

Certain key words are marked in boldface type as a convenience to users of this document. The boldface is intended only to serve as an aid in locating specific segments of the Constitution and not to impart any special emphasis to the wording.

**National Amateur Press Association
CONSTITUTION AND BY-LAWS**

Article I—Title

The name of this organization shall be the National Amateur Press Association .

Article II—Purposes

The objects of the Association shall be to bring together and encourage the activity of writers, artists, editors, printers and publishers and similar craftsmen for the purpose of broadening their knowledge and improving their abilities and for the production of amateur papers and/or journals at every opportunity for circulation periodically to the general membership. It shall be a non-profit organization, no officer or member of which shall derive financial benefit from his participation. It shall not as an organization engage in propaganda or otherwise attempt to influence legislation or in any way participate in or intervene in any political campaign on behalf of any candidate for public office, but membership shall not deprive any individual member from engaging in any such activities as an individual.

Article III—Distribution of Assets

In the event of the dissolution of the Association, its assets shall be disposed of to any similar non-profit organization or to the support and maintenance of collections of memorabilia of amateur journalism in any library or institution interested in gathering such material. The disposition shall be determined by majority vote of the members of the Association at the time of dissolution.

Article IV—Definitions

1. **Amateur paper.** A titled and dated and/or numbered paper, printed or otherwise duplicated, edited or published by one or more identified members of this Association in furtherance of the literary, typographic and design arts and the education and advancement of the members therein and without intent of financial profit.

2. **Service Bureaus.** The Mailing Bureau and the Manuscript Bureau.

Article V—Membership

1. **New members.** Any person may become a member of this Association upon acceptance by the Secretary-Treasurer of his application, signed by a present member. This application must be accompanied by the annual dues specified in the By-Laws, Article E, for one year of membership. This year shall run from the date on which the Secretary-Treasurer, in accepting the application, acknowledges receipt of dues. Any member fully paid up, as described above, herein called "Principal Member," may enroll his or her spouse and any child under 18 years of age living in the same household as a family member. Only one bundle and one copy of *The National Amateur* shall be sent to each such family. When listed on the roster, the status of family memberships shall be clearly indicated.

2. **Renewals.** To remain in good standing, a member shall pay the annual dues specified in the By-Laws, Article E, to the Secretary-Treasurer not later than thirty days after the expiration of his last dues period. Family membership members shall pay dues in accordance with the By-Laws and their term shall start and run concurrently with the principal member.

3. **Reinstatements.** Any former member may be reinstated to good standing in this Association upon payment of the annual dues specified in the By-Laws, Article E, to the Secretary-Treasurer. If the former member applies for reinstatement within six months of the expiration of his last dues period, these dues will cover only the year for which they were originally payable. If he applies for reinstatement six months or more

after the expiration of his last dues period, these dues will cover one year from the date the Secretary-Treasurer acknowledges receipt thereof. Family membership members may be reinstated as above upon payment of dues in accordance with the By-Laws.

4. **Life Members.** (a) Any person who has been a member for ten years, not necessarily consecutive, may become a life member upon payment of the amount specified in the By-Laws, Article E, to the Secretary-Treasurer.

(b) Any person who has served a full year as President shall be enrolled as a life member without fee.

(c) Any person who as Official Editor has published at least three numbers of *The National Amateur* may become a life member upon payment of the amount specified in the By-Laws, Article E, to the Secretary-Treasurer.

5. **Honorary members.** By unanimous vote of any convention a person who has been of outstanding service to the Association may be made an honorary member for five years. When his name is listed in *The National Amateur* the years of his membership shall be stated. Honorary members shall receive all numbers of the official organ and may participate in conventions but may not vote.

6. **Privileges of members.** A member shall be entitled to vote and hold office subject to the requirements of Article VI, to receive all numbers of the official organ, to participate in laureate contests and to receive the benefits of the service bureaus.

7. **Veto power of convention.** The annual convention, upon demand of any member present, shall vote on the question of overruling the acceptance by the Secretary-Treasurer in the preceding twelve months of any application for membership or for reinstatement to membership after a lapse of twelve months or more. A vote of ten or more members for such overruling shall constitute rejection of the application. Within ten days thereafter the Secretary-Treasurer shall return the dues of the rejected applicant.

8. No member of the Association shall be personally liable to any other member for any act of commission or omission, or for any decision made or failed to be made by the Association or any officer, board or member thereof. All members are deemed to have joined the Association with notice of and subject to the protection hereby conferred.

Article VI—Activity Requirements

To be entitled to vote or to hold office, a member shall have paid his dues so as to be in good standing.

Article VII—Officers

1. **The officers elected annually** shall be a President, a Vice President, a Recorder, an Official Editor, and an Executive Judge.

1a. The term of the Executive Judge shall be three years. The Chairman of the Executive Judges, unless the Judges unanimously agree otherwise, shall be the Judge who is in the final year of his term.

2. In the even-numbered years a Secretary-Treasurer shall be elected for a term of two years.

3. **To be eligible for election** as President, Official Editor, or Secretary-Treasurer, a person must have been a member for at least three years, and for election as Executive Judge at least five years.

4. **Within thirty days of his election the President** shall appoint a Historian, a Librarian (in the event of vacancy), and a Custodian of The National Amateur Clearing House, Manager of the Manuscript Bureau, a Recruiting Chairman, and a Director of Publicity. He shall appoint a Nominating Committee consisting of a Chairman and two other members. (This in no way restricts any NAPA member or group from placing a fellow member or slate of members in nomination for NAPA offices, so long as the procedures in Article X, Section 1(a) are adhered to.) In time for announcement in the December issue of *The National Amateur* he shall appoint a Manager of the Mailing Bureau, a Chairman of the Bureau of Critics, and a Nominating Committee. In time for announcement in the March issue of *The National Amateur* he shall

appoint a Reception Committee, a Custodian of Ballots, and a Judge of Award for each department of laureate competition. He may also appoint at any time, with the consent of the Executive Judges, such additional officers and committees as the needs of the Association may require.

5. **No person shall simultaneously hold two elective offices.** A member may serve on multiple committees

Article VIII—Duties of Officers

1. **Each officer, elected or appointed,** shall publish or contribute to an amateur paper at least quarterly. Failure to fulfill this requirement may constitute reason for removal at the discretion of the President.

2. **In addition to the specific duties of his office** each officer shall (a) furnish adequate reports for the official organ, (b) report in full to the opening session of the annual convention and (c) turn over promptly to his successor all records and other property of the association in his charge.

3. **The President** shall (a) preside at the annual convention, (b) make appointments as provided for in Article VII, (c) remove officers or committee members for dereliction of duty, (d) fill vacancies in office or on committees caused by death, resignation or removal, (e) countersign all proper bills before they may be paid by the Secretary-Treasurer, but he shall in no case contract or approve bills beyond the sum at hand in the treasury or in special funds, (f) be a secondary signatory on all Association financial accounts in order to provide access to Association funds in the event of the resignation, removal, disability or death of the Secretary-Treasurer; further that if in the President's judgment a different member would be more suitable, the President may, with the prior approval of the Executive Judges, appoint that member to be the second signatory for no longer than the duration of that President's term. (g) be the custodian of the bond of the Secretary-Treasurer, (h) appoint Judges of Award for the laureate competition in time for announcement in the March issue of the official organ and execute his associated duties of transmittal of entries as prescribed in By-Law D, Sec. 7.2, and (i) immediately following the convention, notify all elected and appointed officers of their duties and obligations for the next convention.

4. **The Vice President** shall (a) preside at the annual convention in the absence of or at the request of the President, (b) acquaint new members with the activities of the Association and bring them into contact with fellow members of like interests, (c) stimulate the formation of local amateur press clubs, and (d) furnish the Recruiting Chairman with such information as may aid his work.

5. **The Secretary-Treasurer** shall (a) file with the President within ten days of election or appointment a bond upon a reputable bonding company for covering the office of Secretary-Treasurer and renewable by the same company in each succeeding year upon payment of the annual fee. This bond shall name the National Amateur Press Association as beneficiary and shall be in an amount to be determined by the President at renewal time, which is commensurate with the assets of the Association. The fee shall be paid out of the funds of the Association. Until notified of the receipt of such bond by the President, the retiring Secretary-Treasurer shall retain possession of all records and money belonging to the Association, but upon such notice he shall promptly forward such property to his successor. (The bonding may be accomplished by means of what is known as a "position bond," furnished by leading bonding companies.)

(b) Act upon all applications for membership or reinstatement in accordance with the provisions of Article V and submit a full list of accepted applicants to the opening session of the annual convention.

(c) Promptly notify each applicant of acceptance or rejection and forward the name and address of each accepted applicant to the President, the Vice President, and the Official Editor.

(d) Refund the membership dues of each rejected applicant within ten days of receipt of the application.

(e) Furnish every member an absentee ballot at least thirty days before the opening of the annual convention, together with a notification of the time and meeting place of the convention.

(f) Supply membership lists as requested by the Official Editor.

(g) Send a reminder of expiration of membership to any member whose dues have not been received fifteen days after the end of the twelve months covered by his previous payment; drop from the membership roll the name of any member whose dues are thirty days in arrears, and in case of reinstatement in accordance with the provision of Article V, restore the name to the roll.

(h) Furnish the annual convention at the opening session with a full list of members who have paid their dues.

(i) Receive and hold all money belonging to the Association and make only such disbursements as have been authorized by the President.

(j) Furnish reports of the financial condition of the Association to the Official Editor for publication in *The National Amateur* and to the annual convention at its opening session. The report to the convention shall include: (1) The last available bank statement, (2) The books of original entry (i.e. Cash Receipts and Cash Disbursements).

6. **The Recorder** shall: (a) receive, record, and send to the President all entries for laureate awards.

(b) Make such periodic reports on activity as the Official Editor may request.

(c) Keep the minutes of the Association and furnish the Official Editor with a true report thereof in time for publication of the September issue of *The National Amateur*. To assist in his duties at the convention he may appoint an Assistant Recorder.

7. (a) **The Official Editor** shall publish the official organ, entitled *The National Amateur*, by the fifteenth day of September, December, March and June. Each issue shall consist of eight or more pages, 7x10 inches, but the Official Editor shall not incur expense for its publication beyond the amount available in the treasury and in supplementary funds in hand. The Official Editor shall receive from the treasury the amount appropriated for that purpose by the President with the consent of the Executive Judges. The Official Editor shall report to the Secretary-Treasurer all financial contributions received. The Official Editor shall mail a copy of each issue to every member (but not family members). He shall publish in the September issue the minutes of the preceding convention; in the December issue the report of the Historian for the preceding administration; in the December and June issues a full list of members and their addresses; in the September and March issues any changes in such lists reported by the Secretary-Treasurer; in the September issue any proposed amendments to the constitution or proposed new constitution. In every issue he shall publish the names and addresses of all officers, information regarding membership in the organization, and the reports of the Secretary-Treasurer, the Chairman of the Executive Judges, and the Historian, as well as any message to the members sent him by the President. In such issues as he elects he shall publish reports of other officers and criticisms furnished by the Bureau of Critics.

(b) **The price of subscription** to *The National Amateur* to non-members shall be the amount specified in the By-Laws, Article E, payable into the treasury; the price of subscription to all members is included in their dues.

8. (a) **The Board of Executive Judges** shall: (1) decide all questions concerning interpretation of the constitution or acts of conventions or charges brought by one member against another; (2) fill a vacancy in the office of President caused by death, resignation, or removal; (3) have the power to remove the President for malfeasance in office or for failure to perform the duties of his office, and to expel or suspend any member for acts detrimental to the best interests of the Association. Any person so expelled or suspended shall be entitled, upon request to the Secretary-Treasurer, to have any dues he has paid for the current year refunded. (4) Consent to the amount appropriated by the President

for the publication of the official organ, in accordance with Article VIII, Section 7, Paragraph (a).

(b) The decision of the Executive Judges shall be that of at least two-thirds of the Board. Such decision shall be effective immediately, but shall be subject to the action of the ensuing convention and shall become final when ratified by a majority vote thereof.

(c) **The Chairman of the Executive Judges** shall furnish to the Official Editor for publication in the official organ, a quarterly summary report of any request for decisions and/or decisions made by the Judges.

9. **The Manager of the Mailing Bureau**, who shall serve for the calendar year, shall mail to the members such amateur papers published by members and any official Association materials as may be furnished him for that purpose.

10. **The Historian** shall (a) furnish for each issue of *The National Amateur*, in such form as the Official Editor shall desire, a list of papers published by members since the previous report; (b) write an impartial history of the Association's literary, political, and social activity of the year for publication in *The National Amateur* during the ensuing year.

11. **The Librarian**, who shall serve until death, resignation, or removal, shall gather for the Association a permanent library of books, papers, photographs, and miscellaneous relics of amateur journalism.

12. **The Manager of the Manuscript Bureau** shall solicit manuscripts from members and supply them to publishers affiliated with the Association. He shall record by date, author, and title all contributions received and supplied. He shall make every possible effort to ensure early publication of every manuscript which he furnishes a publisher.

13. **The Chairman of the Bureau of Critics**, who shall serve for the calendar year, shall appoint competent assistants to aid him in making impartial and helpful reviews of the work of the members, for publication in *The National Amateur* or in amateur papers published by members. He shall select items worthy of laureate competition and enter them into competition in accordance with his authority in By-Law Article D, Sec. 5.1(a).

14. **The Recruiting Chairman**, aided by such assistants as he or the President may appoint, shall direct the activities of the Association in obtaining new members.

15. **The Director of Publicity** shall furnish the professional press and other media with information about the Association and spread information of its activities as widely as possible.

16. **The Nominating Committee** shall recruit eligible members who are willing to run for each elective office at the next convention. This shall be done in a timely fashion to meet the requirements of Article X, Section 1(a).

17. **The Reception Committee** shall procure suitable rooms and make all arrangements for the meeting.

18. **The Custodian of Ballots**, who shall be a member resident in or near the seat of the convention, shall receive the absentee ballots and shall deliver them unopened to the presiding officer at the first session of the convention.

19. **The Custodian of The National Amateur Clearing House**, who shall serve until death, resignation, or removal, shall maintain a file of back issues of the official organ. The Custodian shall help members who wish to collect *The National Amateur* by sending those issues they lack and by soliciting members to send extra issues to the Clearing House.

Article IX—Conventions

1. On such three consecutive days in July as the President shall designate the Association shall convene in the meeting-place selected by vote of the previous convention; provided that the President, with the approval of the Executive Judges, may at any time prior to May 1 change the elected meeting place to one which circumstances make more suitable.

2. At the annual convention a quorum for the transaction of business shall consist of such members as are present.

Article X—Candidates and Voting

1.(a) **Candidates**. Names of eligible members running for office, accompanied by each member's signed statement acknowledging his/her candidacy, and which are sent to the Secretary-Treasurer by April 1, shall be printed on the absentee ballots. Names of convention sites shall be placed on the ballot provided a member from the site sign and submit the request as noted above.

(b). At least thirty days before the opening session of the convention, the Secretary-Treasurer shall furnish every member with (1) an official ballot printed with the names of all eligible candidates received, plus blanks for write-in candidates, for the purpose of voting for every elective officer, for the places of the next two conventions, and upon amendments to the constitution or the question of adopting a new constitution, and (2) an envelope addressed to the Custodian of Ballots. In the upper left-hand corner of this envelope shall be printed "N.A.P.A. Absentee Ballot from....., to....." To vote in absentia a member must fill out the ballot, sign it in his own handwriting, and mail it so that it shall be received by the Custodian not later than 9:00 a.m. of the opening day of the convention.

(c) A member who fails to receive an official absentee ballot may use any blank filled out and signed in the same manner.

(d) By a two-thirds vote of the convention any absentee ballot received later than 9:00 a.m. of the opening day may be counted.

(e) Any member who has voted in absentia may withdraw his ballot by making the request at any session prior to the commencement of voting, and any member present at a session prior to the voting and eligible to vote but unable to attend the election may by majority consent file an absentee ballot.

2. At the first session of the convention the presiding officer shall deliver to the Chairman of the Absentee Ballot Committee the absentee ballots received by him from the Custodian of Ballots.

3. The Vice President shall be *ex officio* Chairman of the Absentee Ballot Committee. The Secretary-Treasurer and the Recorder shall be *ex officio* members of the Committee. The presiding officer shall appoint four other members.

4. Before the opening session of the second day the Absentee Ballot Committee shall meet privately and count the ballots. The Committee shall present to the first session on the second day a signed report recording (a) a complete list of members from whom absentee ballots have been received, (b) a list of those whose ballots have been rejected, with a statement of the reason for each rejection, (c) the total number of votes counted, and (d) the total number of blanks for each office or question on the ballot. The Committee shall not count the vote of any member who has failed to meet the requirements of Article VI as to activity or payment of dues. It shall refer to the convention any absentee ballot that is in any respect irregular or questionable; such ballot may be counted only if the convention so directs by a two-thirds majority.

5. Upon acceptance by the convention of the report of the Absentee Ballot Committee the presiding officer shall declare nominations for President in order. In the election the votes cast in convention shall be added to the absentee vote. Blank votes shall be recorded but not considered in determining the majority necessary for choice. A majority vote shall be necessary for election of an officer or of a convention seat; a two-thirds majority shall be necessary for adoption of a constitutional amendment or of a new constitution.

6. If no candidate for office or for convention seat receives a majority on the first ballot, voting shall continue in the following manner until choice has been made. On the second ballot absentee ballots for all except the three highest candidates in the total vote on the first ballot shall be discarded. On the third ballot absentee votes for all except the two highest candidates on the second ballot shall be discarded. If no candidate receives a majority on the third ballot all absentee votes shall be discarded and the convention shall proceed to elect by majority vote.

7. Any violation of this Article sufficient to change the result of an election shall cause the absolute nullity of such election. On the proof of such violation either of the two immediately subsequent conventions shall order the names of the illegally elected officers stricken from the roster and the corresponding officers of the preceding year substituted as holding over *de jure*. Such action shall not, however, affect the validity of any constitutional act of the *de facto* officers.

Article XI—Amendments

1. No proposal for amendment of this constitution or for the adoption of a new constitution may be acted upon by a convention unless such proposal has been proposed by a majority vote at an annual convention and published in full in the September issue of *The National Amateur*. The question of adoption of any such proposal must be printed on the official absentee ballots. Any such proposal which receives a two-thirds majority of the total vote cast at the next annual convention, including the absentee vote, shall become effective immediately unless the convention by majority vote directs that it shall become effective at the close of said convention.

2. The convention by majority vote may correct typographical errors or ungrammatical wording in any proposed amendment or new constitution as published in the September issue of *The National Amateur*, and in case of oversight in the wording of an amendment may alter other portions of the constitution to make them conform to such amendment, if adopted, but the convention may not alter the basic intent of any portion of such amendment or constitution.

3. It shall not be lawful to suspend Articles VI, VII, X, or XI of this constitution in whole or in part. Other portions may be suspended for the period of a convention by a two-thirds vote of the members present and voting.

Article XII—Laureate Titles

The Association shall recognize excellence in amateur journalism by the awarding of laureate awards in such manner as the By-Laws prescribe.

BY-LAWS

Article A—Order of Business

FIRST DAY

1. Roll call.
2. Appointment of *pro tempore* officers.
3. Report of Secretary-Treasurer on applicants and reinstatements.
4. Annual reports of officers and committees.
5. Presentation to the presiding officer, for transmission to the Chairman of the Absentee Ballot Committee, of the absentee ballots, the activity report, and the list of members eligible to vote.
6. Appointment of members of the Absentee Ballot Committee.
7. Miscellaneous and new business.

SECOND DAY

1. Roll call.
2. Unfinished business.
3. Report of the Absentee Ballot Committee.
4. Election of officers and convention seat.
5. Vote upon proposed amendments to the constitution or the adoption of a new constitution.
6. Miscellaneous and new business.

THIRD DAY

1. Roll call.
2. Laureate awards (may be moved to the convention banquet at the discretion of the President).
3. Installation of new officers.
4. Appointment of *pro tempore* officers.
5. Unfinished business.

6. Reports of committees.
7. Miscellaneous and new business.
8. Adjournment *sine die*.

Article B—Rules of Order

1. A motion to adjourn shall be debatable.
2. A motion to reconsider shall be in order only upon questions previously acted upon at the same convention.
3. These By-Laws with the exception of Article C may be amended or suspended by a two-thirds vote of a convention.

Article C—Parliamentary Authority

This Association shall be governed by *Robert's Rules of Order* wherein they do not conflict with the Constitution and By-Laws.

Article D—Laureate Awards

1. **Award categories.** At each convention the Association shall make awards for excellence in the following categories:

- (a) Poetry
- (b) Fiction
- (c) History of Amateur Journalism
- (d) Editorial Comment
- (e) Miscellaneous Prose
- (f) Art
- (g) Editing (for selecting and presenting material)
- (h) Printing

2. **Types of awards.** Categories with less than three contestants shall have no awards, otherwise there shall be two awards in each category; the first award shall be titled "Laureate" and the second award "Honorable Mention."

3. **Award Certificates.** Each award shall consist of a certificate which shall contain at least the following:

- (a) the title of the award (cf. Sec. 2)
- (b) the category (cf. Sec. 1)
- (c) the name of the member who won the award,
- (d) the title or description of the winning entry,
- (e) the title of the amateur paper in which the winning entry appeared (applies only to Sec. 1 (a)-(f)),
- (f) the names of the Judge of Award and of the President
- (g) reference to the calendar year for which the award is made
- (h) the name of the Association.

4. **Field of eligible entries.**

4.1. **General.** In all categories, entries must have originally appeared in the calendar year preceding the convention at which the award is conferred and must have met the distribution standards established in Art. VI.

4.2. **Insufficient Entries.** Should insufficient entries be received for a contest in a given category, those acceptable entries, as an exception to the qualification of 4.1 above, shall be entered once only in the same contest of the immediate following year.

4.3. **New and reinstated members.** Material from the whole year is eligible for entry in the case of members who join or reinstate at any time within the year.

4.4. **Deceased members.** Material appearing posthumously is eligible for indirect entry (cf. Sec. 5) if appearing within one year of the late member's death.

5. **Eligibility to make entries.**

5.1. **Indirect entries. The Chairman of the Bureau of Critics** shall, and publishers, editors, or any member may, enter any eligible items deemed worthy of laureate competition for himself or on behalf of, and in the name of any member.

5.2. **Direct entries.** Any member may enter that material of which he is the originator (author, artist, editor, printer, as the case may be).

5.3. **Notice of Indirect entries.** The person making an indirect entry shall notify the originator of the material of the entry and its category. Such notice must be given no later than at the time the entry is made.

The originator may withdraw from competition or transfer his material if mistakenly entered in an incorrect category, or if he desires to withdraw for any reason, provided he gives written

notice to the Recorder between January 1 and March 1, or to the President between March 15 and April 1.

6. Procedure for entering material.

6.1. **Copies of amateur papers required.** For entries in categories (a) through (f) of Sec. 1, the member making the entry shall furnish one copy of the amateur paper in which the entry appeared. For entries in categories (g) and (h) of Sec. 1, he shall furnish one copy of each paper constituting the entry, which shall consist of not less than two issues of the same title, or at least one copy each of two separate titles.

6.2. **Identification required.** Each entry must be marked or otherwise identified as to:

- (a) the category
- (b) the title or description of the item being entered, if it is not the entire issue
- (c) the name of the originator

6.3. **Submission of entries.** Entries shall be sent to the Recorder not earlier than Jan. 1, nor later than Mar. 15 (including any hold-over entries).

6.4. **Hold-over entries.** Entries falling under provisions of Subsection 4.2 shall be forwarded by the outgoing President to the incoming Recorder as hold-over entries.

7. Schedule for transmitting entries.

7.1. **Recorder.** The Recorder shall transmit to the President not later than Apr. 1 all entries (including any hold-over entries), together with a report listing by category, the title or description of each entry, the originator, the title and date-number of the amateur paper, and the person making the entry (if an indirect entry). He shall submit a duplicate report to the convention.

7.2. **President.** The President shall forward the entries to the appropriate Judges of Award.

The President shall obtain written decisions from the Judges of Award and submit them to the annual convention. He shall be responsible for the preparation of the certificates of award and their transmittal to the convention for presentation.

8. **Judges of Award ineligible as contestants.** Judges of awards shall not be contestants for the awards which they determine.

Article E—Annual dues and Fees

1. **Annual dues** are \$30.00. Members receiving mail outside the United States shall pay a surcharge of \$7.50 for postage.

2. **Family membership dues** are \$2.00.

3. **Life membership fee** is 20 times the amount of the current annual dues.

4. **Life membership fee for Official Editor** {Art. V, Sec. 4(c)} is 10 times the amount of the current annual dues.

5. **Subscription to the official organ** for non-members is \$8.00.

6. **Trial memberships** will be offered for a period of three months. There is no cost for a trial membership.

Article F—Convention Funds

1. Prior to each convention, the Chairman may request of the President an advance of the necessary start-up funds from the Secretary-Treasurer. All funds remaining following each convention shall be forwarded to the Secretary-Treasurer.

The following is not a part of the constitution, but is included for easy reference.

RESOLUTIONS, RULINGS AND MOTIONS THAT REFLECT NAPA POLICY

Amateur Paper:

That Art. IV, Sect. 1 of constitution relating to the definition of an amateur paper as one published among other things, "without intent of financial profit" is interpreted by this convention to permit the inclusion in an amateur paper, of text or advertising matter offering for sale or trade articles of printing equipment and

related supplies or items of value primarily in an amateur journalistic sense when such items are in the possession of a member not engaged in similar commercial enterprise or when such items are from the estate of a deceased member and it is reasonably obvious that the items are of more interest to amateur journalists than to the general public. (Frederick, 1966)

Same resolution reaffirmed. (St. Petersburg, 1973)

Amendments:

Two amendments in conflict should be voted on separately at convention, and if both are adopted, the one adopted later governs any conflicting provisions. (Ruling of Parliamentarian and Judge of Elections, Knoxville, 1983)

Expelling a Member:

Chair ruled Convention has the power to expel a member. (Philadelphia, 1965)

Libraries:

That those libraries engaged in the collection of amateur papers should be included on the mailing list. (Portland, 1954)

Life Members Fund:

Secretary-Treasurer be instructed to continue to carry the Life Members Fund, but to keep it separate for reporting purposes. (Newark, 1962)

(Fund was originally accumulated over a period of several years in a drive conducted by Edna Hyde ('Vondy') McDonald with donations primarily from Life Members to create a reserve for NAPA to meet cash-flow problems during a year or to tide the Association over a lean year.)

Mailing Bureau:

Mailing Bureau should discontinue sending personal greetings, Christmas cards, unsigned propaganda, political or otherwise, which do not meet the requirements of an amateur paper, and patrons of the Bureau must include their name and address on all papers. (Portland, 1954)

Resolution condemning inclusion in the bundle of such printed matter as does not meet requirements of an amateur paper as set forth in the constitution; convention on record reaffirming policy adopted in Portland, Maine (see above), excluding printed trivia or ephemera and Christmas greeting cards; resolution to be given display notice in *The National Amateur* to apprise association of desire of the convention. (Marietta, 1971)

The National Amateur:

Recent numbers of *The National Amateur* are to be bound and added to the Official Editor's file of bound volumes. If the cost of transporting from one editor to the next becomes excessive at any time, we may, on resolution, devise a way of meeting this cost to editors who cannot afford it. (Washington, 1957)

In order to maintain adequate control and to insure a record of true costs involved, recommend that all gifts and donations for publishing official organ flow through, be accounted for, and disbursed by the NAPA Secretary-Treasurer. (Official Editor's Report, approved by convention, San Diego, 1974)

Officers:

That a member, already an officer, if elected to a second office, would then be obliged to choose between the two so as not to be in violation of constitutional provision prohibiting holding two offices simultaneously. (Ruling of Judge of Elections, Knoxville, 1983; Upheld by convention.)

Recruiting:

That all applicants for membership should apply on a blank provided by the Secretary-Treasurer, which shall furnish necessary information as to dues and shall state whether or not the applicant has previously been a member. (Portland, 1954)

Reports of Committees:

That reports of committees be given as full coverage in *The National Amateur* as is possible or practical. (Boston, 1959)

Tax Exempt Status With IRS:

That the president appoint a committee to draft a resolution to state the three items desired by IRS. This resolution would be in force until necessary constitutional amendments are passed. (Des Moines, 1964) (Items to satisfy the stated IRS requirements were

adopted in amendments nos. 1-4 at the following convention, Philadelphia, 1965)

Convention Expenses:

At the 2002 Cincinnati convention the following resolution was adopted:

If a free room is not provided by the hotel for the president and convention host, the organization will pay for both. No registration fee will be levied, with the organization absorbing all convention costs. These provisions are to be carried out each year at the discretion of the president.

CUSTOMS AND TRADITIONS

Official Records and Property:

Laureate Association Seals (logos), originated by L.V. Heljesson, be awarded to recipients of Editing and Printing Laureates for use for one year. (Kansas City, 1977)

Two gavels, property of the NAPA, are traditionally turned over from one president to the next. One made of California redwood was donated by Ex-President, Dora H. Moitoret, the other had belonged to John L. Tomlinson, active before 1900.

Ex-President Rowena Moitoret presented new president with attache case for his use and to be passed on to succeeding presidents. (Baltimore, 1981)

Ex-President Leah Warner reported new logos made with words "printing" and "editing" on them and establishment of method of record-keeping to make it easy to keep track of them. (Record book for president's file for recording to whom they are awarded and when returned, and instructions on box containing the logos to return to president after use in June publication.) (Knoxville, 1983)