

1 **BYLAWS**  
2 **of the**  
3 **MICHIGAN UNIT of REGISTERED PARLIAMENTARIANS**

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5 **ARTICLE I**  
6 **Name**  
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8 The name of this unit shall be the Michigan Unit of Registered Parliamentarians.  
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10 **ARTICLE II**  
11 **Object**  
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13 The object of the Michigan Unit of Registered Parliamentarians, hereinafter known  
14 as MURP, a unit of the NATIONAL ASSOCIATION OF PARLIAMENTARIANS®, hereinafter  
15 known as NAP, and an affiliated unit of the Michigan State Association of Parliamentarians,  
16 hereinafter known as MSAP shall be:

- 17 • to study advanced parliamentary procedure and to promote the educational program of  
18 NAP and MSAP;
- 19 • to provide continuing education through the exchange of parliamentary experiences; and
- 20 • to encourage the registration of non-registered members.  
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22 **ARTICLE III**  
23 **Members**  
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25 **Section 1. Classification.**

- 26 A. A primary member shall be a member of NAP and MSAP who meets the MURP eligibility  
27 requirements. Primary members shall have full rights of membership.
- 28 B. An affiliate member shall be a member of NAP who belongs to another unit for determining  
29 representation to NAP and who meets the MURP eligibility requirements. Affiliate members  
30 shall have full rights of membership.
- 31 C. A provisional member shall be a member of MSAP who is preparing to take the NAP  
32 registered parliamentarian examination. Provisional members shall have full rights of  
33 membership except that they shall not hold elected office.
- 34 D. A Student Member shall meet the criteria described below in Section 3. Dues and  
35 Assessments B. and shall be a member of NAP and MSAP. Student members shall have full  
36 rights of membership.

37 **Section 2. Eligibility.**

- 38 A. Primary and affiliate members shall be members who have met the requirements of NAP for  
39 the designation of registered parliamentarian and who continue to be in good standing in  
40 NAP.
- 41 B. Provisional members shall be members of MSAP with the desire to study parliamentary  
42 procedure at a higher level than that provided in general membership workshops and local  
43 study units.

**Section 3. Dues and Assessments.** Annual dues for primary, affiliate and provisional members shall be \$20.00. Annual dues for students shall be \$10.00. All dues shall be payable January 1. Members shall be delinquent if dues are not paid by March 1.

- A. Dues from a member accepted for the first time between September 1 and January 1 shall apply to the next year's dues.
- B. A full-time student shall be defined as an individual 25 years or less and who is currently enrolled full-time in a college program, high school, or home school setting or serving as active duty military.
- C. Members shall pay within sixty days all assessments levied by majority vote of the members present and voting at any regular meeting of the unit but the total of all such assessments shall not in any year exceed the amount of the annual dues. A member shall be delinquent and cease automatically to be in good standing if payment of assessments is not received within sixty days of the date due.

**Section 4. Resignations, Forfeiture, and Reinstatement.**

- A. Members in good standing may resign in writing to the secretary.
- B. Forfeiture:
  - 1. Dues not received by March 31 shall result in forfeiture of membership.
  - 2. Forfeiture of NAP membership shall automatically forfeit membership in MURP.
- C. Any member in good standing with NAP may be reinstated upon payment of current membership dues.

**Section 5. Fiscal Year.** The fiscal year shall be from December 1 through November 30.

## ARTICLE IV Officers

**Section 1. Elected Officers.** The elected officers of MURP shall be a president, a vice-president, a secretary, and a treasurer.

**Section 2. Appointed Officers.** The appointed officers of MURP shall be a corresponding secretary, a historian, and a parliamentarian appointed by the president.

**Section 3. Nominations.**

- A. A nominating committee of three shall be elected at the annual meeting of MURP in the even-numbered years. Nominations shall be made from the floor. A plurality vote shall elect. The president shall appoint the chair.
- B. The nominating committee shall meet as necessary and shall nominate at least one member for each office. The report of the committee shall be submitted at the annual meeting in the even-numbered years. Additional nominations shall be permitted from the floor. No nomination shall be made without the consent of the nominee.

**Section 4. Elections.**

- A. Officers shall be elected by ballot at the annual meeting in the even-numbered years. A majority vote shall elect. If there is only one nominee for an office, election may be by voice vote.
- B. Officers shall serve for a term of two years or until their successors are elected and shall assume office at the close of the meeting at which elected. No officer (elected or appointed) shall serve two consecutive terms in the same office.
- C. Vacancies in elected offices other than the president shall be filled by election at any regular

89 meeting of MURP. Notice of such election shall be given to the members with the call  
90 of the meeting. Vacancies may be filled by appointment by the president to serve until the  
91 next regular meeting of MURP.

92 **Section 5. Duties of Officers.** These officers shall perform the duties prescribed by  
93 these bylaws, by the parliamentary authority adopted by the unit, and by rules  
94 adopted by the unit.

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96 **ARTICLE V**  
97 **Meetings**  
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99 **Section 1.** All meetings of the MURP may be held by any electronic means, as long as  
100 all the members can simultaneously hear each other and participate during the  
101 meeting.

102 **Section 2. Regular Meetings.** Regular business meetings of MURP will be held quarterly with the  
103 date, time and place determined by the executive board and with at least ten days written notice  
104 provided to all members. The summer meeting may include a retreat with a minimum of four  
105 hours of educational workshops.

106 **Section 3. Annual Meeting.** The annual meeting shall be held in the spring of each year in  
107 conjunction with the MSAP Annual Meeting.

108 **Section 4. Special Meetings.** Special meetings may be called by the president or by the executive  
109 board and shall be called on the written request to the president of three members. The purpose of  
110 the meeting shall be stated in the call of the meeting. At least seven days notice shall be given.

111 **Section 5. Quorum.** Seven members shall constitute a quorum for all meetings of MURP. The lack  
112 of a quorum shall not prevent the study of the scheduled parliamentary lesson.

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114 **ARTICLE VI**  
115 **The Executive Board**  
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117 **Section 1. Composition.** The elected officers of the unit shall constitute the  
118 executive board.

119 **Section 2. Powers.** The executive board shall have general supervision of the affairs  
120 of the unit between its business meetings, fix the hour and place of meetings of the  
121 unit, unless otherwise specified by the unit, and shall carry out the policy and orders  
122 of the unit.

123 **Section 3. Meetings.** All meetings of the executive board shall be at the call of the  
124 president.

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126 **ARTICLE VII**  
127 **Committees**  
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129 The president shall appoint all committee members except as otherwise provided  
130 for in these bylaws. All committees shall submit written annual reports to the unit.  
131 The president shall be a member ex officio of all committees except the audit and  
132 nominating committees. There shall be the following standing committees:

133 **Section 1.** An audit committee shall be comprised of two members. It shall be the

134 duty of this committee to audit the treasurer’s accounts whenever there is a change  
135 of treasurer and at the close of each fiscal year and to report at the first regular  
136 meeting following the annual meeting. The outgoing treasurer shall deposit the  
137 receipts for the annual meeting and is authorized to disburse funds to pay the bills  
138 for the annual meeting.

139 **Section 2.** A bylaws committee shall be comprised of three members. It shall be the  
140 duty of this committee to review the bylaws of the unit and to recommend  
141 amendments that are in the best interest of the unit. All amendments proposed by  
142 any two members of the unit shall be considered by the committee, which shall put  
143 them in proper form and submit them to the unit with the committee’s  
144 recommendations. The committee shall provide NAP and MSAP with a current copy  
145 of the bylaws.

146 **Section 3.** An education committee shall be comprised of one member. It shall be  
147 the duty of this committee to plan the parliamentary lessons for the unit.

148 **Section 4.** A finance committee shall be comprised of the treasurer as chairman and  
149 two other members. It shall be the duty of this committee to compare the actual  
150 receipts and disbursements with those budgeted and recommend amendments to  
151 the budget, in the best interest of the unit. The committee shall prepare the budget  
152 for the succeeding fiscal year for adoption at the regular Fall meeting.

153 **Section 5.** Other committees, standing or special, may be established by the unit.

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155 **ARTICLE VIII**  
156 **Delegate Representation**  
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158 Delegates to meetings of NAP shall be elected from among the primary members of MURP. Alternates  
159 shall be appointed by the president of MURP.

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161 **ARTICLE IX**  
162 **Dissolution**  
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164 In the event of dissolution of MURP, the assets shall be liquidated and distributed to  
165 MSAP in accordance with governmental regulations after all obligations have been  
166 satisfied. None of the funds shall inure to the benefit of individuals. The unit charter  
167 shall be returned to NAP Headquarters.

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169 **ARTICLE X**  
170 **Parliamentary Authority**  
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172 The rules contained in the current edition of Robert’s Rules of Order Newly Revised  
173 shall govern the unit in all cases in which they are not inconsistent with these  
174 bylaws or those of NAP or MSAP and any special rules of order the unit may adopt. 190  
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176 **ARTICLE XI**  
177 **Amendment of Bylaws**  
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179 These bylaws may be amended at any meeting of the unit by a two-thirds vote, provided that the  
180 amendment has been submitted in writing at the previous regular meeting or has been sent to each  
181 member with the call of the meeting. Any amendments necessitated by amendments to NAP or MSAP

182 bylaws shall be effected by the bylaws committee and reported to the membership at the next meeting  
183 following the adoption of such amendments by NAP or MSAP.

- 184
- 185 Adopted: September 29, 1989
- 186 Amended: September 8, 1995
- 187 Amended: March 1, 1997
- 188 Amended: October 11, 1997
- 189 Amended: April 24, 1998
- 190 Amended: January 15, 2000
- 191 Amended: January 19, 2002
- 192 Amended: July 26, 2004
- 193 Amended: April 7, 2006
- 194 Amended: April 18, 2008
- 195 Amended: April 17, 2009
- 196 Amended: April 23, 2010
- 197 Amended: September 27, 2013
- 198 Amended: April 11, 2014
- 199 Amended: January 10, 2015
- 200 Amended: April 8, 2016
- 201 Amended: March 31, 2017
- 202 Amended: October 20, 2018
- 203 Amended: January 9, 2021

**STANDING RULES  
of the  
MICHIGAN UNIT of REGISTERED PARLIAMENTARIANS**

**Rule #1.** Guests shall be welcome at meetings of MURP. (Adopted 9/29/89, Amended 4/11/14)

**Rule #2.** In all rosters and official publications of MURP, members shall be listed by their given names (Adopted 9/29/89)

**Rule #3.** When MURP annual meetings are held in conjunction with MSAP annual meetings, the proportionate cost for the meeting room and any MURP special decorations shall be the responsibility of MURP. All MURP food and beverage expenses shall be paid by MURP. When possible, these expenses should be billed separately to MURP. If billed totally to MSAP, a detailed accounting shall be presented to MURP prior to any expected payment. (Adopted 7/14/01)

**Rule # 4:** On the death of a member, the President will ensure a sympathy card is forwarded to the member's family and a memorial donation is made. Memorials may include a financial donation or a book. Financial donations may be made to the *NAP Henry M. Robert III Fund*. Book donations may be either a copy of the current edition of *Robert's Rules of Order Newly Revised* (hardbound), or *Parliamentary Law by Henry M. Robert* to be donated in the name of the deceased member to the nearest public library or school library in or near the hometown of the deceased member. (adopted 1/27/2022)