

**NATIONAL ASSOCIATION OF  
PARLIAMENTARIANS®**

**Tualatin Valley Unit Bylaws**

**Bylaws  
of Tualatin Valley Unit  
of the NATIONAL ASSOCIATION OF PARLIAMENTARIANS®**

**ARTICLE I  
Name**

The name of this unit shall be Tualatin Valley (TV Unit), a division of the National Association of Parliamentarians (NAP) and affiliated with the Oregon Association of Parliamentarians (OAP).

**ARTICLE II  
Object**

This unit is organized exclusively for educational purposes of studying, teaching, promoting and disseminating the philosophy and principles underlying the rules of deliberative assemblies; furthering the growing interest in parliamentary rules in both public and private schools on all levels; upholding the general principles of obedience to law and lending moral aid and strength to the parliamentary activities of its members; providing educational services regarding instruction in the deliberative process, participatory democracy, parliamentary and meeting procedures, and member-based governance to the professional and volunteer leadership and active members of membership associations, public officials, and members of the general public; and carrying out such other activities as may be necessary or useful in the furtherance of these purposes in accordance with Section 501(c)(3) of the Internal Revenue Code, or a corresponding section of any future tax code.

**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 conventions.
- 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 TV Unit members who are preparing for NAP membership. Provisional members 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.

1. Provisionals shall have full membership rights except (a) they shall vote on unit matters only, and (b) they are not eligible for the office of president.
2. No individual who has been an NAP member within the two (2) previous years may be a provisional.

### **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.
- B. Any individual preparing for NAP membership is eligible for provisional status in this unit and shall become a provisional member upon payment of unit dues.

## **ARTICLE IV Dues and Finances**

### **Section 1. Dues.**

- A. Annual dues for all classes of members and affiliate members shall be five dollars (\$5.00).
- B. NAP and primary association dues are payable directly to NAP. Affiliate association dues, if applicable, shall be paid to the treasurer of the affiliate association.
- C. Unit dues are payable directly to the unit.
- D. The membership year shall be January 1 through December 31.
- E. Dues are payable by January 1. Membership shall be delinquent if dues are not paid by February 1. If dues have not been paid by March 1, the member's name shall be removed from the roster and the member notified accordingly.

**Section 2. Fiscal Year.** The unit shall use NAP's fiscal year of December 1 through November 30 for filing annual tax forms.

**Section 3. No Personal Inurement.** No part of the net earnings of the unit shall inure to the benefit of, or be distributable to its members, officers, or other private persons, except that the unit shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II.

## **ARTICLE V**

### **Officers**

**Section 1. Elected Officers.** The elected officers of the TV Unit shall be a president, a secretary, and a treasurer.

**Section 2. Appointed Officers.** A Parliamentarian may be appointed by President and approved by the remaining officers.

### **Section 3. Duties of Officers.**

**A.** The President shall:

1. Preside at the meetings of TV Unit;
2. Appoint the Parliamentarian subject to the approval of the remaining elected officers;
3. Appoint the Chairmen of all Standing Committees;
4. Make other appointments as authorized by TV Unit;
5. Act as the official representative of TV Unit on the State and National levels, including serving as a delegate to convention;
6. Call special meetings of TV Unit;
7. Be ex-officio a member of all committees except the Nominating Committee;
8. Be an authorized signee on TV Unit's bank accounts;
9. Sign checks in the absence of the treasurer; and
10. Perform such other duties as pertain to the office.

**B.** The Secretary shall:

1. Record the minutes of all meetings;
2. Handle all correspondence;
3. Have available at all meetings a copy of TV Unit, OAP, and NAP Bylaws;
4. Notify NAP Headquarters, the district director, and the association president of officer changes within sixty days after such changes;
5. Send an updated copy of the unit bylaws to NAP Headquarters within sixty days after the adoption of any amendment, or if no amendments have been adopted within the preceding calendar year, notify NAP by January 31 that there have been no changes to the bylaws;
6. Send a call of the meeting to each unit member, including a copy of the previous unit meeting minutes; and
7. Perform such other duties as pertain to the office.

**C. The Treasurer shall:**

1. Be an authorized signee on TV Unit's bank accounts;
2. Receive all monies;
3. Pay all bills as authorized by the membership;
4. Be custodian of all funds;
5. Keep an itemized account of receipts and expenditures and present a statement at each meeting;
6. Notify members of delinquent dues;
7. Inform the President of members whose dues are delinquent;
8. File the unit's annual tax form with the Internal Revenue Service by April 15 of each year;
9. Review all financial records during the transfer of duties between incoming and outgoing treasurers;
10. Periodically review the expenditures and advise the President of deviations from the budget; and
11. Perform such other duties as pertain to the office.

**Section 4. Nominations and Elections.**

**A.** At the March meeting, in even numbered years, a Nominating Committee consisting of the meeting attendees shall be selected. This committee shall prepare a slate of officers to be presented at the regular meeting in April.

**B.** Election of officers shall be held at the following April meeting. Before the election additional nominations from the floor may be permitted. If there is only one (1) nominee for an office, the chair may declare the nominee elected.

**Section 5. Installation of Officers.** Officers shall be installed as the last order of business at the May meeting in even numbered years.

**Section 6. Term of Office.** Officers shall serve for a term of two (2) years or until their successors are elected. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) consecutive terms in the same office

**Section 7. Vacancy.** Should a vacancy occur in the office of President; the vacancy shall be filled by the TV Unit at the next regular meeting. A vacancy in all other offices shall be appointed by the President, subject to approval of the unit members at the next regular meeting.

## **ARTICLE VI Meetings**

**Section 1. Regular Meetings.** Regular meetings of TV Unit shall be held in the months of September through May unless otherwise ordered by TV Unit.

**Section 2. Annual Meeting.** The regular meeting in May shall be the annual meeting. Business at the annual meeting shall include the installation of officers in even numbered years, and annual reports of officers and committees.

**Section 3. Special Meetings.** Special meetings may be called by the president or at the request of three members. Ten days' notice shall be given to the members of TV Unit.

**Section 4. Quorum.** The members present shall constitute a quorum.

## **ARTICLE VII Committees**

**Section 1. Standing Committees.** The standing committees shall be shall be education, membership and bylaws.

**Section 2. Composition.** Each committee shall be composed of a chairman appointed by the president and additional members as needed.

**Section 3. Duties.**

- A.** The education committee shall plan and deliver an eight-month educational program for the unit, including informing members of NAP educational materials.
- B.** The membership committee shall promote the retention and recruitment of unit members.
- C.** The bylaws committee shall review any amendments or revisions to TV Unit bylaws.

**ARTICLE VIII**  
**Delegate Representation**

**Section 1. Delegates**

- A. Delegates and alternates to the NAP Convention shall be elected at a regular meeting.
- B. Delegates to the OAP annual meeting shall be NAP regular members.

**Section 2. Vacancies.** The president has the authority to fill vacancies that may arise in the delegates or alternates.

**ARTICLE IX**  
**Dissolution**

**Section 1.** Upon the dissolution of the unit, assets shall be distributed for one (1) or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

**Section 2.** The unit charter shall be returned to NAP Headquarters. If at the time of dissolution NAP meets the criteria under Section 1, the assets shall be liquidated and distributed to NAP.

**ARTICLE X**  
**Parliamentary Authority**

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

**ARTICLE XI**  
**Amendments**

These bylaws may be amended at any regular meeting of the TV Unit by a two-thirds (2/3) vote, provided the amendment has been submitted in writing at the previous meeting or has been sent to each member at least fifteen (15) days prior to the meeting at which it will be considered. Bylaws Committee shall make any changes required by amendments adopted to NAP or OAP bylaws. Revised Unit

bylaws will be distributed at the next regular TV Unit meeting.

Adopted	5 Nov 1991
Amended	7 Apr 1992
Amended	28 Apr 1998
Amended	28 Nov 2000
Amended	27 Jan 2004
Amended	30 Nov 2004
Amended	24 Apr 2012
Amended	25 Sep 2012
Revision adopted	22 February 2016



## STANDING RULES

1. The financial institution for the TV Unit shall be the First Tech Federal Credit Union. Money shall be deposited in a savings account. Members authorized to deposit and withdraw funds are the treasurer or president. The treasurer shall be responsible for filing the 990N e – Postcard by April 15. The treasurer shall retain copies of the papers associated with the filing to ensure that filings will be passed to future treasurers. The president is the alternate filer. The tax ID number is 91 – 1920432.
2. Regular meetings shall be on the fourth Tuesday of each month from September to May.

Adopted	5 Nov 1991
Amended	27 Nov 1992
Amended	26 Jan 1999
Amended	23 Jan 2001
Amended	27 Jan 2004
Amended	23 Feb 2010
Revision adopted	22 Feb 2016