

**CALIFORNIA STATE ASSOCIATION OF PARLIAMENTARIANS
SOUTHERN AREA - STANDING RULES**

A. OFFICERS, CHAIRMEN AND COMMITTEES

1. **OFFICERS** - The Southern Area Officers shall be a Director, an Assistant Director, a Secretary and a Treasurer. The officers shall be elected at the annual meeting to serve one year or until their successors are elected. All officers shall be members of the California State Association of Parliamentarians and the National Association of Parliamentarians. Officers shall assume their respective duties immediately following adjournment of the CSAP Convention. An officer may serve in the same office for no more than two consecutive terms.
2. **VACANCIES** - In the event of a vacancy in the office of Director, the Assistant Director shall assume the office of Director. A vacancy in the office of Assistant Director, Secretary or Treasurer shall be filled by election at the next Southern Area meeting.
3. **DIRECTOR** - The Director shall:
 - a. be a member of the CSAP Board of Directors,
 - b. submit Southern Area reports for each issue of the CALIFORNIA PARLIAMENTARIAN,
 - c. submit an annual report of Southern Area activities to be included in the CSAP Convention program,
 - d. appoint a Parliamentarian, a Meeting Call ("Call") Chairman, an Education Chairman, a Financial Review Chairman, a Problem Clinic Chairman, a Registrar, a Scholarship Program committee, and other assistants necessary to conduct the business of CSAP Southern Area,
 - e. provide to the Call Chairman a list of Special and General Orders for inclusion in the Call 45 days prior to each meeting.
4. **ASSISTANT DIRECTOR** -The Assistant Director shall:
 - a. serve as the Program Chairman, responsible for providing programs/speakers for each meeting,
 - b. serve as the Venue Coordinator, responsible for meeting arrangements; shall send copy of the venue contract to the Treasurer, and shall coordinate with the Treasurer to send required advance meeting room deposits,
 - c. provide to the Call Chairman, 45 days prior to each meeting, the necessary venue and program details for inclusion in the Call.
5. **SECRETARY** - The Secretary shall:

Distribute copies of draft meeting minutes to the Director, Assistant Director, Treasurer, Parliamentarian, Call Chairman, and CSAP Historian within 14 days following the Area meeting. The minutes shall include the treasurer's report's beginning balance, income and disbursements totals, and ending balance; report summaries; and the registration report in full.
6. **TREASURER** - The Treasurer shall:
 - a. have custody of Southern Area funds,
 - b. deposit funds as received,
 - c. disburse funds upon approval by the Assembly,
 - d. issue venue deposits upon receipt of meeting contract from Assistant Director,
 - e. pay the meal bill for meetings when verified by the Registrar,
 - f. provide a financial report at meetings, which itemizes the general fund, registration/meal revenue, education material sales, and fund raising revenue,
 - g. maintain a line item amount of \$200.00 for purchase of education material, which revenue from sale of said material shall be credited to that line item,
 - h. maintain a line item amount of \$500.00 for Southern Area meeting room/meal deposits.

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- 7. **BUDGET COMMITTEE** - A Budget Committee shall:
 - a. be composed of the newly-elected Director, outgoing and incoming Treasurers,
 - b. prepare an annual budget and present it for approval by the Assembly at the annual meeting.

- 8. **CALL CHAIRMAN** - The Call Chairman shall:
 - a. receive venue and program information from the Assistant Director at least 45 days before meetings,
 - b. prepare and distribute the Call in accordance with Article D,

- 9. **EDUCATION CHAIRMAN** - The Education Chairman shall:
 - a. obtain from NAP, and maintain, a supply of educational materials for display and sale at meetings,
 - b. request funds from the Treasurer to order supplies,
 - c. report on material available for purchase,
 - d. report on inventory and sales at the annual meeting.

- 10. **FINANCIAL REVIEW COMMITTEE** - A Financial Review Committee of one member shall:
 - a. be appointed by the Director at the area annual meeting to review the books of the Treasurer.
 - b. report at the first meeting of the area year.

- 11. **NOMINATING COMMITTEE** - A Nominating Committee of three members shall be elected at the annual meeting. The Nominating Committee shall report in the Call to the next annual meeting.

- 12. **PROBLEM CLINIC CHAIRMAN** - The Problem Clinic Chairman shall:
 - a. conduct the Problem Clinic,
 - b. provide copies of the questions and answers to meeting attendees.

- 13. **REGISTRAR** - The Registrar shall:
 - a. receive and tabulate the registration forms and checks,
 - b. deposit the checks in Southern Area's bank account after the registration deadline has passed and, at the Area meeting, give the Treasurer the deposit receipt, with a list of the checks and their makers, along with monies received after the deadline,
 - c. send a list of registrants to the Director, notify the Problem Clinic Chairman of the number attending, and notify the Assistant Director of the number attending and the luncheon choices at least four days prior to meeting date,
 - d. verify each meeting meal bill with Treasurer prior to payment,
 - e. submit an Attendance Report at each meeting, using the following format (with copies to the Director and Secretary):

Unit Members	_____	Area Officers	_____
Members at Large	_____	Unit Presidents	_____
Members Present	_____	Past CSAP Pres.	_____
Provisionals	_____	Past Area Dirs.	_____
Guests	_____	CSAP Officers	_____
Total Registration	_____	First Timers	_____
Units Represented	_____		

- 14. **SCHOLARSHIP PROGRAM COMMITTEE** – The Scholarship Program Committee shall:
 - a. Appointments: the committee shall be appointed by Southern Area Director, and composed of three CSAP So. Area members who would select awardees from submitted applications.
 - b. Distribution: the committee shall distribute information and application forms in accordance with the Scholarship Program calendar.
 - c. Quantity: the annual budget would determine number of scholarships available.

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B. FINANCIAL

1. **FISCAL YEAR** - The fiscal year ("Year") shall be December 1 through November 30.
2. **REIMBURSEMENTS:**
 - a. Voucher Form – the CSAP voucher form, available from the Treasurer or the CSAP website, is to be used in requesting reimbursement for expenses.
 - b. Printing – expense vouchers, with receipts, for the printing of: agendas, problem clinic question/answer material, motion forms, treasurer's reports, and items approved by the Director for distribution at meetings, shall be submitted to the Treasurer for Assembly approval.
 - c. Education Materials – the Education chairman shall be reimbursed upon submitting a copy of the NAP order-confirmation with a CSAP voucher form to the Southern Area Treasurer.
 - d. Call – the Call chairman shall be reimbursed for Call supplies, printing, and postage upon submission of receipts with a CSAP voucher form to the Southern Area Treasurer.
3. **REGISTRATION and MEALS**
 - a. Deadline: Reservations must be postmarked at least ten (10) days prior to the meeting day.
 - b. Rate: A rate of \$26.00 per person shall be charged for lunch and morning beverage service, plus a registration fee of \$2.00, totaling \$28.00.
 - c. Late Fee: a surcharge of \$3.00 shall be added to the price of the luncheon for all reservations made after the deadline.
 - d. Cancellations: cancellations must be made at least five (5) days prior to the meeting. After the luncheon commitment has been satisfied, full or pro-rated refunds may be given for cancellations requested after the deadline.
 - e. Complimentary Meals: only NAP officers, the CSAP president, elected CSAP officers residing out of the Southern Area, and the guest speaker may be served complimentary meals
4. **AUDIO-VISUAL** - The cost for audio-visual equipment shall be limited to \$150.00 per year.
5. **HONORARIUM** - An honorarium of \$50.00 may be paid to guest speakers who are not Southern Area members.
6. **CHECK SIGNATURES** - The signature required on Southern Area checks shall be one of the following: Director, Assistant Director, or Treasurer.
7. **FUND RAISING** - A fund raising activity may be held at each meeting.

C. MEETINGS

1. **SCHEDULE** – No fewer than four meetings shall be held each year, one each in the winter, spring, summer and fall quarters. Meeting dates shall not conflict with CSAP or NAP meetings or legal/religious holidays. The fall meeting shall be the annual meeting and shall be held prior to the CSAP Convention. (1/07)
2. **QUORUM** A quorum shall be constituted by: twelve (12) CSAP Area members representing at least four (4) units, and at least two (2) elected officers.
3. **PROTOCOL** –
 - a. Members addressing the Chair shall state their names and units represented or member-at-large status. No member shall speak longer than three (3) minutes to a question unless granted permission by the Assembly.
 - b. Members and visitors shall remain seated until the presiding officer declares the meeting recessed and/or adjourned.

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4. AGENDA – The regular agenda for the CSAP Southern Area meetings shall be:

- 10:00 a.m. Call to Order
- 10:15 a.m. Lesson
- 11:30 a.m. Recess
- 12 Noon Luncheon
- 1:00 p.m. Business Meeting
- 2:00 p.m. Problem Clinic
- 3:00 p.m. Adjournment

D. CALL

1. CONTENT – The Call shall include venue name, location and directions, agenda, menu options, a registration form, and the draft minutes of the previous meeting. Other items may be included as directed by the officers or assembly.

2. SUBSCRIPTIONS -

- a. CSAP Members – the Call shall be issued to all CSAP members residing in the Southern Area.
- b. Provisionals – may receive the Call by paying a subscription fee of \$2.00 per year to Southern Area.
- c. CSAP Board of Directors members - residing outside the Southern Area shall receive complimentary Calls.
- d. Unit Provisional names are to be sent with a check reflecting \$2.00 per person to the Southern Area Treasurer who shall forward the names to the Call chairman.

3. DISTRIBUTION -

- a. the Call shall be issued no more than 45 days and no less than 25 days before meetings, by USPS or by e-mail upon request.
- b. USPS Calls shall be sent first class, in envelopes, on which the return address shall include “CSAP Southern Area”.
- c. E-mail Calls shall be sent as an attachment; the subject line shall be “CSAP Southern Area Meeting Call”.

4. ADVANCE - A \$200.00 advance shall be available to the Call Chairman. The advance shall be replenished quarterly upon submission of vouchers and receipts. Any advance balance remaining at the annual meeting shall be returned to the Area account by the Call Chairman.

E. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of ROBERT’S RULES OF ORDER NEWLY REVISED shall govern the CSAP Southern Area in all cases to which they are applicable and in which they are not inconsistent with these Standing Rules and any special rules of order the Area may adopt.

F. AMENDMENT AND SUSPENSION

- 1. These rules may be amended at a regular meeting by a two-thirds vote without prior notice, or by a majority vote with previous notice in the Call. These rules may be suspended by a two-thirds vote.
- 2. A copy of the Southern Area Standing Rules shall be sent to the CSAP Parliamentarian by the Southern Area Parliamentarian when the Standing Rules are amended or every five years, whichever occurs first.
- 3. These Standing Rules shall be distributed with the Annual Meeting Call.