

**Standing Rules for the Florida State Association  
of the National League of American Pen Women, Inc.**

**Membership.**

The membership shall consist of members in good standing in all Florida branches of NLAPW, Inc. active members, associate members, international affiliate members, members-at-large (PALs – Pen Women at large), life members, and honorary members and student members who live and/or work in the State of Florida.

**Dues.**

Each branch shall pay dues, \$6.00, annually to the FSA/NLAPW, Inc. treasurer for each active, associate, international affiliate, members-at large (PALs), honorary and life members in their branch. Dues are due before May 15.

**Governance.**

General management and control of business, funds and property is vested in the FSA/NLAPW Council.

The Council consists of the current president and her executive board, branch presidents, treasurers and past state presidents who are members in good standing of FSA/NLAPW.

The Executive Board consists of elected and appointed officers. Elected officers are President, First Vice President, Second Vice President, Secretary and Treasurer.

Positions appointed by the president are a parliamentarian, corresponding secretary, newsletter editor, chaplain, historian and auditor, chairs of standing committees and special committees .

All appointments by the president “expire” with the expiration of the appointing president’s term of office.

**Meetings.**

1. At least one meeting per year of the FSA/NLAPW Council shall be scheduled, with the date, time and place to be set by the President. Additional meetings may be called by the president as needed.
2. Seven members of the FSA/NLAPW Council shall constitute a quorum for Council meetings.
3. The biennial business meeting of the FSA/NLAPW shall take place at the FSA Biennial Conference, which is held in odd-numbered years.
4. The voting body of the biennial business meeting of FSA/NLAPW shall consist of all active members in good standing.
5. Three officers and twenty delegates in good standing constitute a quorum for the business meeting at the Biennial Conference.
6. A quorum for other Council meetings is the total of members present for that meeting.
7. All elected officers and chairs are required to attend all FSA/NLAPW Council and Executive Board meetings unless excused by the state president. Dereliction of duty or if an officer or chair misses

two (2) consecutive meetings without being excused by the president may be cause for removal from office. This would require a 2/3 vote of the body from which officer or committee chair is to be removed.

### **Finances.**

1. The fiscal year of the FSA shall be the same as that of The National League of American Pen Women, from May 1 through April 30.
2. The retiring Council shall leave in the Treasury a sum equal to all unpaid bills or other obligations for which FSA/NLAPW is responsible.
3. If funds are available the FSA treasury may at its discretion assist the retiring the National Convention.
4. Money for the FSA/NLAPW Biennial Conference shall come from funds left in the treasury, registration fees, fund-raising activities , donations from branches or businesses, Pen Women and other individuals. Contributions may be made as memorials, tributes or for special awards.

### **Parliamentary Authority.**

The most recent edition of Robert's Rules of Order shall govern the FSA/NLAPW, Inc. in cases not provided for in the National By-laws and these Standing Rules.