



NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

213 South Main Street • Independence, Missouri 64050-3808
Phone: 816.833.3892 • Fax: 816.833.3893 • Toll Free: 888.627.2929 • E-mail: HQ@nap2.org
Website: http://parliamentarians.org • www.facebook.com/parliamentarians

MEMBERSHIP APPLICATION

Please Print in Black Ink or Type

Mr. Mrs. Ms. – Circle One

Name: _____
First Middle Last

Address: _____
Street Apt/Unit Email Address

_____ City State/Province Zip/Postal Code Country

Phone: _____
Home Cell Work FAX

Your contact information will be posted to the NAP members only online directory unless you opt out. To opt out check here:

State/Province Association _____ *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 the same as the applicant's address; monitor may not be a family member.

Name of Monitor: _____ ()

_____ First Last Telephone

_____ Business Name Name of Instructor

_____ Street Address Apt/Unit Email

_____ City State/Province Zip/Postal Code

Specify Date of Examination – Application not processed without examination date. Date: _____

NAP dues enclosed \$ _____

Association dues enclosed \$ _____

Total dues enclosed \$ _____

_____ Discover _____ Visa _____ Mastercard

_____ / _____ Exp Date CSC Code _____

Credit card # _____

Signature: _____

Mail completed application with ONE CHECK payable to NAP for \$75 (\$37.50, if full time student, 25 years of age or Younger) 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 64050-3808

Note: Administrative Fee – See Number 6 on reverse side.

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 25 years of age or younger #

Supply Birthdate: _____

Signature of Applicant _____

FOR NAP USE ONLY

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 is a person under 25 years of age who is enrolled full-time in school or who is in military service.

National Association of Parliamentarians®

MEMBERSHIP APPLICATION PROCESS

1. Please complete the application (reverse side). Send application with a check of VISA/MasterCard/Discover number for NAP dues, \$75 (U.S. funds) plus Association dues, (see amount in cover letter or website) and mail to:

National Association of Parliamentarians®
213 South Main Street
Independence, MO 64050-3808

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

2. An individual who is a full-time student shall qualify for a 50% reduction in dues for the individual's membership Classification. A full-time student shall be defined as an individual 25 years or less and who is currently
 - a. Enrolled full time in a college program, high school, or home school setting; or
 - b. Serving as active duty military.
3. A membership examination will be mailed to the designated monitor by the NAP Membership Examiners Committee. There is no time limit for writing the exam; however, most applicants use between 20 and 45 minutes. The exam is A total of 100 questions including matching, multiple choice, and true/false questions.
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 examination to the Membership Examiners Committee Chairman or Committee member designee within three days, preferable the same day.
6. An administrative fee of \$25.00 (\$12.50 for full-time students) will be retained for any examination score below 70 percent or for an examination not taken within thirty (30) days of the scheduled examination date.

PREPARATION FOR THE EXAMINATION

All examination questions are based on the current edition of Robert's Rules of Order Newly Revised. The format is objective, including multiple choice, true/false, and matching items. To become a member, the applicant must achieve a score of at least 70 percent and have paid required dues.

The examination covers the basics of parliamentary procedure and will usually include at least the following: the precedence of motions, the articles of bylaws, the order of business, the steps of making a motion, and the vote required for ranking motions.

A bank of 300 questions, from which the examination is compiled, is available from NAP Headquarters for \$5.00 plus \$3.00 for shipping and handling. See address in instruction one above. The study questions may also be downloaded from the NAP Web site: <http://parliamentarians.org/getdocument.php?id=33>. Online practice tests are available at <http://300questions.org>.

<p>PLEASE ALLOW 30 DAYS FOR RECEIPT OF THE EXAMINATION AFTER THE APPLICATION HAS BEEN MAILED.</p>
--