

BYLAWS
KALAMAZOO PARLIAMENTARY LAW UNIT

ARTICLE I NAME

The name of this unit shall be Kalamazoo Parliamentary Law Unit.

ARTICLE II OBJECT

The object of Kalamazoo Parliamentary Law Unit (KPLU), a division of the NATIONAL ASSOCIATION OF PARLIAMENTARIANS® (NAP), and affiliated with the Michigan State Association of Parliamentarians (MSAP), shall be:

- A. to promote the study of parliamentary procedure and the educational programs of NAP on a local level;
- B. to cooperate closely with MSAP; and
- C. to encourage membership in NAP and MSAP.

ARTICLE III MEMBERSHIP

Section 1. Classification

There shall be the following classes of members:

- A. Primary
Primary members shall be those who pay dues to KPLU and hold membership in NAP and MSAP. They 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 conventions.
- B. Affiliate
Affiliate members shall be those holding primary membership in another unit of NAP. They are not counted for the purpose of determining the number of delegates to which the unit is entitled at NAP conventions.
- C. Provisional
Provisional members shall be KPLU members who are preparing for NAP membership. Provisional members are not NAP or MSAP members and are not counted for the purpose of determining the number of delegates to which the unit is entitled at NAP conventions.
- D. Life
Life members shall be those members who have been active contributors to KPLU for a minimum of fifteen (15) years and who, upon a 2/3 vote, have been designated life members of KPLU. Their names shall be included in the yearly roster. They shall have none of the obligations of members, but if previously a primary member, shall retain

all the rights and privileges of that category of membership. Only life members who are primary members 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 conventions.

Section 2. Eligibility

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

Section 3. Voting

- A. Voting privileges on local issues shall be extended to all primary and affiliate, and provisional members;
- B. Voting privileges on MSAP and NAP issues shall be limited to primary members.

ARTICLE IV DUES

Section 1. Dues

- A. The membership year shall be from January 1 through December 31.
- B. NAP and MSAP dues are payable directly to NAP.
- C. The annual unit dues shall be as established by the KPLU and shall be payable in January. Members whose dues are delinquent shall be notified by the treasurer in February. If dues are not received by March 1, membership shall be forfeited.
- D. Dues of individuals admitted to KPLU between August 1 and December 31 shall extend through the next calendar year.

Section 2. Fiscal Year

The fiscal year of the unit is December 1 through November 30.

ARTICLE V OFFICERS

Section 1. Officers

- A. The officers of this unit shall be a president, a secretary, and a treasurer.
- B. The president shall be a primary or affiliate member.

Section 2. Term of Office

- A. Officers shall be elected at the annual meeting by a majority vote for a term of one year or until their successors are elected and shall assume their responsibilities immediately following the meeting at which they

are elected. If there is more than one candidate for office, election shall be by ballot.

- B. Vacancies in elective office shall be filled by the nominating committee, subject to the approval of the members.
- C. All notebooks of retiring officers shall be delivered to their successors at the close of the annual meeting.

Section 3 Duties of Officers

- A. The president shall:
 - 1. preside at all meetings;
 - 2. appoint the chairmen of all standing and special committees, with the exception of the education and nominating committees which shall be elected;
 - 3. appoint members of the committees in consultation with the chairmen;
 - 4. appoint a parliamentarian to:
 - a. give opinions on proper parliamentary procedure when consulted;
 - b. serve as an adviser to the bylaws committee; and
 - c. attend all membership and executive committee meetings.
 - 5. be an ex-officio member of all committees, except the nominating committee.
- B. The secretary shall:
 - 1. keep complete minutes of all meetings, including the record of attendance;
 - 2. provide the president with the minutes of the previous meeting not later than ten days after said meeting;
 - 3. conduct all correspondence of the Unit;
 - 4. notify NAP Headquarters, the district director, and the MSAP president of officer changes as needed; and
 - 5. perform such additional duties as may be delegated by the president.
- C. The treasurer shall:
 - 1. have charge of all funds;
 - 2. pay all approved bills;
 - 3. present a financial statement at each KPLU meeting;
 - 4. collect unit membership dues, and inform delinquent members in February;
 - 5. present the books and annual report to the audit committee at the end of the fiscal year; and
 - 6. perform such additional duties as may be delegated by the president.

ARTICLE VI MEETINGS

Section 1. Meetings

A. Regular

There shall be a minimum of four scheduled regular meetings to be held each year except that no meetings shall be held in the months of June, July, August, or December.

B. Annual

The regular meeting in November shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise. Minutes of the annual meeting shall be approved at the next scheduled meeting.

C. The date and time of a regular meeting may be changed by the executive committee.

D. Special meetings may be held at the request of the president or any three (3) members. The purpose of the meeting shall be stated in the call and at least three (3) days notice shall be given.

Section 2. Quorum

A. Five voting members shall constitute a quorum on local issues, but lack of a quorum shall not prevent proceeding with the study program planned for the meeting.

B. Three members of NAP shall constitute a quorum on MSAP and NAP issues.

ARTICLE VII EXECUTIVE COMMITTEE

Section 1. Composition

A. The executive committee shall:

1. consist of the officers;
2. hold meetings at the call of the president or any two (2) members of the executive committee; and
3. make recommendations and take action when necessary.

B. Quorum

Two officers shall constitute a quorum.

ARTICLE VIII COMMITTEES

Section 1. Standing Committees

The standing committees shall be Audit, Bylaws, Education, Library, Membership, Nominating, and Yearbook.

A. The audit committee shall:

1. audit the books of the treasurer at the end of the fiscal year; and
 2. present the audit report at the next regular meeting.
- B. The bylaws committee shall:
1. consist of two members;
 2. review the bylaws annually;
 3. make recommendations as necessary; and
 4. send a copy of the KPLU bylaws to NAP Headquarters annually.
- C. The education committee shall:
1. plan study programs for all scheduled unit meetings, using educational materials available from NAP;
 2. promote Registered Parliamentarian® (RP) and Professional Registered Parliamentarian® (PRP) status for all unit members; and
 3. plan workshops that provide parliamentary procedure knowledge for community members.
- D. The library committee shall:
1. be responsible for maintaining an accurate record of all reference materials belonging to the unit and circulate it among the members; and
 2. request the return of all materials prior to the annual meeting.
- E. The membership committee shall:
1. recruit persons interested in the objects of this unit; and
 2. encourage provisional members to seek membership in NAP and MSAP.
- F. The nominating committee shall:
1. consist of two members, each elected for a two year term;
 2. be chaired by the senior member; and
 3. present, at the meeting prior to the annual meeting, a slate of officers and at least one nominee for a two year term on the nominating committee to be voted on at the annual meeting.
- G. The yearbook committee shall:
1. assemble, print and distribute the yearbook to the membership; and
 2. furnish a copy of the yearbook to the president of MSAP at the time of its publication.

Section 2 Special Committees

Special committees shall be appointed by the president, as the executive committee deems necessary, to carry on the work of the KPLU.

ARTICLE IX DELEGATES

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:
1. the president, if attending, as a delegate for the first five primary members of the unit; and

2. one additional delegate for each additional five primary members or major fraction thereof, elected by the unit.
- B. Any NAP member may serve as a delegate or alternate to which this unit is entitled.
- C. Vacancies in delegate or alternate positions may be filled by the president or designee.

Section 2 NAP District Meetings

All primary members of KPLU are considered delegates to district meetings.

Section 3 MSAP Meetings

All primary members of KPLU are considered delegates to MSAP meetings.

Section 4 Provisional Members

Provisional members shall not be counted in determining representation to meetings of NAP, the district, or MSAP meetings. Provisional members cannot serve as delegates or alternates but shall be encouraged to attend all NAP, district, and MSAP meetings as observers.

ARTICLE X DISSOLUTION

In the event of the dissolution of the Kalamazoo Parliamentary Law Unit, and after payment of all liabilities, the assets shall be liquidated and distributed to MSAP in accordance with government regulations. No funds shall inure to the benefit of individual members. The unit charter shall be returned to NAP Headquarters.

ARTICLE XI PARLIAMENTARY AUTHORITY

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

ARTICLE XII AMENDMENTS

These bylaws may be amended at any regular meeting by a 2/3 vote of the members present and voting, provided that the amendment was mailed or transmitted electronically to each member at least fifteen (15) days prior to the meeting. Any amendment to these bylaws necessitated by amendments to NAP or MSAP bylaws or standing rules shall be effected by the executive committee and reported to the membership at the next regular meeting following the adoption of such amendments by NAP or MSAP.