

**INLAND NORTHWEST PARLIAMENTARY LAW UNIT
OF THE
NATIONAL ASSOCIATION OF PARLIAMENTARIANS®**

STANDING RULES

1. Dues. Full annual dues are \$12.00 annually, with all other dues amounts adjusted as provided in the bylaws. The adjusted amounts are as listed in the following table:

Month Joined	Full Dues	Student Dues
January/February	\$12.00	\$6.00
March/April	\$10.00	\$5.00
May/June	\$ 8.00	\$4.00
July/August	\$ 6.00	\$3.00
September/October*	\$16.00	\$8.00
November/December*	\$14.00	\$7.00
*Includes dues for the following year		

***PROVISO:** The dues specified in this rule are effective for members joining or renewing on or after January 1, 2019. Members joining during the last four months of 2018 will pay dues for the remainder of 2018 and for 2019 at the rate in effect prior to adoption of this rule. Additionally, prior to January 1, 2019, any current member who wishes to do so may renew membership for 2019 at the rate in effect prior to adoption of this rule.*

2. Meeting Time and Location. Unless otherwise ordered by the unit for a specific meeting, all regular meetings will be on the third Tuesday of each even-numbered month, at 6:15 PM, at Denny's Restaurant, 3525 N Division St., Spokane, Washington.

3. Duties of Officers. Officers will perform the following duties, in addition to those prescribed for the office in the bylaws, in the special rules of order, or in the adopted parliamentary authority, or as ordered by the unit:

A. President. The president will:

1. appoint a chief webmaster and one or more assistant webmasters;
2. approve vouchers for authorized expenses, and forward the vouchers to the treasurer for payment;
3. sign any contracts approved by the unit;
4. have check-writing authority for any INPLU checking account; and
5. turn over all records and materials pertaining to the office to the new president within thirty days after leaving office.

B. Vice President. The vice president will:

1. chair the education committee; and
2. turn over all records and materials pertaining to the office to the new vice president within thirty days after leaving office.

C. Secretary. The secretary will:

1. be the custodian of all INPLU documents not specifically entrusted to other officers or committee chairs, including INPLU governing documents and, in conjunction with the membership committee, the official unit roster;

2. submit a list of officers to NAP by January 31 of each odd-numbered year;
3. submit the name of any officer elected to fill a vacancy (or, for the office of president, automatically filling the vacancy) to NAP within thirty days after filling of the vacancy;
4. submit a copy of the unit bylaws to NAP within thirty days after adoption of any amendments;
5. in consultation with the president, prepare the agenda for each regular unit meeting;
6. send notice of each regular meeting to each member no more than seven, nor less than five, days prior to the meeting, with copies of the agenda and the draft minutes of the previous unit meeting and any intervening special meeting;
7. send notice of any special unit meeting to each member at least five days prior to the meeting; and
8. turn over all records and materials pertaining to the office to the new secretary within thirty days after leaving office.

D. Treasurer. The treasurer will:

1. have check-writing authority for any INPLU checking account;
2. promptly pay all vouchers approved by the president;
3. present a treasurer's report at each unit meeting (which may be provided orally at each meeting except the annual meeting, when a written report is required);
4. provide the financial records to the audit committee within fifteen days after the end of each calendar year, or within fifteen days after leaving office if the office is vacated during the term;
5. send a dues statement to each member between December 1 and December 10 of each year;
6. send dues delinquency notices by February 10 to any members who have not paid by February 1;
7. maintain a list of all unit members, with the date of each member's most recent dues payment, the amount paid, and the expiration of the member's current membership;
8. file the unit's 990N e-postcard within thirty days following the end of the fiscal year, and provide confirmation of such filing to the audit committee with all other financial records; and
9. turn over all records and materials pertaining to the office to the new treasurer within thirty days after leaving office, except for any such records that are in the possession of the audit committee.

4. Duties of Committees.

A. Education Committee. The Education Committee will:

1. develop and coordinate educational programs for the unit;
2. inform members of available NAP educational materials; and
3. at each regular meeting, report the educational topic and presenter for the next regular meeting.

B. Membership Committee. The membership committee will:

1. promote the recruitment and retention of unit members;
2. in conjunction with the secretary, maintain the membership roster;
3. report on any recommended changes to the membership application form; and
4. at each regular meeting, when applicable, report on any membership gains or losses, any known changes in membership status, and any known changes in members' credentials since the previous regular meeting.

5. Web Site.

- A. Maintenance.** INPLU will maintain a unit web site using, insofar as possible, a free web hosting service. The web site will include both a public section, accessible by anyone with an internet connection, and a members-only section, accessible only by those to whom access is specifically granted.
- B. Domain Name.** The domain name for the INPLU web site will be inplu.org. The cost for renewal of the domain name will be included in the annual budget.
- C. Web Site Editors.** To the extent allowable by the web hosting service:
1. the chief webmaster, all assistant webmasters, and the president will have the widest possible editing privileges, including the ability to grant or deny editing privileges to any other member and to grant or deny access to any members-only areas;
 2. the following INPLU members will be granted the ability to edit web site text and to upload documents:
 - a. the vice president;
 - b. the secretary;
 - c. the treasurer; and
 - d. any other person recommended by the chief webmaster and approved by the unit.
- D. Public Section.** The public section of the INPLU web site will include, on one or more pages, at least:
1. general information about INPLU, including its usual meeting time and location;
 2. the date, time, and location of the next unit meeting, and if known, the subject and presenter for the educational session;
 3. the names of INPLU officers, committee chairs, and the unit representative to the WSAP board of directors, with links to contact e-mail addresses;
 4. information about how to join NAP, WSAP, and INPLU;
 5. links to the NAP and WSAP web sites; and
 6. links for viewing or downloading all INPLU governing documents; and
 7. a link to the members-only section.
- E. Members-Only Section.**
1. The members-only section of the INPLU web site will include, on one or more pages, at least:
 - a. a list of the names, mailing addresses, phone numbers, email addresses, and membership status of all current INPLU members;
 - b. a link for viewing or downloading the current INPLU budget;
 - c. links for viewing or downloading minutes of unit meetings for at least the past year; and
 - d. a link for returning to the public section.
 2. Access to the members-only section will be limited to current INPLU members and any other person recommended by the chief webmaster and approved by the unit.
- F. Notification of Web Site Changes.** Notice of any changes to the content or layout of the web site will be sent to all INPLU members within five days after the change.

Revised 09/18/2019