

NAP Educational Foundation Standing Rules

1. Contributor Pins

- 1.1. All Life Contributors (total contributions of at least \$1,000) shall receive a contributor pin.
- 1.2. All Life Contributors who contribute at least \$3,000 shall receive a pin with a genuine sapphire stone.
- 1.3. All Life Contributors who contribute at least \$5,000 shall receive a pin with a genuine ruby stone.
- 1.4. All Life Contributors who contribute at least \$10,000 shall receive a pin with a genuine diamond stone.
- 1.5. All Life Contributors who contribute at least \$13,000 shall receive a pin with genuine diamond and sapphire stones.
- 1.6. All Life Contributors who contribute at least \$15,000 shall receive a pin with genuine diamond and ruby stones.
- 1.7. All Life Contributors who contribute at least \$20,000 shall receive a pin with genuine double diamond stones.
- 1.8. All Life Contributors who contribute at least \$30,000 shall be considered a Platinum Contributor.
- 1.9. All Life Contributors who contribute at least \$50,000 shall be considered a Titanium Contributor.

2. Contributor Certificates

- 2.1. All contributors with a total contribution of at least \$250 shall receive a Certificate of Recognition and be referred to as Supporters.
- 2.2. All contributors with a total contribution of at least \$500 shall receive a Certificate of Recognition and be referred to as Friends.

3. Contributor Incentives

- 3.1. A member of an NAP association or unit may donate to the NAP Educational Foundation a one-time \$1,000 or larger contribution for himself/herself or for another NAP member the contributor wishes to honor, such contribution qualifying the contributor as a "Life Contributor".
- 3.2. A donation made by an individual, unit or association in memory of another individual who has passed shall be credited to the contributor making the donation. A notice shall be sent to the family (if that information is available).
- 3.3. A donation made in honor of or as thanks to an individual shall be credited to the honoree or the individual who made the contribution, as requested by the contributor.
- 3.4. Donations shall extend through the next calendar year for any contributors' donations during the months of October through December.
- 3.5. The Contributor Committee shall send letters to every contributor who contributes at least \$50.00.

45 3.6 The official NAP Educational Foundation Life Contributor List shall include all
46 Life Contributors except those who have passed away and those who have been
47 removed by the Foundation board of trustees. This list shall be included in the
48 NAP Membership Manual, as well as other places, as determined by the board of
49 trustees.
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51 **4. NAP Associations and Units** NAP Associations and Units that have donated during each
52 current fiscal year, shall be recognized by inclusion in the Foundation’s Annual Honor
53 Roll of Associations and Units which will be displayed on the Foundation website.
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55 **5. Board of Trustees**

56 5.1 Nomination and Election of Trustees

57 5.1.1 The President shall appoint a trustee to organize and oversee the
58 nomination process.

59 5.1.2 A call for nomination for Foundation trustee including a description of the
60 process shall be communicated to NAP members in even numbered years
61 via electronic media. Nominations may be made by Foundation trustees,
62 NAP board members, Foundation contributors, or self-nomination.

63 5.1.3 A packet will be sent to those nominated and consideration will be given
64 to those who return the completed packet. The packet will include:

65 5.1.3.1 Qualifications Form for Foundation Trustee

66 5.1.3.2 Responsibilities and Consent to Serve Form

67 5.1.4 The packets must be completed and returned timely to the trustee
68 appointed by the President to oversee the process. The packets shall be
69 returned by April 1 in the even numbered years. No candidate is eligible
70 for nomination and election that has not completed and returned the
71 completed packet.

72 5.1.5 The Foundation trustees shall elect trustees by June 15. This process will
73 allow time for the elected trustees to make plane reservations and
74 registration plans for the upcoming NAP Training Conference.

75 5.1.6 The Foundation President shall make the initial contact with the newly
76 elected trustees.

77 5.2. Meetings.

78 5.2.1 All non-executive session in-person meetings of the Foundation board of
79 trustees shall be open to the members of the NAP.

80 5.2.2 The following rules shall be used for electronic meetings of the
81 Foundation Board of Trustees:

82 5.2.2.1 Trustees shall state their name when joining the meeting.

83 5.2.2.2 When seeking recognition, trustees will address the chair and state
84 their names.

85 5.2.2.3 When several trustees seek recognition at one time and there is no
86 automatic preference in recognition due, the chair shall ask for the
87 names of the trustees and shall call on each one in turn.

88 5.2.2.4 The chair shall ask if all who wish to speak for the first time have
89 spoken before permitting a trustee to speak a second time.

- 90 5.2.2.5 The motion for previous question shall not be permitted until the
91 chair determines if all who wish to speak one time have had the
92 opportunity.
- 93 5.2.2.6 When meeting electronically, votes that are not by unanimous
94 consent, shall be taken by the anonymous voting feature of the
95 internet meeting service. Voting by other method requires a
96 majority vote.
- 97 5.2.2.7 A trustee intending to make a main motion, or an amendment
98 shall post the motion in writing to the online area designated by the
99 Secretary.
- 100 5.2.2.8 Trustees shall minimize external distractions by muting the phone
101 when appropriate.
- 102 5.2.2.9 Trustees who leave the meeting prior to the end of the meeting
103 must inform the chair of their departure.
- 104 5.2.3 The secretary shall:
- 105 5.2.3.1 Send a draft of the minutes of board meetings to all members of
106 the board of trustees within 15 days of the board meeting.
- 107 5.2.3.2 Send signed copies of the minutes of board meetings to NAP
108 Headquarters within 10 days of the board meeting at which they
109 were approved.
- 110 5.3. As long as the Letter of Agreement with the NAP is in effect, the level of
111 commitment shall be reviewed for compliance at least annually.
- 112 5.4. All Foundation trustees not being fully reimbursed from NAP shall be eligible to
113 take actual expenses for travel for board of trustee's meetings as contribution
114 credit to the Foundation, in lieu of reimbursement. Contribution credit cannot be
115 applied to the first \$1,000 of Life Contributor. Travel by board of trustees on
116 Foundation business, other than Foundation board of trustees meetings, shall be
117 eligible for either contribution credit or the following:
- 118 5.4.1 Per diem
- 119 5.4.1.1 Per diem shall be one hundred fifty dollars (\$150) to help defray
120 the cost of lodging and meals while on Foundation business.
- 121 5.4.1.2 The President may approve additional per diem as follows: If
122 early arrival is required the day before a scheduled meeting, if
123 departure is delayed because of the meeting times and
124 transportation schedules, or if it results in a financial advantage to
125 the Foundation because of fare benefits.
- 126 5.4.2. Travel
- 127 5.4.2.1 If by automobile, current business mileage rate allowed by the IRS,
128 plus any toll fees and parking, provided the total does not exceed
129 cost of airfare (coach class with a minimum 14-day advance
130 purchase); if by other means, actual cost of transportation not to
131 exceed cost of airfare (coach class with a minimum 14-day
132 advance purchase); reimbursement for travel by automobile or
133 airplane shall not exceed \$600.00;
- 134 5.4.2.2 Cost of transportation to and from airport and airport parking;

- 135 5.4.2.3 Round trip travel for trustees whose term of office expires during
136 the NAP Training Conference or NAP biennial convention;
137
- 138 5.4.2.4 One-half (1/2) round trip travel for new trustees who are elected at
139 the pre-NAP Training Conference board meeting or NAP biennial
140 convention;
141 5.4.2.5 Travel reimbursement shall be made based upon actual expenses.
142 If a trustee donates frequent flyer miles for otherwise reimbursable
143 travel, out-of-pocket taxes and fees paid on the ticket may be
144 reimbursed.
145 5.4.2.6 Non-emergency ticket change fees will be reimbursed only when
146 made to lower the total travel cost to the Foundation, for example,
147 when a significantly lower airfare from that of the original ticket
148 becomes available.
- 149 5.5. Requisitions for reimbursement or contribution credit (in the form used by NAP)
150 should be accompanied by receipts and forwarded to the Foundation President for
151 approval within 30 days following a board of trustees meeting. In the absence of
152 the President, the Vice-President is authorized to approve the reimbursement.
- 153 5.6. Trustees will be reimbursed for expenses preauthorized and related to the trustees'
154 specified duties. Expenses shall be authorized in advance by the Foundation
155 President, or in his/her absence, the Foundation Vice-President. The trustee shall
156 submit a requisition (in the form used by NAP) and supporting documentation to
157 the Foundation President for approval. Upon approval by the Foundation
158 President, or in his/her absence, the Foundation Vice-President, the
159 reimbursement check shall be sent to the trustee. Trustees may choose to receive
160 monetary reimbursement and/or contribution credit.
- 161 5.7. Officer and Committee Duties
- 162 5.7.1 The President will prepare the meeting agenda and distribute the agenda at
163 least a week in advance of the meeting.
- 164 5.7.2 The President will sign all Foundation contracts.
- 165 5.7.3 The President will update the Foundation history file.
- 166 5.7.4 The President will work with the NAP Youth Committee Chairman to
167 provide a good parliamentary educational education for the NAP Youth
168 Interns during the Biennial Convention.
- 169 5.7.5 The President will actively communicate with NAP in regard to
170 Foundation publicity in the *National Parliamentarian* and fundraising
171 activities and publicity for the Biennial Convention and the National
172 Training Conference.
- 173 5.7.6 The President will appoint the parliamentarian for the trustee meetings,
174 who will also prepare proposed amendments to the bylaws and standing
175 rules.
- 176 5.7.7 The Vice-President will review and summarize to the Trustees the latest
177 information about contributions and growth in the contribution levels
178 including the supervision of pin orders.

- 179 5.7.8 The Treasurer will supervise the investment accounts and provide
180 guidance for moving the funds from the savings account to the checking
181 account when necessary.
- 182 5.7.9 The Scholarship Chairman shall provide the webmaster with new
183 scholarship forms and correspond with scholarship applicants as well as
184 following up scholarship recipient materials needed for website public
185 relations including pictures and thank you notes.
- 186 5.7.10 The Fundraising Chairman shall coordinate approved fundraisers.
- 187 5.7.11 The Fundraising Chairman shall help develop contracts including
188 cancelation policies and work with entities to guarantee safety of all
189 participants providing a “paper trail” of all correspondence.
- 190 5.7.12 The Fundraising Chairman shall keep the trustees informed on all
191 fundraising procedures and develop an effective public relations campaign
192 with the assistance of NAP and communicated on the Foundation website.
- 193 5.7.13 The Marketing Chairman shall work with the Fundraising Chairman and
194 the NAP staff to develop professional, branded communications for the
195 Foundation and its programs.
- 196 5.7.14 The NAPEF Website Chair will update the NAPEF website with
197 information about NAPEF and its programs including donor, scholarship,
198 and grant information.

199 **6. Reports**

- 200 6.1 Each Foundation Trustee shall prepare an Annual Report for presentation at the
201 Annual Meeting. The Annual Reports shall be placed on the Foundation Website.
- 202 6.2 The Foundation shall submit a Statement of Financial Position to the Foundation
203 contributors annually.

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205 **7. Financial**

- 206 7.1. The Foundation President, and Treasurer shall be signatories on the Foundation
207 financial accounts. The 990 shall be signed by the President or Treasurer. All
208 trustees should view the proposed 990 before it is filed.
- 209 7.2 The financial account transactions shall be forwarded by the NAP Executive
210 Director to the Treasurer and the President monthly.
- 211 7.3 The Foundation will reimburse NAP 5% of the total credit card charges that are
212 attributable to the Foundation (including dues payment and payment for
213 Foundation functions and sale items). This is to approximate the actual bank fees.
- 214 7.4 The Foundation shall pay NAP its share of postage for any combined mailings.
- 215 7.5 All trustees shall provide to the President within one month of the annual meeting,
216 a copy of their signed Conflict of Interest statement.
- 217 7.6 Money that is in the Foundation’s savings and checking account is maintained by
218 the Executive Director.
- 219 7.7 Upon recommendation by the Treasurer, after consultation with the President,
220 money in excess of financial needs, shall be moved to the money market account.
- 221 7.8 The Board’s agent shall file the required report, by the end of August, in odd
222 numbered years, to the Missouri Secretary of State.
- 223

- 224 **8. Students**
- 225 8.1. Internship Program: For the representative of each of the NAP Youth Partnership
- 226 organizations attending the NAP biennial convention, the Foundation shall fund
- 227 travel expenses (not to exceed \$600.00) for each intern. It is understood that NAP
- 228 shall fund the registration and meal costs.
- 229
- 230 **9. Young Professional Dues Scholarships**
- 231 9.1 Dues scholarships may be awarded to NAP members between the ages of 25 and
- 232 40.
- 233 9.2 The amount to be awarded shall be determined by the Foundation Trustees.
- 234
- 235 **10. Grants**
- 236 10.1 Grant Guidelines
- 237 10.1.1 The Foundation Grant Chairman shall communicate to all NAP committee
- 238 chairmen the Foundation grant application process, including the
- 239 Foundation Grant Application form. Request for funds to the Foundation
- 240 shall be made using the Foundation Grant Application form.
- 241 10.1.2 Grant applications shall be considered within 45 days of receipt of
- 242 application and distributed to all trustees at least a week before
- 243 consideration of adoption.
- 244 10.1.3 Funds shall be transferred as grant expenses necessitate.
- 245 10.2 The Foundation board of trustees shall gather input from contributors annually to
- 246 establish suggestions in use of Foundation funds.
- 247
- 248 Adopted September 4, 2004
- 249 Amended September 1, 2006 (2.5 and 6.1)
- 250 Amended August 27, 2010 (new 6.0, 2.6, 3.2 (change), 4.1 (change)
- 251 Revised January 17, 2011
- 252 Amended July 11, 2011
- 253 Amended January 11, 2012
- 254 Amended March 7, 2012
- 255 Amended December 3, 2012
- 256 Revised January 7, 2013
- 257 Revised March 4, 2013
- 258 Amended May 28, 2013
- 259 Amended October 28, 2013
- 260 Amended December 2, 2013
- 261 Amended February 24, 2014
- 262 Amended April 14, 2014
- 263 Amended May 11, 2015
- 264 Amended December 7, 2015
- 265 Amended December 5, 2016
- 266 Amended November 27, 2017
- 267 Amended March 11, 2020
- 268 Amended May 27, 2020

269	Amended	June 22, 2021
270	Amended	September 2, 2021
271	Amended	October 25, 2022
272	Amended	April 8, 2024