

**Bylaws
of the Lone Star Parliamentarians
of the NATIONAL ASSOCIATION of PARLIAMENTARIANS®**

ARTICLE I – Name

The name of this unit shall be the Lone Star Parliamentarians, a division of the NATIONAL ASSOCIATION of PARLIAMENTARIANS® (NAP) and affiliated with the Texas State Association of Parliamentarians (TSAP).

ARTICLE II – Object

The object of this unit shall be to promote the study of parliamentary procedure and the educational programs of NAP on a local level.

ARTICLE III – Members

Section 1. Classification. There shall be the following classes of members:

- A. Primary. Primary members are NAP/TSAP members who are counted in the unit as of March 1 of the convention year for the purpose of determining the number of delegates to which the unit is entitled at NAP/ TSAP conventions.

- B. Affiliate. Affiliate members are NAP/TSAP members who are primary members of another unit and who are not counted for the purpose of determining the number of delegates to which the unit is entitled at NAP/ TSAP conventions.

- C. Provisionals. Provisionals are individuals who are preparing for NAP/TSAP membership. Provisionals:
 - 1. Are not members of NAP or TSAP;
 - 2. May vote on unit matters only;
 - 3. May not serve as president or vice president of the unit;
and
 - 4. Are not counted for the purpose of determining representation of the unit to NAP or TSAP.

Section 2. Eligibility.

- A. Any member of NAP/TSAP is eligible for membership in this unit and shall become a member upon payment of unit dues.

- B. Any individual preparing for NAP membership is eligible for provisional status in this unit and shall become a provisional upon payment of unit provisional dues.

ARTICLE IV – Dues and Finances

Section 1. Dues.

- A. This unit’s annual dues shall be as follows:
 - a. Primary members.....\$10.00
 - b. Affiliate members.....\$10.00
 - c. Provisionals.....\$10.00 plus \$15.00 TSAP Dues
- B. NAP and TSAP dues are payable directly to NAP.
- C. Unit dues and provisional TSAP dues shall be paid directly to the unit.
- D. The membership year shall be January 1 through December 31.
- E. Dues are payable by January 1. Membership shall be delinquent if dues are not paid by February 1 and forfeited if not paid by March 1.
- F. Dues of individuals admitted to the unit between August 1 and December 31 shall extend through the next calendar year.

Section 2. Budget. A proposed budget shall be submitted by the budget committee at the November regular meeting. The budget year shall be January 1 through December 31.

Section 3. Fiscal Year. The fiscal year of the unit is December 1 through November 30.

ARTICLE V – Officers

Section 1. Officers. The officers of this unit shall be a president, a vice-president, a secretary, and a treasurer.

Section 2. Term of Office. Officers shall assume their duties on January 1. Officers shall serve for a term of one (1) year or until their successors are elected. No officer shall serve for more than two (2) consecutive terms in the same office.

PROVISO: The removal of the requirement for the officers to assume their duties at the close of the meeting at which they are installed shall not take effect until after the installation of officers in May 2023; and the requirement that officers serve for a term of one year or until their successors are elected will be waived until elections in 2024.

Section 3. Vacancy in Office. A vacancy in any office except president shall be filled by the board of directors.

Section 4. Duties. Officers shall perform the duties provided in this section and such other duties as are prescribed for the office in these bylaws and in the adopted parliamentary authority.

- A. The president shall:
 - 1. Preside at all meetings of the unit and the board of directors;
 - 2. Be a signatory on the checking account;

3. Be an ex-officio member of all committees except the nominating committee;
4. Appoint a parliamentarian;
5. Appoint standing and special committees, with the exception of the nominating committee;
6. Appoint a review committee at the annual meeting;
7. Present a president's report at the annual meeting;
8. Submit a written report to the annual convention of TSAP; and
9. Fulfill such other duties as may be assigned by the unit or the board of directors.

B. The vice-president shall:

1. Perform the duties of the president in the absence of or at the request of the president;
2. Fill the unexpired term if a vacancy occurs in the office of president;
3. Serve as chairman of the education committee; and
4. Fulfill such other duties as may be assigned by the unit, the board of directors, or the president.

C. The secretary shall:

1. Record the minutes of all meetings of the unit and the board of directors;
2. Be the custodian of all documents including unit, association, and NAP bylaws, special rules of order, and standing rules;
3. Conduct correspondence as directed by the unit, the board of directors, or the president;
4. Notify NAP headquarters, the district director, and the association president of officer changes as needed;
5. Send a call of the meeting to each unit member;
6. Forward a copy of the unit's bylaws to NAP headquarters on an annual basis; and
7. Fulfill such other duties as may be assigned by the unit, the board of directors, or the president.

D. The treasurer shall:

1. Be custodian of all funds, disbursing them as directed by the unit;
2. Be a signatory on the checking account;
3. Present a financial statement at each unit meeting and as requested by the board of directors;
4. Prepare the financial records for review by December 31;
5. Remit to TSAP Treasurer Provisional dues of \$15.00. These dues should be sent to TSAP no later than February 20. The provisional members will be dropped from membership if dues are not paid by March 1.
6. Prepare a dues statement to be sent to each member with the call of the September meeting.
7. Send dues delinquency notices to members by February 10 of each year, and
8. Fulfill such other duties as may be assigned by the unit, the board of directors, or the president.

Section 5. Nominations. A nominating committee of three members shall:

- A. Be elected by ballot at the October meeting except when there are no more than three nominees in which case they may be elected by viva voce. The chairman shall be selected by the committee.
- B. Present, at the November meeting, a slate of one individual for each office, provided consent has been obtained from each nominee.

Section 6. Elections.

- A. The officers shall be elected at the November meeting.
- B. Nominations may be made from the floor, provided consent has been obtained from the nominee.
- C. Elections shall be by ballot. When there is only one nominee for an office election may be by viva voce.
- D. The newly elected officers shall take office on January 1.

ARTICLE VI - Meetings

Section 1. Regular. Regular meetings of the unit shall be held in the months of September through May, with the exception of December, unless otherwise ordered by the unit.

Section 2. Annual. The regular meeting in November shall be known as the annual meeting and shall be for the purpose of receiving the president's report, election of officers, the program as scheduled by the education chairman, and for any other business that may arise.

Section 3. Special. Special meetings may be called by the president and shall be called at the written request of two (2) members of the unit. The purpose of the meeting shall be stated in the call and at least seven (7) days written notice shall be given.

Section 4. Quorum. Three (3) members of the unit shall constitute a quorum.

Section 5. Electronic Provisions

- A. Notice of Meetings. Notice of meetings may be sent by e-mail.
- B. Mailings. Mailings may be sent by e-mail, unless the bylaws require the use of postal mail, or where a member has submitted a written preference to not receive e-mails.
- C. Voting. E-mail voting may be used between meetings when a situation arises that must be decided before the next regular meeting. The e-mail may be sent by the president, vice-president, or designee. Each e-mail shall state the purpose, a specific time the voting begins and ends, and to whom to reply. The quorum is the same as required in the bylaws. The secretary shall maintain a copy of the original e-mail and all e-mailed votes for inclusion in the minutes. The secretary or designee shall send the results of the vote to all members. The purpose of the e-mail vote, the result of the vote, and action taken shall be included in the minutes of the next regular meeting.

- D. Electronic Meetings. The board of directors, standing committees, special committees and the unit shall be authorized to meet by telephone conference or through other electronic communications media, as long as all members may simultaneously hear each other and participate during the meeting.

ARTICLE VII – Board of Directors

Section 1. Composition. The board of directors shall be composed of the officers and the standing committee chairmen. The parliamentarian shall serve as a non-voting member of the board of directors, and, upon request, furnish information to members on parliamentary procedure as well as quote and interpret the bylaws and the adopted parliamentary authority.

Section 2. Duties. The board of directors shall be subject to the orders of the unit and none of its acts shall conflict with action taken by the unit. The board of directors shall:

- A. Have general supervision of the affairs of the unit between meetings;
- B. Fix the hour and place of meetings;
- C. Make recommendations to the unit; and
- D. Perform such other duties as are specified in these bylaws.

Section 3. Meetings.

- A. The board of directors shall meet on the call of the president or the request of two (2) members of the board of directors.
- B. A majority of the members of the board of directors shall constitute a quorum.

ARTICLE VIII - Committees

Section 1. Standing Committees. Standing Committees shall be education, membership, yearbook, and website. The president shall appoint such other committee chairmen as may be deemed necessary.

Section 2. Composition. Chairmen of all standing committees shall be appointed by the president.

Section 3. Duties.

- A. The education committee shall develop and coordinate educational programs for the unit, including informing members of NAP educational materials.
- B. The membership committee shall promote the retention and recruitment of unit members.

C. The yearbook committee shall compile all materials for the unit's yearbook and, after consultation with the president, arrange for the printing and distribution thereof.

D. The website committee shall maintain the Lone Star Parliamentary Unit website.

Section 4. Special Committees. Special committees shall be the financial review committee, the nominating committee, the budget committee and any other committee as may be deemed necessary and approved by the board of directors.

A. The financial review committee shall be composed of two members of the unit appointed by the president at the annual meeting. This committee shall not include the outgoing or the newly elected treasurer.

B. The nominating committee shall be composed of three members of the unit elected by ballot at the October meeting. If there are no more than three nominees, they may be elected by viva voce. The chairman shall be selected by the committee. This committee will present, at the November meeting, a slate of one individual for each office, provided consent has been obtained from each nominee.

C. The budget committee shall be composed of the treasurer, as chairman, plus two members of the unit appointed by the president at the September meeting. This committee shall prepare a budget and present it at the November meeting.

Section 5. Other Committees. Other committees, standing or special, shall be created as the unit shall from time to time deem necessary to carry on the work of the unit. The chairmen and members of such committees shall be appointed by the president, except that in the absence of the president the unit may appoint the chairman and members of a special committee, who shall be treated as though appointed by the president.

Section 6. Ex-officio Membership. The president shall be ex-officio a member of all committees except the nominating committee.

ARTICLE IX – Delegate Representation

Section 1. NAP Delegates.

A. Delegate representation is based on the primary membership of the unit as of March 1 of the convention year as follows:

- a. One delegate for the first five primary members of the unit; and
- b. One additional delegate for each additional five primary members or major fraction thereof.

B. Election shall be by ballot, except when there is no more than one nominee for each delegate and alternate position, election may be by viva voce.

C. Any NAP member may serve as a delegate or alternate to which this unit is entitled.

D. Vacancies in delegate or alternate positions may be filled by the president.

Section 2. TSAP Delegates. Delegates and alternates from the unit to the TSAP Convention shall be elected according to the TSAP bylaws.

ARTICLE X – Dissolution

In the event of the dissolution of the unit, this unit shall distribute remaining funds to the NAP. No funds shall inure to the benefit of individual members. The unit charter shall be sent to the appropriate NAP/TSAP officer as required at the time of dissolution.

ARTICLE XI – Parliamentary Authority

The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern the unit in all cases in which they are applicable and in which they are not inconsistent with the bylaws of NAP and TSAP, these bylaws, or any special rules of order the unit may adopt.

ARTICLE XII – Amendments

Section 1. These bylaws may be amended at any regular meeting of this unit by a two-thirds (2/3) vote of those members present and voting, provided that the proposed amendments have been submitted in writing to the members at least three (3) weeks prior to consideration. Amendments to these bylaws may be proposed by a member of the unit or the board of directors

Section 2. Any amendment to these bylaws necessitated by amendments to NAP or TSAP bylaws shall be effected by the board of directors and reported to the membership at the next regular meeting following the adoption of such amendments by NAP or TSAP.

Adopted 1980; Revised 1984; Amended 1992; Updated to National/State Compliance 1998; Amended 2001; Revised 2002; Amended 2006; Amended 2008; Amended/Compliance 2010; Amended 2014; Amended 2020; Amended 2023

Standing Rules

These standing rules may be amended at any regular meeting by a majority vote of those members present and voting, provided that the proposed amendments have been presented in writing to the members at least three (3) weeks prior to consideration. Amendments to these standing rules may be proposed by unit members or by the board of directors.

Rule 1. Meetings. Regular meetings shall be held at 10:30 a.m. on the second Monday of the meeting months, unless other wise ordered by the unit or the board of directors.

Rule 2. Change of Membership Status. Members who wish to change the membership status to or from inactive or affiliate shall send notification of this change to the unit secretary.

Rule 3. Courtesies.

- A. In the event of the serious illness of a member, an honorarium shall be sent to the NAP Educational Foundation or the TSAP Endowment Fund in an amount not to exceed \$15.00.
- B. In the event of the death of a member or member's immediate family (specifically, the husband, wife, son, daughter, mother, or father), a memorial in the name of the deceased shall be sent to the NAP Educational Foundation or the TSAP Endowment Fund in an amount not to exceed \$25.00.

Rule 4. Reimbursement of TSAP or NAP Convention Expenses.

- A. The unit shall authorize a maximum sum of money to be reimbursed to each delegate who attends half or more than half of a convention. The amount authorized shall be based on the charge for registration, excluding meals, or other fee and may be less than the actual amount of the registration or other fee. No such reimbursement shall be paid to a member if the unit directly paid the registration fee or other charge for the member's attendance.
- B. The Treasurer shall not pay any reimbursement under this rule until:
 - a. Documentation sufficient to substantiate that the charge for registration or other fee was actually paid by or on behalf of the member; and
 - b. The required documentation is received by the Treasurer no later than thirty (30) days following the end of the convention for which reimbursement is authorized.

Adopted 1980; Revised 1984; Amended 1992; Updated to NAP/TSAP Compliance 1998; Amended 2000; Amended 2001; Revised 2002; Revised 2009; Amended 2010; Amended 2011; Amended 2013; Amended 2014; Amended 2023