

## **STATE PARLIAMENTARIAN JOB DESCRIPTION**

A. The Parliamentarian shall be appointed by the State President, with the approval of the Executive Board for a term of two (2) years, or to complete an unexpired term.

B. The Parliamentarian shall attend meetings of the Executive Board, Fall Convention, and Spring Council, and any other meetings when directed by the President. The Parliamentarian shall work closely with the International Parliamentarian and the chapters within the State when writing and revising their Bylaws so they will conform to the International Bylaws. The Parliamentarian shall maintain a complete file of chapter Bylaws within the State and shall review all chapter Bylaws prior to submitting them to the International Parliamentarian for approval and filing.

### **Duties:**

1. Shall attend all State Board meetings, Fall Convention and Spring Council meetings, and any other meetings as requested by the State President.

2. Shall be assigned a seat at meetings next to the State President to be convenient for consultation if desired.

3. Shall read the Confidentiality Statement at every State Board meeting and a quorum declared present (one more than half) of officers.

4. Shall prepare an Annual Report in triplicate, to present at the State Meeting. (One copy for your file, one for the State President's file, and one for the Recording Secretary.)

5. Shall be familiar with the International Bylaws, the Compilation of International Policies Relating to State, Provinces, Chapters, and Members; State Bylaws; State Policies; and the Standard Chapter Bylaws Form. Copies of the same shall be available for reference at all State Board meetings.

6. Shall provide the current edition of Roberts Rules of Order Newly Revised at all State Board meetings and the annual State Council meeting for reference.

**7. Shall advise and express opinions of the State President, and when necessary to the Officers of the State Board.**

8. Shall assist with questions that may arise in interpreting the Bylaws of the Organization.

9. Shall assist the Executive Board or special committee in Bylaws and Policies amendments or revisions.

10. Shall participate in planned workshop for Chapter Parliamentarians during a State Meeting.

11. Shall be advisor and consultant at all meetings as parliamentary law gives the President the power to rule on questions of order or to answer parliamentary inquiries. It is the duty of the Parliamentarian (as inconspicuous as she/he can) to call the attention of the President to an error in the proceedings that may affect the substantive rights of any member. In addition, shall promptly notify the State President of any State practices contrary to Quester's Bylaws, including but not limited to, the State website and newsletter.

12. Shall advise and submit recommendations to the State Board when State Bylaws or policies need amending or revising. (See **State/Provincial Bylaws ARTICLE XV – Amendments and Revisions**, for procedures on State/Provincial Bylaws revisions or amendments.)

As the State Executive Board establishes policies, the State President may request the Parliamentarian to assist in the wording of revised and new policies. Before approval by the State Board, the Parliamentarian shall confirm any changes to State policies are not contradictory or in violation of Quester Bylaws.

All policy amendments are effective immediately upon approval by the State Executive Board. When changes to State Policies are made, the Parliamentarian updates and distributes a copy to each Executive Board Member, and all Standing Committee Chairmen (this can be done via email). If the State policies are posted on the State website, the posting should be immediately updated with the changes.

Prior to the State Council Meeting, the Parliamentarian shall provide the State President with current State Policies to include in the chapter packets. (For understanding of chapter presidents, consider including a list of the policy changes/additions for the fiscal year; see *The Quester Quarterly* summer supplement as to how it is done for the International Policies Compilation.)

13. Shall itemize expenses and include receipts when requesting reimbursements from the State Treasurer.

14. Shall keep files current and forward all materials of this position promptly to the successor.

15. Chapter Bylaws (Adopted, Revised, Amended)

Shall maintain a complete file of one copy of each Chapter Bylaws for the State parliamentarian

A) Adopted Bylaws:

A chapter in a Chartered State must submit the Adopted Chapter Bylaws within one year of the charter date using the 2011 Standard Chapter Form and Signature Page. Two copies of the Bylaws with three signed Signature Pages will be sent to the State Parliamentarian for review. It is the responsibility of the State Parliamentarian to remind new chapter when Bylaws are overdue.

The State Parliamentarian shall review the Bylaws and Signature Pages, and if in order, will sign the three Signatures Pages and send with one copy of the Chapter Bylaws to the International Parliamentarian for approval. Upon approval, the International Parliamentarian will sign the three Signature Pages, returning one with a letter of approval to the chapter, the signature page to be attached to their Bylaws. A letter and Signature Page will be sent to the State Parliamentarian, the signature page to be attached to the Bylaws and filed in the State Chapter Bylaws file.

If the chapter Bylaws or signature pages are not in order, the State Parliamentarian shall work with the chapter to resolve the matter and then proceed as stated.

B) Revised or Amended Bylaws:

The State Parliamentarian shall advise and give assistance to chapter revising and amending their Bylaws.

Upon request for a revision, the State Parliamentarian shall mail to the chapter, three copies of the Chartered Chapter Standard Bylaws Forms, three Chartered Chapter Bylaws Signature Pages, the Standard Chartered Chapter Bylaws Guidelines, and Steps for Bylaws Approval. These forms are also available on the International Quester website, if the chapter has internet access.

Chapter seeking to amend their Bylaws shall submit two copies of the Article and Section to be amended and three Signature Pages to the State/Provincial Parliamentarian.

**Example:**

**Article V, Section 2 amended to read:**

**The Chapter shall be comprised of 25 members.**

The procedure for completed revised or amended Chapter Bylaws is the same as the adopted Bylaws 15-A.

Revised Sept. 2025