

**REDSTONE ARSENAL CHAPTER
INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS
(IAAP)**

BYLAWS

ARTICLE I - NAME AND LOCATION

The name of this chapter shall be Redstone Arsenal Chapter of International Association of Administrative Professionals. It shall be located on Redstone Arsenal, Alabama.

ARTICLE II - MEMBERSHIP AND DUES

A. Membership

Membership eligibility in the Redstone Arsenal Chapter is open to all government and government contractor administrative professionals. If a member separates from government service or is no longer employed by government contract, the member remains in an active status as long as dues are paid. A member who has been a Professional member for five (5) years may request transfer from Professional to Professional-Merited upon retirement.

B. Dues

Annual dues for this chapter shall be \$5.00.

C. A Professional-Merited member shall be a member who:

1. Has been a Professional member for five years at the time of retirement; and
2. Has either attained the age of fifty-five years or received forced work retirement because of physical disability; or
3. Is an applicant to the Sandia Retirement Chapter, is a resident of Vista Grande and has been employed as an administrative professional, attained the CPS and/or CAP rating, or has been a teacher of business education.

**ARTICLE III - OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION,
TERM AND DUTIES**

Section 1. Officers. The Chapter officers shall be a President, a President-Elect, a Vice President, a Secretary, and a Treasurer.

Section 2. Qualifications.

- A. A candidate for office shall have been a member for at least one year prior to the time of nomination.
- B. A candidate for the office of President shall have served as an officer of this chapter for at least one full year prior to the time of election.

Section 3. Nomination and Election.

- A. The Committee on Nominations shall consist of a chairman and two members, who shall be elected by the membership at least two months prior to the Annual Meeting in June.
- B. By one week prior to the May Meeting, the Committee on Nominations shall submit to the members a slate of one or more candidates for each office.
- C. Nominations may also be made from the floor at the May Meeting, provided the member has consented to serve if elected. Nominations from the floor must receive one second.
- D. Officers shall be elected by a majority vote by ballot in May and installed at the Annual Meeting in June, except that if there is but one candidate for each office, the officers may be elected viva voce.
- E. A vacancy occurring among the officers-elect between the time of election and installation shall be filled by special election at the next Chapter meeting.

Section 4. Term of Office.

- A. The term of office shall begin at the close of the June meeting following the installation of officers and shall be for one year or until successors are elected, except that the term of the Treasurer shall begin on July 1 and continue through June 30.
- B. The President and President-Elect shall serve one term only. Other officers shall serve no more than two consecutive terms in the same office. Six months or more in an office shall be considered one term.

Section 5. Duties. Chapter officers shall be obligated to uphold and represent the interests of IAAP and the profession as a whole.

A. The President shall:

1. Perform the duties prescribed by these Bylaws and by the Parliamentary Authority adopted by IAAP.
2. Subject to the approval of the Board of Directors, appoint all the Standing and Special Committees, unless otherwise specified.
3. Be a member ex officio of all committees except the Committee on Nominations.
4. Call meetings of the Board of Directors whenever such meetings are necessary.
5. Keep the Division President fully informed on all matters concerning the chapter.
6. With the approval of the board of Directors, appoint a Parliamentary Advisor at the beginning of the fiscal year to act as Advisor at all Chapter board and monthly meetings.
7. Countersign checks drawn on Chapter funds and be bonded in the same amount as the Treasurer and President Elect.

B. The President-Elect shall:

1. In the absence of the President, serve as presiding officer at all Chapter meetings or at meetings of the Board of Directors.
2. In the event of a vacancy in the office of President, succeeds to the office for the unexpired term.
3. Primary responsibility for countersigning checks belongs with the President and Treasurer; however, in the absence of the President and in cases of urgency, countersign checks drawn on Chapter funds and be bonded in the same amount as the President and Treasurer.
4. Perform other duties as may be assigned by the Board of Directors.

C. The Vice President shall:

1. In the absence of the President and President-Elect, serve as presiding officer of meetings of the Chapter or of the Board of Directors.
2. Be Chairman of the Program Committee.
3. Perform such other duties as may be assigned by the Board of Directors.

D. The Secretary shall:

1. Be responsible for the minutes of all Chapter and Board of Directors meetings and provide Chapter minutes electronically to each member within a week following a meeting.
2. Have an up-to-date roll of all members and keep attendance records for all meetings.
3. Give notice of all special meetings as directed by the President.
4. Have custody of the Chapter Charter and other official documents (including banner.) Display banner at all chapter meetings.
5. Have available at all meetings up-to-date copies of the International, Division, and Chapter Bylaws and Standing Rules.
6. Following the installation of officers, file the names and addresses of the officers with the Directorate of Morale, Welfare and Recreation (MWR) (IMSE-RED-MWN).
7. Every 2 years (when renewal is due), file with Directorate of MWR (IMSE-RED-MWN) request for approval to continue as organized IAAP chapter on Redstone Arsenal. Work with President to get this accomplished.
8. Send sympathy; get well, congratulations, etc cards on behalf of the chapter.
9. Submit monthly meeting minutes to Directorate of MWR (IMSE-RED-MWN); financial statements; any major changes in chapter activities, membership requirements, officers, objectives, organization, constitution, bylaws, use of funds, and management functions; a copy of audit reports; a copy of any correspondence about applicability of Federal, State, or local laws.

10. Perform such other duties as may be assigned by the Board of Directors.

F. The Treasurer shall:

1. Be responsible for all funds of the Chapter and for the records of its financial affairs.

2. Keep a complete and accurate record of Chapter membership.

3. Pay all approved bills promptly, by check, countersigning checks drawn on Chapter funds and be bonded in the same amount as the President and President Elect..

4. Keep the financial books current and make a monthly report to the Chapter.

5. Develop and present the Chapter annual budget to the Board of Directors for approval at the August Board meeting.

6. Be responsible for bond renewal for the President, President Elect, and Treasurer.

7. Prepare a detailed interim financial report for presentation at the Annual Meeting (June of each year) and a complete fiscal year (1 July – 30 June) financial report.

8. No later than the June Board meeting present an auditor to the Board of Directors for approval.

9. Serve as custodian of the chapter debit card.

10. Perform such other duties as may be assigned by the Board of Directors.

Section 6. Vacancy. In the event of a vacancy in the office of President, the President-Elect shall succeed to that office for the unexpired term. The Chapter Board of Directors shall fill a vacancy in any other office for the unexpired term by appointment from the membership of the Chapter.

Section 7. Performance of Duties. If any officer is unable to perform the duties of the office for any reason whatsoever for a period of 60 days, the Board of Directors shall request a resignation in writing from such officer. If such resignation is not received within 15 days after such request, the Board of Directors is empowered to and shall declare such office vacant and such office shall be filled by appointment by the Board of Directors. The Board of Directors may, by a majority vote of its membership, remove any officer or committee chairman for misconduct or neglect of duty. The Board of Directors shall request the resignation of such

officer or chairman from the respective office. If such resignation is not received by the Board of Directors within ten days after such resignation has been requested, the Board of Directors is empowered to and shall declare such office vacant and such office shall be filled in accordance with the provisions of Section 6 of this Article.

ARTICLE IV. - BOARD OF DIRECTORS

Section 1. Composition. The Officers of this Chapter, the Immediate Past President, one Member-at-Large shall be the Board of Directors.

Section 2. Meetings. The Board of Directors shall meet as required to adequately conduct the business of this Chapter. For adoption, any business shall require a majority vote of the Board of Directors.

Section 3. The Board of Directors shall adopt an annual budget for approval at the August monthly meeting.

Section 4. Quorum. The quorum for any meetings of the Board of Directors shall be a majority.

Section 5. Duties. The Board of Directors may transact business in person, by mail, e-mail, fax or conference call when all board members are addressed at the same time. For adoption, any business shall require a majority vote of the Board of Directors.

ARTICLE V - COMMITTEES

Section 1. Standing Committees. Standing Committees shall be composed of a chairman and one or more members. Appointments shall become effective on July 1 for a term of one year.

Section 2. Duties. Standing Committees and their duties are as follows:

A. The Bylaws and Standing Rules Committee:

1. Shall maintain conformity in Chapter Bylaws and Standing Rules, with the International Bylaws and Standing Rules, and the Division Bylaws and Standing Rules.
2. May propose amendments and resolutions.
3. Shall edit/correlate all proposed amendments to the Bylaws and Standing Rules of this Chapter and submit them together with the Committee's recommendations and the reasons for the recommendations to the membership in accordance with these Bylaws.

4. Shall submit Chapter Bylaws and Standing Rules and/or amendments thereto to the Division Bylaws and Standing Rules Committee.
 5. Shall assist the Board of Directors in preparing and submitting amendments to the International and/or Division Bylaws and Standing Rules and resolutions to the International Bylaws and Standing Rules Committee on behalf of the Chapter.
 6. Shall review Chapter Bylaws and Standing Rules annually to maintain conformity with the International and Division Bylaws and Standing Rules.
- B. The Committee on Nominations shall submit to the members a slate of one or more candidates for each office and one Member at Large at least one week prior to the May meeting.
- C. The Education and Certification Committee shall bring before the Chapter the latest information and methods on office/administrative procedures, shall plan educational study sessions and programs for the benefit of the members, and shall stimulate interest and encourage participation in the Certification Program.
- D. The Membership Committee shall direct all activities of the Chapter concerned with the recruitment and maintenance of membership. This Committee shall receive and process all applications for membership, including reinstatements and transfers, and shall notify the membership of all such applications upon submission to IAAP Headquarters.
- E. The Administrative Professional of the Year/Administrative Professional's Week Committee shall formulate a program to enable the Chapter and its members to derive the greatest possible benefit from Administrative Professionals Week (APW) by:
1. Contacting the Commanding General's office for an appointment for the APW Proclamation signing and photo opportunity.
 2. Notifying chapter members of date, time and place for proclamation signing.
 3. Presenting proclamation to Chapter President for distribution as required.
 4. Preparing article to be published in the Redstone Rocket one week before APW.
 5. Following the Division guidelines for the chapter APY Event. If there is no event, the committee will accept nominations for the Chapter APY to be voted on at the March meeting by the membership.

6. Obtaining recognition items for Chapter APY winner.
- F. The Program Committee shall plan the programs for meetings and other chapter-sponsored functions. This Committee shall maintain the Chapter Scrapbook. The Vice President shall be chairman of this committee.
- G. The Publicity Committee shall publicize Chapter activities through releases to the press and other media. This Committee shall report Chapter news three times a year to the Division Vice President, publisher of the Alabama in Review.
- H. The Retirement Trust Foundation Committee shall promote interest in the IAAP Retirement Centers and shall devise and promote projects for the purpose of raising funds for the IAAP Retirement Trust Foundation.
- I. The Ways and Means Committee shall devise and promote projects to raise funds as needed to further the objectives of the IAAP and the Chapter.
- J. Scholarship Committee shall manage the Chapter scholarship program. Each year, the Chapter shall give two scholarships, one to a High School student and one to a College student with the area of business as their main focus. This Committee also has the responsibility to guide students in forming Student Chapters, including how to conduct meetings, to plan programs, to exhibit organizational skills, etc., and to serve as liaison between these Chapters and IAAP.
- K. Webmaster shall be responsible for maintaining the Chapter Web Site, while immediately removing factually incorrect information and the notice of activities at the time of their conclusion.
- L. The Annual Seminar Committee when requested by the Board shall compare potential host venues and present the comparison results to the Board. This comparison will include dates, cost, food choices, space availability and vendor accessibility at a minimum. Once a site is identified, the seminar committee chair will present two meal choices to the Board for selection of the lunch. This committee chair has responsibility for identifying members to assist with all aspects of the committee including welcome packets, name badges, vendor contact/payment, door prizes, speaker contact/selection, fashion show contact/membership solicitation, seminar photographs, raffle basket, etc. All decisions relative to the seminar will be vetted through the committee chair.
- M. The Manager Awareness Lunch Committee shall compare potential host venues and present the comparison results to the Board. This comparison will include dates, cost, food choices and space availability at a minimum. Once a site is identified, the committee chair will present two meal choices to the Board for selection. The committee chair will identify (through suggestion from all chapter members) a speaker. The chair has responsibility for

identifying members to assist with all aspects for the meeting including guest invitations and RSVP tracking.

- N. The IMPACT Meeting Committee shall compare potential host venues and present the comparison results to the board. This comparison will include dates, cost, food choices and space availability as a minimum. Once a site is identified, the committee chair will present two meal choices to the Board for selection. The committee chair will identify (through suggestion form all chapter members) a speaker. The chair has responsibility for identifying members to assist with all aspects of the meeting including guest invitations and RSVP tracking.

Section 3. Special committees. Special committees may be appointed when deemed necessary by the Board of Directors.

Section 4. Responsibility. All committees shall be responsible directly to the Board of Directors and shall submit all plans, prior to execution, to the Board of Directors for approval.

ARTICLE VI - MEETINGS

Section 1. Regular and Annual Meetings.

- A. Regular meetings of this Chapter shall be held on the third Tuesday of each month except July, unless otherwise ordered by the majority vote of the membership or the Board of Directors.
- B. The June meeting of each year shall be the Annual Meeting of this Chapter.

Section 2. Special Meetings. Special meetings may be called by the President, by a majority of the Board of Directors, or by one-third of the membership, provided notice specifying the principal business of the meeting is given to all members at least 15 days prior to the date of the Special Meeting.

Section 3. Installation of Officers. Officers shall be installed at the June meeting.

Section 4. Quorum. A quorum for any meeting shall be one-third of the Chapter membership.

ARTICLE VII - REPRESENTATION

Section 1. The delegate to the International Convention, Professional Education and Student Conference (PESC), Leadership Advance and Division Meeting preferably shall be the President, and the alternate preferably shall be the President-Elect.

Section 2. The delegate shall make a report of the proceedings to the membership at the first Chapter meeting following the relevant convention, conference, or meeting.

ARTICLE VIII - AUDIT

Section 1. Fiscal Year Audit. A qualified person or persons approved by the Board of Directors shall make an audit of the Chapter financial records. A qualified member of the chapter may serve as auditor subject to the approval of the Board of Directors. Such audit shall be completed within 15 days of the close of the fiscal year (1 July – 30 June), a written report covering the audit submitted to the Board of Directors, and the records transferred to the incumbent Treasurer.

Section 2. Special Audit. In the event of a vacancy in the office of Treasurer, a qualified person or persons appointed by the Board of Directors shall make an audit of the Chapter financial records. Such audit shall be completed within 15 days after receipt of the records, a written report covering the audit submitted to the Board of Directors, and the records transferred as directed by the Board of Directors.

ARTICLE IX - DISSOLUTION

In the event of dissolution, abandonment, or termination of the Chapter, no income, contribution, or other revenue or funds shall inure to the benefit of any individual or of any group not affiliated with IAAP, and any and all assets then possessed by the Chapter, after current indebtedness has been paid, shall go and be delivered forthwith to the Alabama Division Scholarship Fund.

ARTICLE X - LIABILITY

No director or member of the organization will be personally liable to the extent that debts or liabilities of the organization exceed the organization's existing assets.

ARTICLE XI - AMENDMENTS

Section 1. Bylaws. These Bylaws may be amended by any of the following methods:

- A. At any meeting of the Chapter by a two-thirds vote, provided the proposed amendments shall have been mailed to the members at least ten (10) days prior to the meeting date or have been read at the previous regular meeting.
- B. By unanimous vote, if not distributed previously as required in A. of this section.

Section 2. Standing Rules.

- A. Standing Rules may be adopted without previous notice by a majority vote at any meeting of the Chapter.
- B. Standing Rules may be amended or rescinded:
 - 1. By a majority vote, provided the proposed amendments shall have been mailed to the members at least ten (10) days prior to the meeting date or have been read at the previous regular meeting.
 - 2. By a two-thirds vote without previous notice.

Section 3. Corrections. Automatic grammatical, punctuation, and correlation corrections in these Bylaws and Standing Rules which in no way alter the intent of the respective Bylaw or Standing Rule shall be effected by the Bylaws and Standing Rules Committee, subject to the approval of the Board of Directors.

Section 4. Enactment. These Bylaws and Standing Rules and/or amendments thereto, shall become effective upon adjournment of the meeting at which adopted, unless otherwise specified.

Bylaws Adopted: 3/21/95 Amended: 8/15/95 Amended: 10/17/95 Amended: 3/18/97 Amended: 9/16/97 Amended: 6/16/98 Amended: 8/18/98 , Amended: 3/7/00 Amended: 4/17/01 Amended: 1/20/04 Amended: 6/21/05 Amended: 5/15/07 Amended: 5/18/10

| Alabama Division Bylaws and Standing Rules Committee Approval: 6/30/05
Alabama Division Bylaws and Standing Rules Committee Approval: 8/15/07
International Bylaws and Standing Rules Committee Approval: Not required.

STANDING RULES

1. The expense of the delegate to the International Convention and Annual Division Meeting and the expense of Chapter President or a representative to the Division Professional Education Conference shall be reimbursed to the extent of registration, actual transportation cost by the most practical and economical means, and reasonable hotel expenses, not to exceed the budgeted amount, if funds are available. If transportation by private automobile is deemed most feasible, reimbursement shall be made at current government rate per mile based on Rand McNally mileage between the two cities involved. The Board of Directors shall determine the reimbursable amount upon receipt of an itemized account of expenses.
2. The expense of the alternate to the International Convention Professional Education Conference, and Division Meeting shall be reimbursed to the extent of registration, if funds are available.
3. Regular meetings shall be held at designated places and shall begin at 11:00 a.m. unless otherwise designated by the membership.
4. The outgoing Board of Directors shall meet with the incoming Board of Directors at the July (planning meeting) or August Board meeting for orderly transfer of records and information, except the Treasurer's records shall be transferred no later than 15 July.
5. At the time of installation, each officer shall be presented with a pin emblematic of the office, which shall be passed on to the successor. If the officer loses the pin, it shall be replaced without cost to the Chapter.
6. The retiring President shall be presented with an appropriate token of appreciation from the Chapter.
7. The chapter shall give a Professional Development Award to the member with the highest individual score contributed toward the chapter's professional development.
8. Representation and reimbursement for travel and/or registration to division activities that develop throughout the year are encouraged for Chapter President or Chapter Representative as voted on by the Board of Directors.
9. The expense to attend the Division Meeting of the winning Administrative Professional of the Year who has participated with another member in the Chapter Event shall be reimbursed to the extent of registration, actual transportation cost by the most practical and economical means, meals, and reasonable hotel expenses, not to exceed the budgeted amount, if funds are available. If transportation by private automobile is deemed most feasible, reimbursement

shall be made at current government rate per mile based on Rand McNally mileage between the two cities involved.

10. The chapter shall give an Administrative Professional of the Year award to the member who is selected either by participating using Division APY Guidelines or by the vote of the chapter.

Standing Rules Adopted: 3/21/95 Revised: _____ Amended: 6/21/05 Amended: 5/14/07