

MICHIGAN STATE ASSOCIATION OF PARLIAMENTARIANS
STANDING RULES

Standing rules are motions of continuing action adopted by the voting body of the association by majority vote of those present and voting.

Standing rules are adopted to implement provisions of the bylaws and to furnish guidelines of policy and procedures for officers and committees in the performance of their respective duties.

Standing rules may be amended or rescinded by a two-thirds vote without previous notice or by a majority vote with previous notice.

1.0 COLORS

1.1. Green and gold shall be the colors of the Michigan State Association of Parliamentarians.

2.0 MEMORIALS

2.1. The president shall advise NAP headquarters of the death of a member and MSAP shall send, as a memorial, a copy of the current edition of Robert's Rules of Order Newly Revised (hardbound) and Robert's Rules of Order in Brief to the nearest public library or school library in or near the hometown of the deceased member. A sympathy card and this information shall be forwarded to the deceased member's family.

3.0 FINANCE

3.1. President's Pin: The treasurer shall purchase from NAP headquarters the appropriate association president's pin for presentation to the newly elected president at the time of installation.

3.2. Gavels for New Units: An inscribed gavel shall be presented by the president to each new MSAP unit with funds to come from the miscellaneous item of the budget.

3.3. NAP Leadership Conference Participants: The sum of one hundred dollars (\$100.00) each shall be allocated to the NAP Leadership Conference attendees as identified in MSAP Bylaw Article X, Section 2.

3.4. NAP Delegates: MSAP shall reimburse registration fees up to one hundred dollars (\$100.00) to each of the following: president, an association vice-president, and four additional delegates elected by the board of directors. In

addition to the amount allocated for registration fees, MSAP shall reimburse one hundred dollars (\$100.00) each to the president and first vice-president or second vice-president when attending an NAP convention as an MSAP delegate.

3.5. Registration Fee for MSAP Annual Meetings: The set registration fee shall be mandatory for all members regardless of what portion of any event they attend at all MSAP annual meetings.

3.6. Guest speakers at annual meetings and institutes will be met at the arrival point by an officer or person representing the president. Persons meeting guest speakers will be reimbursed for the travel incurred at the rate per mile allowed by the Internal Revenue Code as deductible for the distance from the meeting site to the airport and back or from home to the airport and then to the meeting site, whichever is less.

3.7. Revenue After the Annual Meeting Audit Report is adopted: The host committee (unit) for the MSAP Annual Meeting shall receive from the MSAP Treasurer twenty-five percent (25%) of the net income. When a contingent of Members-at-Large (MAL) serves as the MSAP Annual Meeting host committee, twenty-five percent (25%) of the net income shall be allocated to the MAL delegate fund to defray convention registration for MAL delegates to the NAP biennial convention.

4.0 MINUTES

4.1. President's Review: The recording secretary shall send copies of the minutes of meetings of the executive committee, the board of directors, and MSAP annual meetings to the president and parliamentarian for review within three weeks of any meeting.

4.2. Mailing: The incumbent recording secretary shall prepare notice of the availability of approved minutes of association meetings for inclusion in the newsletter.

4.3. Historian's Copy: A copy of the approved minutes shall be sent to the historian for summarization of significant facts for the historian's report.

5.0 ROSTERS

5.1. Executive Roster: Following the annual meeting in the odd-numbered calendar year, the corresponding secretary shall prepare a roster (names, addresses, telephone numbers, fax numbers, and e-mail addresses as available) for distribution to board members at the summer meeting of the board of directors. The roster will include:

- The elected and appointed officers

- The chairman and members of standing committees
- The chairman and members of the newly elected nominating committee
- The chairman and members of special committees
- The immediate past president
- Newsletter editor
- Parliamentarian
- Proposed dates and locations of subsequent board of directors and association meetings

5.2. Membership Manual: The membership and extension committee shall prepare a membership manual to be distributed to each member no later than October 1st in the odd-numbered years. The membership manual shall include the MSAP membership roster, MSAP Bylaws and Standing Rules, and the Executive Roster. Updates to the membership roster shall be published in the newsletter.

5.3. Historian: A copy of the current membership manual shall be sent to the historian for inclusion in the MSAP History Book.

6.0 HISTORICAL RECORDS

6.1. Photographs of the newly elected officers shall be placed by the historian in the MSAP History Book. The board shall authorize payment for photographs.

6.2. Publicity pertaining to MSAP meetings and educational seminars shall be sent to the historian for the MSAP History Book.

7.0 EDUCATIONAL MATERIALS

7.1. Educational Materials Sales Subcommittee: The chairman of the education committee shall appoint an educational materials sales subcommittee.

7.2. Duties of the Educational Materials Sales Subcommittee: The educational materials sales subcommittee shall

7.2.1. Make educational materials available at all annual meetings and education seminars.

7.2.2. Price all items to include all expenses.

7.2.3. Report all receipts and disbursements and the exact inventory to the education committee chairman. (See MSAP Bylaws Article XI, Section 4D)

7.3. Donated Materials: All parliamentary education books donated to MSAP shall be designated to the care of the education committee chairman.

8.0 MSAP PUBLICATIONS

8.1. Issues: A newsletter shall be published at least three (3) times annually (including any issues mailed prior to or following annual meetings complying with such directives as the "Call of the Meeting" and other notices).

8.2. Publications Committee: A publications committee, with the approval of the president, shall be responsible for preparation and mailing of the Michigan Parliamentarian.

8.3. Content: The purpose of the newsletter shall be:

8.3.1. Promote the objectives of the station association and NAP.

8.3.2. Inform the membership of the progress in the work of the officers and committees.

8.3.3. Provide education information on parliamentary procedure.

8.4. Mailing: A copy of each issue shall be mailed, by postal or electronic mail, to each member. Further copies may be mailed as designated by the editor or the president, e.g., NAP president, district directors, association presidents (in District Four) and the editor of the National Parliamentarian®.

8.5. Subscriptions

8.5.1. Additional subscriptions to the newsletter are available at an annual cost of ten dollars (\$10.00) payable to the editor.

8.5.2. All subscription fees shall be forwarded to the treasurer.

9.0 BYLAWS

9.1. All MSAP members shall be given a copy of the bylaws and standing rules as part of the membership manual. Members of the board of directors shall receive a separate copy of the bylaws and standing rules to be placed in the MSAP Procedures Manual for the position held.

9.2. Additional copies of the MSAP Bylaws shall be made available to members at three dollars (\$3.00) per copy.

10.0 MICHIGAN PROCEDURES MANUAL

10.1. The guidelines set forth in the MSAP Procedures Manual shall be enforced.

10.2. The bylaws and standing rules committee shall review and update the MSAP Procedures Manual as needed.

11.0 UNITS

11.1. Units shall report to each meeting of the board of directors and shall include their current membership status.

11.2. Units shall send copies of current bylaws to the bylaws and standing rules committee for compliance with NAP and MSAP bylaws (See MSAP Bylaws Article XI, Section 2B8).