

**MICHIGAN STATE ASSOCIATION OF PARLIAMENTARIANS
PROCEDURES MANUAL
A Guide for Officers and Committee Chairmen**

**Chartered by the NATIONAL ASSOCIATION OF PARLIAMENTARIANS®
1968**

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PROCEDURES MANUAL

**A GUIDE FOR OFFICERS AND COMMITTEE CHAIRMEN
OF THE
MICHIGAN STATE ASSOCIATION OF PARLIAMENTARIANS**

PURPOSE

The purpose of this procedures manual is to provide guidelines and set forth duties for the officers and committee chairmen who constitute the board of directors.

The procedures are based on the bylaws, special and standing rules, board standing rules, practices, and customs of the Michigan State Association of Parliamentarians (MSAP).

This manual is a revision of the first of such manuals for MSAP introduced in the 1982-administration under the presidency of Leona M. Meyer. The manual will serve its ultimate purpose as it is used and revised to suit the needs of the organization.

Officers and chairmen are urged to study their respective responsibilities as found in this manual and in the bylaws always remembering that the bylaws are the supreme authority. Plans, budget, and schedule of events can easily be forecast by understanding the full scope of an officer's or committee's duties. Projected budgets for committee work should be submitted to the budget-finance committee as early as possible in the administration. The president should be consulted and informed of all committee plans and objectives.

OFFICERS AND COMMITTEE CHAIRMEN

MEETING ATTENDANCE

Officers and committee chairmen are to attend all board of directors meetings and annual meetings. Unavoidable absences shall be reported to the president well in advance of the meeting.

Committee members are to attend meetings of their respective committees and all annual meetings.

COMMITTEE CHAIRMEN

Committee chairmen are to:

1. Contact all members of the committee in writing or personally, reviewing (1) the purpose of the committee and its responsibilities; (2) the schedule of meetings; and (3) the delegation of specific responsibilities. Addresses of committee members, if not supplied, may be obtained from the secretary or the president.
2. Encourage members to contribute suggestions and take an active committee role keeping in mind that future leaders are being trained through committee membership.

EXPENSES

1. All expenses incurred by officers or committee chairmen must be itemized on an expense voucher (see sample on p. 18) and mailed to the treasurer.
2. Payment for expenses will be disbursed by the treasurer only against approved budget items. Overruns must be approved by the board of directors.
3. Expense vouchers are to be received by the treasurer fifteen (15) days prior to the last day in November when the MSAP financial books are closed.

BOARD MEETING REPORTS

Officers and committee chairmen shall prepare a report for each meeting of the board of directors. Each officer and committee chairman shall submit one copy of the report to the president prior to the board meeting. In the event that reports are not submitted to the president in advance the member shall make twenty-five (25) printed copies for distribution at the board of directors meetings.

MSAP ANNUAL MEETING REPORTS

1. Officers and committee chairmen shall prepare one (1) master copy of annual reports and send to the president or as directed by the president for publication in the annual reports booklet.
2. The auditor or auditing committee, the nominating committee chairman, and the historian shall send their reports to the president as directed and read their reports to the annual meeting. The historian's report is amended at the final board meeting and then reprinted for distribution. If any of these members is unable to attend, the report shall be sent to the president.
3. Annual meeting financial reports shall be submitted to the treasurer with a copy to the president within 60 days following the meeting.

FILES

Each officer and committee chairman shall maintain a file of activities that includes copies of letters and reports, a record of expenses, and recommendations that would be helpful to his/her successor.

Officers and committee chairmen are required to transfer all files and the *MSAP Procedures Manual* as quickly as possible at the time of the annual meeting in the odd-numbered calendar year. Other materials and files should be transferred within thirty (30) days after the annual meeting in the odd-numbered calendar year.

FUNDS

All individuals receiving MSAP funds in the form of checks shall transmit such funds to the MSAP treasurer within one week for deposit. Excess monies over expenses as a result of annual meetings, workshops, etc., should be sent as soon as possible.

DUTIES OF OFFICERS

PRESIDENT

BEFORE ELECTION

1. The president must have a good understanding of the MSAP Bylaws, Special and Standing Rules, Board Standing Rules, *MSAP Procedures Manual*, *Robert's Rules of Order Newly Revised*, and the NAP Bylaws before accepting the office.
2. The presidential nominee shall contact members to obtain their consent to serve as board members upon the presidential nominee's election.
3. The presidential nominee shall establish goals and missions for the administration in accordance with the object of the association and funds required to carry such activities to completion.

AFTER ELECTION

The president shall:

1. Call a meeting of the executive committee as soon as possible after election to:
 - A. Approve the presidential appointments.
 - B. Select minutes approval committee for executive committee meetings.
 - C. Determine place and time for the summer board meeting.
2. Accept the MSAP gavel and president's pin from the retiring president.
3. Appoint the following:
 - A. With the approval of the executive committee
 - (1.) Corresponding secretary
 - (2.) Historian
 - (3.) Newsletter editor
 - (4.) Standing committees (chairman and members)
 - B. With the approval of the board of directors, the auditor or auditing committee (preferably from an area in or near the city where the treasurer lives)
 - C. Without approval
 - (1.) Registered or professional registered parliamentarian (keeping the parliamentarian current on meeting expectation prior to meeting)
 - (2.) Annual meeting subcommittees (credentials, standing rules, elections, resolutions, protocol, installing officer)
 - (3.) Special committees (chairman and members)
4. Make an acceptance speech announcing:
 - A. The goals of the new administration.
 - B. The names of the appointees.
5. Maintain a file of activities including copies of correspondence, reports to the board of directors, a record of expenses, and recommendations that would be helpful to a successor, and transfer this file to his/her successor within thirty (30) days after the term ends.

GENERAL DUTIES

The president shall:

1. Preside at all meetings of MSAP, the board of directors, and the executive committee.
2. Review the minutes of the meeting within three weeks of any meeting.
3. Perform duties of the office as specified in the bylaws, special and standing rules, board standing rules, parliamentary authority, and *MSAP Procedures Manual*.
4. Represent MSAP at the NAP Biennial Convention, District Four Conference, NAP Leadership Conference, and NAP Training Conferences.
5. Keep the first and second vice-presidents informed of all MSAP business being conducted by the president and all important NAP business.
6. Be ex officio a member of all committees except the nominating and auditing committees.
7. Be custodian of the MSAP gavel and presidential files.
8. Stay informed of the work of all officers and committee chairmen, checking their progress periodically and reminding them (if necessary) to send the president a copy of all reports and correspondence.
9. Sign contracts in the name of MSAP with the secretary, as authorized by the board of directors or with approval as adopted at annual meetings.
10. Notify the treasurer and membership chairman (in writing) of the acceptance of new NAP members, new registered members (RPs), new professional members (PRP's) and new units.
 - A. Write congratulatory letters to newly registered members and to new units.
 - B. Present an inscribed gavel to each new MSAP Unit at its charter meeting.
 - C. Remind the membership chairman to write letters to new members and to members who resign.
11. Notify the membership and extension committee chairman of those NAP members whose membership is subject to forfeiture.
12. Refer names of prospective members, received from NAP, to the membership and extension committee for follow-up.
13. Sign applications for unit charters.
14. Check with the auditor or auditing committee to assure that the audit report is being prepared for the annual meeting.
15. Make arrangements in advance to attend both the NAP Convention as a delegate from MSAP and the NAP Leadership Conference. If unable to attend, inform the board of directors immediately.
 - A. Up to \$100 of the registration fee to the NAP Convention shall be paid by MSAP for the president. (S.R. 3.4)
 - B. One hundred dollars (\$100) in addition to the registration fee shall be allocated for the president as an MSAP delegate (S.R. 3.4).
 - C. The sum of one hundred dollars (\$100) shall be allocated for the president to attend the NAP Leadership Conference (S.R. 3.3).
16. Inform the first vice-president (who is chairman of the state coordinating committee) of wishes regarding the annual meetings.
 - A. The president invites the NAP representative with the approval of the board of directors.

- B. The district four director should be invited as early as possible; the board of directors shall approve attendance and allowance for expenses.
- 17. Advise NAP headquarters of the death of a member. A sympathy card and this information shall be forwarded to the deceased member's family.
- 18. Maintain an accurate record of expenses and submit expenses in a timely manner to the treasurer.
- 19. Complete all directives from the annual meetings and/or board of directors.
- 20. Prepare a script and/or agenda prior to meetings and meet with the parliamentarian prior to meetings.

BOARD MEETINGS

Summer Meetings of the Board of Directors

The president shall:

- 1. Recognize all newly-elected officers.
- 2. Highlight overall plans for the administration (odd-numbered calendar year).
- 3. Place the following on the agenda for the meeting:
 - A. Approval of a financial institution for the deposit of MSAP funds (odd-numbered calendar year).
 - B. Approval of auditor or auditing committee (odd-numbered calendar year)
 - C. Report of the past local arrangements chairman's annual meeting financial report.
 - (1.) A copy of the report should have been given to the current chairman as soon as it was completed as a guide in planning the upcoming annual meeting.
 - (2.) Since the president works closely with the annual meeting, a copy of this report should be given to the president as well as to the recording secretary for the permanent records.
 - D. Election of delegates and alternates to the NAP Convention (odd-numbered calendar year).
 - E. Discussion regarding candidate for the NAP nominating committee (odd-numbered year).
- 4. Approve dates and places for future board meetings (odd-numbered year).

Fall Meetings of the Board of Directors

The president shall place the following on the agenda for the meeting:

- 1. Approval of a one-year budget (per Bylaws Article IV, Section 2)
- 2. Approval of host unit and place for annual meeting.
- 3. Approval of president's recommendation for NAP representative.
- 4. Approval of attendance of the District Four Director (with or without payment of expenses) for the annual meeting.
- 5. Approval of audit report of the previous annual meeting.
- 6. Appointment of annual meeting subcommittees: Credentials, Standing Rules, Protocol, Resolutions, and (in even-numbered calendar years) Elections.

Winter Meetings of the Board of Directors

The president shall:

- 1. Place the following on the agenda for the meeting:

- A. Audit report
 - B. Discussion regarding nominations for district directors in the odd-numbered calendar year.
 - C. Approval of annual meeting registration fees.
 - D. Approval of annual meeting budget.
 - E. Amendment of MSAP budget if necessary.
2. Instruct officers and committee chairmen (in last year of the term) to make recommendations for their successors to be put in the office or committee file along with a copy of the annual report.
 3. Instruct officers and committee chairmen (in the odd-numbered calendar year) to be prepared to turn over the *MSAP Procedures Manual* and all files belonging to their respective position at the time of the annual meeting.

Spring Meetings of the Board of Directors

The president shall:

1. Place the following on the agenda for the meeting
 - A. Historian's report.
 - B. Audit (odd-numbered years).
 - C. Appointment of Minutes approval committee for the final meeting of the board of directors (odd-numbered years).

Annual Meeting

The president shall:

1. Prepare a written agenda with the assistance of the parliamentarian.
2. Appoint a minutes approval committee for the annual meeting.
3. Discuss overall plans with the first vice-president who is chairman of the state coordinating committee (SCC) and the local arrangements chairman.
 - A. Inform the SCC chairman of wishes regarding the meeting.
 - B. Keep in close touch with the committee to coordinate plans as outlined under the state coordinating committee procedures.
 - C. Appoint subcommittees as necessary for the annual meeting.
4. Remind members of the SCC that the local arrangements chairman or someone appointed by the SCC should be the sole person for all contacts with the hotel.
5. With the approval of the board of directors, request an NAP representative to participate in the annual meeting and to share information and promote NAP activities and programs.
 - A. The invitation must be directed to the NAP president and approved by that officer; NAP pays for round trip transportation from the official NAP representative's home to the arrival city. Upon arrival, all transportation to and from the arrival city airport, lodging, and meal costs are absorbed by MSAP.
 - B. As a courtesy, the district director should also be invited and given a brief time on the program.
6. Issue the Official Call to the Annual Meeting in the first quarter issue of the *Michigan Parliamentarian*—at least thirty (30) days prior to the date of the annual meeting. (Bylaws Article V, Section 5, A3)

7. Check that bylaws and/or standing rules amendments and a list of the nominees for offices are prepared for the first quarter issue of the *Michigan Parliamentarian* and that all notice requirements are met.
8. Prepare the program for the annual meetings well in advance. Arrange for its publication.
9. Check that all annual meeting responsibilities and seating arrangements have been made by the committee using proper protocol. Ascertain that persons have been notified of seating arrangements, etc.
10. Consult with the presidential nominee regarding the installation ceremony and the installing officer.
11. Approve the seating arrangements on the dais at the head table; when necessary, request seating diagrams.
12. Arrange for a reception line following installation for the newly-elected officers.
13. Arrange for a memorial service to be held sometime during the annual meeting if one is warranted to honor members who have passed during the past year.

DUTIES OF OFFICERS

FIRST VICE-PRESIDENT

The first vice-president, in addition to being a close consultant and assistant to the president, shall:

1. Act in an advisory capacity to the president.
2. Perform the duties of the president in the absence of the president. In the absence of the president, ex-officio responsibilities and appointive powers may not be assumed.
3. Succeed to the office of president for the unexpired term in the event of a vacancy in that office.
4. Serve as chairman of the state coordinating committee (SCC), making an oral report to the president after each meeting of the committee at which the president was not present. (See State Coordinating Committee.)
5. Periodically review MSAP bylaws, special and standing rules, board standing rules, and *MSAP Procedures Manual*.
6. Submit a written report to each meeting of the board of directors and to annual meetings.
7. Represent MSAP at the NAP Convention and attend the NAP Leadership Conference when possible. If unable to attend, inform the president immediately.
 - A. Up to \$100 of the registration fee to the NAP Convention shall be paid by MSAP for the first vice-president. (S.R. 3.4)
 - B. One hundred dollars (\$100) in addition to the registration fee shall be allocated for the first vice-president as an MSAP delegate. (S.R. 3.4)
 - C. The sum of one hundred dollars (\$100) shall be allocated for the first vice-president to attend the NAP Leadership Conference. (S.R. 3.3)
8. Maintain an accurate record of expenses and submit expenses to the treasurer in a timely manner.

N DUTIES OF OFFICERS

SECOND VICE-PRESIDENT

The second vice-president shall:

1. Serve as the chairman of a standing committee by appointment of the president. (Bylaws Article V, Section 5, C1)
2. Perform the duties of the president in the absence of the president and the first vice-president. (Bylaws Article V, Section 5, C2) Ex-officio responsibilities and appointive powers may not be assumed by the second vice-president.
3. Periodically review MSAP bylaws, special and standing rules, board standing rules, and *MSAP Procedures Manual*.
4. Serve as a member of the state coordinating committee (SCC) when serving as chairman of the education committee.
5. Submit a written report to each meeting of the board of directors and to annual meetings.
6. Represent MSAP at the NAP Convention when attending in place of the first vice-president. If unable to attend, inform the president immediately.
 - A. Up to \$100 of the registration fee to the NAP Convention shall be paid for the second vice-president when attending in place of the first vice-president. (S.R. 3.4)
 - B. One hundred dollars (\$100) in addition to the registration fee shall be allocated when attending as an MSAP delegate in place of the first vice-president. (S.R. 3.4)
7. Attend the NAP Leadership Conference when possible. Inform the president immediately when unable to attend. The sum of one hundred dollars (\$100) shall be allocated for the second vice-president to attend the NAP Leadership Conference. (S.R. 3.3)
8. Maintain an accurate record of expenses and submit expenses to the treasurer in a timely manner.

DUTIES OF OFFICERS

RECORDING SECRETARY

The recording secretary shall:

1. Record the proceedings of all MSAP membership meetings, board of directors meetings, and executive committee meetings, and be custodian of the records of MSAP during the term of office. (Bylaws Article V, Section 5, DI)
 - A. Number main motions consecutively in each administration with separate listings for each body.
 - B. Tape recording may be used as support in preparing minutes; a transcription of the recording may not be used as the minutes themselves. (per *RONR* p. 471)

Executive Committee and Board of Directors Meetings Minutes

- (1.) Copies of the minutes of meetings of the executive committee and the board of directors shall be sent by the secretary to the president and the parliamentarian for review within three (3) weeks of any meeting. (S.R. 4.1)
- (2.) One copy of the board minutes shall be sent to the corresponding secretary for duplication and inclusion with the notice of the next board meeting.
- (3.) Minutes of the final meeting of the board of directors (in the spring of the odd- numbered years) shall be approved by a minutes approval committee appointed by the president from the members of the board.

Annual Meetings

- (1.) Copies of the minutes of MSAP annual meetings shall be sent to the president and parliamentarian within three (3) weeks for review. A copy of the MSAP minutes of the annual meeting in the odd-numbered years shall be sent to the immediate past president and immediate past parliamentarian for review.
 - (2.) After review by the president and parliamentarian, and the immediate past president and immediate past parliamentarian in the odd-numbered years, the secretary shall send the minutes to the minutes approval committee (see page 12 for directions).
 - (3.) Notice of the availability of the approved minutes shall be prepared by the incumbent recording secretary for inclusion in the first available all-member mailing (Michigan Parliamentarian). (S.R. 4.2)
 - (4.) Provide a copy of approved minutes to the historian. (S.R 4.3)
2. Have pertinent supplies available at meetings including, but not limited to, motion forms, blank ballot forms, and minutes from the past two (2) years.
 3. Be the custodian of the charter, bylaws, standing and special rules, and all records not specifically assigned to other members.
 4. Submit a written report to the association at its annual meetings.
 5. Prepare the annual report of the board of directors for the approval of the board before being submitted to the annual meeting.
 - A. Summarize all important actions of the board between meetings of the association.

- B. Sign the report with the president.
6. Notify NAP headquarters of the names and addresses of newly elected MSAP officers immediately following their election. (Bylaws Article V, Section 5, D3)
 7. Maintain an accurate record of expenses and submit expenses to the treasurer in a timely manner.
 8. Perform the duties of the corresponding secretary when necessary. (Bylaws Article V, Section 5, D2)
 9. Request authorization from the Board of Directors for the binding of minutes when necessary.
 10. Provide for the binding and placement of minutes in the archives located at the Michigan State Library in Lansing, Michigan when authorized by the board of directors.

MINUTES APPROVAL COMMITTEE

In organizations that hold meetings less often than quarterly, a committee should be authorized (given power) to approve the minutes. This does not prevent the assembly from making additional corrections, treating the minutes as having been previously approved (*Amend Something Previously Adopted*).

The procedural mechanics for approving minutes via the minutes approval committee are not detailed in *Robert's Rules of Order Newly Revised*. Each organization decides what works for them to accomplish the best method. The following procedure (with some minor variations) has been implemented by many organizations:

1. The secretary sends each member of the committee (the president is ex officio) a draft of the minutes.
2. A sheet for indicating corrections is sent to each member of the committee with the draft. (See sample form on p. 13)
3. Committee members are asked to send their corrections to the chairman of the committee; the secretary's draft is sent **ONLY** if the correction can be explained better on the draft itself.
4. The committee chairman consolidates the corrections on one sheet and returns it to the secretary.
5. The committee chairman is sent a **MINUTES APPROVAL FORM** that is sent on to each member of the committee for signature and date of signing (secretary should provide form).
6. The secretary attaches the signed/dated **MINUTES APPROVAL FORM** to the minutes.
7. Members receive a copy of the minutes; usually, the secretary reports the disposition of the minutes at the next board meeting, annual meeting, or convention—as applicable.

Suggestion: Stamped, addressed envelopes should be prepared by the secretary for the convenience of the minutes approval committee. (Secretary submits bill for reimbursement.)

MICHIGAN STATE ASSOCIATION OF PARLIAMENTARIANS

MINUTES APPROVAL

ANNUAL MEETING

DATE: _____

PLACE: _____

The minutes of the Annual Meeting of the Michigan State Association of Parliamentarians held on (date[s]) are approved.

Minutes Approval Committee:

Committee Chairman

Date

Committee Member

Date

Committee Member

Date

DUTIES OF OFFICERS

TREASURER

FUNDS

The treasurer shall:

1. Be custodian of all funds of MSAP (Bylaws Article V, Section 5, E1); funds shall be deposited in a financial institution approved by the board of directors.
 - a. The treasurer shall obtain new bank signature cards as well as other new forms required by the bank and have them available immediately after new officers are elected for all existing accounts, subject to the continuance of funds at the same institution. If accounts are approved at new institutions, the treasurer shall be responsible for obtaining the appropriate signature cards. The treasurer and the president shall be the authorized signers on all MSAP accounts. Only one signature is required on checks.
 - b. Investment certificates shall be purchased at federally insured institutions recommended by the budget-finance committee and approved by the board of directors. The president, first vice-president, and treasurer shall be the authorized signers. Only one signature is required on investment certificates.
2. Prepare a deposit reconciliation form for each deposit showing the breakdown of the deposit by chart of accounts line item.
3. Deposit all dues and other monies for MSAP within two (2) weeks of receipt.
4. Disburse funds by check on receipt of an expense voucher (see sample form on p. 18), with a receipt attached for either materials or services, signed by the individual responsible for the voucher. The budget account to be charged shall be indicated on the voucher.
 - a. An initial number of expense voucher forms, with the treasurer's address, are to be supplied to each board member.
 - b. Funds are to be disbursed for budgeted items only upon approval as provided in the following two paragraphs. (Bylaws Article VIII, Section 5, A and B)
 - c. Proposals concerning expenditures of funds not provided in the adopted budget shall require a two-thirds vote of members present (board of directors) or no fewer than five (5) whichever number is greater. (Bylaws Article VIII, Section 5, A)
 - d. A vote by mail is authorized when necessary. Proposals concerning expenditures of funds not provided for in the adopted budget shall require a two-thirds vote of the entire board for adoption. (Bylaws Article VIII, Section 5, B) A report of any action taken by mail shall be verified and made a part of the minutes at the next meeting of the board.
5. Pay authorized lodging, meals, and other approved travel expenses for the NAP Representative in conjunction with the MSAP Annual Meeting.
6. Notify officers and committee chairmen by letter with a copy to the president when budgets have been exhausted.
7. Inform the board of directors of the status of the budget at each meeting.

8. Note that the end of the fiscal year is the last day of November; expense vouchers are to be received fifteen (15) days prior to the **end of the fiscal year**.

DUES

Annual dues (January 1- December 31) for MSAP unit members and affiliate members are \$15. Annual dues for MSAP members-at-large are \$25. Honorary and life members are excused from paying dues. (Bylaws Article IV, Section 1, A). Students who meet NAP criteria for student dues reduction shall be charged \$10 annual dues.

The treasurer shall:

1. Be responsible for verifying the membership roster, sent from NAP headquarters, of names, addresses, and membership classification with the current state dues for each classification, and return to NAP headquarters by October 1 (bylaws Article IV, Section 8, A).
2. Receive checks from NAP on a quarterly basis covering MSAP dues collected during the respective period with a list of members who have paid both NAP and MSAP dues; Retain and file such documents.
3. Receive from NAP a list of members delinquent in dues payment as of February 1 and send it to the membership committee chairman for follow-up.
4. Receive from NAP a list of members who have forfeited NAP and MSAP membership by not paying dues by March 1 and send it to the membership committee chairman and the president for follow-up.

The membership chairman shall keep the president and treasurer informed.

RECORDS

The treasurer shall:

1. Keep a monthly accounting of the funds of MSAP and submit a written financial report to each member of the board of directors at each of its meetings. (Bylaws Article V, Section 5, E6) Copies of financial reports shall be submitted to the auditor or chairman of the auditing committee.
2. Reconcile the check register to the bank statement monthly.
3. Use a spreadsheet or electronic financial software application to account for the breakdown of each bank deposit and each expenditure to the appropriate chart of accounts line item.
4. Establish a file of membership dues payments, maintaining all lists received from NAP.
5. Maintain a journal of all investments of MSAP (e.g., money-market certificates); the journal shall show the amount of the original investment, the rate of interest, the amount of interest earned each quarter, and the date of maturity. The treasurer shall notify the chairman of the budget-finance committee at least six (6) months prior to the maturity of any investment.
6. Deliver all financial records (checkbook, bank statements, investment records, dues journal) to the auditor or the chairman of the auditing committee appointed by the president after the end of the fiscal year; the treasurer shall arrange for the pickup of the delivered records within two weeks.

7. Submit the audited annual report to the annual meetings of MSAP.
8. Submit the financial records as noted above to the auditor or chairman of the auditing committee for a special audit when requested by the board of directors.

GENERAL

The treasurer shall:

1. Be a member of the budget-finance committee and provide information to assist the committee in preparing a budget. (Bylaws Article V, Section 5, E2)
2. Purchase from NAP headquarters the appropriate association president's pin for presentation to the newly-elected president at the time of installation. (S.R. 3.1)

**MICHIGAN STATE ASSOCIATION OF PARLIAMENTARIANS
EXPENSE VOUCHER**

SUBMIT RECEIPTS WITH VOUCHER

Date: _____

Pay To:

Name

Office or Committee

Address

City, State, Zip

FOR: Describe: e.g., postage, printing, stationery, etc.)

Total Amount \$ _____

Signature

Approved by (when other than officer or committee chairman)

SUBMIT TO THE MSAP TREASURER

Name _____ Phone: _____

Address _____

City, State, Zip _____

.....

For Treasurer's Use

Date Approved: _____ **Voucher Number:** _____

Payment Made: _____ **Check Number:** _____

Charge Budget Account: _____

MICHIGAN STATE ASSOCIATION OF PARLIAMENTARIANS

DEPOSIT VOUCHER

FROM:

Name

Office or Committee

Address

City, State, Zip

FOR: Describe and indicate appropriate chart of accounts line item #

Total amount \$ _____

Signature

SUBMIT TO THE MSAP TREASURER

Name Phone:

Address

City, State, Zip

.....

For Treasurer's Use

Budget Account #: _____

DUTIES OF OFFICERS

DIRECTORS

The directors shall:

1. Assume chairmanship or other responsibility assigned by the president and approved as provided in the bylaws.
2. Assume other duties assigned to the office by the bylaws, the special and standing rules, the board standing rules, and by the board of directors.

DUTIES OF OFFICERS

CORRESPONDING SECRETARY

The corresponding secretary shall:

1. Conduct all correspondence (by mail or electronic mail) as directed by MSAP, the board, and/or the president (Bylaws Article V, Section 5, G1) to include:
 - A. Approved minutes sent to the immediate past-president and to the newly elected president.
 - B. Approved minutes sent by the incumbent corresponding secretary to the incumbent board members who are continuing on the board of directors with the notice of the next board meeting.
 - C. Approved minutes sent by the incumbent corresponding secretary to the incumbent board members who are not continuing on the board of directors.
 - D. The proposed budget sent to the members of the board with the call of the meeting in order to expedite its consideration.
 - E. General routine correspondence: retain one copy and send one copy of all correspondence to the president.
 - F. Thank you notes – speakers and participants at meetings and education programs from a list supplied by the president or first vice-president.
 - G. Other notices or cards (such as congratulatory, get-well, and sympathy) as directed by the president, board of directors, or executive committee.
2. Send notices in advance of the following meetings as provided in the bylaws: (Bylaws Article V, Section 5, G3)
 - A. Special membership meetings 30 days
 - B. Regular board of directors meetings 15 days
 - C. Special board of directors meetings 7 days
 - D. Executive committee meetings 3 days
3. Maintain an accurate list of members, their addresses, and telephone numbers (Bylaws Article V, Section 5, G2); e-mail addresses should be included.
4. Prepare at the beginning of each administration a roster (names, addresses, telephone numbers, and e-mail addresses) for distribution to board members preferably at the summer meeting of the board of directors but not later than October 1 of the odd numbered years. The roster is to include:
 - A. Elected and appointed officers
 - B. Chairmen of standing committees
 - C. Chairman and members of the newly-elected nominating committee
 - D. The immediate past president, unit presidents (or representatives), parliamentarian, and ex officio members together with the proposed dates and locations of subsequent board of directors and association meetings. (S.R. 5.1)

DUTIES OF OFFICERS

HISTORIAN

The historian is an appointed officer, appointed by the president and approved by the executive committee.

The historian shall:

1. Keep a graphic record of the association in a history book during each administration. The history book shall contain:
 - A. Photographs of the newly-elected officers. If possible, a picture of the board in each administration would add to the record.
 - B. Photographs of special guests.
 - C. Programs of all annual meetings, educational presentations, and specially hosted or sponsored events.
 - D. A membership list for each year of the administration.
 - E. Copies of the *Michigan Parliamentarian*.
2. Prepare a written report (narrative account) of the MSAP activities. The board of directors shall approve the report to be presented to the annual meeting for adoption as the legal history of MSAP for that year. This report must contain the following information:
 - A. Membership as of the reporting date, noting gains or losses (new members, resignations, forfeits, transferred members, and deaths.)
 - B. Highlights of special events of MSAP.
 - C. Highlights of special events in units, as reported by unit presidents or representatives or as recorded in the minutes of the board of directors and the association.
3. Encourage units to keep an up-to-date history of the unit and to submit a copy to the historian for the history book.
4. Maintain the history books of MSAP and display them on a special table at the annual meetings.

DUTIES OF OTHER APPOINTEES

PARLIAMENTARIAN

The parliamentarian appointed by the president shall be a registered or professional registered member of the National Association of Parliamentarians and a member of MSAP.

The parliamentarian serves MSAP in an advisory capacity on parliamentary procedure.

As a member of MSAP, the parliamentarian retains all privileges of membership but does not use the position to influence the membership. The acceptance of the office of parliamentarian places unique responsibilities on the performance of duties in association meetings.

The parliamentarian is not a member of the board of directors or of the executive committee but serves both bodies in an advisory capacity to the president and the members.

The parliamentarian may be appointed ex officio to committees and is available to all committees on request.

The parliamentarian shall perform other duties as requested by the president.

DUTIES OF OTHER APPOINTEES

AUDITOR OR AUDITING COMMITTEE

The president shall appoint an auditor or auditing committee with the approval of the board of directors. (Bylaws Article V, Section 5, A2a)

As soon as possible after the end of the fiscal year (the last day of November), the auditor or auditing committee shall obtain the following financial records from the treasurer:

1. The ledger
2. The checkbook and canceled checks if provided by the bank
3. All paid disbursement vouchers
4. The bank statements covering all transactions through November
5. The bank statements showing transactions of the investment account(s)
6. Copies of all of the treasurer's reports including the annual report ending on the last day of November
7. The statements from NAP regarding MSAP dues collected

The auditor or auditing committee shall:

1. Audit and verify by signature the annual report of the treasurer.
2. Audit and sign ledger entries.
3. Audit the dues statements from NAP against ledger entries.
4. Check the educational materials consignments and reconcile ledger entries.
5. Audit the investment account(s) for proper interest paid.
6. Submit all audit reports to MSAP at the annual meeting using the model on page 25 of this manual.
 - A. Copies of the reports shall be submitted to the MSAP president prior to the annual meeting.
 - B. Copies of all audit reports shall be retained in a file by the auditor to be given to the incoming auditor.
7. Audit the final report of the annual meeting financial controller following the annual meeting. Copies of the audited annual meeting reports shall be given to the state coordinating committee chairman to be retained and given to the incoming state coordinating committee chairman.

**MICHIGAN STATE ASSOCIATION OF PARLIAMENTARIANS
AUDIT REPORT**

December 1, 20__ through November 30, 20__

The Auditor (Auditing Committee) has examined the financial records for the fiscal year (see above) in compliance with the bylaws, standing rules, and procedures manual and reports as follows:

The audited balance as of December 1, 20__	\$ _____
Total receipts as of November ____, 20__	\$ _____
Total disbursements as of November ____, 20__	\$ _____
Closing balance as of November ____, 20__	\$ _____

All receipts, deposits, vouchers, and disbursements have been accounted for and validated.

INVESTMENT ACCOUNT (# _____)

Value of account as of December 1, 20__	\$ _____
Interest accrued	\$ _____
Total value as of November ____, 20__	\$ _____

Comments and/or recommendations:

1. _____
2. _____
3. _____

(Optional) The auditor (auditing committee) commends the treasurer for accuracy and completeness of records submitted for review.

The auditor (auditing committee) certifies that the records of the treasurer are correct as of November ____, 20__.

Auditor/Chairman Auditing Committee

Attachments:

1. Audited annual report of the treasurer.
2. Copy of reconciled bank statement of checking account.
3. Copy of bank statement of investment account.

DUTIES OF COMMITTEES

BYLAWS AND STANDING RULES COMMITTEE

The bylaws and standing rules committee shall be composed of at least three (3) members appointed by the president and approved by the executive committee.

The MSAP bylaws and standing rules committee shall also serve as the bylaws and standing rules committee of the board of directors. (Bylaws Article XI, Section 2, A) The chairman, with the approval of the president may appoint additional members to serve on subcommittees. (Bylaws Article XI, Section 1, D)

The bylaws and standing rules committee shall:

1. Consider, edit, and/or correlate such bylaw amendments as it may originate and as are referred to it by the board, unit, or individual members. (per Article XI, Section 2, B1) Amendments must be submitted to the bylaws and standing rules committee at least 60 days prior to the annual meeting.
2. Verify that proposed bylaw amendments are not in conflict with the NAP bylaws.
3. Deliver to the president the proposed bylaw and/or standing rule amendments for publication with the call of the meeting in the *Michigan Parliamentarian*. An accepted parliamentary format shall be followed.
4. Submit to the newsletter editor the adopted MSAP bylaw and/or standing rule amendments for publication in the *Michigan Parliamentarian* in the post-meeting issue.
5. Present to the MSAP annual meeting and publish in the *Michigan Parliamentarian* changes to the bylaws and standing rules required by amendments made in the NAP bylaws.
6. Provide up-to-date copies of the MSAP bylaws and standing rules to the membership as directed by the board of directors. Additional copies are available for sale to MSAP members at \$3 per copy. (S.R. 9.1)
7. Review and update the *MSAP Procedures Manual* as needed.
8. Maintain a file of MSAP unit bylaws and review them periodically for compliance with NAP and MSAP bylaws.
9. Send a copy of the current MSAP bylaws to NAP headquarters. (Bylaws Article XI, Section 2, B9)

DUTIES OF COMMITTEES

MEMBERSHIP AND EXTENSION COMMITTEE

The membership and extension committee shall be composed of at least three (3) members appointed by the president and approved by the executive committee.

The membership and extension committee shall:

1. Maintain an accurate record of MSAP membership. A roster of MSAP membership prepared by the treasurer, based on the payment of dues, shall be sent to the membership chairman. If not received by the summer meeting of the board of directors, the chairman shall request such a roster.
2. Contact members whose membership is subject to forfeiture. Such information shall be forwarded by the president.
3. Write a letter of congratulations to each new NAP/MSAP member upon notification with a copy to the president.
4. Maintain a supply of current NAP membership application forms.
 - A. Be familiar with the requirements for membership in NAP.
 - B. Send letter and instructions on obtaining the NAP membership application from the NAP web site to those requesting them.
 - C. Offer help in studying or monitoring if needed or find someone who can assist.
5. Follow up on persons seeking membership information who have been referred to the president by NAP headquarters.
6. Send all changes of address to NAP headquarters (receiving changes from the treasurer or president).
7. Submit a written report at all MSAP board meetings and an annual report to the MSAP annual meeting.
8. Promote retention and extension of membership.
9. Assist in the formation of new units through study groups.
10. Maintain an accurate record of expenses and submit expenses to the treasurer in a timely manner.
11. Complete any assignments given by the president, board of directors, and/or from the annual meeting body.

DUTIES OF COMMITTEES

EDUCATION COMMITTEE

The education committee shall be composed of at least three (3) members appointed by the president and approved by the executive committee. (Bylaws Article XI, Section 4A)

The education committee shall:

1. Be responsible for MSAP sponsored educational programs on parliamentary procedures such as seminars, workshops, institutes, clinics, etc.
2. Encourage educational programs throughout the state and offer any assistance requested in this regard by a member or unit.
3. Encourage and offer, when feasible, programs in preparation for the NAP examination for membership.
4. Submit to the *Michigan Parliamentarian* **at least once a year** educational feature articles to stimulate interest in parliamentary procedure.
5. Submit a written report at all board and MSAP meetings.
6. Be responsible for the sale of educational materials at educational conferences sponsored by MSAP, and when otherwise requested with the approval of the board of directors.
 - A. An educational materials sales subcommittee composed of members of the education committee shall be in charge of all educational materials.
 - B. Educational materials shall be purchased from NAP on a consignment basis for workshops and at such other times as deemed necessary by the board of directors.
 - C. The chairman of the educational materials sales subcommittee shall:
 - (1.) Be responsible for ordering all materials at least three weeks prior to the event.
 - (2.) Upon receipt of materials, check the shipment and, if in conformance with the shipping form, submit to the treasurer the original shipping form with a copy to the education committee chairman.
 - (3.) Forward income received from the sale of materials to the treasurer as soon as possible for deposit in the MSAP account.
 - (4.) Keep a record of consignment materials ordered, those returned to NAP, and the income realized, providing the education committee chairman and treasurer with appropriate documentation.
 - (5.) Be aware that the discount from NAP applies only if unsold materials are returned within thirty (30) days of the meeting/workshop.
 - (6.) Provide NAP order forms for the purchase of educational materials as a service to the members.
7. The chairman of the education committee shall be a member of the state coordinating committee making proper provisions for educational features and shall:
 - A. Consult with the president regarding the attendance of an NAP representative and the district four director at the annual meeting.
 - (1.) The president requests the NAP representative with the approval of the board of directors.
 - (2.) The president invites the district four director with the approval of the board of directors.

- B. Make recommendations to the president for the educational and program features at the annual meeting by agreement of the education committee.
- C. Conduct correspondence with the approved speakers regarding their contributions to the educational program. Honorariums may be offered only after approval of the budget by the board of directors.
- D. Coordinate with other committee chairmen when the program interfaces with another committee.
- E. Arrange with the local arrangements committee chairman for space for the sale of approved parliamentary materials. Assume responsibility for all materials.
- F. Arrange with the local arrangements committee chairman for equipment needs for presenters of educational programs.

DUTIES OF COMMITTEES

PUBLIC RELATIONS COMMITTEE

The public relations committee shall be composed of at least two (2) members appointed by the president and approved by the executive committee. (Bylaws Article XI, Section 5, A)

The public relations committee shall:

1. Acquaint the general public with the functions and services of MSAP and NAP, subject to the approval of the board of directors.
2. Prepare publicity statements for release at the time of meetings and educational programs of MSAP. (Bylaws Article XI, Section 5, Bl.)
3. Prepare articles for the *Michigan Parliamentarian* and the *National Parliamentarian*[®] relating to activities of MSAP.
4. Assist the state and the local units in promoting activities and workshops.
5. Coordinate the publicity for the annual meeting by:
 - a. preparing and mailing news releases for all newspapers, radio and television stations in the area of the annual meeting.
 - b. enlisting the support of the local arrangements chairman or the member of the committee in the geographical area of the meeting for local personal contacts.
 - c. preparing a general news release for distribution at the annual meeting to unit presidents for release to local newspapers in their community.
6. Submit a written report at all board of directors meetings and an annual report at the MSAP annual meeting.
7. Maintain an accurate record of expenses and submit expenses to the treasurer in a timely manner.

The chairman of the public relations committee shall be a member of the state coordinating committee (Bylaws Article XI, Section 5, C) and shall:

1. Prepare publicity releases for annual meetings and educational programs of MSAP.
2. Send publicity on MSAP to the webmaster for posting on the web site.
3. Prepare flyers for distribution that advertise and promote scheduled programs.
4. Prepare a list of organizations and individuals for mailing of flyers.
5. Provide flyers and publicity to all units of MSAP for distribution.
6. Provide information to the webmaster in a timely manner.

DUTIES OF COMMITTEES

BUDGET-FINANCE COMMITTEE

The budget-finance committee shall be composed of at least three (3) members (including the treasurer) appointed by the president and approved by the executive committee. The first vice-president shall be an ex-officio member. (Bylaws Article XI, Section 6A)

The treasurer shall be a member of the budget-finance committee and provide information to assist the committee in preparing a budget. (Bylaws Article V, Section 5, E2)

The budget-finance committee shall:

1. Review the finances of MSAP and make recommendations to the board of directors at any of its meetings.
2. Prepare a one-year budget for presentation to the board of directors for consideration at the Fall board of directors meeting. The corresponding secretary shall mail the proposed budget to the board members with the call of the fall meeting.
3. Advise all officers and committee chairmen of the funds remaining in their budget at all meeting of the board of directors. Officers and committee chairmen may request an amendment to their budget.
4. Administer and review all investment accounts and make timely recommendations to the board of directors.

*Investment Account(s)

Purpose: To generate interest at the best market rate available (such as certificates of deposit).

The budget-finance committee shall monitor the account(s) and recommend any changes in the account(s) at the meeting of the board of directors prior to maturity dates.

*The board of directors shall approve the terms of the investment (number of months or years).

CHART OF ACCOUNTS

Revenues

Revenue Account #	Account Name and Description
<i>Annual Meeting</i>	
201100	Income - Annual Meeting
<i>Administration</i>	
202100	Dues
202200	Income – Lunch/Board Meetings
202300	Interest - Checking Account(s)
202400	Interest – Investment
202500	Sales – Educational Materials
202600	Workshops – Extension
202700	Workshops – Youth
202800	Youth Scholarship
202900	Miscellaneous
<i>Prior Term</i>	
203100	Prior Term Funds

Expenses

Expense Account #	Account Name and Description
<i>Committees</i>	
401100	Awards Committee Expenses
401200	Bylaws and Standing Rules Committee Expenses
401300	Education and Workshop Extension Expenses
401400	Membership Committee Expenses
401500	Public Relations Committee Expenses
401600	Publications/Newsletter Committee Expenses
401700	Youth Committee Expenses
401800	Other Committee Expenses
<i>Administration</i>	
501100	Binding of Minutes
501200	Educational Materials
501300	Lunch/Board Meeting Expenses including coffee
501400	Postage

501500	Printing
501600	Supplies
501700	President's Pin/Installation
502100	Membership Manual Expenses
502200	Web Site – Updates and Service
<i>NAP Events</i>	
503100	Leadership Conference Registration (3)
503200	NAP Delegates Registration (8)
503300	NAP Officer Registration (2)
503400	National Reception Expenses
<i>Annual Meeting</i>	
601100	Annual Meeting/Host Unit
601200	Annual Meeting – NAP Representative
<i>Miscellaneous</i>	
602100	Youth Scholarships
603100	Miscellaneous Expenses
604100	Prior Term Expenses

DUTIES OF COMMITTEES

YOUTH COMMITTEE

The youth committee shall be composed of at least five (5) members appointed by the president and approved by the executive committee. (Bylaws Article XI, Section 8A)

The youth committee shall:

1. Promote the formation of new Youth Groups and the retention of existing Youth Groups in Michigan.
2. Arrange for competition judges for student organizations.
3. Coordinate statewide MSAP Youth Group events and activities.

The chairman of the youth committee shall:

1. Serve as a member of the board of directors.
2. Submit a written report at all board of directors meetings and an annual report at the MSAP Annual Meeting.
3. Maintain an accurate record of expenses and submit expenses to the treasurer in a timely manner.

DUTIES OF COMMITTEES

PUBLICATIONS COMMITTEE

The publications committee shall be composed of at least two (2) members, including the newsletter editor, appointed by the president with the approval of the executive committee.

The purposes of the *Michigan Parliamentarian* are to:

1. Promote the objectives of the state association and NAP.
2. Inform the membership of the progress in the work of the officers and committees.
3. Provide educational information on parliamentary procedure.

The newsletter editor shall:

1. Study the file received from the former editor. The file should contain the editor's annual report, an up-to-date mailing list (a card file may be established), and past issues of the *Michigan Parliamentarian*.
2. Establish a schedule showing required information for publication plus feature articles. Members of the board shall be scheduled to contribute articles for publication. The editor shall establish a deadline for the receipt of articles. The editor shall mail a copy of the publication to the president for review.
3. Publish the *Michigan Parliamentarian* at least three (3) times annually (including issues mailed prior to or following the annual meeting and complying with such directives as the "Call of the Meeting" and other notices).

The publications committee shall publish the *Michigan Parliamentarian* as follows:

1. No later than 30 days prior to the annual meeting. This issue shall contain the "Call to the Annual meeting," proposed amendments to the governing documents, and (in the odd-numbered calendar year) nominations for office.
2. No later than 45 days following the summer board meeting. This issue shall contain notice of availability of annual meeting minutes upon request to the recording secretary and (in the odd-numbered calendar year) a list of elected and appointed officers and standing committees.
3. No later than 45 days following the fall board meeting. This issue shall contain reports of delegates to the NAP Convention (in the year of the Convention).
4. Be responsible, with the approval of the president, for preparation and distribution of the *Michigan Parliamentarian*.
5. Mail or email copies of the *Michigan Parliamentarian* to (S.R. 8.4):
 - A. MSAP members
 - B. NAP officers
 - C. District Four Director and association presidents and unchartered area chairmen (within the district)
 - D. *National Parliamentarian*[®] editor

Additional subscriptions to the *Michigan Parliamentarian* are available at an annual cost of \$10 paid to MSAP and sent to the editor.

DUTIES OF COMMITTEES

AWARDS COMMITTEE

The awards committee shall be composed of at least three (3) members appointed by the president and approved by the executive committee. (Bylaws Article XI, Section 9A)

The awards committee shall:

1. Propose the names of the awards.
2. Determine the criteria and deadline for achieving the awards.
3. Evaluate the returned application forms.
4. Present the awards at the MSAP annual meeting.

The chairman of the awards committee shall:

1. Serve as a member of the board of directors.
2. Coordinate with the president the awards presentation at the MSAP annual meeting.
3. Submit a written report at all board of directors meetings and an annual report at the MSAP annual meeting.
4. Maintain an accurate record of expenses and submit expenses to the treasurer in a timely manner.

DUTIES OF COMMITTEES

NOMINATING COMMITTEE

A nominating committee of three (3) members shall be elected by ballot for a two-year term at the annual meeting held in the odd-numbered calendar year. (Bylaws Article VI, Section 1, A)

1. The nominating committee chairman shall:
 - A. Initiate arrangements for a meeting of the committee no later than September 15 of the even-numbered calendar year to establish procedures for the committee.
 - B. Make arrangements for a final meeting after January 1st of the odd-numbered calendar year to consider the members proposed for office by the membership and by members of the committee.
2. The nominating committee shall:
 - A. Send a letter to each unit and to each member-at-large prior to October 1 of the even-numbered year informing them of the offices to be filled and requesting the names of members for consideration by the committee.
 - (1.) A form (see sample form on p. 36) may be enclosed with the letter—several forms to units—for the listing of qualifications for a specific office. Also enclose a consent form (see sample form on p. 37) for the signature of the proposed individual.
 - (2.) Proposals from the membership must be received by the chairman of the committee by January 1st of the odd-numbered calendar year in which the annual meeting is held.
 - B. Review the qualifications for office as set forth in the bylaws (Bylaws Article V, Section 2) and consider the qualifications of members proposed by the membership and the committee. Determine that each nominee has signed a consent form.
 - C. Submit at least one (1) name for each office to be filled and at least three (3) names for directors. (Bylaws Article VI, Section 1, C1)

Voting procedure within the committee is as follows:

- Viva voce unless more than one name is placed in nomination for each office or if only three are nominated for directors.
 - Ballot if there is more than one name for each office.
 - In cases where no candidate receives a majority vote after a second ballot, preferential balloting may be allowed.
 - In cases of a tie, both names shall be submitted.
 - For directors, vote for three by plurality.
- D. Report the list of nominees to the board of directors at its winter meeting.
 - E. Report the list of nominees with resumés to the president at least six weeks prior to the date of the annual meeting to be included with the “Call of the Meeting” as published in the *Michigan Parliamentarian*. (Bylaws Article VI, section 1, C2) The

call and the list of nominees must be published and mailed at least thirty (30) days prior to the annual meeting in the odd-numbered calendar year.

- F. Submit the committee report to the annual meeting in the odd-numbered calendar year.
- G. Notify the chairman of the elections committee those candidates whose names will be submitted by the nominating committee at the annual meeting.

MICHIGAN STATE ASSOCIATION OF PARLIAMENTARIANS

NOMINATING FORM

To be returned to the chairman of the nominating committee by January 1.

Article V, Section 2. Qualifications

- A. A candidate for elected office shall have been a member in good standing for one year.
- B. A candidate for the office of president or first vice-president shall be a primary member of MSAP and shall have served on the board of directors for at least two years.

For **PRESIDENT** _____
Primary Unit _____ Check if M-A-L _____

For **FIRST VICE-PRESIDENT** _____
Primary Unit _____ Check if M-A-L _____

For **SECOND VICE-PRESIDENT** _____
Primary Unit _____ Check if M-A-L _____

For **RECORDING SECRETARY** _____
Primary Unit _____ Check if M-A-L _____

For **TREASURER** _____
Primary Unit _____ Check if M-A-L _____

For **DIRECTOR** _____
Primary Unit _____ Check if M-A-L _____

For **DIRECTOR** _____
Primary Unit _____ Check if M-A-L _____

For **DIRECTOR** _____
Primary Unit _____ Check if M-A-L _____

RETURN FORM TO CHAIRMAN OF THE NOMINATING COMMITTEE BY January 1.

MICHIGAN STATE ASSOCIATION OF PARLIAMENTARIANS

CANDIDATE FOR OFFICE CONSENT FORM

I, _____, do hereby consent to having my name submitted to the MSAP Nominating Committee for consideration as a nominee for the office of _____ and agree to serve in the office of _____ if nominated and elected. My qualifications for election to the office of _____ include:

Signed _____
Name

Date

DUTIES OF COMMITTEES

STATE COORDINATING COMMITTEE

The state coordinating committee shall consist of the (Bylaws Article XI, Section 10):

1. First Vice-President who:
 - A. Serves as state coordinating committee chairman
 - B. Is responsible to the president for planning all MSAP annual meetings and institutes
 - C. Supervises all arrangements
2. Education Committee Chairman
3. Public Relations Committee Chairman
4. Local Arrangements Committee Chairman who:
 - A. Appoints registration chairman from host unit
 - B. Appoints financial controller from host unit
5. President, as ex officio. The president appoints the following (Bylaws Article XI, Section 10A,B):
 - A. Credentials chairman
 - B. Standing rules chairman
 - C. Elections chairman
 - D. Resolutions chairman
 - E. Protocol chairman
 - F. Installing officer

The **State Coordinating Committee Chairman** shall:

1. Recommend for approval the date and place for the annual meeting to the board of directors at the fall board meeting.
2. After approval of the date and place, call a meeting of the committee **within one month**. This meeting will be for information and delegation of duties as prescribed in this procedures manual and for the establishment of future meetings.
3. Call all meetings of the state coordinating committee.
4. Assist the president in planning the annual meeting program and agenda.
5. Supervise and coordinate all committee responsibilities.
6. Recommend the registration fee based on a budget prepared by the state coordinating committee to the board of directors for approval. (See sample budget on p. 44)
7. Report regularly to the president and the board on the progress of the committee.
8. Present the final report of the annual meeting to the summer (first) board meeting with copies for all board members. All financial records (including detailed registration information) shall be given to the auditor.

The **Education Committee Chairman** shall:

1. Consult with the president regarding the attendance of an NAP representative and/or the district four director at the annual meeting.
 - A. The president requests the NAP representative with the approval of the board of directors.
 - B. The president invites the district four director with the approval of the board of directors.

2. Make recommendations to the president for the educational and program features at the annual meetings by agreement of the education committee.
3. Conduct correspondence with the approved speakers regarding their workshops for the educational program. Honorariums may be offered only after approval of the budget by the board of directors.
4. Arrange with the local arrangements chairman for space for the sale of approved parliamentary materials. Assume responsibility for all materials.
5. Coordinate with other committee chairmen when the program interfaces with another committee.

The **Local Arrangements Committee Chairman** shall:

1. Appoint a registration chairman from host unit members.
2. Appoint a financial controller from host unit members.
3. Be the sole contact person for all contacts with the hotel/motel management.
4. Attend the board of directors meeting to report the planning of the annual meeting.
5. Make arrangements for the following:
 - A. Decorations
 - B. Hospitality room
 - C. Hosts
 - D. Housing for NAP representative and district four director
 - E. Meals
 - F. Properties (equipment, room and equipment set-up)
 - G. Registration packets, name tags
 - H. Information
6. Approve all expenditures of the local arrangements committee and submit all bills to the financial controller.
7. Submit written reports to the state coordinating committee.
8. Consult with state coordinating committee and the protocol chairman regarding seating at business and meal functions.

The **Financial Controller** shall:

1. Have charge of all monies received and disbursed for the annual meeting, and submit to the Michigan Unit of Registered Parliamentarians (MURP) a list of payable items due MSAP such as:
 - A. a portion of the meeting room fee.
 - B. MURP special decorations.
 - C. Meal expense for NAP representative and district director at MURP events.
2. Obtain access to Annual Meeting Account with completed signature cards.
3. Maintain file copies of bank deposits noting significant details, i.e., payer, check number, and source of any cash.
4. Pay all bills promptly (with approval of the local arrangements chairman) maintaining file copy of all invoices noting date paid and check number.
5. Leave balance in Annual Meeting Account of \$1000 within 60 days following the annual meeting.
6. Remit any surplus monies to the MSAP treasurer for deposit in the MSAP account.

7. Maintain accurate records of receipts and expenditures and prepare a final financial report of the annual meeting. Deliver all records to the local arrangements chairman following the annual meeting at least four (4) weeks prior to the summer board meeting.

The **Public Relations Chairman** shall:

1. Prepare publicity releases for the annual meeting and education programs of MSAP.
2. Prepare flyers for distribution that advertise and promote scheduled programs.
 - A. Provide flyers and publicity to all units of MSAP for distribution.
 - B. Mail flyers to other individuals and organizations.

The **Registration Committee** shall:

1. Prepare a registration form for presentation to the state coordinating committee for approval (see sample form on p. 45).
2. Submit the approved form to the newsletter editor for mailing with the “Call of the Annual Meeting.”
3. Provide extra copies of the registration form to the unit presidents for distribution to provisional members and other interested persons.
4. Receive all registrations and fees.
5. Transfer to the financial controller, in a timely manner, all registration monies received.
6. Receive and assemble all materials for the meeting folder.
7. Provide nametags, meal tickets (if necessary), meeting packets, etc., to all persons registered for the meeting.
8. Providing the registration chairman is also the credentials chairman, submit a credentials report (including the registration report) at the beginning of the meeting and at other times as requested by the president or the assembly. Also submit a credentials report to the Election Committee Chairman.
9. Register all in attendance at the meeting (including the names of the NAP representative and guests).
10. Periodically inform the local arrangements chairman and the state coordinating committee chairman of registrations.
11. Inform members of housing facilities.

The **Protocol Chairman** shall:

1. Consult with the state coordinating committee chairman regarding table seating and the receiving line.
2. Follow duties as prescribed in the *MSAP Procedures Manual* under Protocol.

**MICHIGAN STATE ASSOCIATION OF PARLIAMENTARIANS
ANNUAL MEETING BUDGET**

REGISTRATION FEES

MSAP Members		\$ _____
Workshops only		\$ _____
Full-time college or high school students		\$ _____
Late Fee		\$ _____

ESTIMATED INCOME FROM REGISTRATION FEES

MSAP Members	____ @ \$ ____ =	\$ _____
Non-members (workshops)	____ @ \$ ____ =	\$ _____
Full-time Student (with Student ID)	____ @ \$ ____ =	\$ _____

MSAP ADVANCE \$ _____

TOTAL ESTIMATED INCOME \$ _____

ESTIMATED EXPENSES

MSAP Advance	\$ _____
Meeting Room Rental	_____
Equipment – Microphones, overhead projector, screen	_____
Official Guests – Housing and Meals	_____
Publicity	_____
Postage	_____
Copying – reg. Forms, annual reports, program, handouts	_____
Supplies – nametags, folders, pens/pencils, miscellaneous	_____
Favors - decorations	_____
Gifts for workshop presenters	_____
Continental Breakfast (if not supplied by hotel)	_____

TOTAL ESTIMATED EXPENSES \$ _____

**MICHIGAN STATE ASSOCIATION OF PARLIAMENTARIANS
Registration Form for Annual Meeting, April 12-13, 2002**

**Livonia Marriott Hotel
17100 Laurel Park Drive North, Livonia, MI 48152**

Phone (734) 462-3100

FAX (734) 462-2815

Friday, April 12, 2002

Registration	2:00 PM to 3:00 PM
MURP Meeting (guests are welcome to attend)	3:00 PM to 4:45 PM
Reception for Newly-Elected MURP Officers	4:45 PM to 5:30 PM
Dinner (on your own; hotel and mall have restaurants)	5:30 PM to 7:00 PM
MSAP Board of Directors Meeting	7:00 PM to 9:00 PM

Saturday, April 13, 2002

Registration	7:45 AM to 9:00 AM
Continental Breakfast	8:00 AM to 8:45 AM
MSAP Annual Meeting	9:00 AM to 11:30 AM
Lunch	11:45 AM to 12:45 PM
Parliamentary Workshops	1:00 PM to 4:00 PM

Registration:	for an MSAP/NAP member	\$40	\$ _____
	for non-member/workshop only	\$30	
	for student with student ID	\$15	
Late Fee:	Charged after March 29th	\$ 5	
Meals:	Continental Breakfast	-0-	
	Saturday, April 13 - Lunch	\$25	\$ _____
	Gourmet Deli Buffet		
	TOTAL		\$ _____

Make Check payable to:
MSAP 2002 Annual Meeting

Mail registration form and check to:
**Betty B. Drew PRP
4454 Barchester Drive
Bloomfield Hills, MI 48302-2118**

Call the hotel (734-462-3100 OR 800-228-9290) for guest room reservations. Let them know you are with the MSAP; cutoff date for guaranteed accommodations at the special rate of \$74 (king single) or \$84 (2 double beds), plus 14% tax, is **March 29th**.

-----mail the bottom portion of this registration form; keep the above for your record-----

Registration Form for Annual Meeting, April 12-13, 2002

Registration:	for an MSAP/NAP member	\$40	\$ _____
	for non-member/workshop only	\$30	
	for student with student ID	\$15	
Late Fee:	Charged after March 29th	\$ 5	
Meals:	Continental Breakfast	-0-	
	Saturday, April 13 - Lunch	\$25	\$ _____
	Gourmet Deli Buffet		
	TOTAL		\$ _____

_____	_____	_____
Name	Telephone Number	Name of Unit (if applicable)
Address: _____		
Street	City	Zip Code