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8.2.1 Members shall indicate on the membership renewal form if personal information shall not be published in the AIP Directory.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

89 the ideas and ideals of Robert W. English.

90 **9.8 Nominations and Elections.** The order of names on the ballot shall be determined by a random
91 drawing.

92 **9.9 Notice of Candidacy.** Any person wishing to give notice of candidacy for office at the annual
93 session shall send to the AIP Secretary a statement setting forth the notice of candidacy. This notice
94 shall be not more than seventy-five days prior nor less than sixty days prior to the annual session.
95 The secretary shall forward these notices to the editor for publication in the pre-annual session
96 Communicator.

97 **9.10 Minutes Approval Committee.** A minutes approval committee for the annual session or a
98 special session shall be appointed by the president and shall consist of three members. The
99 secretary shall send a draft of the minutes to the president and to the members of the committee
100 within forty-five days following the annual session. Committee members shall be deemed to have
101 approved the draft if they do not object in writing to the chair within the time designated by the
102 chair.

103 **9.11 The Order of the Blue Dot.** Only persons who have served AIP as an Annual Session
104 Coordinator shall be deemed to be a permanent member of "The Order of the Blue Dot." Only the
105 members of this "Order" may wear a blue dot on their name tag at annual sessions.

106 **9.12 AIP Credentials on Name Tags.** AIP members who hold AIP credentials shall be recognized by
107 such designations appearing on their name tags at AIP events.
108

109 **10. Accrediting Department.**

110 **10.1 Division Chairs.** The division chairs shall be appointed by the accrediting director. The chairs
111 shall coordinate the activities of their respective divisions as directed by the accrediting director.
112 Division chairs shall have held the classification of CP or CPP for at least two years at the time of
113 appointment. CP members of the Department shall not participate or vote on any matters
114 pertaining to reclassification from CP to CPP or recertification as CPP.

115 **10.2 Examinations.** The accrediting department shall administer written and oral examinations
116 according to rules developed by the accrediting department. The accrediting department shall make
117 the current rules available on the AIP website, and members shall be notified when they are
118 changed. The authorities used for the examinations, including subsequent editions of current
119 authorities, shall not be changed except on the recommendation of the accrediting department,
120 approval by majority vote at an annual session, and with notice being given with the official notice
121 of the annual session.

122 **10.2.1** The accrediting department shall notify the examinee of the written or oral examination
123 score within two months of the examination. Examinees shall receive a report identifying
124 subject areas requiring improvement.
125

126 **11. Education Department.**

127 **11.1 Education Director.** The education director shall direct the activities of the department and
128 shall oversee the development of educational materials and online courses. The director shall
129 approve the curricula for practicums, workshops, institutes, and the annual session in consultation
130 with the president.

131 **11.2 Assistant Education Director.** The education director shall appoint an assistant education
132 director with the approval of the board. The term of the assistant education director shall be for one
133 year. The assistant education director shall perform such duties as assigned by the education
134 director.

135 **11.3 Division Chairs.** The division chairs shall coordinate the activities of their divisions under the
136 direction of the education director and the assistant education director. These activities shall include

137 developing and administering correspondence courses; developing and revising educational
138 materials and chapter education programs; and reviewing educational materials not produced by
139 AIP.

140 **11.4 Members of Divisions and Special Committees.** The other members of the divisions and any
141 such special committees as may be necessary shall be appointed by the president, in consultation
142 with the education director.

143 **11.5 Evaluation of Materials.** The education department shall evaluate and approve all materials
144 before the material is offered for sale by AIP.

145 **11.6 Education Materials.** The education department shall set pricing on AIP-produced educational
146 materials subject to the approval of the executive committee.

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148 **12. Communications Department**

149 **12.1 Communications Director.** The communications director shall direct the activities of the
150 department and shall oversee the communications within and outside of AIP.

151 **12.2 Assistant Communications Director.** The assistant communications director shall perform
152 such duties as assigned by the communications director.

153 **12.3 Division Chairs.** The division chairs shall coordinate the activities of their divisions under the
154 direction of the communications director and the assistant communications director.

155 **12.4 Members of Divisions and Special Committees.** The members of the divisions and any such
156 special committees as may be necessary shall be appointed by the president, in consultation with
157 the communications director

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

162 **13.1 Lee Demeter Fund.** Funds in the Lee Demeter Fund are to remain in an invested fund, except
163 that the income earned shall be transferred to the general accounts of AIP.

164 **13.2 Rose Dhein Fund.** Funds in the Rose Dhein Fund are to remain in an invested fund, except that
165 the income earned shall be transferred to the budget line item for educational printing.

166

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

171

172 **15. Financial Policies.**

173 **15.1 Fiscal Year.** The fiscal year shall be from April 1 through March 31.

174 **15.2 U.S. Currency.** All financial transactions of AIP shall be in United States currency.

175 **15.3 Authorized Signatures.** The president and treasurer shall be authorized signatories on all
176 financial accounts.

177 **15.4 Bonding.** Any person authorized to sign checks or receive funds shall be bonded. If an
178 association management company is providing these services, the company shall be required to
179 furnish AIP with a Certificate of Liability Insurance that includes Employee Theft coverage.

180 **15.5 Board Meeting Stipend.** AIP shall pay a stipend to each director and the parliamentarian
181 attending sessions of the board as authorized in the budget.

182 **15.6 Reimbursement Procedure.** When an individual spends personal funds for AIP obligations a
183 request for reimbursement shall be submitted with appropriate documentation on an approved
184 voucher to the AIP Treasurer within thirty days of incurring the expense or the conclusion of the

185 event. The treasurer will reimburse expenses authorized in the annual budget within thirty days of
186 receipt if appropriately documented. If the expense requires approval of the budget and finance
187 committee and the board, the treasurer shall reimburse the expense within thirty days following the
188 final approval.

189
190 **16. Chapters.** The AIP Secretary shall forward copies of all documents submitted by an organizing
191 chapter, except for the bylaws, to the chair of the member services committee for review and
192 recommendation; a copy of the proposed bylaws shall be forwarded to the chair of the bylaws and
193 standing orders committee for review and recommendation.

194
195 **17. Standing Committee Procedures.**

196 **17.1 Plan of Work.** Each committee shall:

197 **17.1.1** within sixty days of appointment, submit a plan of work and a budget for the president's
198 review and approval; the plan of work shall be based on the charge given to the committee.

199 **17.1.2** work with officers and other AIP committees as appropriate to carry out the work of the
200 committee.

201 **17.1.3** perform other duties as directed by the annual session, the board, the executive
202 committee, or the president.

203 **17.2 Reports.** Each committee shall submit:

204 **17.2.1** a written report, which may include recommendations, at each board meeting.

205 **17.2.2** a written report, which may include recommendations, at each annual session.

206
207 **18. Standing Committee Duties: Audit Committee.** The committee shall:

208 **18.1** receive and review the audit report from the auditor.

209 **18.2** make any recommendations for management changes based on the auditors' findings and
210 recommendations.

211 **18.3** develop the criteria for the solicitation of bids for the audit.

212 **18.4** make recommendations for procedures, checks and balances for the control of AIP funds.

213 **18.5** maintain the financial review plan that includes an internal review with a check list of
214 documents required and information to be verified.

215
216 **19. Standing Committee Duties: Budget and Finance Committee.** The committee shall:

217 **19.1** prepare a recommended budget for the year after requesting input from the board, editors,
218 standing committee chairs, and special committee chairs.

219 **19.2** receive and review monthly and quarterly financial reports on expenditures and income.

220 **19.3** require an accounting of items not authorized in the approved budget.

221 **19.4** submit to the board a report and analysis of the organization finances.

222 **19.5** study and recommend sound investment of organization funds.

223 **19.6** arrange for and review the results of an internal or external audit of the accounts.

224 **19.7** ensure that the bookkeeping and finance records are kept in a manner specified for nonprofit
225 organizations.

226
227 **20. Standing Committee Duties: Bylaws and Standing Orders Committee.** The committee shall:

228 **20.1** review all proposals from the membership for amendment to the bylaws and standing orders;
229 all proposals shall be submitted by March 31 and include the specific wording, rationale, financial
230 implication, and signature of the maker.

231 **20.2** acknowledge the receipt of proposed amendments.

232 **20.3** initiate proposals for amendment to the bylaws and standing orders.

- 233 **20.4** prepare and ensure that all proposals, properly submitted, shall be sent to members for study
234 in advance of the annual meeting with the committee recommendation [for, against, or no
235 recommendation].
- 236 **20.5** prepare committee recommendations on all proposals for bylaws and standing orders first
237 introduced for consideration at the annual session.
- 238 **20.6** prepare and present proposed standing rules for the annual session.
239
- 240 **21. Standing Committee Duties: Member Services Committee.** The committee shall:
- 241 **21.1** develop and recommend policies, plans, and programs to build and maintain membership.
242 **21.2** upon proper application, to recommend recognition as an AIP chapter to the board.
243 **21.3** upon receiving relevant information, recommend to the board dissolution of a chapter.
244 **21.4** provide guidelines for chapter presidents.
245
- 246 **22. Standing Committee Duties: Opinions Committee.** The committee shall:
- 247 **22.1** prepare a parliamentary opinions column for each issue of the *Parliamentary Journal*.
248 **22.2** cite American and Canadian authorities as appropriate and instructive.
249 **22.3** assist AIP members by answering written requests for parliamentary advice.
250
- 251 **23. Standing Committee Duties: Youth Activities and Scholarship.** The committee shall:
- 252 **23.1** develop a plan for actively recruiting students on high school and college campuses.
253 **23.2** encourage scholarship recipients to become members of AIP.
254 **23.3** prepare, in conjunction with the Education Department, materials for study and competition
255 for national and international organizations.
256 **23.4** exercise general oversight of the scholarship program, to include establishing an application
257 form and time lines for distribution and return of the application(s) for scholarships.
258 **23.5** advertise the scholarship program.
259 **23.6** award scholarships based on merit.
260 **23.7** ascertain the funds available for scholarships and the annual cost of scholarships.
261 **23.8** promote scholarship donations.
262 **23.9** provide information about the scholarship recipients to headquarters.
263 **23.10** report on the membership and participation rates in AIP of scholarship recipients for a period
264 of 10 years after the scholarship has been used.
265 **23.11** grant membership dues waivers to participants in national level youth parliamentary
266 procedure contests of organizations approved by the board of directors or executive committee on
267 an opt-in electronic only basis, renewable until the end of the membership year of the recipient's
268 30th birthday.
269
- 270 **24. Web Site Policies.**
- 271 **24.1 Oversight.** The executive committee is responsible for general oversight of the Web site which
272 includes approving Web site content. The executive committee shall review recommendations from
273 the communications committee regarding the Web site.
- 274 **24.2 CP and CPP Listing.** The Web site shall contain a page listing those CP and CPP members who
275 have paid the required annual Web site listing fee. The list shall rotate randomly on each viewing.
276 The annual fee, which may include a set-up charge and a "change" fee, for the CP and CPP listing
277 shall be approved by the board.
278
- 279 **25. Publications.** There shall be two official publications, the *Parliamentary Journal* and *The*
280 *Communicator*.

281 **25.1 *Parliamentary Journal.***
282 **25.1.1 Purpose.** The *Parliamentary Journal* shall publish, on a quarterly basis, articles of interest
283 in the field of parliamentary procedure, law, and education.
284 **25.1.2 Appointment of Editor.** The president shall appoint the editor of the *Parliamentary*
285 *Journal* for a term of three years, starting with the January issue, with the approval of the board.
286 **25.1.3 Subscription.** The annual subscription fee for the *Parliamentary Journal* for non-
287 members shall be established by the board. The member subscription rate shall be included as
288 part of the membership dues.
289 **25.1.4 Advertising.** Only advertising approved by the board may appear in the *Parliamentary*
290 *Journal*.
291 **25.2 *The Communicator.***
292 **25.2.1 Purpose.** *The Communicator* shall be a newsletter, published quarterly. It shall include
293 officer news, board reports, chapter information, and member news. It may include official
294 notices or educational items.
295 **25.2.2 Appointment of Editor.** The board shall appoint the editor, and the term shall
296 correspond to the term of the president.
297 **25.2.3 Distribution.** *The Communicator* shall be disseminated by electronic format unless a
298 written request for a hard copy has been received by AIP headquarters.
299 **25.2.4 Advertising.** Advertising may be accepted at the discretion of the editor. The following
300 disclaimer shall appear with every advertisement: "Acceptance of advertising in *The*
301 *Communicator* shall in no way constitute an endorsement of the product or the advertiser."
302
303 **26. Parliamentary Practicums.** A Parliamentary Practicum is a multi-day educational activity in which
304 the participants acquire practical experience in parliamentary procedure, using an immersive
305 environment with strong emphasis on active participation by the students, learning to translate
306 knowledge into practice.
307 **26.1 Annual Practicums.** In each calendar year, AIP shall sponsor a minimum of one practicum in
308 the eastern United States and one in the western United States.
309 **26.2 Board Approval.** The board will approve the time, place, budget, general coordinator, and
310 curriculum director of all practicums sponsored by AIP.