

**WASHINGTON STATE ASSOCIATION OF PARLIAMENTARIANS**  
**a constituent division of the**  
**NATIONAL ASSOCIATION OF PARLIAMENTARIANS®**

**Standing Rules**

1. **Dues.** Full annual dues for primary and affiliate members are \$24.00 annually, with all other dues amounts adjusted as provided in the bylaws. The adjusted amounts are as listed in the following table:

<b>Month Joined</b>	<b>Primary/Affiliate</b>	<b>Student/Provisional</b>
January	\$24.00	\$12.00
February	\$22.00	\$11.00
March	\$20.00	\$10.00
April	\$18.00	\$ 9.00
May	\$16.00	\$ 8.00
June	\$14.00	\$ 7.00
July	\$12.00	\$ 6.00
August	\$10.00	\$ 5.00
September	\$ 8.00	\$ 4.00
October*	\$30.00	\$15.00
November*	\$28.00	\$14.00
December*	\$26.00	\$13.00
*Includes dues for the following year		

2. **Duties of Officers.** The officers will perform the following duties in addition to those specified in the parliamentary authority and in the bylaws, or ordered by the board of directors.

**A. President.** The president will:

1. nominate members for the following positions, subject to confirmation by the board of directors, for terms concurrent with that of the president;
  - a. a parliamentarian;
  - b. an archivist;
  - c. an annual meeting coordinator;
  - d. a newsletter editor;
  - e. a webmaster and one or more assistant webmasters; and
  - f. a yearbook editor.
2. approve vouchers for authorized expenses, and forward the vouchers to the treasurer for payment;
3. sign all contracts as approved by the board of directors;
4. have check-writing authority for any WSAP checking account;
5. provide the newsletter editor with the call to the annual meeting at least seventy-five days before the meeting date; and
6. turn over all records and materials pertaining to the president to the new president within thirty days after leaving office.

**B. Vice President.** The vice president will:

1. have check-writing authority for any WSAP checking account; and
2. turn over all records and materials pertaining to the vice president to the new vice president within thirty days after leaving office.

**C. Secretary.** The secretary will:

1. provide copies of the draft minutes of each membership or board meeting to the appropriate minutes approval committee within fifteen days after adjournment of the meeting;
2. provide copies of all approved minutes to each member of the board of directors within fifteen days after the minutes have been approved by the minutes approval committee;
3. submit a list of newly elected officers to NAP within thirty days after the election;
4. submit the name of any officer appointed to fill a vacancy (or, in the case of the president, automatically filling the vacancy) to NAP within thirty days after filling of the vacancy;
5. submit a copy of the amended bylaws to NAP within thirty days after adoption of any amendment;
6. serve as WSAP historian; and
7. turn over all records and materials pertaining to the secretary to the new secretary within thirty days after leaving office.

**D. Treasurer.** The treasurer will:

1. promptly pay all vouchers as approved by the president;
2. submit a financial report at each annual meeting and each fall board meeting;
3. submit all financial records to the audit committee within thirty days after the close of the fiscal year, and within thirty days after leaving office;
4. provide a list of WSAP affiliate and provisional members to the annual meeting registrar no later than fifteen days before the annual meeting;
5. file all tax returns and other financial reports that may be required by applicable local, state, or federal law;
6. have check-writing authority for any WSAP checking account, including (for purposes of settling any outstanding liabilities resulting from the annual meeting) for thirty days after the election of a new treasurer;
7. be responsible for purchase of:
  - a. the outgoing president's plaque;
  - b. engraving of the outgoing president's name on the NAP mace; and
  - c. the incoming president's pin; and
8. turn over all records and materials pertaining to the treasurer, except for those turned over to the audit committee, to the new treasurer within thirty days after leaving office.

**3. Nominating Committee Procedures.**

**A. Publication of Nomination Information.**

1. The nominating committee will submit an article for publication in the summer issue of the WSAP newsletter in each even-numbered year, stating the qualifications for each office and the deadline for submission of nomination suggestions.
2. The committee will submit a short article for the fall issue of the newsletter as a reminder of the deadline for nomination suggestions.

**B. Nomination Suggestions.**

1. Any primary or affiliate member may submit a suggested nomination, including the member's own name, to the nominating committee by December 1 of an even-numbered year.
2. The committee will consider all suggested nominations, but is not bound by them, and will nominate members who, in the committee's judgment, are best qualified to serve.

**C. Nominations.** The nominating committee will nominate at least one candidate, who has consented to serve if elected, for each office to be filled at the annual meeting in the odd-numbered year.

**D. Nominating Committee Report.** The nominating committee will submit its report for publication in the newsletter issue immediately preceding the annual meeting in the odd-numbered year and in the annual meeting binder or folder, and will present a report at the annual meeting.

**E. Candidacy Statements.** Each candidate nominated by the nominating committee or who intends to be nominated from the floor may submit an article, not to exceed 120 words, and a photograph, for publication in the newsletter issue immediately preceding the annual meeting at which the election will be held. No alterations may be made to the article without the consent of the candidate, except for deleting words in excess of 120.

**4. Annual Meeting.**

**A. Coordinator Duties.** The annual meeting coordinator will:

1. coordinate the organization of the annual meeting in conjunction with the board of directors;
2. with the approval of the president, appoint a registrar and one or more assistant registrars;
3. recommend a location of the meeting for approval by the board of directors;
4. arrange for a block of rooms for attendees at a selected hotel;
5. arrange for rooms for the official NAP representative or district director as applicable, the WSAP president; and the annual meeting coordinator;
6. arrange for scheduled meals during the meeting;
7. provide a printed program;
8. provide opportunities for participation, to the fullest extent feasible, for those with disabilities or limitations;
9. arrange for decorations when appropriate; and
10. arrange for entertainment when appropriate.

**B. Registrar Duties.** The registrar will:

1. in coordination with the annual meeting coordinator, prepare the registration form for the annual meeting;
2. collect registrations from members and guests and submit a financial report to the treasurer;
3. establish procedures for registration of members and guests at the annual meeting location; and
4. present the registration report at the opening of the annual meeting and as needed throughout the meeting.

**C. Budget.** The annual meeting budget will include expenses for:

1. meals during the meeting for those exempt from meal charges as provided in Section F3 of this rule;
2. additional meals for the official NAP representative, or the district director when attending in lieu of an official NAP representative and performing equivalent functions, from the time of arrival until the time of departure, except that this provision will not be applicable if the official NAP representative or district director is a member of WSAP and lives within 150 miles of the annual meeting location; and
3. two nights' lodging at the facility associated with the meeting for:
  - a. the official NAP representative, or the district director when attending in lieu of an official NAP representative and performing equivalent functions;
  - b. the WSAP president; and
  - c. the annual meeting coordinator.

**D. Call to Meeting.** The call to the annual meeting will be published in the newsletter issue immediately preceding the annual meeting and posted on the WSAP web site.

**E. Registration Fees.** All WSAP members or guests attending any portion of the annual meeting must pay the registration fee, except for:

1. the WSAP president;
2. the official NAP representative, or the district director when attending in lieu of an official NAP representative and performing equivalent functions;
3. official guests invited by the president with the approval of the board of directors;
4. guests attending meal functions only; and
5. WSAP student members, for whom the registration fee will be one-half.

**F. Meals.**

1. The schedule for each annual meeting will include at least a luncheon. The schedule for the annual meeting in odd-numbered years also will include an installation banquet. Additional meal functions may be planned for the annual meeting with the approval of the board of directors.
2. The cost for scheduled meals may be included in the registration fee or stated as separate charges, or a combination of both, as reflected in the budget approved by the board of directors. For any meal included in the registration fee, a separate fee reflecting the cost of the meal will be provided for guests attending the meal function only.
3. For any meal not included in the registration fee, all members and guests attending that meal must pay the applicable cost, except for:
  - a. the WSAP president;
  - b. the official NAP representative, or the district director when attending in lieu of an official NAP representative and performing equivalent functions; and
  - c. any official guest invited for that meal by the president with the approval of the board of directors.

**G. Registration Procedures.**

1. A registration form, with instructions, will be published in the newsletter issue immediately preceding the annual meeting and also posted on the WSAP web site.
2. The treasurer will provide the list of all WSAP members, including affiliate and provisional members, to the registrar no later than one week before the annual meeting.

3. The registrar is authorized to receive annual meeting fees and will submit them to the treasurer for deposit into the WSAP account.
4. Each member or guest in attendance, except guests attending meal functions only, must sign in at the registration table and pay the applicable fees if not paid in advance, unless the member or guest is exempt from payment as otherwise provided in these rules. Guests attending meal functions only, or their hosts, must pay the applicable meal costs unless paid in advance.
5. Upon registration, each member or guest, except guests attending meal functions only, will be issued a name badge, a program, a binder or folder containing all required or appropriate meeting materials, and any other items approved by the president or the annual meeting coordinator. In addition, primary and affiliate members will be issued a voting card. Name badges for provisional members and guests will be distinct from those for primary and affiliate members. Guests attending meal functions only will be issued tickets for each meal function to be attended.
6. Registration will be open as much as practical throughout the annual meeting, except during any election.

**H. Wearing of Name Badges.** Each member or guest attending any portion of the annual meeting must wear the name badge issued by the registration committee, except that

1. the official NAP representative or the District Seven Director when attending in lieu of the official representative and performing equivalent functions may wear an official NAP name badge instead of the name badge issued at registration; and
2. guests attending meal function only need not wear name tags, but must have the appropriate ticket for the meal.

**I. Annual Meeting Reports.**

1. Each WSAP officer, the chairman of each standing committee, the chairman of each special committee that is required to report at the annual meeting, each unit, and the member-at-large representative will submit a written report to the annual meeting coordinator. Members holding multiple positions, such as an officer who also chairs a committee, must submit a separate report for each position held.
2. The deadline for submission of reports, as set by the annual meeting coordinator, will be published in the newsletter issue immediately preceding the annual meeting and posted on the WSAP web site.

**J. Annual Meeting Materials.** The annual meeting coordinator will compile the following materials into a binder or folder for distribution at the annual meeting:

1. the annual meeting program;
2. the Special Rules of Order for Membership Meetings;
3. the approved minutes of the previous annual meeting;
4. all reports received by the specified deadline;
5. sheets for recording the registration report, nominations, and election results;
6. proposed amendments, if any, to the WSAP governing documents; and
7. any other information deemed appropriate for the meeting.

**5. Standing Committees.**

**A. Budget and Finance.** The budget and finance committee will:

1. solicit from all officers and committee chairmen the anticipated revenues (if any) and expenses for their offices and committee for the ensuing fiscal year; and

2. prepare a budget for the ensuing fiscal year and present it to the board of directors for approval at its fall meeting.

**B. Bylaws and Rules.** The bylaws and rules committee will:

1. notify members via the summer and fall newsletter issues of the deadline for submission of proposed amendments to the WSAP governing documents;
2. submit proposed amendments, including proposed revisions when applicable, to the newsletter committee for publication in the newsletter issue immediately preceding the annual meeting;
3. present all timely proposed amendments to the WSAP governing documents, together with the committee's recommendation if any, to the annual meeting;
4. prepare revisions to the WSAP governing documents when authorized by the previous annual meeting; and
5. prepare a courtesy resolution for the annual meeting.

**C. Education.** The education committee will:

1. order and control all NAP materials ordered for the WSAP annual meeting;
2. submit a one-page or longer educational article for each issue of the WSAP newsletter;
3. provide public relations for all WSAP-sponsored educational events to which the public is invited; and
4. coordinate the educational sessions for the annual meeting and the fall educational workshop, and for any additional WSAP-sponsored educational events.

**D. Membership.** The membership committee will:

1. maintain the membership ledger in coordination with the treasurer;
2. assist in the organization of new units;
3. coordinate with units to develop and implement plans for promoting membership; and
4. coordinate with the education committee to facilitate membership at both the unit and MAL levels.

**E. Youth.** The youth committee will:

1. assist units and individual members in the formation and support of NAP youth groups in the State of Washington; and
2. coordinate requests for teachers, judges, financial support, and educational resources for NAP youth groups and NAP youth partnership components in the State of Washington.

**6. Financial Audit.**

**A. Timing.** The audit committee will conduct an audit of all WSAP financial accounts at the conclusion of each fiscal year and upon any change in treasurers. Each report will cover the period from the end of the most recently audited period to the end of the period to be covered by the current audit.

**B. Records Included.** The audit will include all WSAP bank statements, check registers, vouchers, itemized bills, all other records of receipts or disbursements since the most recent previous audit, and all known pending receipts or disbursements. In addition, the fiscal year-end audit shall include verification whether an appropriate tax return for WSAP has been filed with the Internal Revenue Service (IRS) for the immediately preceding fiscal year, preferably in the form of an IRS acknowledgment of acceptance of the filing.

**C. Report.** Each audit report will be submitted to the board of directors for action at the next meeting following the end of the period covered by the report.

## **7. Yearbook.**

**A. Editor Responsibility.** The yearbook editor is responsible for production of the yearbook on an annual basis. The editor may solicit the assistance of other members for proofreading and such other tasks as the editor may deem necessary.

**B. Cover Page.** The cover page will include the WSAP logo in the official color, as described in Standing Rule 10.

**C. Content.** The following information will appear in the yearbook:

1. the Table of Contents;
2. a numbered list of all WSAP conventions or annual meetings, including the dates and locations of each convention or annual meeting;
3. a list of all WSAP past presidents, in reverse chronological order, including the following information for each past president to the extent known:
  - a. NAP credential, 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.
4. a calendar of events, listing the date and location of each WSAP, District Seven, and NAP national event for which the information is known;
5. NAP contact information, a list of the names and contact information for all NAP elected and appointed officers and NAP headquarters staff, and the name and contact information for the District Seven Director;
6. the name, contact information, and photo of each member of the WSAP board of directors;
7. a listing of all committee and other appointments;
8. the WSAP governing documents;
9. information for each unit, in alphabetical order;
10. a listing of all members-at-large; and
11. an alphabetical index of all WSAP 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 for 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 the WSAP 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 (to the extent available) of each unit member, whether primary, affiliate, provisional, or honorary;
6. indication of each member's classification, using the symbols specified in Section F of this rule; and
7. for affiliate members, a parenthetical abbreviation of the member's primary unit.

**E. Member-at-Large Information.** The listing of members-at-large will include the same information for members-at-large as specified for unit members in Section D of this rule.

## **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 WSAP member.
  - f. PU: Provisional member of a unit only.
  - g. PA: Provisional member of WSAP, 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 of WSAP.

## **G. Distribution.**

1. Initial distribution of the yearbook will be accomplished by August 1, as follows:
  - a. One electronic copy will be sent by e-mail attachment to each WSAP member for whom a valid e-mail address is available.
  - b. One printed copy will be sent to each WSAP member for whom no valid e-mail address is available, to each member who has requested receipt by postal mail, and to the archivist for the WSAP archives.
2. The WSAP president is responsible for providing copies to new members-at-large, and unit presidents are responsible for providing copies to new unit members. Copies will be provided electronically to those for whom valid e-mail addresses are available, and as printed copies to those for whom valid e-mail addresses are not available.
3. The WSAP budget will include funds for reimbursing the WSAP president and unit presidents for the cost of printing, and if applicable, mailing copies for members to whom printed copies are provided.

## **8. Newsletter.**

**A. Editor Responsibility.** The newsletter editor is responsible for publication of the newsletter as specified in Section C of this rule. The editor may solicit the assistance of other members for proofreading and such other tasks as the editor may deem necessary.

**B. Name.** The name of the WSAP newsletter will be the Washington State Parliamentarian.

**C. Publication Schedule.** There will be four issues per year, in February (winter issue), May (spring issue), August (summer issue), and November (fall issue).

### **D. Content.**

1. Each newsletter issue will contain at least:
  - a. a message from the WSAP president;
  - b. an educational article of at least one full page;
  - c. a listing, to the extent known, of the dates and locations of pending WSAP, District Seven, and NAP events, and any other parliamentary events of likely interest to WSAP members;
  - d. the name of each new WSAP member joining since the previous issue, with the member's city of residence, unit or MAL status, date joined, and instructor if any;
  - e. the names and unit or MAL status of any members who have died since the previous issue; and



- f. any unit news that has been submitted.
- 2. In addition to the items listed in Paragraph 1 of this section:
  - a. the winter issue will contain at least:
    - (1) the call to the annual meeting;
    - (2) a registration form for the annual meeting;
    - (3) the nominating committee report; and
    - (4) notice of any proposed amendments to the bylaws or other rules;
  - b. the spring issue will contain at least:
    - (1) the results of the election in an odd-numbered year, and of any election held in an even-numbered year to fill a partial term;
    - (2) all committee appointments in an odd-numbered year;
    - (3) any adopted amendments to the governing documents; and
    - (4) the text of any resolutions adopted at the annual meeting, and for which publication is ordered;
  - c. the summer issue will contain at least:
    - (1) the call to the fall educational workshop and board of directors meeting;
    - (2) notice of the deadline for submission of proposed amendments to the WSAP bylaws and other rules; and
    - (3) in an even-numbered year, notice of the qualifications for office and the deadline for submission of nomination suggestions to the nominating committee; and
  - d. the fall issue will contain at least:
    - (1) a report of the NAP Training Conference or Biennial Convention;
    - (2) a reminder of the deadline for submission of proposed amendments to the WSAP bylaws and other rules; and
    - (3) in an even-numbered year, a reminder of the deadline for submission of nomination suggestions to the nominating committee.

**E. Distribution.**

- 1. Copies of each newsletter issue will be sent to:
  - a. all WSAP members;
  - b. all members of the NAP board of directors;
  - c. all NAP district directors;
  - d. all association presidents and unchartered state chairmen in District Seven; and
  - e. any youth groups in the State of Washington for which the youth committee has requested copies. The youth committee also may forward copies to youth groups.
- 2. Copies of no more than two newsletter issues may be sent to other individuals who have requested receipt, except that the two-issue limitation does not apply to:
  - a. NAP past presidents;
  - b. NAP committee chairmen; or
  - c. editors of other newsletters.
- 3. All newsletter copies will be distributed by e-mail, except that copies will be distributed by postal mail to WSAP members for whom no e-mail address is available or whose e-mail delivery was bounced.
- 4. An additional printed copy of each newsletter issue will be sent to the WSAP archivist for filing in the archives.

5. A copy of each newsletter issue will be posted on the WSAP website within one day after it is distributed to WSAP members.

## 9. Web Site.

**A. Development and Maintenance.** WSAP will develop and maintain an official web site using, insofar as possible, a free web hosting service. The web site will include both a public area, accessible by anyone with an internet connection, and a members-only area, accessible only by those to whom access is specifically granted.

**B. Web Site Editors.** To the extent allowable by the web hosting service:

1. the webmaster, all assistant webmasters, and the president will have the widest possible editing privileges, including the ability to grant or deny editing privileges to any other member and to grant or deny access to any members-only areas;
2. the following WSAP members will be granted the ability to edit web site text and to upload documents:
  - a. the vice president;
  - b. the secretary;
  - c. the treasurer;
  - d. the newsletter editor; and
  - e. any other WSAP members recommended by the webmaster and approved by the president.

**C. Public Area.** The public area of the web site will consist of:

1. a Home Page, including at least:
  - a. general information about WSAP and NAP;
  - b. the names of WSAP officers, committee chairman, and the member-at-large representative, with links to contact e-mail addresses;
  - c. information about how to join WSAP;
  - d. links for viewing or downloading copies of all WSAP governing documents; and
  - e. links to all other public area pages and to the members-only area;
2. a News and Events page with a listing of all known dates of important events at least up to and including the next WSAP annual meeting;
3. a Resources page, with links to NAP parliamentary resources and online courses; and
4. a Units page, listing all WSAP units and the following information for each unit:
  - a. the unit's name;
  - b. the meeting frequency and city;
  - c. the meeting day and time;
  - d. the name of the unit president, with a link for contact; and
  - e. the unit web site, if available.

**D. Members-Only Area.**

1. The members-only area of the web site will include at least:
  - a. a documents page, with links for viewing or downloading the current WSAP budget and such other documents as may be of interest to WSAP members;
  - b. a forms page, with links for downloading (or completing online versions of) unit information forms, nomination suggestion forms, expense voucher forms, and other forms that may be created from time to time;
  - c. a newsletter page, with links for viewing or downloading copies of newsletters for at least the past five years; and

- d. a minutes page, with links for viewing or downloading copies of approved annual meeting minutes for at least the past five years.
2. Access to the members-only area will be limited to:
  - a. WSAP members;
  - b. the District Seven Director; and
  - c. any other NAP member recommended by the webmaster and approved by the WSAP president.

**E. Notification of Web Site Changes.** Notice of any changes to the content or layout of the web site will be sent to all members of the board of directors and all web editors.

#### **10. WSAP Logo.**

**A. Design.** The official WSAP logo will consist of an outline map of the State of Washington, with the NAP mace within the outline, and the words “WASHINGTON STATE ASSOCIATION OF PARLIAMENTARIANS” arranged to the right of the mace in four lines, as follows:

1. WASHINGTON STATE
2. ASSOCIATION
3. OF
4. PARLIAMENTARIANS

**B. Official Color.** The official color for the logo is green.

**C. Use.** The logo will be used on WSAP stationery, forms, newsletter, yearbook, and such other items as may be appropriate.

Revised April 23, 2016

Amended April 1, 2017