

AMERICAN INSTITUTE OF PARLIAMENTARIANS

STANDING ORDERS

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3 **1. Emblem.** The AIP official emblem shall be an insigne consisting of a wreath with a gavel
4 superimposed, the head of the gavel to be in a raised position and placed at the left side of the wreath.
5 The capital letters AIP shall be at the top of the wreath in a circle segment, as set forth below.
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11 **2. Trademarks.** The words American Institute of Parliamentarians and the Wreath and Gavel design
12 are trademarks of the American Institute of Parliamentarians.
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14 **3. Use of Emblem and Trademarks.**

15 **3.1** Chapters may use the AIP trademarks on stationery, membership cards, and other official
16 documents.

17 **3.2** Use of the AIP trademarks in association with a publication shall be governed by rules adopted
18 by the AIP Board of Directors (herein referred to as board).

19 **3.3** Individual members, with current dues paid, are authorized to wear the AIP emblem.

20 **3.4** Use of the emblem shall be consistent with identification as a member and shall not imply
21 endorsement or representation of AIP.

22 **3.5** Any dispute, regarding suitability of a use, shall be resolved by the board. Decisions of the board
23 shall be final.
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25 **4. Colors.** The AIP official colors shall be white for truth, blue for tradition, and gold for integrity. The
26 official colors of AIP shall be Pantone Matching System (PMS) blue #294 and gold #124.
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28 **5. AIP Published Material.** All authors of works published by AIP shall sign an agreement in a form
29 approved by the board of directors. In AIP publications, no person shall be identified by more than one
30 non-parliamentary title. The title shall be at the discretion of the individual.

31 **5.1** Material that is created, compiled, or edited at the sole direction of AIP shall remain the
32 property of AIP, including copyright, royalties, and other rights relating to publication.

33 **5.2** Articles written for AIP publication may be reproduced by AIP in other formats with full
34 attribution and without further permission from the author.

35 **5.3** Workshop materials created for AIP events shall remain the property of the presenter.
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37 **6. Sales at AIP events.** The board may permit individuals to promote or sell parliamentary materials at
38 AIP functions, and may grant the same privilege of promotion or sale to commercial organizations
39 involved in AIP projects or the production of parliamentary materials.
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41 **7. Parliamentary Law Emphasis Month.** April shall be Parliamentary Law Emphasis Month and this
42 month shall be recognized as an annual activity of AIP.

43
44 **8. Membership.**

45 **8.1 Benefits.** Each member shall receive a subscription or have online access to the *Parliamentary*
46 *Journal* and *The Communicator*. The member's choice on the form of access to these publications
47 will be indicated on the annual dues notice. Members shall also have online access to the AIP
48 Directory.

49 **8.2 Publication of Personal Information.**

50 **8.2.1** Members shall indicate on the membership renewal form if personal information shall not
51 be published in the AIP Directory.

52 **8.2.2** It is the policy of AIP that AIP activities which list individual names shall include all easily
53 ascertainable parliamentary credentials. This policy does not apply to the AIP Directory which
54 lists only AIP credentials.

55 **8.3 Commercial Use of Personal Information.** It shall be grounds for expulsion for a member in any
56 category to make commercial use of the personal information listed in the AIP Directory.

57 **8.4 Donor Recognition.** Members who have donated \$25.00 or more in supplemental fees above
58 their dues in any category of membership shall be designated as such in the AIP *Communicator*.

59

60 **9. Meetings of the Membership.**

61 **9.1 Location of Meetings.** The board shall determine the site of the annual session based on bids
62 submitted from chapters or its own investigation. The board shall make a reasonable effort to rotate
63 the annual session throughout the geographical area of the United States and Canada.

64 **9.2 Annual Session Coordinator.** The annual session coordinator shall be appointed by the
65 president with the approval of the board.

66 **9.3 Responsibilities of the Annual Session Coordinator.** The coordinator shall be responsible for the
67 overall planning of the annual session. The coordinator shall:

68 **9.3.1** submit a proposed budget to the budget and finance committee including proposed fees; the
69 proposed budget and fees shall be approved by the board.

70 **9.3.2** be the primary contact with the host hotel.

71 **9.3.3** file a report on the annual session including an accounting of the annual session finances,
72 within two months after the adjournment, to the president for submission to the board at its
73 next meeting.

74 **9.4 Annual Reports of Officers and Committees.** All annual reports will be sent to the annual
75 session coordinator at least thirty days before the annual session for inclusion in the annual session
76 materials.

77 **9.5 Annual Session Finances.** The annual session coordinator may recommend to the finance
78 committee a donation to the host chapter based on their support and cooperation. This donation
79 shall not exceed 35% (thirty-five) of the net surplus from the annual session and will be made as part
80 of the final finance report on the annual session. This requirement for the session to be self-
81 supporting does not mean that AIP cannot appropriate funds for the session, which shall be
82 reimbursed to the AIP budget from the funds of the session.

83 **9.6 Annual Session Education Committee.** The educational program at the annual session shall
84 be the responsibility of a special committee consisting of the president, the annual session
85 coordinator, and the education director.

86 **9.7 Robert W. English Lecture.** The board may appoint a special committee to determine whether a
87 Robert W. English Memorial Lecture shall be given at the annual session by a person committed to
88 the ideas and ideals of Robert W. English.

89 **9.8 Nominations and Elections.** The order of names on the ballot shall be determined by a random
90 drawing.

91 **9.9 Notice of Candidacy.** Any person wishing to give notice of candidacy for office at the annual
92 session shall send to the AIP Secretary a statement setting forth the notice of candidacy. This notice
93 shall be not more than seventy-five days prior nor less than sixty days prior to the annual session.
94 The secretary shall forward these notices to the editor for publication in the pre-annual session
95 Communicator.

96 **9.10 Minutes Approval Committee.** A minutes approval committee for the annual session or a
97 special session shall be appointed by the president and shall consist of three members. The
98 secretary shall send a draft of the minutes to the president and to the members of the committee
99 within forty-five days following the annual session. Committee members shall be deemed to have
100 approved the draft if they do not object in writing to the chair within the time designated by the
101 chair.

102 **9.11 The Order of the Blue Dot.** Only persons who have served AIP as an Annual Session
103 Coordinator shall be deemed to be a permanent member of "The Order of the Blue Dot." Only the
104 members of this "Order" may wear a blue dot on their name tag at annual sessions.

105 **9.12 AIP Credentials on Name Tags.** AIP members who hold AIP credentials shall be recognized by
106 such designations appearing on their name tags at AIP events.

107 **9.13 Electronic Meetings of the Membership.** Electronic meetings of the membership in Annual
108 Session shall be conducted through the use of internet meeting services designated by the Board of
109 Directors.
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111 **10. Accrediting Department.**

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

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

124 **10.2.1** The accrediting department shall notify the examinee of the written or oral examination
125 score within two months of the examination. Examinees shall receive a report identifying
126 subject areas requiring improvement.
127

128 **11. Education Department.**

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

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

137 **11.3 Division Chairs.** The division chairs shall coordinate the activities of their divisions under the
138 direction of the education director and the assistant education director. These activities shall include
139 developing and administering correspondence courses; developing and revising educational
140 materials and chapter education programs; and reviewing educational materials not produced by
141 AIP.

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

145 **11.5 Evaluation of Materials.** The education department shall evaluate and approve all materials
146 before the material is offered for sale by AIP.

147 **11.6 Education Materials.** The education department shall set pricing on AIP-produced educational
148 materials subject to the approval of the executive committee.

149

150 **12. Communications Department**

151 **12.1 Communications Director.** The communications director shall direct the activities of the
152 department and shall oversee the communications within and outside of AIP.

153 **12.2 Assistant Communications Director.** The assistant communications director shall perform
154 such duties as assigned by the communications director.

155 **12.3 Division Chairs.** The division chairs shall coordinate the activities of their divisions under the
156 direction of the communications director and the assistant communications director.

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

160

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

164 **13.1 Lee Demeter Fund.** Funds in the Lee Demeter Fund are to remain in an invested fund, except
165 that the income earned shall be transferred to the general accounts of AIP.

166 **13.2 Rose Dhein Fund.** Funds in the Rose Dhein Fund are to remain in an invested fund, except that
167 the income earned shall be transferred to the budget line item for educational printing.

168

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

173

174 **15. Financial Policies.**

175 **15.1 Fiscal Year.** The fiscal year shall be from April 1 through March 31.

176 **15.2 U.S. Currency.** All financial transactions of AIP shall be in United States currency.

177 **15.3 Authorized Signatures.** The president and treasurer shall be authorized signatories on all
178 financial accounts.

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

182 **15.5 Board Meeting Stipend.** AIP shall pay a stipend to each director and the parliamentarian
183 attending sessions of the board as authorized in the budget.

184 **15.6 Reimbursement Procedure.** When an individual spends personal funds for AIP obligations a

185 request for reimbursement shall be submitted with appropriate documentation on an approved
186 voucher to the AIP Treasurer within thirty days of incurring the expense or the conclusion of the
187 event. The treasurer will reimburse expenses authorized in the annual budget within thirty days of
188 receipt if appropriately documented. If the expense requires approval of the budget and finance
189 committee and the board, the treasurer shall reimburse the expense within thirty days following the
190 final approval.

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

196
197 **17. Standing Committee Procedures.**

198 **17.1 Plan of Work.** Each committee shall:

199 **17.1.1** within sixty days of appointment, submit a plan of work and a budget for the president's
200 review and approval; the plan of work shall be based on the charge given to the committee.

201 **17.1.2** work with officers and other AIP committees as appropriate to carry out the work of the
202 committee.

203 **17.1.3** perform other duties as directed by the annual session, the board, the executive
204 committee, or the president.

205 **17.2 Reports.** Each committee shall submit:

206 **17.2.1** a written report, which may include recommendations, at each board meeting.

207 **17.2.2** a written report, which may include recommendations, at each annual session.

208

209 **18. Standing Committee Duties: Audit Committee.** The committee shall:

210 **18.1** receive and review the audit report from the auditor.

211 **18.2** make any recommendations for management changes based on the auditors' findings and
212 recommendations.

213 **18.3** develop the criteria for the solicitation of bids for the audit.

214 **18.4** make recommendations for procedures, checks and balances for the control of AIP funds.

215 **18.5** maintain the financial review plan that includes an internal review with a check list of
216 documents required and information to be verified.

217

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

219 **19.1** prepare a recommended budget for the year after requesting input from the board, editors,
220 standing committee chairs, and special committee chairs.

221 **19.2** receive and review monthly and quarterly financial reports on expenditures and income.

222 **19.3** require an accounting of items not authorized in the approved budget.

223 **19.4** submit to the board a report and analysis of the organization finances.

224 **19.5** study and recommend sound investment of organization funds.

225 **19.6** arrange for and review the results of an internal or external audit of the accounts.

226 **19.7** ensure that the bookkeeping and finance records are kept in a manner specified for nonprofit
227 organizations.

228

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

230 **20.1** review all proposals from the membership for amendment to the bylaws and standing orders;

231 all proposals shall be submitted by March 31 and include the specific wording, rationale, financial

232 implication, and signature of the maker.

- 233 **20.2** acknowledge the receipt of proposed amendments.
234 **20.3** initiate proposals for amendment to the bylaws and standing orders.
235 **20.4** prepare and ensure that all proposals, properly submitted, shall be sent to members for study
236 in advance of the annual meeting with the committee recommendation [for, against, or no
237 recommendation].
238 **20.5** prepare committee recommendations on all proposals for bylaws and standing orders first
239 introduced for consideration at the annual session.
240 **20.6** prepare and present proposed standing rules for the annual session.

241

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

- 243 **21.1** develop and recommend policies, plans, and programs to build and maintain membership.
244 **21.2** upon proper application, to recommend recognition as an AIP chapter to the board.
245 **21.3** upon receiving relevant information, recommend to the board dissolution of a chapter.
246 **21.4** provide guidelines for chapter presidents.

247

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

- 249 **22.1** prepare a parliamentary opinions column for each issue of the *Parliamentary Journal*.
250 **22.2** cite American and Canadian authorities as appropriate and instructive.
251 **22.3** assist AIP members by answering written requests for parliamentary advice.

252

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

- 254 **23.1** develop a plan for actively recruiting students on high school and college campuses.
255 **23.2** encourage scholarship recipients to become members of AIP.
256 **23.3** prepare, in conjunction with the Education Department, materials for study and competition
257 for national and international organizations.
258 **23.4** exercise general oversight of the scholarship program, to include establishing an application
259 form and time lines for distribution and return of the application(s) for scholarships.
260 **23.5** advertise the scholarship program.
261 **23.6** award scholarships based on merit.
262 **23.7** ascertain the funds available for scholarships and the annual cost of scholarships.
263 **23.8** promote scholarship donations.
264 **23.9** provide information about the scholarship recipients to headquarters.
265 **23.10** report on the membership and participation rates in AIP of scholarship recipients for a period
266 of 10 years after the scholarship has been used.
267 **23.11** grant membership dues waivers to participants in national level youth parliamentary
268 procedure contests of organizations approved by the board of directors or executive committee on
269 an opt-in electronic only basis, renewable until the end of the membership year of the recipient's
270 30th birthday.

271

272 **24. Web Site Policies.**

- 273 **24.1 Oversight.** The executive committee is responsible for general oversight of the Web site which
274 includes approving Web site content. The executive committee shall review recommendations from
275 the communications committee regarding the Web site.
276 **24.2 CP and CPP Listing.** The Web site shall contain a page listing those CP and CPP members who
277 have paid the required annual Web site listing fee. The list shall rotate randomly on each viewing.
278 The annual fee, which may include a set-up charge and a "change" fee, for the CP and CPP listing
279 shall be approved by the board.

280

281 **25. Publications.** There shall be two official publications, the *Parliamentary Journal* and *The*
282 *Communicator*.
283 **25.1 Parliamentary Journal.**
284 **25.1.1 Purpose.** The *Parliamentary Journal* shall publish, on a quarterly basis, articles of interest
285 in the field of parliamentary procedure, law, and education.
286 **25.1.2 Appointment of Editor.** The president shall appoint the editor of the *Parliamentary*
287 *Journal* for a term of three years, starting with the January issue, with the approval of the board.
288 **25.1.3 Subscription.** The annual subscription fee for the *Parliamentary Journal* for non-
289 members shall be established by the board. The member subscription rate shall be included as
290 part of the membership dues.
291 **25.1.4 Advertising.** Only advertising approved by the board may appear in the *Parliamentary*
292 *Journal*.
293 **25.2 The Communicator.**
294 **25.2.1 Purpose.** *The Communicator* shall be a newsletter, published quarterly. It shall include
295 officer news, board reports, chapter information, and member news. It may include official
296 notices or educational items.
297 **25.2.2 Appointment of Editor.** The board shall appoint the editor, and the term shall
298 correspond to the term of the president.
299 **25.2.3 Distribution.** *The Communicator* shall be disseminated by electronic format unless a
300 written request for a hard copy has been received by AIP headquarters.
301 **25.2.4 Advertising.** Advertising may be accepted at the discretion of the editor. The following
302 disclaimer shall appear with every advertisement: "Acceptance of advertising in *The*
303 *Communicator* shall in no way constitute an endorsement of the product or the advertiser."
304
305 **26. Parliamentary Practicums.** A Parliamentary Practicum is a multi-day educational activity in which
306 the participants acquire practical experience in parliamentary procedure, using an immersive
307 environment with strong emphasis on active participation by the students, learning to translate
308 knowledge into practice.
309 **26.1 Annual Practicums.** In each calendar year, AIP shall sponsor a minimum of one practicum in
310 the eastern United States and one in the western United States.
311 **26.2 Approvals.** The board will approve the budget, general coordinator, and curriculum director of
312 practicums sponsored by AIP. The executive committee will approve the date and location of
313 practicums sponsored by AIP.