



NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

213 South Main Street • Independence, Missouri 64050-3850 • 816.833.3892 • Fax: 816.833.3893 • hq@nap2.org
Toll Free: 888.627.2929 • www.parliamentarians.org

MEMBERSHIP APPLICATION

Mr. Mrs. Ms. - Circle One

Please Print in Black Ink or Type

Name _____ ()
First MI Last Telephone

Address _____
 Home Street Apt./Unit Email Address
 Business
City State/Province/Country Zip/Postal Code

I want my contact information posted to NAP members only online directory. Yes No

State/Province _____ ^NAP Unit you are joining _____ OR *Member-at-large []

Designation of Monitor

Designate a monitor for the examination. The monitor should be a member of NAP. If an NAP member is not available, ask a responsible member of the community to monitor the exam. Complete the information below; your examination will be sent directly to the designated monitor.

Monitor's address cannot be same as applicant's address; monitor may not be a family member.

Print: Mr. Mrs. Ms. - Circle One

Name of monitor _____ ()
First Last Telephone

Business Name _____

Street address _____ Apt./Unit Email Address

City _____ State/Province/Country Zip/Postal Code

Specify Date of Examination - Application not processed without examination date

Name of Instructor if different from Monitor _____

NAP dues enclosed \$ _____

Association dues enclosed \$ _____

Total dues enclosed \$ _____

Discover Visa Mastercard / Exp Date

Credit card # _____

Signature _____

() Telephone _____

Mail completed application with **ONE CHECK** payable to **NAP** for **\$65.00** (\$32.50, if full time student) **plus Association dues** (see amount in cover letter or check website) in U.S. funds only to:

National Association of Parliamentarians®
213 South Main Street
Independence, MO 64050-3850

Note: An administrative fee of \$25 will be retained for an examination score below 70 percent; \$12.50 for full-time student applicants.

I have read the information above and on the reverse side of this form and do hereby apply for membership in the National Association of Parliamentarians.

[] Check here if a **Full-Time Student****

(Attach documentation of proof)

Signature of Applicant

FOR NAP USE

Check Number _____ NAP dues received \$ _____ Assoc. dues received \$ _____ Total Received \$ _____

Date application received _____ Score _____ Date approved _____

^ Unit Member is a member of a unit within a state/or province. * MAL is a Member-at-Large who does not belong to a unit.

** Full-time student: Enrolled in a school on a full-time basis.

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MEMBERSHIP APPLICATION PROCESS

1. Please complete the application (reverse side). Send application with a check or VISA/MasterCard/Discover number for NAP dues, \$65 (U.S. funds) **plus Association dues**, (find amount through state/province association or on Web site), total amount in one check or credit card information per applicant, and mail to:

National Association of Parliamentarians®

213 South Main Street

Independence, MO 64050-3850

Application may be faxed to 816.833.3893 if credit card number is provided.

2. Full-time students qualify for 50% reduction in NAP dues if proof of academic institution enrollment is submitted with this application. Proof is a legible photocopy of student I.D., receipt for tuition, or other document stating that applicant is a full-time student. The student identification requirement is waived if the exam is administered at a regional or national youth conference.
3. The NAP Membership Examiners Committee Chairman or designee will mail a membership examination and certification form to the designated monitor within 10 days after receipt of the application. There is no time limit for writing the exam; however, most applicants use between 20 and 45 minutes.
4. The monitor will contact and arrange with the applicant a convenient time and location for the examination.
5. The monitor shall mail the completed written examination and certification form to the Membership Examiners Committee Chairman or committee member designee within three days, preferably the same day.
6. The Membership Examiners Committee Chairman or committee member designee shall report to the applicant the result of the examination and notify NAP Headquarters that an applicant has passed or failed.
7. To become a member, the applicant must have achieved a score of at least 70 percent and have paid the required dues. NAP will retain a \$25 administrative fee for an examination score below 70 percent. A refund will be given for the balance. The administrative fee will be \$12.50 for a full-time student.
8. Dues shall extend through the next membership year for a new member who passes a membership examination taken during the months of July through December.

PREPARATION FOR THE EXAMINATION

All examination questions are based on the current edition of *Robert's Rules of Order Newly Revised*. The exam is a total of 100 questions. The format is objective, including multiple-choice, true-false, and matching questions.

The examination covers the basics of parliamentary procedure and will include the precedence of the thirteen ranking motions and the vote required for their adoption. Often also included are: the steps in handling a motion, the order of business, the articles of Bylaws, and the ranking order of the rules of an assembly or organization.

A bank of 300 questions, from which the examination is compiled, is available from NAP Headquarters for \$5 plus \$2.50 for postage and handling. See address in instruction one above. The study questions may also be downloaded from the NAP Web site: www.parliamentarians.org/getdocument.php?id=33