

BYLAWS
CHARLOTTE COUNTY PARLIAMENTARIANS UNIT
FLORIDA STATE ASSOCIATION OF PARLIAMENTARIANS
NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

ARTICLE I - NAME

The name of this organization shall be the Charlotte County Parliamentarians Unit, hereinafter referred to as CCPU. CCPU shall be a constituent division of the NATIONAL ASSOCIATION OF PARLIAMENTARIANS®, hereinafter referred to as NAP, and affiliated with the Florida State Association of the NATIONAL ASSOCIATION OF PARLIAMENTARIANS®, also known as the Florida State Association of Parliamentarians, hereinafter referred to as FSAP.

ARTICLE II - OBJECT

The object of CCPU shall be to promote the educational programs of NAP and FSAP by teaching the practice and principles of parliamentary procedure.

ARTICLE III - MEMBERS:

Section 1. Unit members are CCPU members who pay CCPU dues and shall be entitled to participate in CCPU meetings, propose resolutions, motions, debate and vote are classified as follows:

A. Primary Member

1. Primary members in the CCPU are individuals who are NAP members who are counted in the unit membership as of March 1 of the convention year for the purpose of determining the number of delegates to which the unit is entitled at NAP conventions. Primary members are also member of FSAP.

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B. Provisional Member

1. Provisional members are CCPU members and members of FSAP who are preparing for NAP membership. Provisional members are not members of NAP and are not counted for the purpose of determining the number of delegates to which the unit is entitled at NAP conventions.
2. Provisional members of CCPU may hold office except for the offices of President or Vice Presidents and shall not be counted in determining representation at the meetings of NAP.
3. Provisional members shall pay FSAP and CCPU dues.

C. Affiliate Member

1. Affiliate members are NAP members who are primary members of another unit. Affiliate members shall not be counted in determining representation at the meetings of NAP.
2. Affiliate members shall pay CCPU dues. They shall pay FSAP dues if their primary unit is not within F SAP.

Section 2. Annual dues for members shall be payable December 1 and delinquent February 1 of the following year.

Section 3. CCPU may confer the status of Life Membership to individual/individuals in recognition of length of service, dedication of service and extraordinary contributions for the benefit of the membership and the unit. Lifetime members shall pay no dues, but shall retain all rights of membership. Life membership shall require an affirmative vote of two-thirds (2/3) of active members present at any duly called CCPU meeting.

Section 4. A member in good standing shall be one whose current dues have been paid in accordance with the provision of these bylaws and standing rules and who is not under disciplinary action.

ARTICLE IV - OFFICERS

Section 1. The Officers of CCPU shall be a President, Vice President, Secretary, and Treasurer. The duties shall be those prescribed in these bylaws and the parliamentary authority of CCPU.

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Section 2. The Officers shall be elected in March of the odd numbered years. Terms of office shall begin April 1 and be for two (2) years or until their successors are elected or appointed.

Section 3. Unfinished terms of officers, except for the office of president, shall be filled by presidential appointment. The office of president shall be filled by special election.

Section 4. The president shall be ex-officio a member of each committee except the nominating committee.

ARTICLE V - MEETINGS

Section 1. Regular meetings of the membership shall be held on the second Thursday of the odd months from September through May of the year. The executive board may change the day of an individual meeting with at least three days notice to members by telephone, email or mail.

Section 2. Special meetings may be called by the president or any two members of CCPU. A one week notice shall be given to each member. Written notice, prepared by the secretary, mailed or e-mailed to the current address, which has been provided by each member of the CCPU, shall satisfy the notice requirement of this section.

Section 3. Section 3. A quorum shall be at least one elected officer and four members in good standing. Provisional members shall be counted in determining the quorum.

Section 4. The fiscal year runs from December 1 through November 30 inclusive. The annual meeting shall be the March meeting, for the purpose of electing officers in the odd numbered years and conduct any other business that may arise.

ARTICLE VI - EXECUTIVE BOARD

Section 1. The elected officers of CCPU shall constitute the Executive Board.

Section 2. The executive board shall be responsible for transaction of business of CCPU between its regular meetings.

Section 3. The action taken by the executive board shall be presented to the next regular meeting of the CCPU for ratification.

Section 4. The executive board may spend up to two hundred and fifty dollars (\$250.00) without prior approval by the CCPU.

Section 5. A majority of the executive board shall constitute a quorum.

Section 6. Executive board business may be transacted by mail or electronic means.

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ARTICLE VII - COMMITTEES

Section 1. There shall be the following standing committees:

- A. Audit – One appointed member.
- B. Bylaws – Three appointed members.
- C. Education – Chairman appointed by the president. The education chairman will appoint members as necessary.
- D. Membership – Chairman appointed by the president. Chairman of committee selects committee members.
- E. Publicity – Chairman appointed by the president. Chairman of the committee selects members to serve on the Committee.
- F. Web Master – Chair appointed by the president. Chairman of committee selects committee members.
- G. Newsletter – Chairman shall be appointed by the president.

Section 2. Other committees, standing or special, may be created as CCPU deems necessary.

Section 3. Committee members shall be appointed by the president with the approval of the membership unless otherwise defined in these bylaws.

Section 4. Committee business may be transacted by mail or electronic means.

ARTICLE VIII - DELEGATE REPRESENTATION

Section 1. Delegates and alternates to the NAP Convention shall be elected in accordance with the NAP bylaws.

Section 2. Vacancies in the delegate or alternate positions may be filled by appointment by the president.

ARTICLE IX - DISSOLUTION

In the event of dissolution of the CCPU, the Assets shall be liquidated and distributed to a local charitable organization, in accordance with governmental regulations. None of the assets shall inure to the benefit of individual members. The CCPU charter shall be returned to NAP headquarters.

ARTICLE X - PARLIAMENTARY AUTHORITY

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

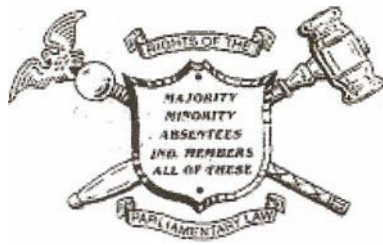
ARTICLE XI - AMENDMENT OF BYLAWS

Section 1. These bylaws may be amended at any regular meeting or special meeting of CCPU by a two-thirds (2/3) vote of those present and voting, provided that notice of the proposed amendment has been given to each member ten (10) days prior to the meeting at which it is to be considered. Without previous notice, these bylaws may be amended at any annual or special meeting by unanimous vote.

Section 2. Any amendment to these bylaws necessitated by amendments to NAP Bylaws and/or FSAP Bylaws shall be effected by the executive board and reported to the membership in writing at least sixty (60) days following the adoption of such amendments by either NAP or FSAP.

[Last Amended 1/12/2017]

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CHARLOTTE COUNTY PARLIAMENTARIANS UNIT STANDING RULES

1. **BANK ACCOUNT:** The President and/or Treasurer are qualified to sign checks.
2. **BYLAWS:** A copy of the Bylaws, Standing rules and a membership card shall be given to each paying member.
3. **CERTIFICATES:** A certificate of attendance shall be presented to anyone who has attended all classes in a group of beginning seminars.
4. **DUES:** annual Dues for regular members shall be ten (\$10.00) dollars for CCPU membership.
Section 1. Provisional members shall pay CCPU thirty-five dollars (\$35.00). CCPU shall remit twenty-five (\$25.00) of this amount per provisional member to FSAP in a timely manner to cover the provisional member's FSAP dues. Provisional members shall not make a separate payment to FSAP for their individual dues.

Section 2. The Treasurer shall pay dues to FSAP for one year for FOP members or FOP auxiliary members attending our seminars and wishing to become a member of our unit. FOP members do not pay for seminars.
5. **EXAMINATION MONITOR:** A monitor for the NAP examination shall be appointed by the President.
6. **CLASS OR SEMINAR FEES:** Fees for seminars and classes will be set by the Executive Committee.
7. **FSAP REPORT:** The President shall send an annual report to FSAP in April.
8. **LOGO:** the logo designed by William Ankeney in 1990 shall be the official logo of CCPU.

9. SEMINARS: Basic parliamentary procedures classes will be held in January-February time frame of each year and other scheduled as the need arises. Advanced seminars may be held each fall. Other classes may be scheduled at the discretion of the Education Director and the President.
10. NOTICES: The secretary shall notify members and potential students in December relative to the dates and places of seminars, and in December the secretary shall also notify members of unit meetings and advanced classes.
11. PETTY CASH FUNDS:
 - a. A fund of sixty (\$60.00) dollars shall be established for the use of the secretary and treasurer for postage and secretarial supplies.
 - b. Education - The Education Director shall purchase needed supplies and be reimbursed an amount not to exceed fifty (\$50.00) dollars unless authorized by the membership.
12. RECOGNITION: The Treasurer may purchase a silver mace pin or a plaque of similar cost for presentation by the incoming President to the retiring President. The memento shall be the choice of the recipient.
13. A copy of the CCPU newsletter shall be mailed to seminar students for a period of one year at no charge.
14. RESOLUTION: Whereas, the CCPU may be the recipient of various donations for services rendered by members; now, therefore, be it Resolved, that the CCPU establish a scholarship fund to be funded by donations for the purpose of assisting in the payment of registration fees and/or other expenses for primary members to attend any of the following:
 - a. Florida State Association of Parliamentarians (FSAP) convention and/or meeting;
 - b. Florida Unit of Registered Parliamentarians (FURP) workshop;
 - c. AIP's Williamsburg Practicum;
 - d. AIP Teachers Course;
 - e. Dahm's Workshop;
 - f. And any other parliamentary training session that the member deem worthwhile and Resolved, That the recipients of scholarship be selected by the Executive Board, with approval of the members; and Resolved, That the recipients shall, within the following 6 months, be obligated to either:

Give at least a one (1) hour class to the CCPU on material learned at the event attended or, write an article for Robert Said What? on material learned at the event attended.

15. The Charlotte County Parliamentarians Unit will pay the Florida State dues required by membership for any person(s) elected to Life membership by the Charlotte County Parliamentarians Unit.
16. The annual fee for the Charlotte County Parliamentarians Unit website will be paid by CCPU.

SPECIAL RULE OF ORDER

At the January 9, 2003 membership meeting a special rule of order was established to appoint a special parliamentarian for each membership meeting. Janet Wilson moved that the volunteer parliamentarian at each meeting have the right to debate and to vote and that this be made a special rule of order. The motion carried unanimously.

[Last Amended 1/12/2017]