

AMERICAN INSTITUTE OF PARLIAMENTARIANS REGION V

BYLAWS

Article I:

Name and Composition

Section 1: Name--The name of this not-for-profit organization shall be “American Institute of Parliamentarians, Region V,” hereinafter known as “AIP Region V” and referred to as “the region.”

Section 2: Composition--The geographical composition of the region shall be the area designated by the Bylaws of the AIP.

Article II

Purpose

The object of this organization shall be to promote interest in parliamentary law and procedure and to further the purposes of the AIP through its Bylaws, Action Program and Code of Ethics.

Article III

Membership

Section 1: Definition of Member--The membership of the Region shall be those members of the AIP who reside within the geographical boundaries of the region.

Section 2: Termination of Membership--Termination shall be in accordance with the AIP Bylaws.

Section 3: Fiscal Year – The fiscal year shall be June 1 – May 31.

Article IV

Officers

Section 1: Offices--The elected officers of the Region shall be a Governor, a Lieutenant Governor, a Secretary and a Treasurer. These officers shall constitute the Executive Committee. The Governor shall appoint the offices of Historian, Membership Secretary, and Parliamentarian.

Section 2: Nominations--The Nominating Committee shall nominate at least one candidate for each office at the Regional Conference. Nominations shall be taken from the floor at the Regional Conference.

Section 3: Election--The Officers shall be elected by ballot to serve for two (2) years or until their successors are elected, and their term of office shall commence at the close of the Regional Conference at which they are elected. When a nominee is unopposed the election may be *viva voce*.

Section 4: Limitations--No member shall hold more than one (1) office concurrently and except for the offices of secretary and treasurer, no member shall be eligible to serve more than two (2) consecutive terms in the same office.

Section 5: Vacancies in Office--The Governor shall, with the approval of the Executive Committee, fill any vacancy. A vacancy in the office of Governor shall be filled by the Lt. Governor who shall then appoint a Lieutenant Governor.

Articles V

Powers and Duties of Officers

Section 1: Governor--The Governor shall preside at all meetings; exercise general supervision over all plans for extending the purposes of the AIP and the Region; endeavor to unify the efforts of the

membership for efficiency and progress; and make all appointments and fill all vacancies subject to the approval of the Executive Committee.

Section 2: Lieutenant Governor--The Lieutenant Governor shall assist the Governor when requested in the exercise of his duties and shall carry out the duties of the office of Governor in the absence of the Governor. In addition he shall be responsible for the programs within the Region, particularly in promoting the objectives of the AIP Action Program.

Section 3: Secretary--The Secretary shall keep minutes of all meetings; conduct the correspondence of the region as requested by the Governor or Executive Committee; give notice of meetings; and prepare ballots for the election of officers.

Section 4: Treasurer—The Treasurer shall maintain and keep all financial records of the Region, keep all funds of the Region, disburse funds at the direction of the Executive Committee; submit an annual budget to the Finance Committee of the AIP and file a Treasurer’s Report at the Regional Conference.

Section 5: Historian – The Historian shall maintain the archives and historical records of the region.

Section 6: Membership Secretary – The Membership Secretary shall maintain the membership database of the region as reported by AIP.

Section 7: Parliamentarian – The Parliamentarian shall advise the Governor on parliamentary procedures, the Bylaws, and any Rules.

Section 8: Records-- All officers and committee chairs shall turn over to their successors all pertinent records at the time their successors take office. The Governor and Secretary shall maintain duplicate records of the Region.

Article VI

Meetings

Section 1: Regional Conference--The Regional Conference shall be held in April or May of odd-numbered years unless ordered by the Regional Council. The business of the regional conference shall be to receive reports of officers, elect officers, elect committees as required by Article IX, amend bylaws, and to transact any other business that may properly come before it.

Section 2: Place of Conference--The locale of the next conference shall be decided by the Regional Council.

Section 3: Registration Fees--The fees for each Regional Conference shall be set by the Regional Council and collected by the Treasurer. Any surplus shall be placed in the Region’s treasury.

Section 4: Composition – The voting body of the regional conference shall be all AIP Region 5 members in good standing who have properly registered at the conference.

Section 5: Quorum--Quorum for all Regional Conferences shall be a majority of the members present and registered.

Section 6: Notice--Two-months’ (2) notice of the Regional Conference shall be given by Secretary. The Notice of the Meeting shall include the report of the Nominating Committee and any proposed amendments to the Bylaws, and the proposed agenda. The call shall be mailed to each member of record as maintained by the membership secretary.

Section 7: Special Meetings--The Governor may call a Special Meeting with the approval of the Executive Committee. The Executive Committee may call a Special Meeting by a two-thirds (2/3) vote. One-month’s (1) notice shall be given for any Special Meeting.

Section 8: Budget – The regional conference shall be planned and budgeted as self-supporting.

Article VII

Executive Committee

Section 1: Members--The Executive Committee shall consist of the Governor, the Lieutenant Governor, the Secretary and the Treasurer.

Section 2: Responsibilities--The Executive Committee shall:

- A. Act in an emergency arising between meetings of the Regional Council, or at the call of the Governor, without prior instructions;

- B. Be responsible for carrying out all business of the Region in the event the Regional Council has dissolved, or has otherwise not been constituted as provided in Article VIII; and shall therefore act in all places in these bylaws where the Regional Council is given authority;
- C. Report any action taken to the Regional Council for ratification;
- D. Perform such other duties as may be assigned by the regional conference or the Regional Council and as prescribed in these bylaws;
- E. Fill any vacancy in the nominating committee.

Section 3: Meetings--The Executive Committee shall meet before and after each Regional Conference and otherwise at their discretion. Meetings may be by telephone and votes may be taken by telephone or mail.

Section 4: Quorum – A quorum shall be two members of the executive committee, one of whom shall be the Governor or the Lieutenant Governor.

Article VIII

Regional Council

Section 1: Purpose – The Regional Council shall determine the policy of the Region, adopt a budget, select the dates and location for the regional conferences, shall act as collective advisors to all respective chapters; and perform the following functions which may be added to or deleted at the discretion of AIP:

- A. Identify and develop common strategies to strengthen the region and resolve regional problems;
- B. Develop a mechanism to share ideas, concerns, problems, information and innovations among chapters in the Region;
- C. Present written concerns, resolutions, recommendations, and proposals to AIP through the Region Governor; and,
- D. Convene periodic meetings of the Council as decided by members of the Council.

Section 2: Composition and Powers – The members of the Regional Council shall be the elected officers, appointed officers, one representative elected from each chapter, and two representatives elected by each state (or territory) at the regional conference. Representatives from chapters, states, territories, and officers must be different individuals as a Council member can serve in only one capacity. The Council shall be constituted in the state or territorial caucus sessions during the regional conference but no later than sixty (60) days at the end of the regional conference. The Regional Council shall have the authority to adopt its own rules and the power to transact business during the interim between regional conferences, but it may not modify any regional conference's action.

Section 3: Term – Other than the elected and appointed officers, the elected representatives from each chapter shall serve for a period of two years, and the elected representatives from each state (or territory) shall serve for a period of four years.

Section 4: Quorum – The quorum shall be one-third of the council members. Voting may be by correspondence, telephone conference call, videoconference, or by electronic mail (email).

Section 5: Vacancies -- Any resignation or vacancy of a chapter's representative shall be filled by the chapter, and any resignation or vacancy of a state's (or territory's) representative shall be appointed by the Governor until the next regional conference.

Section 6: Meetings – The Regional Council shall meet annually and at the regional conference. Meetings other than these scheduled at the regional conference may be by telephone and videoconference, and votes may be taken by telephone, postal mail, or electronic mail (email).

Article IX

Committees

Section 1: Standing Committees

- A. Audit Committee -- The Audit Committee shall consist of three (3) members to be elected at each Regional Conference. The Audit Committee shall receive the treasurer's records within 30 days at the closure of the financial statements at the end of the fiscal year and shall have completed the audit within 15 days of receiving the records. The final audit shall be presented to the Regional Council for adoption. The audit report shall be reported at the following regional conference.
- B. Nominating Committee -- The Nominating Committee shall consist of three (3) members to be elected at each Regional Conference.
- C. Education Committee -- The Education Committee shall plan the educational agenda for the regional conference including accreditation of the conference by AIP. The Governor shall appoint the committee members and its chairman.
- D. Bylaws and Rules Committee -- The Bylaws and Rules Committee shall study and make recommendations on the Region's Bylaws and any Rules. The Governor shall appoint the committee members and its chairman.
- E. Conference Planning Committee -- The Conference Planning Committee shall recommend a location, date, and agenda for the regional conference. The Governor shall appoint the committee members and its chairman.
- F. Public Relations Committee -- The Public Relations Committee shall be responsible for the design and maintenance of a website and newsletter. The Governor shall appoint the committee members and its chairman.

Section 2: Ad Hoc Committees--The Governor may, with the advice and consent of the Executive Committee create Ad Hoc Committees and appoint their members. Ad Hoc Committees shall not exist past the end of the term of the appointing Governor.

Section 3: Committee Meetings and Procedure--All Region V committees shall meet as needed to conduct business. Meetings may be by telephone and votes may be taken by telephone or by mail.

Section 4: Ex-Officio -- The Governor is ex-officio of all committees except the nominating and audit committee.

Article X

Parliamentary Authority

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

Article XI

Amendment of Bylaws

Section 1: Notice--Amendments or Revisions of these Bylaws shall be given no less than one (1) month prior to the Regional Conference or Special Meeting at which they will be voted on.

Section 2: Vote--Amendments to the Bylaws shall be adopted by a two-thirds (2/3) vote of the members registered at a Regional Conference or Special Meeting.

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