

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.

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 in memory of an NAP member or another individual shall be credited to the NAP member or other contributor making the donation. A notice shall be sent to the person/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 official NAP Educational Foundation Life Contributor List shall include all Life Contributors except those who have passed away and those who have been removed by the Foundation board of trustees. This list shall be included in the NAP Membership Manual, as well as other places, as determined by the board of trustees.

- 46 **4. NAP Associations and Units** NAP Associations and Units that have donated during each
47 current fiscal year, shall be recognized by inclusion in the Foundation’s Annual Honor
48 Roll of Associations and Units which will be displayed on the Foundation website.
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- 50 **5. Board of Trustees**
- 51 5.1 Nomination and Election of Trustees
- 52 5.1.1 The President shall appoint a trustee to organize and oversee the
53 nomination process.
- 54 5.1.2 A call for nomination for Foundation trustee including a description of the
55 process shall be communicated to NAP members in even numbered years
56 via electronic media. Nominations may be made by Foundation trustees,
57 NAP board members, Foundation contributors, or self-nomination.
- 58 5.1.3 A packet will be sent to those nominated and consideration will be given
59 to those who return the completed packet. The packet will include:
- 60 5.1.3.1 Qualifications Form for Foundation Trustee
- 61 5.1.3.2 Responsibilities and Consent to Serve Form
- 62 5.1.4 The packets must be completed and returned timely to the trustee
63 appointed by the President to oversee the process. The packets shall be
64 returned by April 1 in the even numbered years. No candidate is eligible
65 for nomination and election that has not completed and returned the
66 completed packet.
- 67 5.1.5 The Foundation trustees shall elect trustees by June 15. This process will
68 allow time for the elected trustees to make plane reservations and
69 registration plans for the upcoming NAP Training Conference.
- 70 5.1.6 The Foundation President shall make the initial contact with the newly
71 elected trustees.
- 72 5.2. Meetings.
- 73 5.2.1 All non-executive session in-person meetings of the Foundation board of
74 trustees shall be open to the members of the NAP.
- 75 5.2.2 The following rules shall be used for electronic meetings of the
76 Foundation board of trustees:
- 77 5.2.2.1 Trustees shall state their name when joining the meeting.
- 78 5.2.2.2 When seeking recognition, trustees will address the chair and state
79 their names.
- 80 5.2.2.3 When several trustees seek recognition at one time and there is no
81 automatic preference in recognition due, the chair shall ask for the
82 names of the trustees and shall call on each one in turn.
- 83 5.2.2.4 The chair shall ask if all who wish to speak for the first time have
84 spoken before permitting a trustee to speak a second time.
- 85 5.2.2.5 The motion for previous question shall not be permitted until the
86 chair determines if all who wish to speak one time have had the
87 opportunity.
- 88 5.2.2.6 When verifying a vote or taking a two-thirds vote, the vote shall be
89 by polling.

- 90 5.2.2.7 Trustees shall minimize external distractions by muting the phone
91 when appropriate.
- 92 5.2.2.8 Trustees who leave the meeting prior to the end of the meeting
93 must inform the chair of their departure.
- 94 5.2.3 The secretary shall:
- 95 5.2.3.1 Send a draft of the minutes of board meetings to all members of
96 the board of trustees within 15 days of the board meeting.
- 97 5.2.3.2 Send signed copies of the minutes of board meetings to NAP
98 Headquarters within 10 days of the board meeting at which they
99 were approved.
- 100 5.3. As long as the Letter of Agreement with the NAP is in effect, the level of
101 commitment shall be reviewed for compliance at least annually.
- 102 5.4. All Foundation trustees not being fully reimbursed from NAP shall be eligible to
103 take actual expenses for travel for board of trustee's meetings as contribution
104 credit to the Foundation, in lieu of reimbursement. Contribution credit cannot be
105 applied to the first \$1,000 of Life Contributor. Travel by board of trustees on
106 Foundation business, other than Foundation board of trustees meetings, shall be
107 eligible for either contribution credit or the following:
- 108 5.4.1 Per diem
- 109 5.4.1.1 Per diem shall be one hundred twenty dollars (\$120) to help defray
110 the cost of lodging and meals while on Foundation business.
- 111 5.4.1.2 The President may approve additional per diem as follows: If
112 early arrival is required the day before a scheduled meeting, if
113 departure is delayed because of the meeting times and
114 transportation schedules, or if it results in a financial advantage to
115 the Foundation because of fare benefits.
- 116 5.4.2. Travel
- 117 5.4.2.1 If by automobile, current business mileage rate allowed by the IRS,
118 plus any toll fees and parking, provided the total does not exceed
119 cost of airfare (coach class with a minimum 14-day advance
120 purchase); if by other means, actual cost of transportation not to
121 exceed cost of airfare (coach class with a minimum 14-day
122 advance purchase); reimbursement for travel by automobile or
123 airplane shall not exceed \$500.00;
- 124 5.4.2.2 Cost of transportation to and from airport and airport parking;
- 125 5.4.2.3 Round trip travel for trustees whose term of office expires during
126 the NAP Training Conference or NAP biennial convention;
- 127 5.4.2.4 One-half (1/2) round trip travel for new trustees who are elected at
128 the pre-NAP Training Conference board meeting or NAP biennial
129 convention;
- 130 5.4.2.5 Travel reimbursement shall be made based upon actual expenses.
131 If a trustee donates frequent flyer miles for otherwise reimbursable
132 travel, out-of-pocket taxes and fees paid on the ticket may be
133 reimbursed.

- 134 5.4.2.6 Non-emergency ticket change fees will be reimbursed only when
135 made to lower the total travel cost to the Foundation, for example,
136 when a significantly lower airfare from that of the original ticket
137 becomes available.
- 138 5.5. Requisitions for reimbursement or contribution credit (in the form used by NAP)
139 should be accompanied by receipts and forwarded to the Foundation President for
140 approval within 30 days following a board of trustees meeting. In the absence of
141 the President, the Vice-President is authorized to approve the reimbursement.
- 142 5.6. Trustees will be reimbursed for expenses preauthorized and related to the trustees'
143 specified duties. Expenses shall be authorized in advance by the Foundation
144 President, or in his/her absence, the Foundation Vice-President. The trustee shall
145 submit a requisition (in the form used by NAP) and supporting documentation to
146 the Foundation President for approval. Upon approval by the Foundation
147 President, or in his/her absence, the Foundation Vice-President, the
148 reimbursement check shall be sent to the trustee. Trustees may choose to receive
149 monetary reimbursement and/or contribution credit.
- 150 5.7. Officer and Committee Duties
- 151 5.7.1 The President will prepare the meeting agenda and distribute the agenda at
152 least a week in advance of the meeting.
- 153 5.7.2 The President will sign all Foundation contracts.
- 154 5.7.3 The President will update the Foundation history file.
- 155 5.7.4 The President will work with the NAP Youth Committee Chairman to
156 provide a good parliamentary educational education for the NAP Youth
157 Interns during the Biennial Convention.
- 158 5.7.5 The President will actively communicate with NAP in regard to
159 Foundation publicity in the *National Parliamentarian* and fundraising
160 activities and publicity for the Biennial Convention and the National
161 Training Conference.
- 162 5.7.6 The Vice-President will review and summarize to the Trustees the latest
163 information about contributions and growth in the contribution levels
164 including the supervision of pin orders.
- 165 5.7.7 The Vice-President will serve as the parliamentarian for the trustee
166 meetings and prepare proposed amendments to the bylaws and standing
167 rules.
- 168 5.7.8 The Treasurer will supervise the investment accounts and provide
169 guidance for moving the funds from the savings account to the checking
170 account when necessary.
- 171 5.7.9 The Scholarship Chairman shall provide the webmaster with new
172 scholarship forms and correspond with scholarship applicants as well as
173 following up scholarship recipient materials needed for website public
174 relations including pictures and thank yous.
- 175 5.7.10 The Fundraising Chairman shall coordinate approved fundraisers.
- 176 5.7.11 The Fundraising Chairman shall help develop contracts including
177 cancelation policies and work with entities to guarantee safety of all
178 participants providing a "paper trail" of all correspondence.

179 5.7.12 The Fundraising Chairman shall keep the trustees informed on all
180 fundraising procedures and develop an effective public relations campaign
181 with the assistance of NAP and communicated on the Foundation website.
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183 **6. Reports**

184 6.1 Each Foundation Trustee shall prepare an Annual Report for presentation at the
185 Annual Meeting. The Annual Reports shall be placed on the Foundation Website.
186 6.2 The Foundation shall submit a Statement of Financial Position to the Foundation
187 contributors annually.
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189 **7. Financial**

190 7.1. The Foundation President, and Treasurer shall be signatories on the Foundation
191 financial accounts.
192 7.2 The financial account transactions shall be forwarded by the treasurer to the NAP
193 Executive Director monthly.
194 7.3 The Foundation will reimburse NAP 5% of the total credit card charges that are
195 attributable to the Foundation (including dues payment and payment for
196 Foundation functions and sale items). This is to approximate the actual bank fees.
197 7.4 The Foundation shall pay NAP its share of postage for any combined mailings.
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199 **8. Students**

200 8.1. Internship Program: For the representative of each of the NAP Youth Partnership
201 organizations attending the NAP biennial convention, the Foundation shall fund
202 the hotel (based on double occupancy, when feasible) and travel expenses for
203 each intern. It is understood that NAP shall fund the registration and meal costs.
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205 **9. Young Professional Dues Scholarships**

206 9.1 Dues scholarships may be awarded to NAP members between the ages of 25 and
207 40.
208 9.2 The amount to be awarded shall be determined by the Foundation Trustees.
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212 **10. Grants**

213 10.1 Grant Guidelines

214 10.1.1 The Foundation Grant Chairman shall communicate to all NAP committee
215 chairmen the Foundation grant application process, including the
216 Foundation Grant Application form. Request for funds to the Foundation
217 shall be made using the Foundation Grant Application form.

218 10.1.2 Grant applications shall be considered within 45 days of receipt of
219 application and distributed to all trustees at least a week before
220 consideration of adoption.

221 10.1.3 Funds shall be transferred as grant expenses necessitate.

222 10.2 The Foundation board of trustees shall gather input from contributors annually to
223 establish suggestions in use of Foundation funds.

224
225 Adopted September 4, 2004
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