upon request.
  - §2.3.2.2. Receive completed vouchers. Vouchers shall include receipts. Unless the expense has been previously budgeted or approved by the Board of Directors or Executive Committee, payment from vouchers must be approved by the CSAP President or ratified at the next Board of Directors meeting.
  - §2.3.2.3. Pay bills by check or debit card for budgeted items on vouchers approved by the President, Board of Directors, or the Executive Committee; payment of unbudgeted items shall be authorized by CSAP President or the Board of Directors; checks shall be signed by one (1) of the following officers: President, Vice President, Secretary or Treasurer.
- §2.3.3. Adhere to the following procedures of record keeping:
  - §2.3.3.1. Prepare and present financial status reports at each Board of Directors meeting and the CSAP Annual Meeting.
  - §2.3.3.2. Report the status of Growth and Service funds in the regular report to the Board.
  - §2.3.3.3. At the CSAP Annual Meeting, arrange for the obtaining of signatures of all officers required by banks for checking and investment accounts; forward signature documents to appropriate banks or financial institutions as soon as possible.
  - §2.3.3.4. Issue per capita member rebate checks to the Areas each year following receipt of State dues from NAP, based on the number of members in each Area as of the forfeiture date.
- §2.3.4. Adhere to the following procedures of reporting to the organization:
  - §2.3.4.1. Provide financial and budget comparison statements for each Board of Directors meeting and to each Board member, and when requested by the President; provide copies to the Financial Review Chairman.
  - §2.3.4.2. Prepare an interim financial statement for distribution at the CSAP Annual Meeting.
  - §2.3.4.3. Present Treasurer's records to the Financial Review Chairman at least four (4) weeks prior to the CSAP Annual Meeting.
  - §2.3.4.4. Within thirty (30) days after CSAP Annual Meeting, coordinate with the Financial Review Chairman to review the books, prepare a supplemental/final report, and forward the books to the incoming Treasurer
  - §2.3.4.5. Provide copies of financial records, checkbook stubs, deposit slips, bank statements and vouchers to the Financial Review Chairman upon request for annual review.
  - §2.3.4.6. File tax and other required forms annually as required by the Internal Revenue Service (IRS), California Secretary of State, or other agencies.
  - §2.3.4.7. Forward financial records to CSAP repository for archival storage. Label boxes as to content, date range, and purge schedule.

### **§3. Committee Duties**

**§3.1. Budget and Finance Committee.** The Budget and Finance Committee shall be composed up to three (3) members, and be subject to the following procedures:

§3.1.1. By March 1, send a request to each committee chair for budget suggestions for the next year. Include a copy of the current budget and any other pertinent data. Set a due date to respond.

§3.1.2. Prepare a proposed budget for the ensuing year for inclusion in the Call to Annual Meeting. To inform the committee's efforts, obtain a current Treasurer's report, the previous year's financial review, and the most recent membership count. Ensure that designated funds (funds earmarked for a specified purpose in the Bylaws or Standing Rules) are included in the proposed budget.

§3.1.3. Present the proposed budget to the Board of Directors for timely adoption by the Board (inclusion in the Annual Meeting Call). Once adopted by the Board, submit the CSAP Budget to the Editor for inclusion in the California Parliamentarian.

§3.1.4. Submit proposals to increase income to the Board of Directors.

§3.1.5. Transfer pertinent records and files to successor as soon after the CSAP Annual Meeting as practical.

**§3.2. Governing Documents Committee.** The Governing Documents Committee shall be composed up to five (5) members, and be subject to the following procedures:

§3.2.1. Receive, correlate, and perfect proposed CSAP Bylaw and Standing Rules' amendments.

§3.2.2. To solicit proposed Bylaws and Standing Rule amendments from the membership for timely submission to the Committee, send an article to the Editor for publication in the appropriate issue of the California Parliamentarian.

§3.2.3. Prepare proposed CSAP Bylaw and Standing Rules' amendments and submit a written report to the President for inclusion in the Call to Annual Meeting.

§3.2.4. Notify the Budget and Finance Chairman of proposed Bylaw and Standing Rule amendments which may affect the budget.

§3.2.5. Following the Annual Meeting, send adopted Bylaw and Standing Rule amendments to the Editor for publication, and to the Webmaster.

§3.2.6. Transfer pertinent records and files to successor as soon after the CSAP Annual Meeting as practical.

**§3.3. Editor and Editorial Committee.** The Editor and Editorial Committee shall be composed of up to three (3) members, and be subject to the following procedures and duties:

§3.3.1. Compile the California Parliamentarian.

§3.3.2. Set deadlines, according to Bylaw requirements: include announcements and other information, including when dues are due, address or status changes, and approved budget, in the first issue following Annual Meeting; nominations deadline in second issue, etc.

§3.3.3. Solicit articles for the California Parliamentarian, which is to be issued at least 3 times a year.

§3.3.4. Be aware of articles/items mandated by CSAP Bylaws and rules.

§3.3.5. Transfer pertinent records and files to successor at the CSAP Annual Meeting.

§3.3.6. Thirty (30) days after the Annual Meeting, prepare a production schedule, including submission deadlines, and submit to the Vice President for timely review and approval by the Board of Directors.

§3.3.7. Edit and lay out California Parliamentarian for production. The appropriate issue will include the Call to Annual Meeting; therefore, extra time is needed to assemble this issue.

§3.3.8. Arrange printing of camera-ready attachments, if requested.

**§3.4. Growth and Service Committee.** The Growth and Service Committee shall be composed of those officers specified in the bylaws and up to two (2) other members, and be subject to the following procedures and duties:

§3.4.1. Upon notification by the Treasurer of receipt of contributions, send appropriate acknowledgement to donors of contributions to the Growth and Service Fund.

§3.4.2. Authorize expenditures from the Growth and Service Fund for:

§3.4.2.1. Gavels to be presented to new or reinstated Units.

§3.4.2.2. Members of the Board of Directors, CSAP Past Presidents, Unit presidents, or other designated members in order to assist Units with stabilization, directly aid in organizing new Units, coordinate community projects in parliamentary education and enterprises to promote membership, or other uses approved by the Board of Directors.

§3.4.3. Individual Growth and Service grants shall not exceed \$250.

§3.4.4. Coordinate with the Treasurer to provide a report to the Board of Directors of funds received and disbursements made.

§3.4.5. Transfer pertinent records and files to successor as soon after the CSAP Annual Meeting as practical.

**§3.5. Membership Committee.** The Membership Committee shall be composed of those officers specified in the bylaws and up to two (2) other members, and be subject to the following procedures and duties:

§3.5.1. Respond to membership inquiries with appropriate information and provide a copy to the Area Director and the applicable Unit President.

§3.5.2. Maintain a directory of all CSAP members which includes name, address, phone number, fax, e-mail, and membership status (members, RP, RP-R, PRP, PRP-R, Unit, and Area). Receive membership information from NAP monthly and forward to Area Directors. Update the membership directory as changes are received. Coordinate CSAP membership lists with NAP.

§3.5.3. Send letter of welcome to new members along with current information about CSAP, Area, and Unit relationships; send copies of welcome letters to the Area Director and Unit President.

§3.5.4. Upon receipt of the delinquency list from NAP, contact members with delinquent dues and remind them of the due's deadline. Send list of members with delinquent dues to the appropriate Area Director and Unit President(s).

§3.5.5. Obtain a roster from NAP after dues renewal period has ended and members with delinquent dues have been dropped. Verify the accuracy of the entries and notify NAP of corrections.

§3.5.6. Transfer membership records and files to successor at CSAP Annual Meeting.

**§3.6. Communications Committee.** The Communications Committee shall be composed of those officers specified in the bylaws and other necessary members, and be subject to the following procedures and duties:

§3.6.1. Maintain CSAP Website and keep information up to date.

§3.6.2. Add or remove features as appropriate, with approval of CSAP President.

§3.6.3. Change the design as requested by the CSAP Board of Directors or as required by new technology.

§3.6.4. Change the site e-mail addresses as necessary or as requested by the CSAP Board of Directors.

§3.6.5. Ensure that the site feedback messages receive responses from the CSAP President, Webmaster, or another appropriate person.

§3.6.6. Ensure a line-item in each annual budget for rental fees for domain registration and site housing and ensure the fees are paid.

§3.6.7. Keep CSAP contact, credit card, and password information current on web sites of domain name registrar and site-housing company.

§3.6.8. Transfer pertinent records and files to successor as soon after the CSAP Annual Meeting as practical.

§3.6.9. Site Information Details: Web site information, which must be regularly updated, includes (but is not limited to) names and contact information of officers, board members, Area officers, and Registered Parliamentarian and Professional Registered Parliamentarians (who have requested listing), memorial

listings, list of Units and their contacts, event calendar, recent issues of the California Parliamentarian (when available), the Call to Annual Meeting, current Bylaws and Standing Rules, Annual Meeting information, any messages from authorized persons (President, Area Directors, etc.), galleries of event (and other) photos, all authorized public documents and forms (awards, meeting registration, etc.), and links to District Eight activities, NAP, and other appropriate resources.

#### **§4. Emblem and Promotionals**

**§4.1. Emblem.** 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.

**§4.2. Prohibition on Promotional.** The CSAP roster shall not be used by any member for professional or business promotion.

#### **§5. Parliamentary Month**

**§5.1. Date.** CSAP shall declare the month of April each year to be Parliamentary Law Month.

#### **§6. Expenditures and Budget Regulations**

**§6.1. Expenditure Requirements.** 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.

**§6.2. State President Conference Fund.** 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.

**§6.3. State Vice President Conference Fund.** 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.

**§6.4. Area Rebates.** 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).

**§6.5. Fundraising.** The Board of Directors shall institute or approve ways in which money may be raised by CSAP.

**§6.6. Receipt Definitions.** The following definitions are relevant to receipts:

§6.6.1. Membership Dues: Predicated on membership multiplied by dues as adopted in Bylaws.

§6.6.2. State Workshops: Net proceeds from CSAP-sponsored workshops.

§6.6.3. Annual Meeting Income: Surplus over previous year's Annual Meeting expenses.

§6.6.4. Area Income: Gross income received by each Area, except CSAP reimbursements and rebates.

**§6.7. Disbursement Definitions.** The following definitions are relevant to disbursements:

- §6.7.1. President's Expense: Covers travel expenses (at same rate as Board travel) to District Eight meetings, Unit meetings, Area meetings, telephone expenses, and other necessary expenses related to the office, not to exceed the budgeted amount
- §6.7.2. President's NAP Expense: Covers portion of total expenses for travel, lodging, and other costs incidental to attending NAP Convention or Leadership Conference.
- §6.7.3. Vice President's NAP Expense: Covers portion of total expenses for travel, lodging, and other costs incidental to attending NAP Convention or Leadership Conference.
- §6.7.4. Board Travel: Covers travel for Board members to and from Annual Meeting (except President) at the current IRS rate for travel reimbursement for non-profit activities: round trip (portal to portal) or air fare round trip (nearest airport to nearest airport) and the same rate per mile from home to airport and return; includes all transportation costs.
- §6.7.5. Committee Expenses: Covers all expenses incidental to committee operation including telephone, duplicating, postage, and supplies.
- §6.7.6. Conference Calls: Covers all Executive Committee and Board of Directors' conference calls.
- §6.7.7. California Parliamentarian: Covers all printing and postage costs for expenses incurred by the Editor.
- §6.7.8. Postage: Covers reimbursement to the President, members of the Board of Directors, and Committee Chairmen (except Editor).
- §6.7.9. Telephone: Covers expenses of all Board members (except President) and Committee Chairmen; excludes conference calls.
- §6.7.10. Seminars/Workshops: Covers expenses incidental to setting up sponsored seminars, workshops, and institutes, which should be self-sustaining. Expenses may also be covered with a grant from the Growth and Service Fund.
- §6.7.11. Publicity/Public Relations: Covers expenses incidental to publicity and public relations projects, including printing of public relations materials.
- §6.7.12. Operating Expenses for CSAP Headquarters: Covers expenses authorized by Standing Rule No. 1.
- §6.7.13. President's Pin: Covers cost of incoming President's Pin.
- §6.7.14. Unallocated: Covers any necessary miscellaneous expenses not covered by a specified item.
- §6.7.15. Over Budget: When expenses are over budget, the bill(s) shall be presented to the Board of Directors for evaluation and approval. A majority vote is needed to approve the bill(s).
- §6.7.16. Bank Account: The bank account shall be moved only with authorization by the Executive Committee or Board of Directors.
- §6.7.17. Area Income Reporting: Area income is not included in the CSAP budget. However, Area income must be reported to the CSAP treasurer to facilitate the reporting of total CSAP income to the Internal Revenue Service (IRS) and other agencies.

## **§7. California Parliamentarian**

**§7.1. Availability.** The *California Parliamentarian* shall be made available to Student and Provisional members if those members provide email addresses to the Communications Committee.

**§7.2. Notice Publication for Officers in CSAP.** 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.



## **§8. Business Consideration at CSAP Annual Meeting**

**§8.1. Notice.** Any amendment or resolution to be considered by the CSAP Annual Meeting shall be received by the Governing Documents 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.

## **§9. Unit and Area Rules**

**§9.1. Unit Title.** 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. This rule may be waived upon approval by the President.

**§9.2. Area Relationship to CSAP.** Areas will have the following relationships to CSAP:

§9.2.1. CSAP Areas shall be governed by CSAP Bylaws;

§9.2.2. CSAP Areas shall carry out the functions outlined in the CSAP Bylaws and in the Area Standing Rules;

§9.2.3. CSAP Board of Directors shall provide support, services and assistance to Areas, whenever possible;

§9.2.4. CSAP Areas may offer parliamentary institutes, co-sponsored by CSAP.

**§9.3. Area Annual Financial Report.** 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.

## **§10. Awards**

**§10.1. Awards that may be issued.** The awards given by CSAP may include:

§10.1.1. Honorary Service Certificate;

§10.1.2. President's Award;

§10.1.3. 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.

## **§11. Amendment to the Standing Rules**

**§11.1. Amendment Process.** 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.