



**Alabama State Association of
Parliamentarians
of the NATIONAL ASSOCIATION OF
PARLIAMENTARIANS[®]**

BYLAWS

January 2026

Alabama State Association of Parliamentarians

BYLAWS

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Bylaws
of the Alabama State Association of Parliamentarians
of the NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

ARTICLE I

Name

The name of this association shall be the Alabama State Association of Parliamentarian (ASAP), a constituent division of the NATIONAL ASSOCIATION OF PARLIAMENTARIANS®(NAP).

ARTICLE II

Object

Section 1. General Object. This association is organized exclusively for educational purposes of studying, teaching, promoting, and disseminating the philosophy and principles underlying the rules of deliberative assemblies, and carrying out such other activities as may be necessary or useful in the furtherance of these purposes in accordance with Section 501 (c)(13) of the Internal Revenue Code, or a corresponding section of any future tax code.

Section 2. Specific Object. The specific object of this unit shall be to promote the study and use of parliamentary procedures and to promote the educational program of NAP on the local level.

ARTICLE III

Membership

Section 1. Classification of Members. There shall be the following classes of members:

- A. **Primary.** Primary members are NAP members who are counted in the Association as of March 1 of the convention year for the purpose of determining the number of delegates to which the Association is entitled at the NAP convention.
- B. **Affiliate.** Affiliate members are NAP members who are primary members of another unit and who are not counted for the purpose of determining the number of delegates to which the association is entitled at NAP conventions.
- C. **Members-at-large.** Members-at-large are primary or affiliate members of the association who do not belong to a unit of this association.
- D. **Provisionals.** Provisionals are Alabama Association of Parliamentarian members who are preparing for NAP membership. They are not NAP members and are not counted for the purpose of determining the number of delegates to which the Association is entitled at NAP convention.

Section 2. Eligibility

- A. Any member is eligible for membership in this association and shall become a member upon payment of association dues.
- B. Any individual preparing for NAP membership is eligible for provisional membership in the association, or a unit and the association, and shall become a provisional upon payment of associational provisional dues or unit and association provisional dues.

- C. Reinstatement of membership shall be granted a member upon receipt of a request for reinstatement by the member, payment of current dues, and a reinstatement fee of \$3.00.

ARTICLE IV Dues and Finances

Section I. Dues.

- A. Annual Dues. Association dues for all classes shall be established by a Standing Rule.
- B. Dues may be adjusted biennially as follows:
 - 1. Adjustments of \$5.00 or less between January, in which the last dues increase occurred, and January of the annual meeting in which the adjustment is proposed, shall require a two-thirds vote of ASAP Board of Directors.
 - 2. Adjustments greater than \$5.00 as defined in B.1. of the above shall require a two-thirds vote of the delegates present and voting at the annual meeting.
 - 3. Adjustments shall take effect on January 1 following the annual meeting.
 - 4. Proposed dues adjustments requiring approval of the annual meeting shall be noticed to the membership with the Call of the Annual Meeting.
 - 5. NAP members shall pay national and association dues directly to NAP Headquarters.
 - 6. Provisional members shall submit dues to their local unit.
 - 7. Local units shall forward per capita dues of provisional members to ASAP's treasurer.
- C. Dues Payment Dates. Dues shall be due and payable to Nap Headquarters by January 1. Membership shall be delinquent if dues are not paid by February 1 and forfeited if dues are not paid by March 1.
- D. Membership Year. The membership year shall be January-1 through December 31.
- E. Application of Dues. Dues paid shall extend through the next membership year for a new member who passes a membership examination taken during the months of July through December.

Section 2. Budget.

A proposed budget shall be submitted by the budget committee at the first meeting of the board of directors of each administration and at the board meeting preceding the annual meeting at the second year of the administration.

Section 3. Audit.

- A. The financial records of ASAP shall be audited annually at the close of the fiscal year and at other times as requested by the board of directors.
- B. All audit reports shall be adopted by the voting body of the annual meeting.

Section 4. Fiscal Year. The fiscal year shall be December 1 through November 30 for filing annual tax forms.

Section 5. No Personal Inurement. No part of the net earnings of the Alabama State Association of Parliamentarians shall inure to the benefit of, or be distributable to its members, officers, or other private persons, except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in Article II.

ARTICLE V
Officers

Section 1. Elected Officers. The elected officers of the association shall be a president, a first vice president, a second vice president, a recording secretary, and a treasurer.

Section 2. Appointed Officers. The appointed officers shall be a corresponding secretary, a historian, and a parliamentarian.

Section 3. Qualifications. Only NAP members shall be eligible to hold office. All elected officers shall have served on the ASAP board for at least one term (two years) or shall have served as an officer of a local unit for at least one term.

Section 4. Term of Office.

- A. Officers shall assume their duties following adjournment of the annual meeting at which they are elected. Officers shall serve for a term of two years or until their successors are elected. Officers shall serve for a term of two years or until their successors are elected.
- B. Association material pertaining to each office shall be delivered to the new officer promptly following the annual meeting.

Section 5. Vacancy in Office.

- A. A vacancy occurring in the office of president shall be filled by the first vice-president. A vacancy thus created and any other vacancy in an elected office shall be filled by the board of directors.
- B. A vacancy occurring in an appointed office shall be filled by the president.

Section 6. Duties of Elected Officers. Officers shall perform the duties provided in this section and such other duties as are prescribed for the office in the bylaws and in the adopted parliamentary authority.

- A. The president shall:
 - 1. Be the chief executive officer and official spokesman of ASAP.
 - 2. Appoint a corresponding secretary, a historian, and a parliamentarian.
 - 3. Appoint the standing committees, the chairman being subject to approval of the executive committee.
 - 4. Appoint special committees.
 - 5. Be responsible for the annual meeting program and agenda.
 - 6. Approve and direct the payment of all bills that exceed or are not included in the budget approved by the Board.
 - 7. Issue the call of all meetings of ASAP.
 - 8. Make a report to the ASAP annual meeting.
 - 9. Serve as delegate to the NAP convention.
 - 10. Determine the use of income in the Mary Edith Jones President's Fund.
 - 11. Fulfill such other duties as may be assigned by the association or the board of directors.

- B. The First Vice-President shall:
 - 1. Be chairman of the education committee.

2. Perform the duties of the president in the absence of or at the request of the president.
 3. Fill the unexpired term if a vacancy occurs in the office of president.
 4. Serve as delegate to the NAP convention.
 5. Fulfill such other duties as may be assigned by the president, the board of directors or the executive committee.
- C. The Second Vice-President shall:
1. Be chairman of the membership committee.
 2. Fulfill such other duties as may be assigned by the president, the board of directors or the executive committee.
- D. The Recording Secretary shall:
1. Record, in separate permanent record books, the minutes of all meetings of ASAP: one for the annual meeting, one for the board of directors, and one for the executive committee.
 2. Furnish a copy of all minutes to the president within fifteen (15) days following meetings.
 3. Be custodian of all reports and documents including ASAP and NAP Bylaws, special rules of order, and standing rules, except those specifically assigned to others.
 4. Prepare the reports of the board of directors.
 5. Notify the NAP Headquarters and the district director of officer changes within sixty days after such changes.
 6. Send an updated copy of the association bylaws to NAP Headquarters within sixty days after the adoption of any amendment, or if no amendments have been adopted within the preceding calendar year, notify NAP by January 31 that there have been no changes to the bylaws.
 7. Fulfill such other duties as may be assigned by the president, the board of directors or the executive committee.
- D. The Treasurer shall:
1. Be custodian of all funds,
 2. Serve as chairman of the Budget- Finance Committee.
 3. Send notices of dues and fees to units, members-at-large, and clubs prior to December 1.
 4. Keep accurate records of all funds received and disbursed.
 5. Disburse funds in accordance with the budget approved by the board and by direction of the president for all disbursements that exceed the budgeted amount or are not included in the budget.
 6. Make a financial report at each board of directors meeting.
 7. Submit the annual audited financial report to the annual meeting, copies to be disbursed to voting members.
 8. Submit by February 1 an accurate membership list to the president.
 9. Prepare the financial records for audit by November 15.
 10. Attach the itemized account from the annual meeting chairman of the previous annual meeting to the annual financial report.
 11. File the association annual tax form (990N) with the Internal Revenue Service by April 15 of each year.
 12. Maintain a master file of all IRS 501 (c) (3) Identification Numbers as assigned by the IRS to ASAP and its units and shall submit a copy of the file to NAP Headquarters.
 13. Perform such other duties as may be assigned by the president, the board of directors or the executive committee.

Section 7. Duties of Appointed Officers.

- A. The Corresponding Secretary shall:

1. Conduct the correspondence of the association as directed by the president or the executive committee.
 2. Fulfill such other duties as may be assigned by the president, the board of directors or the executive committee.
- B. The Historian shall:
1. Prepare annually a narrative account of ASAP activities and report to the annual meeting.
 2. Record the history in a permanent book.
 3. Fulfill such other duties as may be assigned by the president, the board of directors or the executive committee.
- C. The Parliamentarian shall:
1. Attend and serve at all meetings of the association, the board of directors and the executive committee.
 2. Advise on parliamentary questions concerning the association, when requested, by the president, the board of directors, the executive committee, and other officers, committees, or members.

Section 8. Nominations.

- A. A nominating committee of five (5) NAP members shall be:
1. Nominated from the floor at the annual meeting in each even-numbered year
 2. Elected by a plurality vote taken by ballot, except when there are no more than five nominees, the election may be by viva voce.
 3. Chaired by the nominee receiving the largest number of votes.
- B. Eligibility of Committee Members. No members shall be eligible to serve on the committee for two consecutive terms..
- C. Duties. The committee shall:
1. Extend a call for Nomination by the membership no later than September 1 of the even-numbered year.
 2. Consider the qualifications of all candidates submitted by the membership or units giving special attention to essential qualifications and to a balanced representation of all areas of the state.
 3. Slate candidates by majority vote of the committee.
 4. Prepare a slate of one (1) nominee for each office, having secured the consent of the nominee to serve if elected.
 5. Submit the slate to the president no later than January 1 of the odd-numbered year to be included in the Call to Annual Meeting.
 6. Submit for publication in the January edition of the odd-numbered year of the BAMAGRAM, the name of each candidate with a brief biographical sketch of qualifications provided by each.

Section 9. Elections. Officers shall be elected at the annual meeting in the odd calendar year.

- A. Additional nominations may be made from the floor provided that written consent has been obtained from the nominee. Qualifications of the nominee shall be presented in writing at the time of nomination.
- B. Election shall be by ballot except when there is only one nominee for each office, the election may be by viva voce.
- C. A majority vote shall elect.

ARTICLE VI

Meetings

Section 1. Regular Meeting

Regular meetings of the association shall be held at least twice a year where business is conducted, unless otherwise ordered by the board of directors. One meeting will be held prior to July 1 in the first year of each administration, and a midterm meeting the second year of the administration. A 15-day notice stating time, place and purpose shall be communicated to the membership by the president.

Section 2. Annual Meetings.

- A. The annual meetings of the association shall be held in the month of March unless otherwise ordered by the board of directors. The annual meeting shall be the governing body of the Alabama State Association of Parliamentarians and shall be held for receiving reports of officers, committees, and ASAP units; electing officers and the nominating committee; electing delegates and alternates to NAP; reviewing the budget and adopting the audit committee report; conducting educational institutes; considering any other business that may arise; and
 - 1. In each odd-numbered year, elect officers and delegates and alternate to the NAP Convention: or
 - 2. In each even-numbered year, elect the nominating committee.
- B. Official Call. The official call of the annual meeting shall be sent out by the president giving the time and the place of the annual meeting and shall be mailed or emailed to all ASAP members at least thirty (30) days prior to the annual meeting.
- C. Voting Body. The voting body of the annual meeting shall be composed of all ASAP members who attend the annual meeting and whose ASAP and NAP dues have been paid.
- D. Quorum. The quorum at any meeting of the annual meeting shall be a majority of the voting members who have registered as being in attendance.
- E. Postponement or Cancellation. In the event of a national or state emergency, the board by a two-third (2/3) vote in a session by mail or by telephone, may postpone or cancel an annual meeting. All members shall be notified.
- F. Registration Fee. Annual meetings registration fee shall be determined by the board of directors. Voting members in attendance shall pay the required registration fee. All others attending the annual meeting shall pay the registration fee, except as directed by majority vote of the executive committee.

Section 3. Special Meetings. A special meeting may be called by the president and shall be called at the request of a majority of the board of directors. The purpose of the meeting shall be stated in the call and fifteen (15) days' notice shall be given to all members of such a meeting.

Section 4. Electronic Meetings and Communications

A. Electronic Meetings.

Meetings of the Association, Board of Directors, Executive Committee, and Committees may be conducted by telephone or other electronic means that permit simultaneous aural communication when so directed by the board of directors or, in case of special meetings, when so directed by those calling the special meeting. At electronic meetings, any ballot votes required under the rules or ordered by the association shall be conducted electronically, using an internet service that supports anonymous voting. Electronic meetings of the association shall be subject to rules adopted by the association or the board to govern such meetings which may include any reasonable limitations on, and requirements for, members' participation.

B. Communications.

All communications required in these bylaws, including meeting notices, may be sent electronically

ARTICLE VII. Board of Directors

Section 1. Composition. The members of the board of directors shall be:

- A. Elected officers.
- B. Appointed officers.
- C. Chairmen of standing committees.
- D. Chairman of nominating committee.
- E. Presidents of units.
- F. The immediate past president of ASAP.

Section 2. Duties and Power. The board of directors shall be subject to the orders of the association and none of its acts shall conflict with actions taken by the association. The board of directors shall:

- A. At its first meeting:
 - 1. Prepare and adopt the annual budget
 - 2. Approve standing committee procedures.
 - 3. Determine the award to be conferred from the interest of the Pat and Mary Haislip Memorial Fund.
- B. Have general supervision of the affairs of the association between annual meetings.
- C. Fix the date, time, place, and place of board meetings.
- D. Determine date time, place, and registration fee for the annual meeting.
- E. Have the authority to adopt board standing rules.
- F. Fill vacancies occurring in any elective office other than that of president. Voting to fill a vacancy may be conducted by mail.
- G. Perform such other duties as defined in the bylaws and as directed by the voting body of the annual meeting.

Section 3. Meetings

- A. Regular. Regular meetings of the board of directors shall be held at least quarterly at the call of the president with fifteen days' notice given, stating time and place. One of the regular meetings shall be a pre-convention meeting at the site of the convention each year and a post-convention meeting in odd-number years at the site of the annual meeting or within 30 days after the annual meeting.
- B. Special. Special meetings of the board may be called by the president or upon written request of three (3) board members with at least fifteen (15) days'- notice stating time, place, and purpose to board members.
- C. Observers. Members of ASAP committees may attend meetings of the board. Non-board members shall have no vote but may have a voice upon consent of the board.

Section 4. Board Report. The board of directors shall make an annual report at the annual meeting.

Section 5. Quorum. Seven (7) members of the board of directors, two (2) of whom shall be officers, shall constitute a quorum.

ARTICLE VIII. Executive Committee

Section 1. Composition. Members of the executive committee shall be the elected officers.

Section 2. Duties and Power. Subject to the limitations and powers contained in applicable law, the executive committee shall have the power and duties prescribed by these bylaws and such duties as may be delegated by the Board of Directors. The Executive committee shall:

- A. Act on matters that may properly come before the Board in the interim between meetings of the Board and it is not feasible to convene members of the Board,
- B. Report to the Board its action for ratification at the next meeting of the Board.
- C. Approve the president's appointments of chairmen of standing committees otherwise provided in these bylaws.
- D. Consider and act on application for clubs.

Section 4. Quorum. Three (3) members of the executive committee shall constitute a quorum.

ARTICLE IX. Committees.

Section 1. Standing Committees.

- A. Enumeration. The standing committees of ASAP shall be annual meeting, archives, auditing, awards, Bamagram, budget-finance, bylaws, education, membership, memorial, protocol, public relation, technology, and yearbook.
- B. Term. The term for committee members shall be two (2) years or until their successors are appointed.
- C. Accountability. Standing committees shall develop a plan of work and submit the plan to the board of directors for approval.
- D. Reports. All committee chairmen shall submit a report to the president for information immediately upon completion of their work and a written report for the annual meeting.
- E. Vacancies. Vacancies in standing committee chairmen shall be filled by appointment of the president with approval of the executive committee.

- F. Ex-Officio Membership. The president shall be ex officio a member of all committees except the nominating and audit committees.
- G. Standing committees shall be created by the voting body at the annual committee.

Section 2. Composition and Duties.

A. Annual Meeting Committee.

- 1. Composition. The annual meeting committee shall consist of:
 - a. A state coordinator and an assistant state coordinator who will:
 - i. supervise and coordinate all committee responsibilities;
 - ii. report regularly to the president and board the progress of the committee.
 - b. the first vice-president and parliamentarian
 - c. five subcommittee chairmen appointed by the coordinator: credential, program, standing rules, resolution, and convention arrangements.
- 2. Duties. The committee shall plan and coordinate, in consultation with the president and board, all the arrangements, activities, and events of the annual meeting.
 - a. The first vice-president shall be responsible for the educational activities of the program.
 - b. The parliamentarian will assist with protocol and resolutions during the meeting.

B. Archives

- 1. Composition. The committee shall be composed of a chairperson and other members as needed.
- 2. Duties. The committee shall:
 - a. Collect, organize, catalogue, and preserve historical data of the Association.
 - b. Prepare archival records such as document descriptions to allow easy access and information.

C. Auditing Committee.

- 1. Composition. The committee shall be composed of a chairman and one other member.
- 2. Duties. The committee shall:
 - a. Audit the treasurer's records at the close of the fiscal year and report at the annual meeting.
 - b. Submit a report to the annual meeting.

D. Awards Committee.

- 1. Composition. The committee shall be composed of a chairman and two other members.
- 2. Duties. The committee shall:
 - a. Be responsible for the Pat and Mary Haislip Award(s). The committee shall:
 - i. Present rules governing the awards to the executive committee for approval, in time to have them published in the Bamagram prior to January.
 - ii. Be responsible for selecting three judges who are not ASAP members to select the winner(s) if judging is necessary.
 - iii. Be responsible for ascertaining the winners of any other awards.
 - b. Review and recommend action on all proposed awards and memorial fund prior to their presentation to the board.

E. Bamagram.

1. Composition. The committee shall be composed of a chairman and other members as needed.
2. Duties. The committee, in consultation with the president, shall publish at least two issues of the Bamagram annually.

F. Budget-Finance Committee.

1. Composition. The committee shall be composed of the treasurer as chairman, chairmen of the annual, education, and technology committees; and two other members appointed by the president.
2. The committee shall
 - a. prepare an annual budget for presentation to the board of directors as designated in Article IV. Section 2.
 - b. Solicit, from all officers and committee chairmen, the anticipated revenues and expenses for their offices or committees for the ensuing fiscal year.
 - c. Prepare the budget incorporating information solicited from officers and committee chairmen.

G. Bylaws Committee.

1. Composition. The committee shall be composed of a chairman and two (2) other members.
2. Duties. The committee shall:
 - a. Have the right to originate amendments.
 - b. Submit proposed amendments, as provided in Article XIV, from the ASAP board, ASAP committees, and local units with their recommendations for actions. Proposed amendments shall be submitted to the committee at least sixty (60) days prior to the date of the annual meeting.
 - c. Review unit bylaws every (5) years for unit compliance with NAP and ASAP bylaws.
 - d. Review ASAP bylaws annually for compliance with NAP bylaws.

H. Education Committee.

1. Composition. The committee shall be composed of the first vice -president as chairman and five (5) other members appointed by the president.
2. Duties. The committee shall:
 - a. Endeavor to advance interest in parliamentary law in schools and other organizations.
 - b. Promote opportunities for studying correct parliamentary procedures.
 - c. Encourage the use of NAP educational materials.
 - d. Encourage unit students and club students to attend all educational programs of the association.
 - e. Encourage the use of NAP publications and prepare a display of them at the annual meeting.
 - f. Prepare a budget and make all arrangements for the annual institute subject to the approval of the Board.

I. Membership Committee

1. Composition. The committee shall be composed of the second vice-president as chairman and at least two (2) other members from different sections of the state.
2. Duties. The committee shall:
 - a. Promote membership.
 - b. Assist in the organization of units and clubs.

J. Memorial Committee.

1. Composition. The committee shall be composed of a chairman.
2. Duties. The committee shall:
 - a. List names of deceased members in a memorial book.
 - b. Conduct a memorial service during the annual meeting.

K. Protocol Committee.

1. Composition. The committee shall be composed of a chairman and other members as needed.
2. Duties. The committee shall assist the president with the necessary details to insure conventional and established forms of protocol are observed prior to and during the annual meeting.

L. Public Relations Committee.

1. Composition. The committee shall be composed of a chairman and the current annual meeting chairman.
2. Duties. The committee shall:
 - a. Investigate and recommend methods of acquainting the public with the function and services of ASAP.
 - b. Prepare publicity statements for release at the time of the annual meeting and special events of the association.

M. Technology

1. Composition. A technology committee composed of a chairman, a co-chairman, and at least three other members appointed by the president. Members of the committee:
 - a. Should have a basic understanding of technology, its impact on ASAP and the role technology plays in achieving Association goals.
 - b. May have expertise in IT, data management, cybersecurity, software development or other related skills.
1. Duties. The committee shall:
 - a. Oversee and manage the Association's technical needs and goals.
 - b. Design and maintain ASAP's website.
 - c. Collaborate with Newsletter, Archives, and the President for necessary distribution of communication.
 - d. Provide strategic guidance, oversight, and recommendations to ensure the Association's effective and secure utilization of technology including, but not limited to digital infrastructure, software tools, cybersecurity, as well as other emerging technologies.
 - e. Ensure that ASAP remains technologically innovative and secure.
 - f. Perform such other duties as may be delegated by the Executive Board.

N. Yearbook Committee.

1. Composition. The committee shall be composed of a chairman and another member.
2. Duties. The committee shall compile and distribute a yearbook the first year of an administration and a yearbook supplement the second year of an administration.

Section 3. Special Committees.

- A. Special Committees shall be created as the association shall from time to time deem necessary to carry on the work of the association.
- B. The president may appoint special committees, the chairman, and members of such committees.

ARTICLE X. Units

Section 1. NAP units chartered within the boundaries of the Alabama State Association of Parliamentarians shall be affiliated of the association and subject to the bylaws and standing rules of the National Association of Parliamentarians.

Section 2. Reports. Unit presidents shall make annual reports to the ASAP annual meeting.

ARTICLE XI. Delegate Representation

Section 1. NAP Delegate.

- A. Delegate representation is based on the primary membership of the association as of March 1 of the convention year as follows:
 1. Six delegates; and
 2. One additional delegate for up to the first five primary members-at-large for the association and one additional delegate for each additional five primary member-at-large or major fraction thereof for the association as of March 1 of the convention year.
- B. Any NAP member may serve as a delegate or alternate to which this association is entitled.

Section 2. Delegate Selection for NAP Convention

- A. President and first vice president. The president and the first vice president shall serve as delegates.
- B. Other Delegates. Except as provided in sub-section A of this section, other delegates shall be elected by the voting body at the annual meeting held the calendar year of the NAP convention.
- C. Nominations. Nomination for other delegates shall be made from the floor by the voting body of the annual meeting held the calendar year of the NAP convention. At least four nominees should come from the floor.
- D. Election. Election shall be by ballot. A plurality vote shall elect except that when the number of nominees are the same as the position to be filled for delegates and alternates, the election may take place by acclamation.
- E. Vacancies in delegate or alternate positions may be filled by the president.

ARTICLE XII.
Dissolution

Section 1. Upon the dissolution of the association, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. If at the time of dissolution NAP meets the criteria under Section 1, the assets shall be liquidated and distributed to NAP.

Section 2. The association charter shall be returned to NAP Headquarters.

ARTICLE XIII
Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of this association in all cases to which they are applicable and in which they are not inconsistent with the bylaws of NAP, these bylaws, and any special rules of order the association may adopt, and any statutes applicable to this organization that do not authorize the provision of these bylaws to take precedence.

ARTICLE XIV
Amendments

Section 1. These bylaws may be amended at any annual meeting of this association by a two-third vote, provided that the amendment has been submitted to the members in writing at least thirty days prior to the meeting and in the call to the meeting at which it is to be considered.

Section 2. If an amendment is originated by the ASAP board, ASAP committee or local units, it shall have been submitted to the bylaws committee on or before January 1, prior to the annual meeting, with identification of the proposer(s). The bylaws committee shall recommend action on such a proposal to the annual meeting.

Section 3. Any amendments to these bylaws necessitated by amendments to NAP Bylaws shall be effected by the bylaws committee and reported to the membership in writing within sixty days following the adoption of such amendments by NAP.

Section 4. A revision may be made only upon order of the voting body of the annual meeting.

AMENDED

March 26,1988

March 18, 1988

March 17, 1990

March 23, 1991

March 7, 1992

March 18, 1994

March 1997

March 2007

March 2008

March 2011

March 2021

March 2023

March 29, 2025

January 20,2026

ASAP Standing Rules

1. **Dues.** Annual dues of the Association shall be as follows:

Primary members	\$15.00
Affiliate	\$15.00
Members-at-large	\$15.00
Provisional Members	\$15.00
2. The state treasurer shall send a form to each unit by July 1 requesting a list of officers and NAP members. The unit shall return this form to the state treasurer by August 1.
3. The president of each unit shall send information for the state association yearbook to the state yearbook chairman by July 15 of each year.
4. Annual Meeting Guests.
 - a. Individuals who are not ASAP members but are interested in parliamentary procedures shall pay the required registration fee.
 - b. Program participants approved by the president shall pay no registration fee.
 - c. Guests attending meal functions only shall pay meal charges but no registration fee.
5. In order to promote fellowship and inspiration, the ASAP president should, at the invitation of the local unit, attend at least one meeting of each local units during an administration.
6. The Pat and Mary Haislip Memorial fund is a perpetual fund.
 - a. Accrued interest from the fund shall be used for annual award(s), determined by the board of directors
 - b. The criteria to qualify for awards shall be established by the awards committee and approved by the executive board.
 - c. All awards from this fund shall be known as The Pat and Mary Haislip Awards, such as The Pat and Mary Haislip Program Membership Award.
 - d. The fund may be placed and maintained in a separate interest-bearing bank account.
 - e. Upon receipt of a donation to the fund, the treasurer shall send a receipt to the donor and a card of acknowledgement to the appropriate party.
7. Mary Edith Jones President's Fund.
 - a. The Mary Edith Jones President's Fund is a perpetual fund. Interest from the fund is to be used at the discretion of the current ASAP president.
 - b. The fund may be placed and maintained in a separate interest-bearing bank account.
 - c. Upon receipt of a donation to the fund, the treasurer shall send a receipt to the donor and a card of acknowledgment to the appropriate party.
8. The association shall present an official NAP State President's pin to each newly elected president.
9. Membership Awards. Transfer, affiliate, or reinstated members shall not be counted in any award(s) given to units for increase in unit NAP membership or student membership. Increase in membership shall be determined by absolute numbers, not by percentage increases within the unit.
10. Annual Meeting Schedule: 2022-Virtual, 2023-Intra-state, 2024- Grace Browning, 2025-Capital City, 2026-Shelby-Cahaba

11. Amendments.

- A. The membership or board of directors may amend these standing rules; however, amendments made by the board shall be communicated to unit presidents and posted In the members only portal of the Web site within 30 days of the change.
- B. The bylaws committee may be authorized to correct numeration, format, and punctuation; cross reference; and make such other technical and conforming changes that do not result in substantive changes in the proposed rule.

12. General Rules.

- A. ASAP roster shall not be used by any member for his individual professional and business promotions.
- B. The call to the annual meeting will be published in the newsletter issue immediately preceding the annual meeting as well as posted on the ASAP web site.
- C. Annual Meeting Reports
 1. Each ASAP officer, chairman of each standing committee, chairman of each special committee required to report, and unit presidents will submit a written report to the coordinator of the annual meeting for publication in the annual meeting program.
 2. Each candidate nominated by the nominating committee or who intends to be nominated from the floor may submit a biographical sketch of 120 words or less and a photo for publication in the newsletter issue immediately preceding the annual meeting in even-numbered years.
 3. The deadline for submission of reports, as set by the annual meeting committee, will be published in the newsletter issue immediately preceding the annual meeting.
 4. The annual meeting coordinator will compile the following materials for inclusion in the program booklet at the annual meeting:
 - a. The annual meeting program and agenda;
 - b. Credentials and Registration reports;
 - c. Standing Rules;
 - d. The approved minutes of the previous annual meeting and any other special meeting held since the previous annual meeting;
 - e. Reports received from officers, chairpersons, unit presidents;
 - f. Sheets for recording the registration report, nomination, and election results; and
 - g. Proposed amendments, if any, to the ASAP bylaws and standing rules.
- D. Funds budgeted for the NAP convention delegates and alternates' expenses shall be delegated equally among the elected delegates at the time of the convention.

13. Web Site.

- A. **Development and Maintenance.** ASAP may develop and maintain an official web site using, in so far as possible, a free hosting service. The web site shall include a public area, accessible by anyone with an internet connection, and a member-only area, accessible only to those to whom access is specifically granted.
- B. **Web Site Editors.**
 1. The webmaster and the president of ASAP will have the widest possible editing privileges, including the ability to grant or deny access to any members-only area.

2. The vice-presidents, secretary, treasurer, editor of BAMAGRAM, and any other members recommended by the webmaster and approved by the president may be granted permission to edit web site text and to upload documents.
- C. **Web Site Team** shall have a webmaster, one or more monitors, and a liaison from each unit. The team shall have overall responsibility for the Web site.
1. The webmaster shall:
 - a. establish and provide passwords to the ASAP president and unit liaisons, and shall change passwords whenever personnel changes;
 - b. provide the master list of passwords to the ASAP president;
 - c. post information regarding units, association, district and national events;
 - d. submit invoices regarding payments to maintain the host and domain name to the treasurer for payment; and
 - e. provide the web site code in a backup folder to the president and the chairperson of the technology committee.
 2. The monitors shall:
 - a. review regularly the website for accuracy; and
 - b. provide suggestions for improvement to the webmaster and the technology committee
 3. The unit liaisons shall:
 - a. be appointed by each unit; and
 - b. be responsible for posting /submitting unit material as approved by the unit
 4. The web site shall link to NAP, NAP districts, NAP associations in District III, and NAPEF.
 5. The web site code shall be backed up to a folder with information provided to the ASAP president and the chairperson of technology.

D. Public Area. The public area of the web site will contain:

1. A Home Page, including at least:
 - a. General information about ASAP and NAP;
 - b. The names of ASAP officers, and committee chairman with links to contact e-mail addresses;
 - c. Information on how to join ASAP;
 - d. Links for viewing or downloading copies of ASAP governing documents; and
 - e. Links to all other public area pages and to the member-only area.
2. A news and Events page with all known dates of important events at least prior to and including the annual meeting;
3. A Resource page, with links to NAP parliamentary resources and online courses; and
4. A Units page listing the units name, the meeting frequency and city, the meeting date and time, the name of the unit president, with a link for contact; and the unit website of all ASAP units.

E. Members-Only Area

1. The members-only-page of the web site will include at least:
 - a. A document page, with links for downloading the current ASAP budget and such other documents that may be of interest to members;

- b. A forms page, with links to downloading (or completing online versions of) unit information forms, proposed amendment forms, Pat and Mary Haislip Award forms, etc.;
 - c. A newsletter page with links for viewing or downloading copies for the last three years; and
 - d. a minutes page, with links for viewing or downloading copies of approved annual meetings for the past three years.
2. Access to members-only area will be limited to:
- a. ASAP members;
 - b. The District Three Director; and
 - c. Any other NAP member recommended by the website team and approved by the president.
- F. **Notification of Web Site Changes.** Notices of any changes to the content or layout of the web site will be sent to the board of directors and all web editors.

14. Yearbook

- A. Responsibility.** The yearbook committee is responsible for the production of a yearbook each odd-numbered year and an update the even-numbered year of an administration.
- B. Cover Page.** The cover page shall include the official name of ASAP or its logo, its founding, and the year of publication.
- C. Content.** The yearbook should contain the following information:
- 1. the Table of contents;
 - 2. a list of all ASAP past presidents, in reverse chronological order, including the following information for each president to the extent known:
 - a. NAP credentials, if any, at the time of service
 - b. city of residence at the time of service;
 - c. inclusive years of the term served;
 - d. whether a current member; and
 - e. if deceased.
 - 3. A calendar of events, listing the date and location of each ASAP, District III, and NAP national event for which the information is known;
 - 4. NAP contact information, a list of the names and contact information for all NAP elected and appointed officers and NAP headquarter staff, and the name and contact information for the District III director.
 - 5. the name, contact information, and photo of each member of the ASAP board of directors;
 - 6. a listing of all committees and other appointments;
 - 7. The ASAP governing documents;
 - 8. Information of each unit, in alphabetical order
 - 9. a listing of all members-at-large; and
 - 10. an alphabetical index of all ASAP members, listing each unit to which the member belongs or MAL status, if applicable, and each page on which the member's name appears.
- D. Unit Information.** The listing of each unit will begin on a new page, and will include:
- 1. the name of the unit.
 - 2. A list of the unit officers and the unit representative to ASAP board of directors;
 - 3. The unit's meeting day, time, and location;

4. When the unit's elections are held and when they become effective;
5. The name, address, telephone number, and e-mail address of each unit, whether primary, affiliate, provisional, or honorary;
6. Indication of each member's classification, with appropriate symbols; and
7. For affiliate members, a parenthetical abbreviation of the member's primary unit.

E. Member -at-large Information. The listing of MAL will include the same information specified for unit members in Section D. above.

F. Membership Classification Symbols

1. Primary Symbols

- a. PRP: Professional Registered Parliamentarian
- b. PRP-R: Retired Professional Registered Parliamentarian
- c. RP: Registered Parliamentarian
- d. RP-R: Retired Registered Parliamentarian
- e. M: Non-credentialed ASAP member
- f. PU: Provisional members of a unit only
- g. PA: provisional member of ASAP, whether or not a unit provisional member

2. Supplemental Symbols

- a. H: Honorary member
- b. AU: Affiliate member of a unit
- c. AA: Affiliate member-at-large

BOARD and COMMITTEE STANDING RULES

1. Get well cards or cards of sympathy shall be sent by the corresponding secretary when officially notified.
2. A memorial, not to exceed five dollars, shall be sent upon the death of a board member's spouse.
3. A memorial, not to exceed ten dollars, shall be sent upon the death of a board member.
4. The 1st Vice President will be responsible for securing a gift for the outgoing president in an amount not to exceed \$75.00 which will come from the first vice-president's budget