

## SOONER UNIT BYLAWS

### ARTICLE I

#### Name

The name of this unit shall be THE SOONER UNIT, a division of the National Association of Parliamentarians (NAP) and affiliated with the Oklahoma State Association of Parliamentarians (OSAP).

### ARTICLE II

#### Object

The object of this unit shall be to promote the study of parliamentary procedure and the educational programs of NAP and OSAP; to study, teach, promote and disseminate the fundamental principles and the philosophies of parliamentary law; and to bring into closer cooperation all parliamentarians in the state of Oklahoma, especially those in the Oklahoma City Metropolitan area.

### ARTICLE III

#### Members

#### Section 1. Classification

There shall be the following classes of members:

A. Primary

Primary members are NAP members who are counted in the unit as of March 1 of the convention year for the purpose of determining the number of delegates to which the unit is entitled at NAP convention.

B. Affiliate

Affiliate members are NAP members who are primary members of another unit and who are not counted for the purpose of determining the number of delegates to which the unit is entitled at NAP conventions.

C. Provisional

Provisional members are individuals who are preparing for NAP membership. Provisional are not NAP members and are not counted for the purpose of determining the number of delegates to which the unit is entitled at NAP conventions.

#### Section 2. Eligibility

A. Any member of NAP is eligible for membership in this unit and shall become a member upon payment of unit dues. Any individual preparing for NAP membership is eligible for provisional membership in this unit and shall become a provisional upon payment of unit provisional dues.

B. Reinstatement to membership to the unit shall be in the same manner as joining the unit initially.

#### Section 3. Dues

A. The Annual Dues for each membership category for the next fiscal year shall be determined by the unit at its regular meeting in October.

B. Unit Dues shall be payable to the unit Treasurer in January. Annual Dues not received by the February meeting shall be considered delinquent, and the Annual Dues not received by the March meeting shall result in the forfeiture of unit Membership.

C. NAP and OSAP dues are payable directly to NAP.

D. First year dues for new members will be \$10.00. If the dues are paid September – December, the “first year” will include the entire next calendar year.

#### Section 4. Fiscal Year

The fiscal year for the unit shall be from January 1 through December 31.

Amended: May 11, 2002

Amended: October 19, 2006

Amended: April 17, 2008

**ARTICLE IV**  
**Officers**

**Section 1. Officers**

- A. The elected officers of this unit shall be a President, a Vice-president, a Secretary, and a Treasurer.
- B. The appointed officers of this unit shall be a Parliamentarian, an Auditor, and a Historian.

**Section 2. Term of Office**

Officers shall assume their duties at the close of the annual meeting. Officers shall serve for a term of one (1) year or until their successors are elected.

**Section 3. Vacancy in Office**

A vacancy in any office except President shall be filled by the unit no later than the second regular meeting of the unit after being notified of the vacancy.

**Section 4. Eligibility for Office**

- A. No member shall hold more than one (1) elective office of the unit at one (1) time.
- B. Provisional members may hold elective office with the exception of the office of President or Vice President.

**Section 5. Duties**

Officers shall perform the duties provided in this section and such other duties as are prescribed for the office in these bylaws and in the adopted parliamentary authority.

**A. The President shall:**

- 1. preside at all meetings of the unit and the Executive Board and be the official representative of the unit;
- 2. appoint a Parliamentarian; Historian, and Auditor;
- 3. appoint chairmen of committees to the extent provided in Article VII;
- 4. perform the duties, including the power of appointment, prescribed by these Bylaws and the parliamentary authority adopted by the unit;
- 5. be the cosigner of disbursements as may be authorized by the unit.

**B. The Vice-president shall:**

- 1. serve as chairman of the Education Committee;
- 2. shall be a cosigner of disbursements;
- 3. fulfill such other duties as may be assigned by the unit, the Executive Board, or the President.

**C. The Secretary shall:**

- 1. record the minutes of the meetings of the unit and the Executive Board;
- 2. send a call of the meeting to each unit member;
- 3. be the custodian of unit, Association, and NAP bylaws, Special Rules of Order, and Standing Rules;
- 4. conduct correspondence as directed by the unit, the Executive Board or the President;
- 5. fulfill such other duties as may be assigned by the unit, the Executive Board, or the President.

**D. The Treasurer shall:**

- 1. serve as Chairman of the Budget Committee;
- 2. be custodian of all funds, disbursing them as directed by the unit;
- 3. present a financial statement at each unit meeting and as requested by the Executive Board;
- 4. prepare the financial records for audit at the Annual Meeting;
- 5. remind the members of their Annual Dues by December 15, and shall notify members of their delinquent dues;
- 6. send dues delinquency notices to members by February 10 of each year;

Amended: May 11, 2002

Amended: October 19, 2006

Amended: April 17, 2008

- 7. fulfill such other duties as may be assigned by the unit, the Executive Board, or the President.
- E. The Parliamentarian shall:
  - 1. serve as Chairman of the Bylaws Committee;
  - 2. serve as an advisor and consultant to the presiding officer, the Executive Board, the standing and special committees, and the unit on matters of parliamentary procedure;
  - 3. shall retain all of the rights and privileges of membership in the unit including the right to make motions, debate and vote.
- F. The Auditor shall:
  - perform an audit of the unit's accounts, as maintained by the Treasurer, at the close of the fiscal year.
- G. The Historian shall:
  - prepare a narrative account of the unit's activities during the current year to be considered for approval by the unit at the Annual Meeting as the official History.

**Section 5. Nominations**

A Nominating Committee of three members shall:

- A. Be elected by ballot at the November meeting except when there are no more than three nominees in which case they may be elected by voice vote. The chairman shall be selected by the committee.
- B. At the December meeting, present a slate of at least one individual for each office, provided consent has been obtained from each nominee.

**Section 6. Elections**

- A. The officers shall be elected at the December meeting.
- B. Nominations may be made from the floor, provided consent has been obtained from the nominee.
- C. Elections shall be by ballot except when there is only one nominee for an office, election may be by voice vote.

**ARTICLE VI  
Meetings**

**Section 1. Regular**

Regular meetings of the unit shall be held on the third Thursday of each month at a time and a place selected by the unit unless otherwise ordered by the unit.

**Section 2. Annual**

The regular meeting in January shall be referred to as the Annual Meeting and shall be for the purpose of receiving reports of officers and committees, installing officers, and for other business that may arise.

**Section 3. Special**

Special meetings may be called by the President and shall be called on written request of five (5) members of the unit. The purpose of the meeting shall be in the call and at least five (5) days notice of the meeting shall be given.

**Section 4. Quorum**

Three (3) members shall constitute a quorum of the unit.

**ARTICLE VI  
Executive Board**

**Section 1. Composition**

The Executive Board shall be composed of the officers.

**Section 2. Duties**

Amended: May 11, 2002  
 Amended: October 19, 2006  
 Amended: April 17, 2008

The Executive Board shall be subject to the orders of the unit and none of its acts shall conflict with action taken by the unit.

The Executive Board shall:

- A. have general supervision of the affairs of the unit between meetings;
- B. fix the hour and place of meetings;
- C. make recommendations to the unit;
- D. perform such other duties as are specified in these bylaws.

Section 3. Meetings

- A. The Executive Board shall meet at the call of the President or two (2) Members of this Board.
- B. Special meetings may be called by the President and shall be called upon the written request of two members of the Executive Board. At least five days written notice shall be given of the meeting.
- C. A majority of the members of the Executive Board shall constitute a quorum.

**ARTICLE VII  
Committees**

Section 1. Standing Committees

Standing Committees shall be Education, Membership, Bylaw, Budget, Communications, and Youth Committee. Where deemed practicable by the President, a committee may be a committee of one.

Section 2. Composition

Chairmen and members of all standing committees shall be appointed by the President unless otherwise provided for.

Section 3. Duties

A. Education Committee shall:

1. be chaired by the Vice-president and include other members appointed by the President;
2. prepare an educational program to be presented at each regular meeting of the unit.

B. Membership Committee shall:

1. maintain membership records,
2. promote the growth and retention of the membership, and
3. present ideas for recruitment.

C. Bylaws Committee shall:

1. be chaired by the Parliamentarian and include other members appointed by the President;
2. consider, edit with the approval of the proposer, and/or correlate amendments to these Bylaws;
3. submit such amendments with the proposer's name and the committee's recommendation to the unit as provided herein,
4. study the Bylaws of the unit, OSAP, and NAP;
5. submit recommendations on proposed amendments to the unit.

D. Budget Committee shall:

1. be chaired by the Treasurer and include other members appointed by the President;
2. prepare a budget for the Fiscal Year and to submit it to the unit at its regular meeting in February;
3. submit supplements to the budget for the current Fiscal Year as the need arises.

Amended: May 11, 2002

Amended: October 19, 2006

Amended: April 17, 2008

- E. **Communications Committee shall:**
  - 1. study ways and means of informing members and the general public with the function and services of the unit;
  - 2. publicize the activities of the unit.
- F. **Youth Committee shall:**
  - 1. encourage participation by young people in the programs of NAP, OSAP and local units;
  - 2. develop methods of attracting and retaining youthful members in NAP, OSAP and local units;
  - 3. promote joint activities between youth organizations through parliamentary events of OSAP and local units.

**Section 4. Special Committees; Ex-Officio Membership**

- A. Special Committees may be created as the unit from time to time deems necessary to carry on the work of the unit.
- B. The chairmen and members of such committees shall be appointed by the President, except that in the absence of the President, the unit may appoint the chairman and members of a special committee, who shall be treated as though appointed by the President.
- C. The President shall be ex-officio a member of all committees except the Nominating Committee.

**ARTICLE VIII  
Delegate Representation**

**Section 1. NAP Delegates**

- A. Delegate representation is based on the primary membership of the unit as of March 1 of the convention year as follows:
  - 1. One delegate for the first five primary members of the unit;
  - 2. One additional delegate for each additional five primary members or major fraction thereof.
- B. Election shall be by ballot, except when there is no more than one nominee for each delegate and alternate position, election may be by voice vote.
- C. Any NAP member may serve as a delegate or alternate to which this unit is entitled.
- D. Vacancies in delegate or alternate positions may be filled by the President.

**ARTICLE IX  
Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the unit in all cases to which they are applicable and in which they are not inconsistent with the bylaws of NAP or OSAP, these bylaws, or any special rules of order the unit may adopt.

**ARTICLE X  
Dissolution**

In the event of the dissolution of the unit, the assets shall be liquidated and distributed to the other units located in the Oklahoma City area in accordance with government regulations. No funds shall inure to the benefit of individual members. The unit charter shall be returned to NAP headquarters.

**ARTICLE XI  
Amendment**

**Section 1.** These bylaws may be amended at any regular meeting of this unit by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

**Section 2.** Any amendment to these bylaws necessitated by amendments to NAP or OSAP bylaws shall be effected by the Executive Board and reported to the membership at the next regular meeting following the adoption of such amendments by NAP or OSAP.

Amended: May 11, 2002  
 Amended: October 19, 2006  
 Amended: April 17, 2008