

**BYLAWS
of the
MICHIGAN UNIT of REGISTERED PARLIAMENTARIANS**

**ARTICLE I
Name**

The name of this unit shall be the Michigan Unit of Registered Parliamentarians.

**ARTICLE II
Object**

The object of the Michigan Unit of Registered Parliamentarians, hereinafter known as MURP, a unit of the NATIONAL ASSOCIATION OF PARLIAMENTARIANS®, hereinafter known as NAP, and an affiliated unit of the Michigan State Association of Parliamentarians, hereinafter known as MSAP shall be:

- to study advanced parliamentary procedure and to promote the educational program of NAP and MSAP;
- to provide continuing education through the exchange of parliamentary experiences; and
- to encourage the registration of non-registered members.

**ARTICLE III
Members**

Section 1. Classification.

- A. A primary member shall be a member of NAP and MSAP who meets the MURP eligibility requirements. Primary members shall have full rights of membership.
- B. An affiliate member shall be a member of NAP who belongs to another unit for determining representation to NAP and who meets the MURP eligibility requirements. Affiliate members shall have full rights of membership.
- C. A provisional member shall be a member of MSAP who is preparing to take the NAP registered parliamentarian examination. Provisional members shall have full rights of membership except that they shall not hold elected office.

Section 2. Eligibility.

- A. Primary and affiliate members shall be members who have met the requirements of NAP for the designation of registered parliamentarian and who continue to be in good standing in NAP.
- B. Provisional members shall be members of MSAP with the desire to study parliamentary procedure at a higher level than that provided in general membership workshops and local 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 student shall be defined as an individual 25 years or younger who is currently enrolled full-time in college, high school, home school, or serving active military duty.
- 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 1 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 meeting of MURP. Notice of such election shall be given to the members with the call of the meeting. Vacancies may be filled by appointment by the president to serve until the next regular meeting of MURP.

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

ARTICLE V **Meetings**

Section 1. All meetings of the MURP may be held by any electronic means, as long as all the members can simultaneously hear each other and participate during the meeting.

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

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

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

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

ARTICLE VI **The Executive Board**

Section 1. Composition. The elected officers of the unit shall constitute the executive board.

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

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

ARTICLE VII **Committees**

The president shall appoint all committee members except as otherwise provided for in these bylaws. All committees shall submit written annual reports to the unit.

The president shall be a member ex officio of all committees except the audit and nominating committees.

There shall be the following standing committees:

Section 1. An audit committee shall be comprised of two members. It shall be the duty of this committee to audit the treasurer's accounts whenever there is a change of treasurer and at the close of each fiscal year. Audit reports are made to the membership following each audit. The outgoing treasurer shall deposit the receipts for the annual meeting and is authorized to disburse funds to pay the bills for the annual meeting.

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

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

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

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

ARTICLE VIII **Delegate Representation**

Delegates to meetings of NAP shall be elected from among the primary members of MURP. Alternates shall be appointed by the president of MURP.

ARTICLE IX **Dissolution**

In the event of dissolution of MURP, the assets shall be liquidated and distributed to MSAP in accordance with governmental regulations after all obligations have been satisfied. None of the funds shall inure to the benefit of individuals. The unit charter shall be returned to NAP Headquarters.

ARTICLE X **Parliamentary Authority**

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

ARTICLE XI **Amendment of Bylaws**

These bylaws may be amended at any meeting of the unit by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting or has been sent to each member with the call of the meeting. Any amendments necessitated by amendments to NAP or MSAP bylaws shall be effected by the bylaws committee and reported to the membership at the next meeting following the adoption of such amendments by NAP or MSAP.

Adopted: September 29, 1989
Amended: September 8, 1995
Amended: March 1, 1997
Amended: October 11, 1997
Amended: April 24, 1998
Amended: January 15, 2000
Amended: January 19, 2002
Amended: July 26, 2004
Amended: April 7, 2006
Amended: April 18, 2008
Amended: April 17, 2009

Amended: April 23, 2010
Amended: September 27, 2013
Amended: April 11, 2014
Amended: January 10, 2015
Amended: April 8, 2016
Amended: March 31, 2017
Amended: October 20, 2018
Amended: January 9, 2021
Amended: April 14, 2023
Amended: October 7, 2023
Amended: January 13, 2024

**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)