



CALIFORNIA STATE ASSOCIATION OF PARLIAMENTARIANS

BYLAWS

ARTICLE I – NAME

The name of this organization shall be CALIFORNIA STATE ASSOCIATION OF PARLIAMENTARIANS (hereinafter referred to as CSAP).

ARTICLE II – OBJECT

The object and purpose of CSAP, organized as a non-profit public benefit corporation, shall be:

1. To bring into closer cooperation the parliamentarians of the State of California.
2. To promote interest in parliamentary law.
3. To serve as a chartered State Association of the National Association of Parliamentarians (hereinafter referred to as NAP), and to further the purpose outlined in the Articles of Incorporation and Bylaws thereof.

ARTICLE III – MEMBERS

Section 1. Membership Eligibility

- A. CSAP member is an NAP member who is a member of a CSAP Unit or is a Member-at-large, who resides in California, or who is otherwise determined to be a member of CSAP by the NAP Bylaws.
- B. Any member of a CSAP Unit who is not yet a member of NAP and CSAP, but is actively engaged in study to qualify for membership (in accordance with NAP Bylaws) is encouraged to participate as a guest in CSAP activities. Such an individual shall be referred to as a Provisional member.

Section 2. Classification

- A. A Unit member is a CSAP member who belongs to a CSAP Unit.
- B. A Member-at-large (MAL) is a CSAP member who does not belong to a CSAP Unit.
- C. An Association Affiliate member is a CSAP member who is listed in NAP records as belonging to a different NAP State or Provincial Association for

purposes of NAP Convention delegate representation. Any Association Affiliate member who is not a unit member is an MAL.

- D. For purposes of the count for CSAP and NAP Convention delegate representation, a CSAP member may belong to only one Unit at a time; however, a Unit member may be an Affiliate member of other Units. Unit Affiliate members shall not be counted as members of the Unit for Convention delegate representation, but shall have all other rights and privileges of Unit membership as provided by the Unit Bylaws.
- E. A Provisional member shall be granted the status of a guest.

Section 3. Member in Good Standing

- A. A member of CSAP is in good standing if the member is in good standing with NAP, has paid current CSAP dues, is complying with the CSAP Articles of Incorporation and Bylaws, and is not under disciplinary action.

Section 4. Dues

- A. CSAP annual dues shall be:
 - 1. Twenty dollars (\$20) for Unit members.
 - 2. Twenty-five dollars (\$25) for Members-at-large.
 - 3. Half of either of the above amounts, as appropriate, for a CSAP member who submits, with payment of dues, proof of enrollment as a full-time student at an educational institution.
- B. Dues shall be payable to NAP, except that dues of Association Affiliate members shall be payable to CSAP.
- C. All rules and procedures for payment of dues, for forfeiture of membership, nonpayment, and membership reinstatement shall be the same for CSAP as for NAP.

ARTICLE IV – AREAS

- Section 1.** For the purpose of promoting intensified parliamentary study in order to better attain the objects of CSAP, the State Association shall be divided into Areas, which shall be composed of Units and Members-at-large within practical traveling distance. The Board of Directors shall set Area boundaries, upon recommendation of the Units and Members-at-large involved. Areas shall be bound by policies established by the Board of Directors.

Section 2. The Director of each Area shall be an officer of CSAP and a member of the CSAP Board of Directors.

Section 3. The Director of each Area shall arrange Area meetings in accordance with Article VI, Section 5, Paragraph G.

Section 4. Areas shall adopt their own Standing Rules, which when amended, shall be reviewed by the CSAP Parliamentarian in accordance with Article VI, Section 5, Paragraph H.

ARTICLE V – UNITS

Section 1. CSAP Units shall consist of no fewer than five members of NAP and shall be organized in accordance with NAP Bylaws.

Section 2. Unit Bylaws shall be sent to the CSAP Parliamentarian for review as required by Article VI, Section 5, Paragraph H.

Section 3. Units shall elect officers between March 1 and June 30 of each year.

Section 4. Provisional Members

A. A Unit may provide for Provisional members, who shall be students of parliamentary procedure in accordance with NAP Bylaws. A Unit with Provisional members shall conduct a course of study to prepare them to qualify for individual membership in NAP.

B. Although Unit Provisional members are not CSAP members, a unit may grant them membership rights within the Unit, with the exception that they shall not serve as Unit President or Vice-president or as delegates or alternates to meetings of CSAP.

C. Provisional members shall not be counted in determining representation to meetings of CSAP.

Section 5. Each unit shall determine its Unit membership dues.

ARTICLE VI – OFFICERS

Section 1. The officers shall be a President, a Vice-president, a Secretary, a Treasurer, up to six Area Directors, and a Parliamentarian.

Section 2. The President, Vice-president, Secretary, and Treasurer shall be elected at the Convention and together may be referred to as the Convention-elected officers. The Area Directors shall be elected prior to the Convention by the individual

Areas; they, together with the Convention-elected officers, may be known as the elected officers. The Parliamentarian shall be appointed by the President.

Section 3. Eligibility for Office

- A. Experience requirements for officers elected at convention shall be computed as of November 1 following the Convention.
- B. To be eligible for the office of President or Vice-president, a member shall have been in good standing for the past three years and shall be a Registered or Professional Registered member of NAP or have served as an elected officer of CSAP during at least one of the past three years.
- C. To be eligible for the office of Secretary or Treasurer, a member shall have been in good standing for the past two years.
- D. To be eligible for the appointive office of Parliamentarian, a member shall have been in good standing for the past two years and shall be a Registered or Professional Registered member of NAP.
- E. Not more than two members from a Unit shall serve concurrently as elected officers.

Section 4. Term of Office

- A. Officers shall serve a term of one year or until their successors take office. No officer shall serve more than two consecutive terms in the same office.
- B. The term of office shall commence at the close of the Convention.

Section 5. Duties of Officers

- A. In addition to the specific duties indicated below in this section, each officer shall:
 - 1. Perform the duties prescribed in these Bylaws, in the Standing Rules, in the Board Rules of Procedure, and in the parliamentary authority, when applicable.
 - 2. Prepare an annual report for the Convention.
 - 3. Deliver to the successor all official records pertaining to the office within fifteen (15) days after close of Convention or after leaving office for any other reason, with the exception of the Secretary and Treasurer, who shall deliver official records within forty-five (45) days.

B. The **President** shall:

1. Preside at all meetings of CSAP.
2. Supervise and coordinate the work of CSAP.
3. Appoint the Parliamentarian.
4. Appoint chairmen of all committees whose selection is not otherwise provided for, subject to the approval of the Executive Committee.
5. Serve as a member ex officio of all committees except the Nominating Committee and the Financial Review Committee.
6. Serve as representative to the NAP Convention and/or to the Leadership Conference, as provided in the NAP Bylaws.
7. Approve all vouchers for payment of budgeted items subject to ratification by the Board of Directors.

C. The **Vice-president** shall:

1. Perform the duties of the President in the President's absence.
2. Serve as Chairman of the Membership Committee.
3. Serve as Chairman of the Growth and Service Committee.
4. Serve as ex-officio member of the Budget and Finance Committee.
5. Succeed to the office of the President if a vacancy occurs.
6. Determine the number of Unit and MAL delegates to the CSAP Convention based upon paid memberships on June 1 of the current year, and notify the President of the numbers. Units chartered shortly before the Convention shall be entitled to representation.

D. The **Secretary** shall:

1. Keep a record of proceedings of the CSAP Convention, the Board of Directors, and the Executive Committee.

E. The **Treasurer** shall:

1. Be custodian of all funds belonging to CSAP.

2. Pay all bills by check for budgeted items upon authorization of the President, the Board of Directors, or the Executive Committee. All checks shall be signed by one of the following four officers: President, Vice-president, Secretary, or Treasurer.
3. Serve ex officio as a member of the Budget and Finance Committee.

F. Each **Area Director** shall:

1. Arrange for not fewer than four area meetings each year with dates not conflicting with CSAP Board of Directors' meetings.
2. Arrange for notification of the Area meetings to be mailed or e-mailed to all members of CSAP residing in that area.
3. Have the authority to cancel an Area meeting in the event of an emergency, with such notice as may be practical.
4. Preside at all Area meetings.
5. Assist the Growth and Service Committee and the Membership Committee in membership recruitment and retention, Unit formation, promotion of CSAP, and interest in parliamentary procedure.
6. Appoint an Area member to sell educational materials at meetings in accordance with Article X, Section 6, and Paragraph C.

G. The **Parliamentarian** shall:

1. Serve as a non-voting member of the Board of Directors and the Executive Committee, with all membership rights other than the vote.
2. Advise the President, officers, chairmen of committees, and members when requested.
3. Review Area Standing Rules when amended, or five years after the last review, for conformity to CSAP Bylaws and other applicable rules.
4. Review Unit Bylaws when amended, or five years after the last review, for conformity to CSAP and NAP Bylaws and other applicable rules.
5. Serve as an ex officio member of the Bylaws Committee.

Section 6. Nominations and Elections

A. Nominating Committee

1. A Nominating Committee of five members, including at least one from each Area but no more than one from any one Unit and no more than one MAL, shall be nominated from the floor and elected at the CSAP Convention. When more than five are nominated, election shall be by ballot, and a plurality vote shall elect, with tie votes decided by lot.
2. To be eligible to serve on the Nominating Committee, a member shall have been in good standing in CSAP for at least three years and shall not serve consecutive years.
3. The Executive Committee shall fill any vacancy occurring in the Nominating Committee.
4. The Nominating Committee may deliberate by mail and shall hold an in-person or telephone-conference meeting to select candidates.
5. The Nominating Committee shall nominate candidates for the offices of President, Vice-president, Secretary, and Treasurer.
6. The names of the selected candidates and summary of qualifications shall be sent to the President for inclusion in the *Call to Convention*.

B. Nominations

1. Candidates may be proposed by a member, a Unit, or the Nominating Committee.
2. Names of proposed candidates, submitted by a member or a unit, accompanied by qualifications and written consent to serve, shall be submitted to the chairman of the Nominating Committee prior to May 1.
3. Nominations may be made from the floor provided the nominee is eligible and has given written consent to serve.
4. All nominees shall be given a reasonable opportunity to communicate qualifications and reasons for candidacy.

C. Election of Officers

1. Election of officers shall be by ballot where there are two or more candidates for a single office. A majority vote shall elect.
2. If a particular office is not filled after three ballots, then the next ballot shall be a runoff election between the two candidates for that office who received the highest number of votes on the third ballot.

D. Elections Committee

1. There shall be an Elections Committee, a special committee of the Convention, which shall make arrangements for voting in the election, supervise the voting, serve as tellers, and report the results of the election to the Convention.
2. The CSAP President shall appoint the Elections Committee Chairman, and the Elections Committee Chairman shall appoint the other Elections Committee members.

ARTICLE VII – CONVENTION

- Section 1.** CSAP shall meet in Convention annually in September or October to elect officers and transact other business of the Association. The Executive Committee shall approve the place, date, and time of the Convention.
- Section 2.** The official *Call to Convention* shall be mailed by first class postage at least forty five (45) days prior to Convention. The *Call to Convention* may be sent via e-mail or other electronic form, instead of first class postage, to those members who select that method of receiving correspondence.
- Section 3.** Each Convention shall include educational workshops.
- Section 4.** The President shall appoint a Convention Coordinator and chairmen of all necessary convention committees, including the Resolutions Committee, which shall have at least three members.
- Section 5.** The Board of Directors shall determine the registration fee and approve the Convention Budget.
- Section 6.** The President shall appoint, at the first business meeting of the Convention, a committee of three to approve the minutes of the Convention within thirty (30) days, which may be done by mail.
- Section 7.** Board of Directors' and Convention minutes will be posted in the 'Members Only' area of the CSAP Website. Members requesting a copy by mail may be charged a price as determined by the Executive Committee.
- Section 8. The delegate voting body**, each member of which shall have one vote, shall consist of:
- A. Members of the Board of Directors, including the Parliamentarian.

- B. Delegates representing Units as follows: one delegate for every five Unit members or fraction thereof, up to a maximum of five delegates (based upon Unit membership as of June 1). The same number of alternates is permitted. Unit or Affiliate Unit members may serve as Unit delegates or alternates. Every Unit shall be entitled to at least one delegate.
- C. Delegates representing CSAP Members-at-large as follows: one for every five MALs or fraction thereof (based upon membership as of June 1). The same number of alternates is permitted. The MALs registered for and attending the Convention shall elect their delegates and alternates prior to the first business meeting of the Convention. If the MAL delegation is not filled by the first business meeting of the Convention, any MAL who arrives during the Convention shall be considered a delegate, up to the total number of MAL delegates authorized.
- D. CSAP Past Presidents in good standing.
- E. Any Past President of NAP residing in California, if in good standing in NAP and CSAP.

Section 9. Convention Quorum

- A. The quorum of a Convention shall be a majority of the delegates registered at the Convention.
- B. If members withdraw, leaving less than a quorum as established in Paragraph A. the members may continue to do business with the proviso that any action taken is approved by at least a majority of that quorum.

Section 10. No member shall vote in more than one capacity, and there shall be no proxy voting.

Section 11. Delegates to the NAP Convention shall be:

- A. President and Vice-president of CSAP.
- B. Four delegates, not Members-at-large, elected at the CSAP Convention prior to NAP Convention.
- C. One delegate for each five Members-at-large, or major fraction there-of, appointed by the President from the MALs.
- D. Delegates appointed by the President (or President's alternate), to fill any vacancy that occurs in the delegate categories indicated in Paragraphs A, B, and C above.

- E. One Unit delegate for each five members of record or major fraction thereof, as of March 1, selected as provided in the unit bylaws.

Section 12. Alternates to the NAP Convention in each Article VII, Section 11 category may be selected in equal numbers to the delegates and by the same method as the delegates.

Section 13. Cancellation of Convention

- A. Should it become impossible to hold the CSAP Convention at the time specified, the Board of Directors shall have the power to transact any business that could come before the CSAP Convention, except amend the Bylaws or select members of the Nominating Committee.
- B. When necessary, the Board of Directors shall determine a method permitting Units and Members-at-large to vote by mail for officers, Bylaw amendments, and members of the Nominating Committee.

ARTICLE VIII – BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of all the officers, including the Area Directors and the Parliamentarian, and the chairmen of the following standing committees: Budget and Finance, Bylaws, Editorial, Public Relations and Marketing, and Website.

Section 2. The Board of Directors may adopt Board Rules of Procedure not in conflict with these Bylaws or with any other rule adopted, or action taken by the Convention.

Section 3. The Board of Directors shall create such special committees as may be required to transact the business of CSAP.

Section 4. Any vacancy in the office of Vice-president, Secretary, or Treasurer shall be filled by the Board of Directors.

Section 5. The Board of Directors shall transact the business of CSAP between Conventions and perform duties set forth in the Board Rules of Procedure.

Section 6. The Board of Directors shall meet at least four times annually at the call of the President or at the written request of any five members of the Board.

Section 7. The Board of Directors may conduct business by mail or conference call when necessary. A report of any action taken by mail or conference call shall be part of the minutes of the next meeting of the Board of Directors.

Section 8. Meetings may be conducted by conference call with 36 hours notice. A quorum must be in attendance, “on line,” before the meeting may be called to order and

must remain “on line” for any business to be conducted. Only business for which the meeting was called may be transacted.

Section 9. The quorum of the Board of Directors shall be six members, three of whom shall be officers.

Section 10. Meetings of the Board of Directors shall be open to all CSAP members, except when in executive session.

ARTICLE IX – EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the President, Vice-president, Secretary, Treasurer, and Parliamentarian.

Section 2. The Executive Committee shall:

- A. Transact urgent business of CSAP between meetings of the Board of Directors.
- B. Request the resignation of any officer or chairman who fails to perform the duties of the office after written notification to that officer or chairman.
- C. Approve the appointment of the standing committee chairmen.
- D. Approve the date and location of the CSAP Convention.

Section 3. The Executive Committee shall act as an appeals committee. The duties shall be to serve in a judicial capacity for the members, Units, or Areas submitting questions of controversy that have not been reconciled, to render a decision (by ballot, if appropriate), and to inform the appealing member or members in writing that such decision shall stand as the decision of CSAP. Further appeal may be made in writing to the President for a hearing before the Convention body.

The Executive Committee shall not consider any matter that arose during a meeting of a Unit or Area or concerning a particular Unit or Area until such Unit or Area has had a reasonable opportunity to decide the question by vote.

Section 4. To the extent permitted by law, the Executive Committee may conduct business by mail or conference call. A report of any action taken by mail or telephone shall be made to the next meeting of the Executive Committee and be included in the minutes.

Section 5. The Executive Committee shall meet at the call of the President or any two members of the committee.

Section 6. The quorum of the Executive Committee shall be three members, one of whom shall be the President or Vice-president.

ARTICLE X - STANDING COMMITTEES

Section 1. There shall be the following **standing committees**: Budget and Finance, Bylaws, Convention, Editorial, Education, Financial Review, Growth and Service, History, Mailing, Membership, Public Relations and Marketing, Recognition, Website, Yearbook, and Youth.

Section 2. A **Budget and Finance Committee** of three members, in addition to the Vice-president and the Treasurer as members ex officio, shall prepare a recommended budget for presentation to the Convention for adoption.

Section 3. A **Bylaws Committee** of five members, in addition to the President and Parliamentarian as ex officio members, shall:

- A. Present to Convention, after consideration by the committee, amendments to the Bylaws, Special Rules of Order, and Standing Rules submitted to the committee by June 15, if such amendments have been approved by: a Unit, an Area, two Members-at-large, the Past Presidents' Club, the Executive Committee, or the Board of Directors.
- B. Present amendments originating by two-thirds vote in the committee.
- C. Have power to coordinate similar amendments.
- D. Send copies of proposed amendments or revision to the Convention Coordinator and Editor for inclusion in the *Call to Convention*.
- E. Provide for the incorporation of Bylaw amendments mandated by NAP and inform the membership of such amendments.
- F. Prior to the printing of the *Yearbook*, re-number and proofread the changes in the CSAP Bylaws, Special Rules of Order, and Standing Rules adopted by the CSAP Convention and send revised copies to Yearbook Editor.

Section 4. A **Convention Committee** of at least three members, whose chairman shall be known as the Convention Coordinator, shall coordinate all arrangements for the Convention.

Section 5. An **Editorial Committee** of at least three members, whose chairman shall be known as the Editor, shall compile the CSAP publication - the *California Parliamentarian*.

Section 6. An **Education Committee** of at least three members, all appointed by the President, including (if possible) one member from the previous year re-appointed for continuity, shall:

- A. Receive, develop, edit (with approval of the originator), and publish educational materials for sale.
- B. Have a subcommittee of three Registered or Professional Registered members, appointed by the President, to review and approve all educational materials for sale, and to assure that the materials include the date and author's name and do not conflict with the current edition of *Robert's Rules of Order Newly Revised*.
- C. Furnish educational materials for sale at Conventions and Area meetings.

Section 7. A Financial Review Committee of one or more members, shall:

- A. Review the books of the Treasurer two weeks prior to the CSAP Convention and at such other times as the Board of Directors shall order.
- B. Conduct a supplemental review of the books of the Treasurer at the close of the CSAP Convention before the records are released to the newly-elected Treasurer.
- C. Review the financial records of the CSAP Convention.

Section 8. A Growth and Service Committee, consisting of the Vice-president as chairman and three other members, one from each Area, shall:

- A. Assist and promote the formation of new Units.
- B. Help stabilize Units with declining membership.
- C. Promote increased membership in CSAP.
- D. Promote the interest in parliamentary procedure in public and private schools, colleges, and universities.
- E. Administer the Growth and Service Fund and encourage donations in honor of living persons or in memory of deceased persons.
- F. Authorize expenditures from the Growth and Service Fund for designated members to attend and assist established Units needing help in stabilizing, to organize new Units, to promote membership, and to coordinate community projects.
- G. Expenditures shall be authorized by the Growth and Service Committee as noted in the Board Rules of Procedure.

Section 9. A **History Committee** of one or more members shall record in a loose-leaf binder a written history of the progress of CSAP and shall report to the CSAP Convention.

Section 10. A **Mailing Committee** of one or more members shall be responsible for distributing CSAP publications to all members.

Section 11. A **Membership committee** of five members including the Vice-president as chairman, including at least one member from each area, shall:

- A. Report all changes in CSAP membership to each meeting of the Board of Directors.
- B. Investigate and encourage retention of members in CSAP.

Section 12. A **Public Relations and Marketing Committee** of at least three members, including at least one member from each area, shall function in accordance with the Board Rules of Procedure.

Section 13. A **Recognition Committee** of at least three members shall coordinate awards, certificates, and other appropriate recognition of members of CSAP.

Section 14. A **Website Committee** composed of a Webmaster and up to two members shall coordinate the design and shall update the content of the CSAP home page and associated web pages.

Section 15. A **Youth Committee** of three members, including one from each area, shall:

- A. Encourage participation by young people in the programs of NAP and CSAP.
- B. Develop methods of attracting and retaining youthful members in NAP and CSAP.

ARTICLE XI – FINANCES

The CSAP fiscal year shall be from December 1 through November 30.

ARTICLE XII – DISSOLUTION

In the event of dissolution of CSAP, the net assets of the corporation/association shall be applied and distributed as follows:

Section 1. All liabilities and obligations shall be paid, satisfied, and discharged, or adequate provision shall be made for doing so.

Section 2. Assets held by the corporation/association upon condition requiring the return, transfer, or conveyance, which condition occurs by reason of the dissolution, shall be returned, transferred, or conveyed in accordance with such requirements.

Section 3. Assets held for charitable, religious, benevolent, educational, or similar use, but not held upon a condition requiring return, transfer, or conveyance by reason of the dissolution, shall be transferred or conveyed to one or more domestic or foreign corporations, trust societies, or other organizations engaged in charitable, religious, benevolent, educational, or similar activities, pursuant to a plan of distribution as provided by law, provided, however, that said organization shall qualify under Section 501(c)(3) of the Internal Revenue Code or current statutes.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of CSAP in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any Special Rules of Order that CSAP may adopt.

ARTICLE XIV – AMENDMENTS

Section 1. These Bylaws may be amended as follows:

- A. At the CSAP Convention by a two-thirds vote, provided notice has been given in accordance with Article X, Section 3.
- B. In an emergency, the CSAP Convention may, without advance notice, consider an amendment arising out of the business of the Convention, if consent for its consideration is first given by three-fourths vote.

Section 2. Revision

- A. These Bylaws may be revised at any Convention, provided a revision has been ordered at a previous Convention by a two-thirds vote, and provided notice of the revision has been given in accordance with Article X, Section 3.
- B. If a revision is authorized, there shall be no other amendments proposed to the existing Bylaws.

Section 3. Any changes to these Bylaws mandated by NAP shall be announced at the next Convention, and shall thereupon be adopted automatically.

Section 4. Article I and Article II may not be amended to conflict with the Articles of Incorporation.

Revised: Sept. 16, 2000.

Amended: Oct. 20, 2001; Oct. 2, 2004; Oct. 14, 2005; Oct. 19, 2007; Oct. 25, 2008; Sept.12, 2009.