

FLORIDA ALPHA PARLIAMENTARIANS UNIT OF THE NATIONAL ASSOCIATION OF PARLIAMENTARIANS

ARTICLE I – Name

The name of this organization shall be the Florida Alpha Parliamentarians Unit of the National Association of Parliamentarians and the Florida State Association of Parliamentarians, hereinafter known as NAP and FSAP.

ARTICLE II – Object

The object of this unit shall be:

- a. to promote and study the principles of parliamentary procedure.
- b. to comply with the objects of NAP and FSAP.
- c. to promote the educational programs of NAP on the local level.

The object and purpose of this organization being entirely educational, no part of its earnings shall inure to the use or benefit of any individual. This organization shall not engage in any activities which are not permitted by the Internal Revenue Code Section 501(c)(3).

ARTICLE III – Membership

Section 1. **Membership** in the unit shall be accorded only to individuals who fulfill the requirements and qualifications as set forth in these bylaws and the bylaws of NAP and FSAP.

Section 2. **Classes of Membership**. There shall be five classes of membership:

- a. An **active** member shall be a member of NAP and FSAP.
- b. An **affiliate** member is a member who is counted in another unit for NAP delegate representation. Affiliate members shall have all the privileges of membership and may represent the unit as a delegate or alternate to fill any vacancy in the unit's delegate representation to NAP.
- c. **Provisional** members shall be affiliated with the unit for the purpose of preparing for NAP membership. Provisionals may vote only on unit matters and, except for the offices of president or vice-president, may hold office. Provisionals shall not be counted in determining representation to meetings of NAP.
- d. A **student member** shall be an individual who is enrolled as a full-time student as defined by an educational institution and may qualify for a 50% reduction in regular membership dues upon submission of proof of enrollment from that institution. The applicant must apply for the reduced membership dues each year.
- e. An **honorary** member may be elected by the unit on the recommendation of the executive committee. By ballot, a two-thirds (2/3) vote of the members present at any meeting shall elect to honorary membership a person who has rendered long years of service to the unit. Honorary members shall be entitled to all privileges of the unit, except holding office and being counted in determining representation to meetings of NAP. They shall be exempt from dues or fees.

Section 3. **Admission**. An application for membership shall be submitted to the membership chairman. The membership committee shall present its report to the unit.

Section 4. **Resignation and Reinstatement**. A member of the unit who has resigned or forfeited membership may be granted reinstatement in accordance with FSAP and NAP Bylaws.

ARTICLE IV – Dues

Section 1. The **annual dues** shall be fifteen dollars (\$15.00) The annual dues are payable by November 1, delinquent December 1, and must be paid by January 1 or membership shall be forfeited.

Section 2. **Delinquent Dues**. The dues of any member not received by December 1 of the current year shall be considered delinquent, and the member shall be ineligible to vote.

Section 3. **Fiscal Year**. The fiscal year shall be from June 1 to May 31, inclusive.

ARTICLE V - Officers and Elections.

Section 1. The **elected officers** shall be president, vice-president, secretary and treasurer. All officers shall be elected for a term of two years or until their successors are elected. No officer shall serve more than two consecutive terms in the same office. Officers shall assume office at the adjournment of the May meeting or the FSAP Annual Meeting in the odd-numbered years, whichever occurs last.

Section 2. A **nominating committee** of three members shall be elected at the January meeting in the odd-numbered years. If there are more than three nominees, election shall be by ballot. If not, election may be by voice.

Section 3. At the **election meeting in March of the odd- numbered years**, the nominating committee shall submit the name of one nominee for each office. Nominations from the floor shall be in order. If there is more than one nominee for any office, election shall be by ballot, if not, election may be by voice. No member may be nominated for office who has been a member of the unit for less than one year. The nominating committee shall prepare ballots for the election.

Section 4. **Vacancies** in office, except the presidency, shall be filled at any regular or special meeting of the unit. Written notice of the election shall be given.

ARTICLE VI – Duties of officers.

All officers shall perform the duties prescribed in the adopted parliamentary authority in addition to those specified in these bylaws.

Section 1. The **president** shall:

- a. appoint all standing and special committees with the approval of the executive committee;
- b. appoint a parliamentarian;
- c. be ex-officio a member of all committees except the nominating committee.

Section 2. The **vice-president** shall:

- a. perform the duties of the president in the absence of the president;
- b. serve as program chairman;
- c. fulfill other duties as assigned;
- d. In the event that the president is unable to complete the term of office, the vice-president shall assume the duties for the unexpired term.

Section 3. The **secretary** shall:

- a. record the minutes of the meetings of the unit;
- b. notify in writing those members who have forfeited membership;
- c. furnish committees with material referred to them;
- d. be the custodian of all records, except those assigned to others.

Section 4. The **treasurer** shall:

- a. be custodian of all funds of the unit;
- b. notify and collect dues from individual members;
- c. notify members whose dues are delinquent;

- d. make a financial report at each regular meeting;
 - e. pay all bills ordered by the unit;
 - f. file any necessary forms with the Internal Revenue Service.
 - g. Maintain an up-to-date membership list and distribute it to members annually.
- Section 5. **Change of administration.**
- a. Officers, with the exception of the treasurer, shall deliver to their successors all materials pertaining to their offices within thirty days following the annual meeting in the odd-numbered years.
 - b. The accounts of the treasurer shall be audited within thirty days following the annual meeting by an auditing committee of three members selected by the unit.

ARTICLE VII – Meetings

Section 1. **Regular meetings** of the unit shall be held no less than every other month from September through May, inclusive, unless otherwise ordered by the unit or by the executive committee.

Section 2. The **annual meeting** shall be the regular May meeting in the odd numbered years and shall be for the purpose of installing officers, receiving written reports of officers and chairmen and for any other business that may arise.

Section 3. **Special meetings** may be called by the president, the executive committee or by a majority of the membership. At least five days' notice of a special meeting shall be given.

Section 4. **Electronic meetings.** The unit, executive committee, and all standing and special committees may hold meetings electronically as long as any or all members participating may simultaneously hear each other during the meeting. Any member participating electronically is deemed to be present in person in the meeting.

Section 5. **Quorum.** Five members shall constitute a quorum, but at no time shall lack of a quorum prevent proceeding with the study program planned for the meeting to comply with the educational programs of NAP.

Section 6. Voting by **proxy** either verbal or written shall not be permitted.

Section 7. **Delegates** and alternates to NAP Conventions shall be elected at the regular May meeting in the odd-numbered years.

ARTICLE VIII – Executive Committee

The executive committee shall consist of the elected officers and shall manage the affairs of the unit between regular meetings; approve standing and special committees appointed by the president and shall fulfill such other duties as may be assigned. The executive committee may vote electronically and ratify the vote at the next meeting.

ARTICLE IX – Committees and Duties.

Section 1. **Standing committees** shall be: Education and Program.

Section 2. **Special committees** may be appointed by the president when deemed necessary.

Section 3. **Duties.**

- a. The **education committee** shall arrange for educational workshops which may include members of the community
- b. The **program committee** shall be responsible for the monthly parliamentary program at each meeting.

ARTICLE X – Parliamentary Authority

The current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings in all cases to which they are applicable and in which they are not inconsistent with these bylaws or standing rules or those of NAP or FSAP.

ARTICLE XI – Amendments

Section 1. These bylaws may be amended at any regular or special meeting of the unit by a two-thirds (2/3) vote of those present and voting, provided the amendment has been submitted to the membership in writing at least 15 days prior to the meeting. Section 2. Any amendment to the bylaws adopted by the NAP or FSAP which affects the unit shall become a law of the unit without notice or amendment.

ARTICLE XII – Dissolution

In the event this organization should be dissolved for any reason, any of the remaining assets shall be distributed for purposes within the scope of the Internal Revenue Code Section 501 (c) (3).

Revised: October 17, 1992

Amended: To conform with NAP Bylaws: November 2001

Amended: January 14, 2006

Amended: May 5, 2007

Amended: April 9, 2022

STANDING RULES

1. Meetings of the unit shall be held on the second Saturday of the month at nine-thirty a.m. unless otherwise ordered by the unit or the executive committee.
2. The membership roster shall be submitted to an outside organization only upon approval of the executive committee.
3. The president shall be reimbursed the registration fee for attending the state annual meeting and the fall Henry M. Robert Day.
- 4.a. Up to five members shall be reimbursed the registration fee not to exceed \$80 per person, per year, subject to available funds in the budget for attending the state annual meeting or the Henry M. Robert Day fall meeting each year. Members who are reimbursed for these meetings by another organization are not eligible to be reimbursed by Florida Alpha Unit.
 - b. Requests for reimbursement must be submitted to the President within 30 days following the meeting for approval and must include proof of attendance.
 - c. It is the responsibility of the member to verify with the treasurer prior to the meeting the availability of funds for reimbursement. The treasurer shall record the name and date of request for each member requesting reimbursement to ensure that funds are available to cover each request, the total amount of which shall not exceed the total amount budgeted for the current year for such reimbursements.
 - d. Members receiving reimbursement for registration fees must make a report to the Unit summarizing the event and/or educational sessions attended or present an educational program based on the FSAP educational sessions.
5. All bills and requests for reimbursement must be presented to the Treasurer within thirty (30) days of the date the cost was incurred to be eligible for reimbursement.
6. The newly elected officers may meet following the election meeting to make plans and confirm appointments for the coming year. The appointments shall be announced at the May

meeting.

7. The unit shall purchase an appropriate pin for the incoming president.

8. The Florida Alpha Parliamentary Unit shall hold an annual December Brunch as a social affair.

Amended: 1998

Amended: January 14, 2006

Amended: April 7, 2007

Amended: May 5, 2007

Amended: November 5, 2016

Amended: April 9, 2022