



CALIFORNIA SIGMA DELTA UNIT

of the

NATIONAL ASSOCIATION OF PARLIAMENTARIANS

BYLAWS

ARTICLE I – NAME

The name of this unit shall be California Sigma Delta Unit of the National Association of Parliamentarians, and shall be affiliated with the California State Association of Parliamentarians.

ARTICLE II – OBJECTIVES

The purpose of this unit shall be:

- (a) To promote educational and scientific endeavors in accordance with Article II, Amended Articles of Agreement of the National Association of Parliamentarians.
- (b) To study parliamentary procedure according to the writings of General Henry M. Robert.

ARTICLE III – MEMBERS

Section 1. Regular membership. Regular members shall be members of NAP and CSAP.

Section 2. Regular-Affiliate. Regular members may hold affiliate membership in other units but must be listed in only one unit for delegate representation in NAP and CSAP.

Section 3. Provisional membership.

- (a) Persons interested in studying parliamentary procedure may hold provisional membership.
- (b) A course of study designed to prepare provisional members for membership in NAP shall be conducted by this unit.
- (c) Provisional members may vote on unit matters only, may hold office except for the offices of President and Vice President, and may serve on committees of the unit.
- (d) Provisional members shall not be counted in determining representation in meetings of NAP and CSAP, nor serve as delegates or alternates to NAP and CSAP meetings.

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Section 4. Application for membership shall be made at a regular meeting.

Section 5. A member in good standing shall resign by written resignation.

Section 6. A former regular member in good standing may apply for reinstatement by fulfilling NAP and CSAP reinstatement requirements.

ARTICLE IV – DUES

Section 1. Annual unit dues shall be due and payable before January 1 and delinquent February 1.

- (a) Members whose unit dues are delinquent shall pay current dues and a penalty fee before March 1 to retain membership, provided current NAP and CSAP dues are paid.
- (b) Members whose dues are not paid by March 1 shall forfeit membership in NAP and CSAP.
- (c) A one-time registration fee shall be paid by each new provisional member. Thereafter, annual provisional member dues shall be due and payable before January 1 and delinquent February 1. Provisional members whose dues are not paid by March 1 shall no longer be considered members of the unit.

Section 2. The fiscal year of this unit shall be from December 1 through November 30.

ARTICLE V – OFFICERS

Section 1. The elected officers shall be a President, a Vice President, a Recording Secretary and a Treasurer.

- (a) The officers shall perform the duties prescribed by these bylaws and by the adopted parliamentary authority.
- (b) At the regular meeting in February a nominating committee of three members shall be elected. It shall be the duty of this committee to nominate candidates for the offices to be filled, and report at the March regular meeting.
- (c) Election of officers shall be at the regular meeting in April after further nominations from the floor have been permitted.

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- (d) The officers shall assume their duties on July 1. The President, Vice President and Secretary shall serve for a term of one year or until their successors assume office. The Treasurer shall be elected in odd numbered years for a term of two years or until their successor assumes office.
- (e) Vacancies in office, except that of President, shall be filled by election at any regular meeting of the unit.

Section 2. The appointed officers shall be a Parliamentarian, a Historian and such others as the unit may deem necessary. They shall be appointed by the President with the approval of the elected officers.

ARTICLE VI – MEETINGS

Section 1. Regular. Regular meetings of the unit shall be held monthly unless otherwise ordered by a two-thirds vote of the members present at a previous meeting, proper notice to all members having been given.

Section 2. The meeting in June shall be the annual meeting at which officers and chairmen shall give their annual reports.

Section 3. Special. Special meetings may be called by the President or at the request of two members.

Section 4. A quorum for the transaction of business shall be three (3) members. Provisional members shall be counted in the quorum.

Section 5. Lack of a quorum shall not prevent study of the scheduled parliamentary law lesson.

ARTICLE VII – COMMITTEES

Section 1. There shall be standing committees for Program-Education, Public Relations, and such others as are deemed necessary for the unit. The chairmen shall be appointed by the President with approval of the unit.

Section 2. The President shall be an ex-officio member of all committees except the nominating committee.

Section 3. Duties of Committees.

- (a) The Program-Education Committee shall outline the study plan for the year and be responsible for the presentation.

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- (b) The Public Relations Committee shall submit information concerning unit activities to the news media.

ARTICLE VIII – DELEGATES

Delegates and alternates to NAP and CSAP meetings shall be selected by a majority vote of members of the Unit meeting following receipt of the official Call to Convention. Delegates to NAP meetings shall be selected in the odd-numbered years to correspond with the NAP Convention.

ARTICLE IX – DISSOLUTION

In the event of dissolution of the Unit, the assets shall be liquidated and distributed to CSAP in accordance with governmental regulations. None of the funds shall inure to the benefit of individuals. The Unit Charter shall be returned to NAP Headquarters.

ARTICLE X – PARLIAMENTARY AUTHORITY

This unit shall be governed by Robert's Rules of Order Newly Revised in all instances not covered by these bylaws or those of NAP or CSAP.

ARTICLE XI – AMENDMENTS

Section 1. These bylaws may be amended at any regular meeting of this unit by a two-thirds (2/3) vote, provided the amendment has been submitted in writing at the preceding meeting or has been sent to each member at least two weeks prior to the meeting.

Section 2. A copy of unit bylaws and/or amendments shall be submitted to CSAP Parliamentarian for review and approval before becoming effective. These are to be submitted within thirty (30) days of adoption.

Amended: October, 1992

Amended: February, 1996

Amended: November, 1996

Amended: November, 1999

Amended: April, 2002

Amended: September, 2006

Amended: February 16, 2010

CALIFORNIA SIGMA DELTA *STANDING RULES*

1. Regular meetings of California Sigma Delta Unit shall meet from 10:00 a.m. to 12:00 noon on the third Tuesday of the month.
2. The newly elected officers may be installed at the June regular meeting. (11-96)
3. Unit treasury shall pay for California State Association of Parliamentarians (CSAP) Newsletter and Southern Area Bulletin to be sent to provisional members. (11-94)
4. Annual unit dues for members shall be ten dollars (\$10.00) due and payable before January 1, and delinquent February 1. (4/02)
5. A **new** provisional member shall pay a one-time registration fee of \$5.00 in addition to the annual \$10.00 unit dues. (4/02)
6. Members and provisional members whose dues are delinquent shall pay a \$5.00 penalty fee, in addition to their annual dues, payable before March 1. (4/02)
7. Members and provisional members whose dues are not paid before March shall be dropped from membership. A reinstatement fee of \$10.00 shall be paid in addition to the annual dues (4/04)
8. Provisional members shall pay a publications fee of \$5.00 in addition to the annual \$10.00 Unit dues. (3/05)