

CALIFORNIA STATE ASSOCIATION OF PARLIAMENTARIANS SOUTHERN AREA - STANDING RULES

A. OFFICERS, CHAIRMEN AND COMMITTEES

1. OFFICERS - The Southern Area (hereafter known as “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 Annual Meeting. An officer may serve in the same office for no more than two (2) 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 offices of Assistant Director, Secretary, and/or Treasurer shall be filled by an election at the next Area meeting.

3. DIRECTOR - The Director shall:

- a. Serve as 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 Annual Meeting program.
- d. Appoint a Parliamentarian, a Meeting Call (“Call”) Chairman, an Education Chairman, a Financial Review Chairman, a Problem Clinic Chairman, a Registrar, and other assistants necessary to conduct the business of CSAP Southern Area,
- e. Select and coordinate programs/speakers for each Area meeting.
- f. Provide to the Call Chairman with information on the speaker, a list of Special and General Orders, and program details for inclusion in the Call at least forty-five (45) days prior to each Area meeting.

4. ASSISTANT DIRECTOR - The Assistant Director shall:

- a. Serve as venue coordinator to make and coordinate arrangements for the location of Area meetings.
- b. Provide information on the venue and menu options for the next meeting to the Director, Call Chairman, and CSAP Webmaster at least forty-five (45) days prior to the Area meeting.

5. SECRETARY - The Secretary shall:

- a. Record the minutes of Area meetings.
- b. Distribute copies of draft meeting minutes to the Director, Assistant Director, Treasurer, Parliamentarian, Call Chairman, and CSAP Historian within fourteen (14) days following the Area meeting. The minutes shall include the Treasurer’s report, including beginning balance, income and disbursement totals, and ending balance; report summaries; and the registration report in full.
- c. If the Director is incapacitated, select and coordinate the program/speaker for the next Area meeting and provide the information to the Call Chairman and Webmaster at least forty-five (45) days prior to the Area meeting.

6. TREASURER - The Treasurer shall:

- a. Serve as custodian of Southern Area funds:
 - 1) Deposit funds as received,
 - 2) Disburse funds upon approval by the Assembly,
 - 3) Issue venue deposits upon receipt of meeting contract and request of Assistant Director.
 - 4) Pay the meal bill for meetings when verified by the Registrar,
 - 5) Provide a financial report at meetings, which itemizes the general fund, registration/meal revenue, and education material sales.

6) Maintain a line item of \$200.00 for purchase of education material, which revenue from sale of said material shall be credited to that line item,

7) Maintain a line item of \$500.00 for Southern Area meeting room/meal deposits.

b. Issue required meeting room deposits upon request of the Assistant Director.

7. BUDGET COMMITTEE - A Budget Committee shall:

a. Be composed of the newly-elected Director and outgoing and incoming Treasurers.

b. Prepare an annual budget and present the budget for approval by the Assembly at the first meeting after the Annual Meeting.

8. CALL CHAIRMAN - The Call Chairman shall:

a. Receive venue and program information at least forty-five (45) days before Area meetings.

b. Prepare and distribute the Call in accordance with Section D of these Standing Rules.

9. EDUCATION CHAIRMAN - The Education Chairman shall:

a. Obtain from NAP and maintain a supply of educational materials for display and sale at Area 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 (3) 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 the 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 and Assistant 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 (4) days prior to meeting date.

d. Verify each meeting meal bill with Assistant Director prior to payment.

e. Submit an Attendance Report at each Area 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 _____	
Units Represented _____	First Timers _____

B. FINANCIAL

1. FISCAL YEAR - The fiscal 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 materials, 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 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 Area Treasurer.

3. REGISTRATION and MEALS

- a. Deadline: Reservations must be postmarked at least ten (10) days prior to the Area meeting. b. Registration Fee: A fee of \$2.00 shall be added to the cost of the meal service and venue charge (meal, morning coffee, service charge, room fee, tax, etc.). The total registration fee shall not exceed \$30.00.
 - 1. Morning coffee service may be waived for cost reasons, but the absence of coffee service shall be noted in the Call to the Area meeting.
 - 2. The above venue cost shall not include Audio Visual fees.
 - 3. The costs shall be based on an attendance of thirty (30) people.
- c. Late Fee:
 - 1. Deadline for reservations will be eight (8) days prior to the Area meeting.
 - 2. A late fee of \$3.00 shall be charged for reservations made after the deadline.
 - 3. A late fee of \$4.00 shall be charged for walk-ins at the door.
- d. Cancellations:
 - 1. Cancellations made five (5) days or less before the Area meeting shall receive a full refund, if and only if the venue minimum has been met or exceeded.
 - 2. Cancellations made six (6) or more days before the Area meeting shall receive a full refund.
- e. Complimentary Meals: Only NAP officers, the CSAP president, elected CSAP officers residing out of the Southern Area, and the guest speaker may receive 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 Area checks shall be one of the following: Director or Treasurer.

C. MEETINGS

1. AREA YEAR – The Area year shall be from the day after the CSAP Annual Meeting through the end of the next CSAP Annual Meeting.

2. SCHEDULE – Not fewer than three (3) Area meetings shall be held each year. Area meeting dates shall not conflict with CSAP or NAP meetings or with legal/religious holidays. The Area meeting immediately prior to the CSAP Annual Meeting shall be the Area Annual Meeting.

3. 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.

4. PROTOCOL -

- a. A member addressing the Chair shall state his or her name and unit 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 or adjourned.

5. AGENDA – The regular agenda for the Area meetings shall include: Call to Order, Lesson, Recess, Luncheon, Business Meeting, Problem Clinic, and Adjournment.

D. CALL

1. CONTENT – The Call shall include venue name, location, 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 Area.
- b. Provisionals may receive the Call by paying a subscription fee of \$2.00 per year to the Area. Provisionals who agree to receive the Call by e-mail shall not be charged a fee.
- c. CSAP Board of Directors members residing outside the Area shall receive complimentary Calls.
- d. Unit Provisional names shall be sent with a check reflecting \$2.00 per person to the Area Treasurer who shall forward the names to the Call chairman.

3. DISTRIBUTION -

- a. The Call shall be issued no more than forty-five (45) days and no less than twenty-five (25) days before Area meetings, by United States Postal Service (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. In e-mails, Calls shall be sent as an attachment and the subject line shall be “CSAP Southern Area Meeting Call”.

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 Standing Rules may be amended at any regular Area meeting by a two-thirds vote without prior notice, or by a majority vote with previous notice in the Call. These Standing Rules may be suspended by a two-thirds vote.
- 2.** A copy of these Standing Rules shall be sent to the CSAP Parliamentarian by the Area Parliamentarian when the Standing Rules are amended or every five (5) years, whichever occurs first.
- 3.** These Standing Rules shall be distributed with the Call to the Annual Meeting.

Revised: 11/18/06 Amended: 1/13/07, 7/21/07, 6/28/08, 10/11/08, 8/21/2010, 2/4/2012, 5/19/2012;
5/18/2013; 11/16/13; 6/21/14; 2/28/2015.

PROVISO – These Standing Rules’ Amendments shall take effect June 13, 2015.