

45 referrals, and may use the title *Certified Professional Parliamentarian (CPP)*. This
46 credential is earned by successfully completing a program developed and
47 maintained by the accrediting department. The credential shall be awarded by the
48 accrediting department on behalf of AIP.

49 **4.4 Certified Parliamentarian-Teacher; Certified Professional Parliamentarian-
50 Teacher.** A certified parliamentarian or a certified professional parliamentarian may
51 be credentialed as a teacher of parliamentary procedure by successfully completing
52 a program developed and maintained by the education department. The credential
53 shall be awarded by the accrediting department on behalf of AIP. As appropriate, the
54 individual so accredited may use the title *Certified Parliamentarian-Teacher (CP-T)*
55 or *Certified Professional Parliamentarian-Teacher (CPP-T)*.

56 **4.5 Certified Parliamentarian Retired and Certified Professional
57 Parliamentarian Retired.** A certified parliamentarian or certified professional
58 parliamentarian may notify the board secretary and the accrediting director that he is
59 retired from practice as a parliamentarian and request reclassification to retired
60 membership. When this notice is received, the member shall be reclassified as
61 Certified Parliamentarian Retired (CP Ret. or CP-T Ret.) or Certified Professional
62 Parliamentarian Retired (CPP Ret. or CPP-T Ret.). Retired members shall always
63 use the retired qualification when using the certified designation and will be excused
64 from any continuing education requirements for maintenance of certified
65 membership status. A retired member shall receive the privileges of regular
66 membership. If a retired member wishes to terminate retirement and retired status,
67 he shall apply to the accrediting department for determination of his eligibility for
68 reinstatement to certified status.

69 **4.6 Full-time Student.** A full-time student, who has not been classified as a CP or
70 CPP, may request this membership category. The application shall be accompanied
71 by documentation indicating full-time student status. Membership in this category
72 shall automatically cease at the end of the membership year in which there is a
73 change in student status. A full-time student member shall receive all privileges of
74 regular membership.

75

76 **Section 5. Requirements to Maintain Credentials**

77 **5.1** A credentialed member shall submit documentation of parliamentary continuing
78 education activities to the accrediting department at least once each seven years, or
79 the credential shall be revoked. The accrediting department must respond to
80 submissions within 45 days. Acceptable activities shall be proposed by the
81 accrediting department, approved by the AIP board of directors, and posted on the
82 AIP website. If the accrediting department requests additional documentation, such
83 documentation shall be submitted within thirty days of the request. The accrediting
84 department shall respond with its determination within sixty days of receipt of the
85 additional documentation. The accrediting department may extend a credential for
86 up to 90 days, if necessary, during the verification process.

87 **5.2** The credential shall be extended for seven years from the date of verification.

88 **5.3** A Certified Professional Parliamentarian (CPP) or a Certified Parliamentarian
89 (CP) who does not comply with the requirements to maintain credentials shall revert
90 to the next lower category of membership. A member holding the Teacher (T)
91 credential who does not comply with the requirements to maintain that credential
92 shall lose that credential. Any credential that is lost shall only be restored by
93 successfully completing a new application and examination process.

94 **5.4** A member whose credential has been lost may appeal the decision within thirty
95 days after receipt of the decision. An appeals committee shall consist of three
96 members who hold the same or higher credential, appointed by the executive
97 committee. The appeals committee shall issue its decision within thirty days after
98 receipt of the appeal. The decision of the appeals committee shall be final.
99

100 **Section 6. Associate Member Category.** An association, institution, or corporation
101 may apply for associate membership. Associate members shall receive no rights or
102 privileges, but the associate member shall be entitled to receive or have online access
103 to the *Parliamentary Journal* and *The Communicator*, and shall have online access to
104 the *AIP Directory*.
105

106 **Section 7. Dues.** Dues shall be payable on or before the annual membership renewal
107 date. The dues for each class of membership shall be:

108		
109	Regular (first 2 years)	\$55. 00
110	Regular (after 2 years)	\$70. 00
111	Certified Parliamentarian (CP)	\$105. 00
112	Certified Professional Parliamentarian (CPP)	\$130. 00
113	CP or CPP Retired	\$70. 00
114	Full-time Student	\$20. 00
115	Associate	\$60. 00
116		

117 **Section 8. Termination.** Membership shall cease by resignation, non-payment of
118 dues, expulsion, or death.

119 **8.1 Resignation.** A member may resign by sending a written resignation to
120 headquarters. The resignation shall be effective upon receipt unless specified
121 otherwise.

122 **8.2 Non-payment of Dues.** Membership and credentials shall be revoked if dues
123 are not received within ninety days after the membership expiration date. The
124 executive committee may, if the request is received by the AIP office before the due
125 date, approve a payment accommodation in cases of hardship; such
126 accommodation shall not cause the member's credentials to be revoked.

127 **8.3 Expulsion.** In addition to the provisions of Rules for Handling Complaints and
128 Reporting Ethical Violations, a member may be expelled for cause by ballot vote of
129 two-thirds of the entire membership of the board at a regular or special meeting. The
130 member may appear, present evidence, and be represented by an advocate at this

131 meeting. Notice of a proposed expulsion shall be sent to all board members and
132 shall be sent by a trackable means to the member whose expulsion is being
133 considered. The notice shall be sent at least twenty days, but no more than sixty
134 days, before the meeting is to convene.

135 136 137 **ARTICLE IV - OFFICERS AND DUTIES**

138
139 **Section 1. Officers.** There shall be a president, vice president, secretary, and
140 treasurer.

141
142 **Section 2. Terms.** The terms for each officer shall be one year, beginning at the close
143 of the annual session in the year of their election and continuing until their successor
144 shall be elected. Terms shall begin at adjournment of the annual session in which
145 elected. Officers shall not serve a fifth consecutive term in the same position.

146
147 **Section 3. Eligibility.** Only members who have held membership for at least one year
148 shall be eligible for election to office.

149
150 **Section 4. Duties of the President.** The president shall have all of those duties and
151 powers set forth for same in the parliamentary authority of AIP, and those duties and
152 powers set forth under the statutes of Illinois. In addition, the president shall have such
153 further duties and powers as are set forth in these bylaws, the standing orders, and the
154 board policies.

155
156 **Section 5. Duties of the Vice President.** The vice president shall preside in the
157 absence of the president and shall succeed to the presidency upon the death,
158 resignation, or incapacity of the president. Upon succession or designation by the
159 board, the vice president shall succeed to all of the duties and powers of the president.
160 The vice president shall have such other duties and powers as are set forth in these
161 bylaws, the standing orders, and the board policies.

162
163 **Section 6. Duties of the Secretary.** The secretary shall maintain the records of AIP
164 other than the financial records. All documentation regarding contracts, awards,
165 certifications, correspondence, minutes, and notices shall be filed with the secretary.
166 Those original documents which are within the responsibility of the accrediting
167 department and the education department shall be maintained therein. The
168 recommendations of these departments shall contain appropriate copies of supporting
169 documentation to be filed with the secretary. The board may designate a repository for
170 this documentation with a contractual party, but the secretary shall retain control of and
171 access to these filings and archives. The secretary shall have such other duties and
172 powers as are set forth in these bylaws, the standing orders, and the board policies.

173
174 **Section 7. Duties of the Treasurer.** The treasurer shall maintain the financial records
175 of AIP. The treasurer shall compile the information with which to prepare the annual

176 budget and the annual audit. The treasurer shall report current financial information at
177 each meeting of the board and at the annual meeting of the membership; a written copy
178 of this report must be filed with the secretary. The treasurer shall chair the budget and
179 finance committee. The treasurer shall have such other duties and powers as are set
180 forth in these bylaws, the standing orders, and the board policies.

181
182 **Section 8. Death, Resignation, or Incapacity of Officers other than President.**

183 Upon death, resignation, or incapacity of the vice president, secretary, or treasurer, the
184 board shall fill the vacancy for the balance of the term. The president shall secure and
185 transfer the records of the vacant office to the successor expeditiously.

186
187
188 **ARTICLE V - BOARD OF DIRECTORS**

189
190 **Section 1. Composition.** The board of directors, herein referred to as the board, shall
191 be composed of the officers of AIP, the accrediting director, the education director, the
192 communications director, and eight directors elected at the annual session.

193
194 **Section 2. Terms.**

195 **2.1 Elected Directors.** The terms of directors shall be for two years or until their
196 successors are elected; with four elected in the odd years and four elected in the
197 even years. The term of office shall begin at the adjournment of the annual session
198 in which each is elected and shall end at the adjournment of the annual session in
199 the next odd or even year. Directors shall not serve a third consecutive term.

200 **2.2 Accrediting Director, Education Director and Communications Director.**

201 The accrediting director, the education director, and the communications director
202 shall be elected by the board for a term of three years with the term to begin at the
203 close of the board meeting at which they are elected. Terms shall be staggered.

204
205 **Section 3. Vacancies on the Board.** A vacancy in a position of director shall be filled
206 by the board until the next annual session, and if the board filled a vacancy which has
207 more than one year left in the term, the members shall elect a director to serve for the
208 remainder of the term. No vacancy shall be filled in the period commencing thirty days
209 prior to the annual session. If an action is taken at an annual session that will create a
210 vacancy in the position of director upon adjournment, the vacancy shall be filled by
211 election at that annual session.

212
213 **Section 4. Duties of the Board.** The board shall have general operational control and
214 responsibility for AIP. It shall have all of those duties and powers set forth for same in
215 the parliamentary authority of AIP and those duties and powers set forth under the
216 statutes of Illinois. In addition, the board shall have such further duties and powers as
217 are set forth in these bylaws, the standing orders, and the board policies. The board
218 shall advise and consent as to the recommendation of the president for the position of
219 editor of the *Parliamentary Journal*.

220
221 **Section 5. Regular Meetings.** The board shall meet at least three times during the
222 year at a time and by such means as is determined by the board. These regular
223 meetings shall have thirty days' notice. One of the regular meetings shall be held on the
224 day immediately following the close of the Annual Session, and shall be identified as the
225 "post-annual session board meeting."
226

227 **Section 6. Special Meetings.** Special meetings of the board may be called by the
228 president and shall be called by the secretary on the request of any five board
229 members. Notice may be sent by electronic mail. Fifteen days' notice shall be required
230 for in-person meetings and 72 hours' notice shall be required for conference call
231 meetings. Notice may be waived by any board member before, during, or after the
232 meeting.
233

234 **Section 7. Method of Meeting.** Meetings of the board may be held in person,
235 telephonically, or electronically. Any meeting shall provide for communication among all
236 members of the board synchronously and, excepting executive sessions, shall provide
237 for attendance, but not participation, by any member of AIP. Anonymous votes
238 conducted electronically shall be deemed to be a ballot vote, fulfilling any requirement in
239 these bylaws and other AIP rules that a vote be conducted by ballot.
240

241 **Section 8. Method of Notice for Meetings.** Meetings of the board shall be noticed to
242 the membership of AIP by electronic mail or posted on the AIP website.
243
244

245 **ARTICLE VI - NOMINATIONS AND ELECTIONS**

246

247 **Section 1. Notice of Candidacy.** Those persons who declare to the AIP Secretary
248 their candidacy for officer and director positions, and who give notice of intent to run at
249 least seventy-seven days prior to the annual session shall have their names, along with
250 the position for which they are candidates, listed in the call.
251

252 **Section 2. Nominations and Elections at the Annual Session.**

253 **2.1 Officers and Directors.** Officers and directors shall be elected at the annual
254 session by a majority vote by ballot except that when the number of nominees is
255 equal to or less than the number of positions available, no ballot shall be required.

256 **2.2 Sequence of Elections.** The election of officers shall occur prior to the election
257 of directors.

258 **2.3 Nominations from the Floor.** Candidates for officer and director positions shall
259 be nominated from the floor.
260

261 **Section 3. Election of Accrediting, Education, and Communications Directors.**

262 **3.1 Time of Election.** The accrediting, education, and communications directors
263 shall be elected at the post annual session board meeting.

264 **3.2 Nominations for Accrediting, Education, and Communications Directors.**
265 Candidates for accrediting, education and communications directors shall be
266 nominated from the floor at the board meeting.

267 **3.3 Election.** The accrediting, education, and communications directors shall be
268 elected by majority vote of the board.
269

270 **ARTICLE VII - MEETINGS OF THE MEMBERSHIP**

271 **Section 1. Annual Session.**

272
273 **1.1 Regular Annual Meeting.** A regular annual meeting of the membership, herein
274 referred to as the annual session, shall be held each year at a date between June 1
275 and August 31 at a location to be determined by the board.
276

277 **1.2 In the Event of Emergency.** In the event of an emergency, an annual session
278 may be rescheduled by a two-thirds vote of the board. The date range in 1.1 may be
279 waived by the same vote.

280 **1.3 Annual Session Held Electronically.** The annual session may be held
281 electronically by a two-thirds vote of the board. Anonymous votes conducted
282 electronically shall be deemed to be a ballot vote, fulfilling any requirement in these
283 bylaws and other AIP rules that a vote be conducted by ballot.
284

285 **Section 2. Special Session.** A special session of the membership may be called by a
286 majority vote of the board.
287

288 **Section 3. Notice.** The official notice of each session shall be distributed using mail
289 service or electronic mail (e-mail) delivery systems to all members at least twenty days,
290 but no more than sixty days before the session is to convene. Notices may be
291 distributed to members by electronic means unless otherwise requested in writing to
292 AIP.
293

294 **Section 4. Voting Members.** The record date for eligibility to vote at meetings of the
295 membership shall be five days prior to the meeting. The roll of voting members shall be
296 those members whose dues are current on that date, five days before the meeting.
297

298 **Section 5. Quorum.** Thirty members shall constitute a quorum for an annual session
299 or special session.
300

301 **Section 6. Proxy Voting.** Proxy voting shall not be allowed at any meeting of the
302 membership.
303
304

305 **ARTICLE VIII - EXECUTIVE COMMITTEE**

306
307 **Section 1. Composition.** The executive committee shall be composed of the officers
308 and two other board members, elected by the board at the post annual session board
309 meeting.

310
311 **Section 2. Terms.** The membership of the executive committee shall have a term
312 corresponding to that of the officers.

313
314 **Section 3. Duties and Powers.** The executive committee shall manage, negotiate,
315 and approve all contracts of AIP, shall administer the annual budget and all contracts,
316 shall appoint the auditor, and shall perform any other duties delegated to it by the board
317 or the annual session. The executive committee may exercise the powers of the board
318 between meetings of the board.

319
320 **Section 4. Meetings.** Meetings shall be at the call of the chair, with two days' notice
321 given to the board, including a copy of the agenda for the meeting. Meetings may be
322 held in person, telephonically, or electronically. Any meeting shall provide for
323 communication among all executive committee members synchronously.

324
325 **Section 5. Reports.** Within thirty days of any meeting of the executive committee,
326 minutes of the meeting shall be forwarded to each board member.

327
328 **ARTICLE IX - ACCREDITING DEPARTMENT**

329
330
331 **Section 1. Purpose.** The accrediting department shall coordinate and implement the
332 certification program to classify members who demonstrate high standards of
333 excellence in parliamentary procedure.

334
335 **Section 2. Composition.** The accrediting department shall consist of the accrediting
336 director, the assistant accrediting director, and such division chairs as are deemed
337 necessary by the accrediting director. The accrediting director and the assistant
338 accrediting director shall have held the classification of CPP for at least two years at the
339 time of appointment. The assistant accrediting director, and any division chairs as are
340 deemed necessary by the accrediting director, shall be appointed by the accrediting
341 director with the approval of the president. They shall serve a term concurrent with that
342 of the accrediting director or until their successors are appointed. The assistant
343 accrediting director and division chairs, if any, shall have such duties as are assigned by
344 the accrediting director.

347 **ARTICLE X - EDUCATION DEPARTMENT**

348
349 **Section 1. Purpose.** The education department shall coordinate and implement all
350 aspects of the AIP Action Program pertaining to education.

351
352 **Section 2. Composition.** The department shall consist of the education director, the
353 assistant education director, teacher course coordinator, and such division chairs as are
354 deemed necessary by the education director. The education director and the assistant
355 education director shall hold a minimum of a CP credential and the teacher course
356 coordinator shall hold the CP-T or CPP-T credential. The president and vice president
357 shall serve as ex-officio members of the department. The assistant education director,
358 teacher course coordinator, and the chairs of the divisions shall be appointed by the
359 education director with the approval of the president. They shall serve a term concurrent
360 with that of the education director or until their successors are appointed. The assistant
361 education director, teacher course coordinator, and division chairs shall have such
362 duties as are assigned by the education director.

363
364 **ARTICLE XI – COMMUNICATIONS DEPARTMENT**

365
366
367 **Section 1. Purpose.** There shall be a communications department to coordinate
368 communications in AIP. The president and vice president shall serve as ex-officio
369 members of the department.

370
371 **Section 2. Composition.** The communications department shall consist of the
372 communications director, assistant communications director, and such division chairs as
373 deemed necessary by the communications director. The assistant communications
374 director and the division chairs shall be appointed by the communications director with
375 the approval of the president.

376
377 **Section 3. Duties.** The communications department shall develop strategies to
378 provide accurate and timely information to the public, potential members, members, and
379 former members. The department shall plan and communicate the activities and
380 benefits of AIP to the public, work with other AIP committees as appropriate to achieve
381 their communications goals, and regularly review the AIP website to make
382 recommendations to the executive committee.

383
384 **ARTICLE XII - COMMITTEES**

385
386
387 **Section 1. Purpose and Meetings of Standing and Special Committees.** The
388 purpose of committees is to support the AIP Action Program by member involvement in
389 AIP, and to provide for a strong and effective governance system. Committee meetings
390 may be held in person, telephonically, or electronically. Any meeting shall provide for
391 communication among all committee members synchronously.

392
393
394
395
396
397
398
399
400
401
402
403
404
405
406
407
408
409
410
411
412
413
414
415
416
417
418
419
420
421
422
423
424
425
426
427
428
429
430
431
432
433

Section 2. Standing Committees. There shall be the following standing committees: Audit; Budget and Finance; Bylaws and Standing Orders; Member Services; Opinions; Professional Responsibility; Youth Activities.

2.1 Audit Committee. The audit committee shall secure an annual audit of all funds, an audit when there is a change in the office of treasurer, and at other times as deemed necessary by the committee and with the consent of the executive committee. The committee shall submit a report at each annual session for consideration by the membership.

2.2 Budget and Finance Committee. The budget and finance committee shall submit an annual budget at the beginning of the fiscal year for approval by the board. The budget shall contain funding for the annual session and for the practicums which portions of the budget shall be developed in consultation with the appropriate coordinators for the annual session and the practicums.

2.3 Bylaws and Standing Orders Committee. The bylaws and standing orders committee shall review all proposed amendments to the bylaws and standing orders, and shall make recommendations on these to the annual session. The committee may initiate proposed amendments to the bylaws and standing orders. The committee shall prepare and present proposed standing rules for the annual session. The committee shall review new chapter bylaws and amendments to chapter bylaws for compliance with AIP bylaws and other rules. The committee reviews new chapter bylaws and recommends acceptance or conditional acceptance to the member services committee.

2.4 Member Services Committee. The member services committee shall develop and implement a program or programs for the recruitment and retention of members. The committee shall assist in the formation of new chapters and provide assistance to all chapters as requested.

2.5 Opinions Committee. The opinions committee shall prepare opinions for publication in the *Parliamentary Journal*, and shall assist AIP members by answering written requests for parliamentary advice.

2.6 Professional Responsibility Committee. The professional responsibility committee shall process complaints received against members in accordance with the Rules for Handling Complaints and Reporting Ethical Violations.

2.7 Youth Activities and Scholarship Committee. The youth activities and scholarship committee shall develop and implement programs to encourage the membership, participation, and education of the youth members. The committee may provide: a) scholarships for practicums, annual sessions, and other AIP educational events; b) membership dues waivers as approved by the executive committee or the board of directors.

Section 3. Membership of Standing Committees. Except as otherwise provided in the bylaws, the president shall appoint committee chairs subject to approval by the

434 board; committee members shall be appointed by the president in consultation with the
435 respective committee chair. All committees shall have a minimum of three members.

436 **3.1 Terms.** Except as otherwise provided in the bylaws, term of office shall begin
437 upon appointment and conclude when a successor is appointed.

438 **3.2 Audit Committee.** The audit committee shall be appointed by the board. No
439 person may serve simultaneously on both the audit committee and the budget and
440 finance committee.

441 **3.3 Budget and Finance Committee.** The treasurer shall serve as chair of the
442 budget and finance committee.

443 **3.4 Opinions Committee.** All members of the opinions committee must hold status
444 as CPP members.

445 **3.5 Professional Responsibility Committee.** All members of the professional
446 responsibility committee must hold status as CPP members. The committee shall
447 consist of three members elected by ballot by the board at the post annual session
448 board meeting to serve for a term of three years. The committee members shall
449 select the chair from among the committee members. Members of the professional
450 responsibility committee may serve two consecutive terms on the committee.

451

452 **3.6 Vacancies.** Vacancies on a committee, except the professional responsibility
453 committee, shall be filled in the same manner as the original selection of the
454 members for the balance of the term. Vacancies on the professional responsibility
455 committee shall be filled by the board at a regular or special meeting for the
456 unexpired term of the vacating member and shall not require a ballot vote.

457

458 **Section 4. Special Committees.** Except as otherwise provided in the bylaws or
459 standing orders, special committees may be established by the annual session, the
460 board, the executive committee, or the president.

461

462 **Section 5. Ex Officio Committee Membership.** The president shall be an ex officio
463 member of all committees except the professional standards committee, appeals
464 committee, and opinions committee; the president shall not be counted in determining a
465 quorum.

466

467

468

ARTICLE XIII - CHAPTERS

469

470 **Section 1. Purpose.** The chapters shall promote the objectives and educational
471 programs of AIP by providing leadership training and workshops in parliamentary law
472 and procedure, providing an opportunity for chapters to discuss issues of mutual benefit
473 to AIP, and enhancing membership retention and extension.

474

475 **Section 2. Chapters.** A chapter shall be composed of those AIP members who have
476 chosen to affiliate with it. A chapter shall promote the goals and objectives of AIP, meet
477 at least twice a year, and elect officers. Electronic chapters are permitted.

478 **2.1 Compliance with AIP Governing Documents.** Chapter bylaws and any
479 amendments thereto shall be in compliance with AIP governing documents, show
480 the date of approval, and be filed with the permanent records of AIP.

481 **2.2 Chapter Charter.** A group of at least five AIP members may apply to organize a
482 chapter.

483 **2.2.1** An organizing chapter must submit the name of the chapter, minutes of
484 organizational meetings, officers, and adopted bylaws to the AIP Secretary.

485 **2.2.2** Bylaws and recognition as an AIP chapter shall become effective upon
486 recommendation of the member services committee, bylaws and standing orders
487 committee, and approval by the board.

488 **2.3 Chapter Bylaws Amendment.** When revised or amended, the new bylaws
489 shall be submitted to the AIP Bylaws and Standing Orders Committee for review and
490 filing.

491 **Section 3. Chapter Dissolution.** A chapter may dissolve voluntarily or by revocation
492 for non-compliance with these bylaws. A chapter that has dissolved shall return its
493 charter, any funds or other assets, and the records to the AIP Secretary. Unless
494 otherwise designated, the assets shall revert to the AIP general fund.

495 **3.1 Voluntary Dissolution.** A chapter may dissolve voluntarily, by a two-thirds vote
496 with previous notice, at a special meeting stating the purpose; with the date, time,
497 and place of the meeting given in a written notice to all chapter members, not less
498 than thirty days prior to said meeting; copy of such notice to be provided to the AIP
499 Secretary. Members living more than seventy-five miles from the meeting place shall
500 be allowed to vote by mail.
501

502 **3.2 Dissolution of Inactive Chapters.** An inactive chapter, one that has not met for
503 two consecutive years, may have its charter revoked by two-thirds vote of the AIP
504 Board. At least sixty days written notice shall be sent by certified mail to the last
505 known chapter officers and members, return receipt requested, prior to the vote to
506 revoke the chapter charter.

507
508
509

ARTICLE XIV - INDEMNIFICATION

510 Officers, directors, and employees of AIP shall be indemnified for any costs, expenses,
511 or liabilities necessarily incurred in connection with the defense of any action, suit or
512 proceeding in which they are made a part by reason of being or having been a member
513 serving in an elected or an appointed capacity. No member or employee shall be
514 indemnified when adjudged in the action or suit to be liable for gross negligence or
515 misconduct in the performance of duty.
516

517
518
519
520
521
522
523
524
525
526
527
528
529
530
531
532
533
534
535
536
537
538
539
540
541
542
543
544
545
546
547
548
549
550
551
552
553
554
555
556
557
558
559

ARTICLE XV - PARLIAMENTARY AUTHORITY

The current edition of *American Institute of Parliamentarians Standard Code of Parliamentary Procedure* shall govern AIP so far as it is applicable and not inconsistent with the bylaws, standing orders and any special rules of order that AIP may adopt.

ARTICLE XVI - AMENDMENT

Section 1. Amendment of Bylaws, Action Program, and Code of Professional Responsibility. The bylaws, the action program, and the code of professional responsibility may be amended by either of the following procedures:

1.1 Amendment With Notice. Following notice of amendment given to all members with the official notice of the annual session, a two-thirds vote of members present and voting at the annual session will be required.

1.2 Amendment Without Notice. If notice has not been given as in Section 1. 1, then:

1.2.1 a member must propose the amendment in writing and notice shall be given at that time to the Annual Session.

1.2.2 After the expiration of a minimum of twelve hours, a vote shall be conducted to determine whether the amendment shall be considered. Debate on the motion as to whether the amendment shall be considered shall be restricted to the merits of consideration.

1.2.3 A vote to consider such an amendment shall require two-thirds in the affirmative to consider the proposal.

1.2.4 If the vote on the motion as to whether the amendment shall be considered is adopted, the amendment shall require a four-fifths vote of members present and voting at the annual session to adopt.

Section 2. Revision of Bylaws, Action Program, and Code of Professional Responsibility. If a revision of the bylaws, action program, or code of professional responsibility is ordered by majority vote at an annual session, the next annual session shall not consider any other amendments proposed to that document as separate motions; amendments to the revision documents shall be allowed from the floor.

Section 3. Amendment of Standing Orders. The standing orders may be amended by either of the following procedures:

3.1 Amendments With Notice. Following notice of amendment given to all members with the official notice of the annual session, a majority vote of members present and voting at the annual session is required to adopt.

3.2 Amendments Without Notice. If notice has not been given as in Section 3. 1, a two-thirds vote of members present and voting is required to adopt.

560
561 **Section 4. Origin of Amendments.** Amendments to the bylaws, action program, code
562 of professional responsibility, and standing orders may be originated by one of the
563 following methods: (1) an act of the board; (2) majority vote of the bylaws and standing
564 orders committee; (3) petition signed by at least five members; or (4) motion at an
565 annual session. All amendments shall be referred to the bylaws and standing orders
566 committee.