

# 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 are  
12 trademarks of the American Institute of Parliamentarians.  
13

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.  
24

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.  
27

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.  
36

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 digital subscription or have online access to the  
46 *Parliamentary Journal* and *The Communicator*. Members shall also have online access to the AIP  
47 Directory.<sup>1</sup>
- 48 **8.2 Publication of Personal Information.**
- 49 **8.2.1** Members shall indicate on the membership renewal form if personal information shall not  
50 be published in the AIP Directory.
- 51 **8.2.2** AIP activities which list individual names shall include only AIP parliamentary credentials.  
52 The AIP Membership Directory shall list only AIP credentials.
- 53 **8.3 Commercial Use of Personal Information.** It shall be grounds for expulsion for a member in any  
54 category to make commercial use of the personal information listed in the AIP Directory.
- 55 **8.4 Donor Recognition.** Members who have donated \$25.00 or more in supplemental fees above  
56 their dues in any category of membership shall be designated as such in the *AIP Communicator*.  
57
- 58 **9. Meetings of the Membership.**
- 59 **9.1 Location of Meetings.** The board shall determine the site of the annual session based on bids  
60 submitted from chapters or its own investigation. The board shall make a reasonable effort to rotate  
61 the annual session throughout the geographical area of the United States and Canada.
- 62 **9.2 Annual Session Coordinator.** The annual session coordinator shall be appointed by the  
63 president with the approval of the board.
- 64 **9.3 Responsibilities of the Annual Session Coordinator.** The coordinator shall be responsible for the  
65 overall planning of the annual session. The coordinator shall:
- 66 **9.3.1** submit a proposed budget to the budget and finance committee including proposed fees; the  
67 proposed budget and fees shall be approved by the board.
- 68 **9.3.2** be the primary contact with the host hotel.
- 69 **9.3.3** file a report on the annual session including an accounting of the annual session finances,  
70 within two months after the adjournment, to the president for submission to the board at its  
71 next meeting.
- 72 **9.4 Annual Reports of Officers and Committees.** All annual reports will be sent to the annual  
73 session coordinator at least thirty days before the annual session for inclusion in the annual session  
74 materials.
- 75 **9.5 Annual Session Finances.** The annual session coordinator may recommend to the finance  
76 committee a donation to the host chapter based on their support and cooperation. This donation  
77 shall not exceed 35% (thirty-five) of the net surplus from the annual session and will be made as part  
78 of the final finance report on the annual session. This requirement for the session to be self-  
79 supporting does not mean that AIP cannot appropriate funds for the session, which shall be  
80 reimbursed to the AIP budget from the funds of the session.
- 81 **9.6 Annual Session Education Committee.** The educational program at the annual session shall  
82 be the responsibility of a special committee consisting of the president, the annual session  
83 coordinator, and the education director.
- 84 **9.7 Robert W. English Lecture.** The board may appoint a special committee to determine whether a  
85 Robert W. English Memorial Lecture shall be given at the annual session by a person committed to  
86 the ideas and ideals of Robert W. English.
- 87 **9.8 Nominations and Elections.** The order of names on the ballot shall be determined by a random  
88 drawing.

89 **9.9 Notice of Candidacy.** Any person wishing to give notice of candidacy for office at the annual  
90 session shall send to the AIP Secretary a statement setting forth the notice of candidacy. This notice  
91 shall be not more than one hundred twenty days prior nor less than seventy-seven days prior to the  
92 annual session. The secretary shall forward these notices to the editor for publication in the pre-  
93 annual session Communicator.

94 **9.10 Minutes Approval Committee.** A minutes approval committee for the annual session or a  
95 special session shall be appointed by the president and shall consist of three members. The  
96 secretary shall send a draft of the minutes to the president and to the members of the committee  
97 within forty-five days following the annual session. Committee members shall be deemed to have  
98 approved the draft if they do not object in writing to the chair within the time designated by the  
99 chair.

100 **9.11 The Order of the Blue Dot.** Only persons who have served AIP as an Annual Session  
101 Coordinator shall be deemed to be a permanent member of "The Order of the Blue Dot." Only the  
102 members of this "Order" may wear a blue dot on their name tag at annual sessions.

103 **9.12 AIP Credentials on Name Tags.** AIP members who hold AIP credentials shall be recognized by  
104 such designations appearing on their name tags at AIP events.

105 **9.13 Electronic Meetings of the Membership.** Electronic meetings of the membership in Annual  
106 Session shall be conducted through the use of internet meeting services designated by the Board of  
107 Directors.

## 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 **11. Education Department.**

126 **11.1 Education Director.** The education director shall direct the activities of the department and  
127 shall oversee the development of educational materials and online courses. The director shall  
128 approve the curricula for practicums, workshops, institutes, and the annual session in consultation  
129 with the president.

130 **11.2 Division Chairs.** The division chairs shall coordinate the activities of their divisions under the  
131 direction of the education director and the assistant education director. These activities shall include  
132 developing and administering correspondence courses; developing and revising educational  
133 materials and chapter education programs; developing the curriculum for practicums and other  
134 educational events; developing and implementing curriculum for on-line education courses; and  
135 reviewing educational materials not produced by AIP.  
136

137 **11.3 Members of Divisions and Special Committees.** The other members of the divisions and any  
138 such special committees as may be necessary shall be appointed by the president, in consultation  
139 with the education director.

140 **11.4 Evaluation of Materials.** The education department shall evaluate and approve all materials  
141 before the material is offered for sale by AIP.

142 **11.5 Education Materials.** The education department shall set pricing on AIP-produced educational  
143 materials subject to the approval of the board of directors.

144

## 145 **12. Communications Department**

146 **12.1 Communications Director.** The communications director shall direct the activities of the  
147 department and shall oversee the communications within and outside of AIP.

148 **12.2 Assistant Communications Director.** The assistant communications director shall perform such  
149 duties as assigned by the communications director.

150 **12.3 Division Chairs.** The division chairs shall coordinate the activities of their divisions under the  
151 direction of the communications director and the assistant communications director.

152 **12.4 Members of Divisions and Special Committees.** The members of the divisions and any such  
153 special committees as may be necessary shall be appointed by the president, in consultation with  
154 the communications director

155

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

159 **13.1 Lee Demeter Fund.** Funds in the Lee Demeter Fund are to remain in an invested fund, except  
160 that the income earned shall be transferred to the general accounts of AIP.

161 **13.2 Rose Dhein Fund.** Funds in the Rose Dhein Fund are to remain in an invested fund, except that  
162 the income earned shall be transferred to the budget line item for educational printing.

163

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

168

## 169 **15. Financial Policies.**

170 **15.1 Fiscal Year.** The fiscal year shall be from April 1 through March 31.

171 **15.2 U.S. Currency.** All financial transactions of AIP shall be in United States currency.

172 **15.3 Authorized Signatures.** The president and treasurer shall be authorized signatories on all  
173 financial accounts.

174 **15.4 Bonding.** Any person authorized to sign checks or receive funds shall be bonded. If an  
175 association management company is providing these services, the company shall be required to  
176 furnish AIP with a Certificate of Liability Insurance that includes Employee Theft coverage.

177 **15.5 Board Meeting Stipend.** AIP shall pay a stipend to each director and the parliamentarian  
178 attending sessions of the board as authorized in the budget.

179 **15.6 Reimbursement Procedure.** When an individual spends personal funds for AIP obligations a  
180 request for reimbursement shall be submitted with appropriate documentation on an approved  
181 voucher to the AIP Treasurer within thirty days of incurring the expense or the conclusion of the  
182 event. The treasurer will reimburse expenses authorized in the annual budget within thirty days of  
183 receipt if appropriately documented. If the expense requires approval of the budget and finance  
184 committee and the board, the treasurer shall reimburse the expense within thirty days following the

185 final approval.

186

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

191

192 **17. Standing Committee Procedures.**

193 **17.1 Plan of Work.** Each committee shall:

194 **17.1.1** within sixty days of appointment, submit a plan of work and a budget for the president's  
195 review and approval; the plan of work shall be based on the charge given to the committee.

196 **17.1.2** work with officers and other AIP committees as appropriate to carry out the work of the  
197 committee.

198 **17.1.3** perform other duties as directed by the annual session, the board, or the president.

199 **17.2 Reports.** Each committee shall submit:

200 **17.2.1** a written report, which may include recommendations, at each board meeting.

201 **17.2.2** a written report, which may include recommendations, at each annual session.

202

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

204 **18.1** receive and review the audit report from the auditor.

205 **18.2** make any recommendations for management changes based on the auditors' findings and  
206 recommendations.

207 **18.3** develop the criteria for the solicitation of bids for the audit.

208 **18.4** make recommendations for procedures, checks and balances for the control of AIP funds.

209 **18.5** maintain the financial review plan that includes an internal review with a check list of  
210 documents required and information to be verified.

211

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

213 **19.1** prepare a recommended budget for the year after requesting input from the board, editors,  
214 standing committee chairs, and special committee chairs.

215 **19.2** receive and review monthly and quarterly financial reports on expenditures and income.

216 **19.3** require an accounting of items not authorized in the approved budget.

217 **19.4** submit to the board a report and analysis of the organization finances.

218 **19.5** study and recommend sound investment of organization funds.

219 **19.6** arrange for and review the results of an internal or external audit of the accounts.

220 **19.7** ensure that the bookkeeping and finance records are kept in a manner specified for nonprofit  
221 organizations.

222

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

224 **20.1** review all proposals from the membership for amendment to the bylaws and standing orders;  
225 all proposals shall be submitted by March 31 and include the specific wording, rationale, financial  
226 implication, and signature of the maker.

227 **20.2** acknowledge the receipt of proposed amendments.

228 **20.3** initiate proposals for amendment to the bylaws and standing orders.

229 **20.4** prepare and ensure that all proposals, properly submitted, shall be sent to members for study  
230 in advance of the annual meeting with the committee recommendation [for, against, or no  
231 recommendation].

232 **20.5** prepare committee recommendations on all proposals for bylaws and standing orders first

- 233 introduced for consideration at the annual session.
- 234 **20.6** prepare and present proposed standing rules for the annual session.
- 235
- 236 **21. Standing Committee Duties: Member Services Committee.** The committee shall:
- 237 **21.1** develop and recommend policies, plans, and programs to build and maintain membership.
- 238 **21.2** upon proper application, to recommend recognition as an AIP chapter to the board.
- 239 **21.3** upon receiving relevant information, recommend to the board dissolution of a chapter.
- 240 **21.4** provide guidelines for chapter presidents.
- 241
- 242 **22. Standing Committee Duties: Opinions Committee.** The committee shall:
- 243 **22.1** prepare a parliamentary opinions column for each issue of the *Parliamentary Journal*.
- 244 **22.2** cite American and Canadian authorities as appropriate and instructive.
- 245 **22.3** assist AIP members by answering written requests for parliamentary advice.
- 246
- 247 **23. Standing Committee Duties: Youth Activities and Scholarship.** The committee shall:
- 248 **23.1** develop a plan for actively recruiting students on high school and college campuses.
- 249 **23.2** encourage scholarship recipients to become members of AIP.
- 250 **23.3** prepare, in conjunction with the Education Department, materials for study and competition
- 251 for national and international organizations.
- 252 **23.4** exercise general oversight of the scholarship program, to include establishing an application
- 253 form and time lines for distribution and return of the application(s) for scholarships.
- 254 **23.5** advertise the scholarship program.
- 255 **23.6** award scholarships based on merit.
- 256 **23.7** ascertain the funds available for scholarships and the annual cost of scholarships.
- 257 **23.8** promote scholarship donations.
- 258 **23.9** provide information about the scholarship recipients to headquarters.
- 259 **23.10** report on the membership and participation rates in AIP of scholarship recipients for a period
- 260 of 10 years after the scholarship has been used.
- 261 **23.11** grant membership dues waivers to participants in national level youth parliamentary
- 262 procedure contests of organizations approved by the board of directors on an opt-in electronic only
- 263 basis, renewable until the end of the membership year of the recipient's 30th birthday.
- 264
- 265 **24. Website Policies.**
- 266 **24.1 Oversight.** The board of directors is responsible for general oversight of the website which
- 267 includes approving website content. *The website shall include minutes of board meetings (except*
- 268 *minutes of closed sessions) in the members-only section of the website.* The executive committee
- 269 shall review recommendations from the communications committee regarding the website.
- 270 **24.2 CP and CPP Listing.** The website shall contain a page listing those CP and CPP members who
- 271 have paid the required annual website listing fee. The list shall rotate randomly on each viewing.
- 272 The annual fee, which may include a set-up charge and a "change" fee, for the CP and CPP listing
- 273 shall be approved by the board.
- 274
- 275 **25. Publications.** There shall be two official publications, the *Parliamentary Journal* and *The*
- 276 *Communicator*.
- 277 **25.1 Parliamentary Journal.**
- 278 **25.1.1 Purpose.** The *Parliamentary Journal* shall publish, at least three times per year, articles of
- 279 interest in the field of parliamentary procedure, law, and education.
- 280 **25.1.2 Appointment of Editor.** The president shall appoint the editor of the *Parliamentary*

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

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<sup>i</sup> **Proviso 8.1:** Members currently receiving a printed copy of the *Parliamentary Journal* or *The Communicator* may transition to receiving a digital subscription or online access *before* the end of 2024. Prior to the end of 2024 members have a right to change their subscription format to digital when they renew their membership, or by contacting the AIP headquarters. All new subscriptions will be digital.