**MN State Organization’s Job Descriptions for Parliamentarian, Immediate Past State President and Past State Presidents**

1. *Parliamentarian. In addition to the duties outlined in the International CONSTITUTION~~,~~ Article VI, and BYLAWS, the parliamentarian shall:*
   1. *Sit beside the state president during all business meetings and be prepared to advise on matters of procedure~~.~~*
   2. *Edit the minutes of each meeting.*
   3. *Serve as an ex-officio member of the bylaws committee.*
   4. *At the end of her biennium, pass on the copy of ROBERT’S RULES OF ORDER, CURRENT EDITION.*
2. *Immediate Past State President shall:*
   1. *Sit on the executive board and executive committee as an advisor, consultant, and voting member.*
   2. *Send birthday greetings to past state presidents.*
3. *Past State Presidents shall sit on the executive board as voting members, and as advisors and consultants to the membership.*