

CAP Annual Meeting

Friday, June 29, 2018

9:00 a.m. – Annual Meeting Registration

9:30 a.m. – 10:30 a.m. Annual Meeting

10:30 a.m. – 12:30 p.m. Education
*RP Exam Tips and Review Questions—
A Reprise*

12:30 p.m. – 12:45 p.m. Installation

12:45 p.m. – 1:30 p.m. Lunch (Box
Lunch \$13 or Bring Your Own)

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## **15<sup>th</sup> Annual Summer Institute**

***“Bylaws In-Depth”***

**Friday, June 29, 2018**

1:30 p.m. – SI Registration

2:00 p.m. – 4:00 p.m. Maurice S.  
Henderson, PRP—*Bylaws Basics:  
Including Purpose, Content, Drafting  
Tips, and Review of Sample Bylaws*

## **Saturday, June 30, 2018**

9:30 a.m. – 12:30 p.m. Maurice S.  
Henderson, PRP— *Bylaws Basics  
(cont.), Interpretation*

12:30 p.m. – 1:30 p.m. Lunch (Box  
Lunch Included with Registration)

1:30 p.m. - 4:30 p.m. Maurice S.  
Henderson, PRP—*Bylaws: Amendment  
and Revision*



**Maurice S. Henderson, PRP**

Maurice S. Henderson, Professional Registered Parliamentarian, has been serving as a professional parliamentarian since 2002. He has been studying parliamentary procedure since 1986 and joined the National Association of Parliamentarians (NAP) in 2000. He served on the NAP Board of Directors from 2005-2013. He served as President of NAP from 2011-2013. Prior to serving as NAP President, he served as Vice-President, Director-at-Large, and two terms as Bylaws Committee Chairman.

Before becoming an NAP leader, he served in many elected positions for the Michigan State Association of Parliamentarians, including MSAP President.

Maurice has been serving as Michigan's Executive Director for the Business Professionals of America student organization since 1993.

He has a bachelor's degree in business administration from Western Michigan University and a master's of arts degree in teaching/vocational education from Wayne State University. Maurice is a member of Kappa Alpha Psi Fraternity, Inc., Ann Arbor-Ypsilanti-Inkster Alumni Chapter, and serves as the parliamentarian for Kappa's Northern Province.

## **Registration Form**

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Organization \_\_\_\_\_

CAP Unit \_\_\_\_\_

**I plan to attend (check all that apply):**

**CAP Annual Meeting (No Charge)**

**\*Please Invite a Friend!**

**\$13 Box Lunch—Friday Lunch**

**Summer Institute (Registration  
Fee Required, Which Includes  
Lunch on Saturday)**

**CAP Member Registration Fee: \$100  
(if rec'd by June 8), \$115 (after June 8)**

**\$115--Non-CAP Member Registration  
Fee**

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Send check payable to CAP with  
completed registration form to:

Cheryl Oleyar, CAP Treasurer  
1362 Hillcrest Avenue  
Colorado Springs, CO 80909

719-471-0739; [c.oleyar@comcast.net](mailto:c.oleyar@comcast.net)



The **Colorado Association of Parliamentarians** (CAP) is a non-profit, educational organization composed of parliamentarians and students interested and trained in parliamentary procedure. CAP is a division of the National Association of Parliamentarians® (NAP).

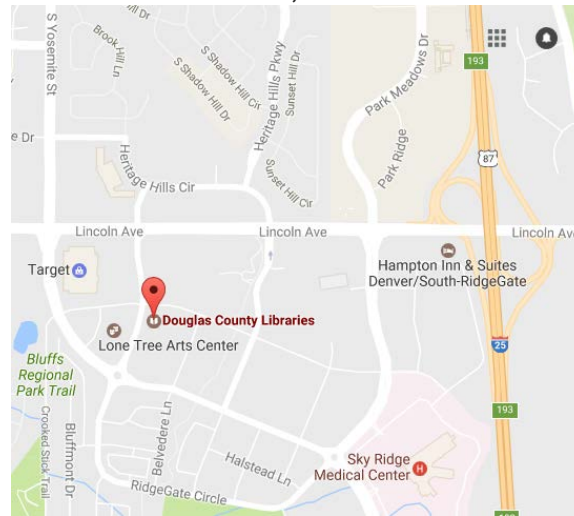
The current edition of *Robert's Rules of Order Newly Revised* (RONR) is the parliamentary authority for both NAP and CAP.

Local study units are composed of students, members, registered, and professional registered members. The units generally meet monthly to study parliamentary procedure with a high level of individual participation. Members learn by doing and progress at their own rate of speed.

For more information, visit our website:  
[www.coloradoparliamentarians.org](http://www.coloradoparliamentarians.org)

## Event Location:

Lone Tree Library  
10055 Library Way  
Lone Tree, CO 80124



The 15<sup>th</sup> Annual Summer Institute is presented by the Colorado Association of Parliamentarians and is not sponsored by Douglas County Libraries. For more information, please contact Mary Bahde, CAP President, 303-798-3171.



15<sup>th</sup> Annual Summer  
Institute

*“Bylaws In-Depth”*

**Maurice S. Henderson, PRP  
NAP Past President (2011-13)**

Friday, June 29, 2018  
&  
Saturday, June 30, 2018

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