

# AMERICAN INSTITUTE OF PARLIAMENTARIANS

## STANDING ORDERS

1. **Emblem.** The AIP official emblem shall be an insigne consisting of a wreath with a gavel superimposed, the head of the gavel to be in a raised position and placed at the left side of the wreath. The capital letters AIP shall be at the top of the wreath in a circle segment, as set forth below.



2. **Trademarks.** The words American Institute of Parliamentarians and the Wreath and Gavel design are trademarks of the American Institute of Parliamentarians.
3. **Use of Emblem and Trademarks.**
  - 3.1 Chapters may use the AIP trademarks on stationery, membership cards, and other official documents.
  - 3.2 Use of the AIP trademarks in association with a publication shall be governed by rules adopted by the AIP Board of Directors (herein referred to as board).
  - 3.3 Individual members, with current dues paid, are authorized to wear the AIP emblem.
  - 3.4 Use of the emblem shall be consistent with identification as a member and shall not imply endorsement or representation of AIP.
  - 3.5 Any use of trademarks or the emblem, which implies official representation of AIP, is prohibited unless specifically authorized by the board. Any dispute, regarding suitability of a use, shall be resolved by the board. Decisions of the board shall be final.
4. **Colors.** The AIP official colors shall be white for truth, blue for tradition, and gold for integrity. The official colors of AIP shall be Pantone Matching System (PMS) blue #294 and gold #124.
5. **AIP Published Material.** All authors of works published by AIP shall sign an agreement in a form approved by the board of directors. In AIP publications, no person shall be identified by more than one non-parliamentary title. The title shall be at the discretion of the individual.
  - 5.1 Material that is created, compiled, or edited at the sole direction of AIP shall remain the property of AIP, including copyright, royalties, and other rights relating to publication.
  - 5.2 Articles written for AIP publication may be reproduced by AIP in other formats with full attribution and without further permission from the author.
  - 5.3 Workshop materials created for AIP events shall remain the property of the presenter.
6. **Sales at AIP events.** The board may permit individuals to promote or sell parliamentary materials at AIP functions, and may grant the same privilege of promotion or sale to commercial organizations involved in AIP projects or the production of parliamentary materials.

7. **Parliamentary Law Emphasis Month.** April shall be Parliamentary Law Emphasis Month and this month shall be recognized as an annual activity of AIP.

8. **Membership.**

**8.1 Benefits.** Each member shall receive a subscription or have online access to the *Parliamentary Journal* and *The Communicator*. The member's choice on the form of access to these publications will be indicated on the annual dues notice. Members shall also have online access to the AIP Directory.

**8.2 Publication of Personal Information.**

**8.2.1** Members shall indicate on the membership renewal form if personal information shall not be published in the AIP Directory.

**8.2.2** It is the policy of AIP that AIP activities which list individual names shall include all easily ascertainable parliamentary credentials. This policy does not apply to the AIP Directory which lists only AIP credentials.

**8.3 Commercial Use of Personal Information.** It shall be grounds for expulsion for a member in any category to make commercial use of the personal information listed in the AIP Directory.

**8.4 Donor Recognition.** Members who have donated \$25.00 or more in supplemental fees above their dues in any category of membership shall be designated as such in the *AIP Communicator*.

9. **Meetings of the Membership.**

**9.1 Location of Meetings.** The board shall determine the site of the annual session based on bids submitted from chapters or its own investigation. The board shall make a reasonable effort to rotate the annual session throughout the geographical area of the United States and Canada.

**9.2 Annual Session Coordinator.** The annual session coordinator shall be appointed by the president with the approval of the board.

**9.3 Responsibilities of the Annual Session Coordinator.** The coordinator shall be responsible for the overall planning of the annual session. The coordinator shall:

**9.3.1** submit a proposed budget to the budget and finance committee including proposed fees; the proposed budget and fees shall be approved by the board.

**9.3.2** be the primary contact with the host hotel.

**9.3.3** file a report on the annual session including an accounting of the annual session finances, within two months after the adjournment, to the president for submission to the board at its next meeting.

**9.4 Annual Reports of Officers and Committees.** All annual reports will be sent to the annual session coordinator at least thirty days before the annual session for inclusion in the annual session materials.

**9.5 Annual Session Finances.** The annual session coordinator may recommend to the finance committee a donation to the host chapter based on their support and cooperation. This donation shall not exceed 35% (thirty-five) of the net surplus from the annual session and will be made as part of the final finance report on the annual session. This requirement for the session to be self-supporting does not mean that AIP cannot appropriate funds for the session, which shall be reimbursed to the AIP budget from the funds of the session.

**9.6 Annual Session Education Committee.** The educational program at the annual session shall be the responsibility of a special committee consisting of the president, the annual session coordinator, and the education director.

**9.7 Robert W. English Lecture.** The board may appoint a special committee to determine whether a Robert W. English Memorial Lecture shall be given at the annual session by a person committed to

the ideas and ideals of Robert W. English.

**9.8 Nominations and Elections.** The order of names on the ballot shall be determined by a random drawing.

**9.9 Notice of Candidacy.** Any person wishing to give notice of candidacy for office at the annual session shall send to the AIP Secretary a statement setting forth the notice of candidacy. This notice shall be not more than seventy-five days prior nor less than sixty days prior to the annual session. The secretary shall forward these notices to the editor for publication in the pre-annual session Communicator.

**9.10 Minutes Approval Committee.** A minutes approval committee for the annual session or a special session shall be appointed by the president and shall consist of three members. The secretary shall send a draft of the minutes to the president and to the members of the committee within forty-five days following the annual session. Committee members shall be deemed to have approved the draft if they do not object in writing to the chair within the time designated by the chair.

**9.11 The Order of the Blue Dot.** Only persons who have served AIP as an Annual Session Coordinator shall be deemed to be a permanent member of "The Order of the Blue Dot." Only the members of this "Order" may wear a blue dot on their name tag at annual sessions.

## **10. Accrediting Department.**

**10.1 Division Chairs.** The division chairs shall be appointed by the accrediting director. The chairs shall coordinate the activities of their respective divisions as directed by the accrediting director. Division chairs shall have held the classification of CP or CPP for at least two years at the time of appointment. CP members of the Department shall not participate or vote on any matters pertaining to reclassification from CP to CPP or recertification as CPP.

**10.2 Examinations.** The accrediting department shall administer written and oral examinations according to rules developed by the accrediting department. The accrediting department shall make the current rules available on the AIP website, and members shall be notified when they are changed. The authorities used for the examinations, including subsequent editions of current authorities, shall not be changed except on the recommendation of the accrediting department, approval by majority vote at an annual session, and with notice being given with the official notice of the annual session.

**10.2.1** The accrediting department shall notify the examinee of the written or oral examination score within two months of the examination. Examinees shall receive a report identifying subject areas requiring improvement.

## **11. Education Department.**

**11.1 Education Director.** The education director shall direct the activities of the department and shall oversee the development of educational materials and online courses. The director shall approve the curricula for practicums, workshops, institutes, and the annual session in consultation with the president.

**11.2 Assistant Education Director.** The education director shall appoint an assistant education director with the approval of the board. The term of the assistant education director shall be for one year. The assistant education director shall perform such duties as assigned by the education director.

**11.3 Division Chairs.** The division chairs shall coordinate the activities of their divisions under the direction of the education director and the assistant education director. These activities shall include developing and administering correspondence courses; developing and revising educational

materials and chapter education programs; and reviewing educational materials not produced by AIP.

**11.4 Members of Divisions and Special Committees.** The other members of the divisions and any such special committees as may be necessary shall be appointed by the president, in consultation with the education director.

**11.5 Evaluation of Materials.** The education department shall evaluate and approve all materials before the material is offered for sale by AIP.

**11.6 Education Materials.** The education department shall set pricing on AIP-produced educational materials subject to the approval of the executive committee.

## **12. Communications Department**

**12.1 Communications Director.** The communications director shall direct the activities of the department and shall oversee the communications within and outside of AIP.

**12.2 Assistant Communications Director.** The assistant communications director shall perform such duties as assigned by the communications director.

**12.3 Division Chairs.** The division chairs shall coordinate the activities of their divisions under the direction of the communications director and the assistant communications director.

**12.4 Members of Divisions and Special Committees.** The members of the divisions and any such special committees as may be necessary shall be appointed by the president, in consultation with the communications director

**13. Dedicated Funds.** Dedicated funds are those which are gifted to AIP for a specific purpose by a donor. Individuals who support that purpose may make additional donations to these funds. There shall be the following dedicated funds: Lee Demeter Fund; Rose Dhein Fund.

**13.1 Lee Demeter Fund.** Funds in the Lee Demeter Fund are to remain in an invested fund, except that the income earned shall be transferred to the general accounts of AIP.

**13.2 Rose Dhein Fund.** Funds in the Rose Dhein Fund are to remain in an invested fund, except that the income earned shall be transferred to the budget line item for educational printing.

**14. AIP Educational Foundation.** There is established an AIP Educational Foundation for the purpose of advancing parliamentary educational activities. The Foundation shall be a separate entity from AIP, which shall be governed by its own bylaws. It accepts donations which are not restricted, though these may be made in honor or memory of any person.

## **15. Financial Policies.**

**15.1 Fiscal Year.** The fiscal year shall be from April 1 through March 31.

**15.2 U.S. Currency.** All financial transactions of AIP shall be in United States currency.

**15.3 Authorized Signatures.** The president and treasurer shall be authorized signatories on all financial accounts.

**15.4 Bonding.** Any person authorized to sign checks or receive funds shall be bonded. If an association management company is providing these services, the company shall be required to furnish AIP with a Certificate of Liability Insurance that includes Employee Theft coverage.

**15.5 Board Meeting Stipend.** AIP shall pay a stipend to each director and the parliamentarian attending sessions of the board as authorized in the budget.

**15.6 Reimbursement Procedure.** When an individual spends personal funds for AIP obligations a request for reimbursement shall be submitted with appropriate documentation on an approved voucher to the AIP Treasurer within thirty days of incurring the expense or the conclusion of the event. The treasurer will reimburse expenses authorized in the annual budget within thirty days of

receipt if appropriately documented. If the expense requires approval of the budget and finance committee and the board, the treasurer shall reimburse the expense within thirty days following the final approval.

16. **Chapters.** The AIP Secretary shall forward copies of all documents submitted by an organizing chapter, except for the bylaws, to the chair of the member services committee for review and recommendation; a copy of the proposed bylaws shall be forwarded to the chair of the bylaws and standing orders committee for review and recommendation.
17. **Standing Committee Procedures.**
  - 17.1 **Plan of Work.** Each committee shall:
    - 17.1.1 within sixty days of appointment, submit a plan of work and a budget for the president's review and approval; the plan of work shall be based on the charge given to the committee.
    - 17.1.2 work with officers and other AIP committees as appropriate to carry out the work of the committee.
    - 17.1.3 perform other duties as directed by the annual session, the board, the executive committee, or the president.
  - 17.2 **Reports.** Each committee shall submit:
    - 17.2.1 a written report, which may include recommendations, at each board meeting.
    - 17.2.2 a written report, which may include recommendations, at each annual session.
18. **Standing Committee Duties: Audit Committee.** The committee shall:
  - 18.1 receive and review the audit report from the auditor.
  - 18.2 make any recommendations for management changes based on the auditors' findings and recommendations.
  - 18.3 develop the criteria for the solicitation of bids for the audit.
  - 18.4 make recommendations for procedures, checks and balances for the control of AIP funds.
  - 18.5 maintain the financial review plan that includes an internal review with a check list of documents required and information to be verified.
19. **Standing Committee Duties: Budget and Finance Committee.** The committee shall:
  - 19.1 prepare a recommended budget for the year after requesting input from the board, editors, standing committee chairs, and special committee chairs.
  - 19.2 receive and review monthly and quarterly financial reports on expenditures and income.
  - 19.3 require an accounting of items not authorized in the approved budget.
  - 19.4 submit to the board a report and analysis of the organization finances.
  - 19.5 study and recommend sound investment of organization funds.
  - 19.6 arrange for and review the results of an internal or external audit of the accounts.
  - 19.7 ensure that the bookkeeping and finance records are kept in a manner specified for nonprofit organizations.
20. **Standing Committee Duties: Bylaws and Standing Orders Committee.** The committee shall:
  - 20.1 review all proposals from the membership for amendment to the bylaws and standing orders; all proposals shall be submitted by March 31 and include the specific wording, rationale, financial implication, and signature of the maker.
  - 20.2 acknowledge the receipt of proposed amendments.
  - 20.3 initiate proposals for amendment to the bylaws and standing orders.
  - 20.4 prepare and ensure that all proposals, properly submitted, shall be sent to members for study

in advance of the annual meeting with the committee recommendation [for, against, or no recommendation].

**20.5** prepare committee recommendations on all proposals for bylaws and standing orders first introduced for consideration at the annual session.

**20.6** prepare and present proposed standing rules for the annual session.

**21. Standing Committee Duties: Member Services Committee.** The committee shall:

**21.1** develop and recommend policies, plans, and programs to build and maintain membership.

**21.2** upon proper application, to recommend recognition as an AIP chapter to the board.

**21.3** upon receiving relevant information, recommend to the board dissolution of a chapter.

**21.4** provide guidelines for chapter presidents.

**22. Standing Committee Duties: Opinions Committee.** The committee shall:

**22.1** prepare a parliamentary opinions column for each issue of the *Parliamentary Journal*.

**22.2** cite American and Canadian authorities as appropriate and instructive.

**22.3** assist AIP members by answering written requests for parliamentary advice.

**23. Standing Committee Duties: Youth Activities and Scholarship.** The committee shall:

**23.1** develop a plan for actively recruiting students on high school and college campuses.

**23.2** encourage scholarship recipients to become members of AIP.

**23.3** prepare, in conjunction with the Education Department, materials for study and competition for national and international organizations.

**23.4** exercise general oversight of the scholarship program, to include establishing an application form and time lines for distribution and return of the application(s) for scholarships.

**23.5** advertise the scholarship program.

**23.6** award scholarships based on merit.

**23.7** ascertain the funds available for scholarships and the annual cost of scholarships.

**23.8** promote scholarship donations.

**23.9** provide information about the scholarship recipients to headquarters.

**23.10** report on the membership and participation rates in AIP of scholarship recipients for a period of 10 years after the scholarship has been used.

**23.11** grant membership dues waivers to participants in national level youth parliamentary procedure contests of organizations approved by the board of directors or executive committee on an opt-in electronic only basis, renewable until the end of the membership year of the recipient's 30th birthday.

**24. Web Site Policies.**

**24.1 Oversight.** The executive committee is responsible for general oversight of the Web site which includes approving Web site content. The executive committee shall review recommendations from the communications committee regarding the Web site.

**24.2 CP and CPP Listing.** The Web site shall contain a page listing those CP and CPP members who have paid the required annual Web site listing fee. The list shall rotate randomly on each viewing. The annual fee, which may include a set-up charge and a "change" fee, for the CP and CPP listing shall be approved by the board.

**25. Publications.** There shall be two official publications, the *Parliamentary Journal* and *The Communicator*.

**25.1 Parliamentary Journal.**

**25.1.1 Purpose.** The *Parliamentary Journal* shall publish, on a quarterly basis, articles of interest in the field of parliamentary procedure, law, and education.

**25.1.2 Appointment of Editor.** The president shall appoint the editor of the *Parliamentary Journal* for a term of three years, starting with the January issue, with the approval of the board.

**25.1.3 Subscription.** The annual subscription fee for the *Parliamentary Journal* for non-members shall be established by the board. The member subscription rate shall be included as part of the membership dues.

**25.1.4 Advertising.** Only advertising approved by the board may appear in the *Parliamentary Journal*.

**25.2 The Communicator.**

**25.2.1 Purpose.** *The Communicator* shall be a newsletter, published quarterly. It shall include officer news, board reports, chapter information, and member news. It may include official notices or educational items.

**25.2.2 Appointment of Editor.** The board shall appoint the editor, and the term shall correspond to the term of the president.

**25.2.3 Distribution.** *The Communicator* shall be disseminated by electronic format unless a written request for a hard copy has been received by AIP headquarters.

**25.2.4 Advertising.** Advertising may be accepted at the discretion of the editor. The following disclaimer shall appear with every advertisement: "Acceptance of advertising in *The Communicator* shall in no way constitute an endorsement of the product or the advertiser."

**26. Parliamentary Practicums.** A Parliamentary Practicum is a multi-day educational activity in which the participants acquire practical experience in parliamentary procedure, using an immersive environment with strong emphasis on active participation by the students, learning to translate knowledge into practice.

**26.1 Annual Practicums.** In each calendar year, AIP shall sponsor a minimum of one practicum in the eastern United States and one in the western United States.

**26.2 Board Approval.** The board will approve the time, place, budget, general coordinator, and curriculum director of all practicums sponsored by AIP.