

**BYLAWS OF
PLANTATION UNIT OF PARLIAMENTARIANS**

**ARTICLE I.
NAME**

The name of this organization shall be the Plantation Unit of Parliamentarians (hereinafter referred to as "PUP"), a constituent division of the NATIONAL ASSOCIATION OF PARLIAMENTARIANS® (hereinafter referred to as "NAP") and affiliated with the Florida State Association of Parliamentarians (hereinafter referred to as "FSAP").

**ARTICLE II.
OBJECT.**

The object of this Unit shall be to study parliamentary procedure and promote the educational programs of NAP and FSAP and to further growing interest in parliamentary law in the community.

**ARTICLE III.
MEMBERSHIP.**

Section 1. Membership in this Unit shall consist of four (4) categories, those being Primary, Provisional, Affiliate and Honorary.

Section 2. Qualifications for membership.

(a) Any individual shall be eligible for Primary membership who is interested in the objectives of this Unit, and who is a member of FSAP and NAP and pays Unit dues and attends three meetings per year unless excused by permission of the membership.

(b) Provisional membership may be granted to individuals interested in the object of this Unit, and who is a member of FSAP and attends three meetings per year unless excused by permission of the membership.

1. A Provisional member may hold Provisional membership for no more than two (2) years, unless by a two-thirds vote the Unit extends the time for Provisional membership.

2. A Provisional member may vote on Unit matters only and hold office with the exception of President and Vice President.

3. A Provisional member shall not serve as a delegate for a FSAP or NAP convention.

4. A Provisional member shall be required to pay Unit dues and FSAP dues to PUP's Treasurer.

**BYLAWS OF
PLANTATION UNIT OF PARLIAMENTARIANS**

5. A Provisional member shall not be counted in determining representation to meetings of the NAP or the FSAP.

(c) Affiliate members shall be members that pay NAP and FSAP dues through another Unit. An affiliate member shall have all the rights of Primary members except those limited by NAP and FSAP bylaws.

(d) Honorary membership shall be bestowed on an outstanding or distinguished individual who has given assistance to the Unit. An Honorary member shall not be required to pay Unit dues. An honorary member shall be elected by two-thirds (2/3) vote.

Section 3. Application for membership.

(a) Application for membership, either Primary or Provisional, must be presented in writing to the Membership Chairman.

(b) The applicant shall attend at least one (1) meeting of the Unit, and be endorsed by one (1) PUP member and be elected to membership by a majority ballot vote.

(c) A person so elected shall become a member upon payment of the annual FSAP and Unit dues for the year.

**ARTICLE IV.
DUES**

Section 1. The annual Unit dues for Primary members shall be five dollars (\$5.00). Provisional Unit dues shall be five dollars (\$5.00) plus FSAP dues. Affiliate Unit dues shall be five dollars (\$5.00). All NAP members shall pay NAP dues and FSAP dues directly to NAP headquarters.

Section 2. Dues shall become payable November 1 and shall be paid within two (2) months. Any member whose dues are not paid by January 1 shall be delinquent and if not paid by February 1 shall automatically forfeit membership.

Section 3. Anyone joining the Unit after the October meeting shall pay full Unit dues and said dues paid shall be applied to the next year's dues.

Section 4. The fiscal year of the Unit shall be from December 1 to November 30.

Section 5. To resign, members must present their request in writing to the Unit.

Section 6. A member who has resigned in good standing or who has forfeited membership for nonpayment of dues may be reinstated according to the Bylaws of NAP and FSAP.

**ARTICLE V.
OFFICERS**

Section 1. The elected officers of this Unit shall be a President, a Vice President, a Secretary and a Treasurer.

**BYLAWS OF
PLANTATION UNIT OF PARLIAMENTARIANS**

Section 2. Nominations and Elections.

- (a) The Nominating Committee shall consist of three (3) members elected by the membership at the regular March meeting by a plurality vote. The Nominating Committee will prepare the ballots.
- (b) Only Primary or Provisional members in good standing shall serve on the Nominating Committee.
- (c) The Nominating Committee shall present one (1) nominee for each office at the April meeting.
- (d) Officers shall be elected by ballot for a one (1) year term at the regular May meeting or until their successors are elected. No officer may serve more than two (2) consecutive terms in the same office. A majority vote shall be necessary to elect.
- (e) Officers shall be installed at the regular June meeting and take office immediately.
- (f) Any vacancy occurring in the elective offices, other than the President, shall be filled by the President with the approval of membership.

Section 3. Duties of the officers.

(a) The President shall:

- 1. Preside at all meetings of the Unit.
- 2. Appoint chairmen and members of standing committees.
- 3. Appoint special committees as deemed necessary.
- 4. Appoint an Audit Committee of at least 3 members at the May Meeting, to audit the Unit's finances, and report at the June Meeting.
- 4. Be an ex officio member of all committees except the Nominating Committee.

(b) The Vice President shall:

- 1. Assume the duties of the President in the absence of that officer, or in case of a vacancy in the office of President, fill that office for the remainder of the term.
- 2. Be membership chairman.

(c) The Secretary shall:

- 1. Record the proceedings of the meetings of the Unit and handle the correspondence of the Unit as requested by the President and the Unit.

**BYLAWS OF
PLANTATION UNIT OF PARLIAMENTARIANS**

2. Be custodian of all records except those assigned to others.
3. Be responsible for submitting Unit bylaws to NAP Headquarters on an annual basis.
4. Be responsible for notifying NAP of officer changes on an annual basis.

(d) The Treasurer shall:

1. Be custodian of all funds of the Unit.
2. Collect Unit and FSAP dues from members, keep accurate records, and send FSAP dues, a current members list and their addresses to FSAP in a timely manner.
3. Keep an accurate records of receipts and disbursements and pay bills when due.
4. Make a treasurer's report at each meeting of the Unit.
5. Prepare an annual financial report for audit at the end of the treasurer's term of office.
6. Prepare a proposed budget for adoption at the December meeting.

(e) All officers and chairmen shall deliver to their successors all materials pertaining to their offices within fifteen (15) days following the installation meeting.

(f) The President, the Secretary, and the Treasurer shall be signatories to the Unit's bank checking account. The Unit's checks shall require two of the three signatures.

**ARTICLE VI.
MEETINGS**

Section 1. Regular meetings shall be held the first Tuesday of every month unless otherwise ordered by a majority vote.

Section 2. The regular May meeting shall be the Annual Meeting.

Section 3. The regular June meeting shall be the Installation Meeting.

Section 4. Special meetings may be called by the President or upon the written request of three (3) members and notice of any special meeting shall be given no less than five (5) days before the meeting date.

Section 5. Three (3) members shall constitute a quorum at any regular or special meeting of the Unit.

ARTICLE VII.

**BYLAWS OF
PLANTATION UNIT OF PARLIAMENTARIANS**

EXECUTIVE COMMITTEE

The Executive Committee shall consist of the elected officers and shall be entrusted with the business of the Unit between meetings. It shall meet at the call of the President or upon request of three (3) members of the Committee. Three (3) members of the Executive Committee shall constitute a quorum.

**ARTICLE VIII.
DELEGATES AND ALTERNATES**

Delegates and alternates to all NAP and FSAP meetings shall be elected by a plurality vote. The number of delegates selected will comply with NAP and FSAP Bylaws. In the event of an emergency, the President has the power to change the delegates or alternates.

**ARTICLE IX.
COMMITTEES**

Standing committees shall be appointed by the President and shall be:

1. Education Committee - This committee shall be responsible for arranging for a parliamentary program at each meeting.
2. Publicity - This committee shall send out notices of the meetings and publicize any other Unit activities.
3. Library - This committee shall be in charge of the library material of the Unit.
4. Yearbook - This committee shall be in charge of updating and distributing a yearbook on an annual basis.
5. Membership - This committee shall be in charge of recruiting new members.
6. Internet – This committee shall be responsible for administrating the website for PUP.

**ARTICLE X.
PARLIAMENTARY AUTHORITY**

The current edition of Robert's Rules of Order Newly Revised shall govern this Unit in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the standing rules, and the bylaws of NAP and FSAP.

**ARTICLE XI.
AMENDMENT TO THE BYLAWS**

These bylaws may be amended at any regular or special meeting of the Unit by a two-thirds vote of the members present and voting, provided a written notice of each amendment has been given at least ten (10) days in advance. Any amendments necessitated to comply with NAP and FSAP bylaws shall be effected by the president of

**BYLAWS OF
PLANTATION UNIT OF PARLIAMENTARIANS**

PUP and be reported to the membership at the next regular meeting at least sixty (60) days following the adoption of such amendments by NAP.

**ARTICLE XII.
DISSOLUTION**

In case of dissolution of this organization all assets remaining after payment of authorized expenditures shall be distributed to an organization which qualifies for tax exemption as provided for under the Internal Revenue Laws of the United States of America. No part shall be distributed to any private individual or member. Previous notice shall be given and a two-thirds vote of those present and voting shall decide on the distribution of the assets. The Unit charter will also be returned to NAP Headquarters upon dissolution.

Adopted:	July 7, 1987
Amended:	December 1, 1992
	July 11, 1995
	June 3, 1997
	October 5, 1999
	March 7, 2000
	May 6, 2002
	November 4, 2003
	August 7, 2007
	December 4, 2007
	April 1, 2008
	October 2, 2009
	July 5, 2011

PLANTATION UNIT OF PARLIAMENTARIANS

STANDING RULES

1. Meetings shall be held at the Plantation Community Center in Plantation at 7:00 PM.
2. Minutes shall be delivered to all members by the 20th of month and the proposed agenda shall be printed in the Call of the Meeting.
3. Whenever possible copies of motions that are going to be made and reports that are going to be given shall be made available for all members at the time of the meeting.
4. The educational programs shall be presented before the business meeting and shall be limited to a maximum of one hour.
5. Meetings shall be completed no later than 9:00 p.m.
6. 50% of the profits from education seminars will be paid to PUP members who are RP/PRP instructors and that profit will be defined as the amount of registration fees minus the cost of the seminar (handouts, refreshments, room costs, etc.). Profit/loss from sales of educational materials will not count.