

**BY-LAWS, STANDING RULES & PROCEDURES
ANNISTON CHAPTER
INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS**

ANNISTON CHAPTER BY-LAWS

ARTICLE I - NAME AND LOCATION

The name of this Chapter shall be Anniston Chapter of IAAP. It shall be located in Anniston, Alabama.

ARTICLE II - DUES *Bylaws change voted on Sept. 9, 2003 by Anniston Chapter, IAAP, Approved by State IAAP Feb. 14, 2004

Annual dues for this Chapter shall be:

Professional Membership	\$15.00
Professional-Merited Membership	\$ 10.00
Student Membership	\$10.00

**ARTICLE III - OFFICERS: QUALIFICATIONS; NOMINATION AND ELECTION;
TERM OF OFFICE; DUTIES**

Section 1: Officers

The Chapter Officers shall be a President; a Vice-President; a Recording Secretary; a Corresponding 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.
- A. A candidate for the office of President and Vice-President shall have served as an officer of this Chapter at least one full year prior to nomination.
- A. No member shall hold more than one Chapter office at a time.
- A. No member shall hold a Division office while serving as a Chapter officer, except to allow for normal overlap in difference of installation times.

Section 3: Nomination and Election

- A. At the April meeting, the Committee on Nominations shall submit to the membership a slate of one or more candidates for each office, except for the office of President. If there is no current Vice-President, or the Vice-President cannot succeed to the office of President, the Committee on Nominations shall also submit one or more candidates for the Office of President.
- A. Nominations may also be made from the floor prior to the elections, and such nominees shall be entered on the slate, provided they have consented to the nomination.
- A. Elections shall be by majority vote of the members present and voting, a quorum being present, at the April meeting. Elections shall be by ballot, except if there is but one candidate for each office, then the nominees may be elected by voice vote.

Section 4: Term of Office

- A. Newly elected officers shall be installed at the May meeting.
- A. Officers shall assume office on July 1, and shall be responsible for all activities as of that date, and shall serve for a term of one year.
- A. The President and Vice-President shall serve one term only, except in the case of a vacancy as provided for in Section 7. Other officers shall serve no more than two consecutive terms in the same office. Any officer serving six months or more in an office shall be deemed to have served 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. Preside at all meetings of the Chapter and the Board of Directors.
 2. Subject to the approval of the Board of Directors, appoint all Standing and Special Committees, unless otherwise specified.
 3. Be a member ex-officio of all committees

except the Committee on Nominations and Audit Committee.

4. Call meetings of the Board of Directors whenever such meetings are necessary.
5. Be familiar with International, Division, and Chapter By-Laws and Standing Rules.
6. Keep the membership informed as to IAAP official communications.
7. Keep the Division President fully informed on all matters concerning the Chapter.
8. Be bonded, along with the Chapter Treasurer, in the amount of \$5,000, payable by the Chapter.
9. Approve all bills drawn on the Chapter's funds.

A. **The Vice-President shall:**

1. Assist the President in all ways.
2. Assume the duties and powers of the presidency in the absence of the President.
3. In the event of a vacancy in the office of President, succeed to the office for the unexpired term.
4. Perform such other duties as may be assigned by the Board of Directors, or the Chapter.
5. Succeed automatically to the office of President at the conclusion of the term as Vice-President.
6. In the absence of the President, approve bills drawn on the Chapter's funds.
7. Serve as Chairman of the Programs and Education Committee.

A. **The Recording Secretary shall:**

1. Keep an accurate record of all Chapter and Board of Directors meetings; furnish approved copy of minutes to Chapter President.
2. Have custody of the Chapter Charter, and other official documents and properties. It is her/his duty to obtain such properties from the members who terminate membership from the Chapter.
3. Have available at all meetings up-to-date copies of International, Division, and Chapter By-Laws and Standing Rules.
4. Perform such other duties as may be assigned by the Board of Directors, or the Chapter.

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The Corresponding Secretary shall:

1. Act as Chapter Reporter to the Alabama Division.
2. Conduct the correspondence of the Chapter in accordance with the direction of the President and/or the Board of Directors.
3. Perform such other duties as may be assigned by the Board of Directors, or the Chapter.
4. Following the installation of officers, file the names and addresses of the Chapter President, Vice President, and Corresponding Secretary with the local Chamber of Commerce.
5. Maintain a current mailing list of names, firms, and addresses for use in connection with Professional Secretaries' Week, annual seminar, and other Chapter activities.
6. Maintain an attendance record of each member, and maintain and distribute an up-to-date roster of Chapter members to Chapter members and the Division as required.
7. Immediately following election of officers, submit to the Division Board of Directors, on the form provided by Headquarters, the names and addresses of newly elected officers for the official directory. Notify Headquarters and Division officers of any change which may occur in the officer roster during the year.

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The Treasurer shall:

1. Have custody of all the funds of the Chapter, and make disbursements only as authorized by the Chapter, either by specific action or by adoption of a budget, and by vote of the Board of Directors (maximum amount to be expended by authorization of the Board is set forth in Standing Rules).
2. Pay all bills as approved by the President; the checks to be signed by the Treasurer or the President.
3. Shall forward the membership processing fee, applicable International and Division Dues, and an executed copy of the membership application to Headquarters and the Alabama Division Treasurer.
4. Keep the books on a current basis, and make a monthly report to the Chapter.
5. Prepare a detailed financial report to

present at the Annual Meeting to cover the period from the beginning of her/his term of office to one month prior to the Annual Meeting. In addition, a complete financial report for the period of her/his term of office shall be prepared and filed with the records to be submitted to the Auditing Committee within 30 days following the close of her/his term of office.

6. File with proper governmental agencies the annual income tax returns for a non-profit organization.
7. Furnish Recording Secretary data on personal properties purchased by the Chapter for its own use, or for tokens of compensation for services rendered.
8. Be bonded, along with the Chapter President, in the amount of \$5,000.00, payable by the Chapter.
9. In the event of suspension, resignation, or death of a member, notify the International Executive Director and the Division Treasurer immediately.
10. Order all supplies from Headquarters as requested.
11. Perform other such duties as may be assigned by the Board of Directors.
12. Serve as a member of the Finance/Ways & Means Committee.

Section 6: Non-Performance

Any officer unable to perform the duties of an office for any reason whatsoever shall submit a resignation in writing to the Board of Directors.

In the event the Board of Directors determines by a two-thirds vote that any officer has failed to perform the duties of the respective office for any reason whatsoever, the Board of Directors shall request resignation of such officer from the respective office. If such resignation has been requested, the Board of Directors is empowered to and shall thereupon declare such office vacant, and such office shall be filled in accordance with the provisions in

Section 7: Vacancy

- A. In the event of a vacancy in the office of President, the Vice President shall succeed to the office for the unexpired term and shall continue in the office of President for the following year.
- B. In the event of a vacancy in the office of Vice

President, due to succession to the Presidency, the office shall remain vacant until the next regular election. In the event of a vacancy in the office of Vice President for any other reason, the office shall remain vacant until the next regular election, at which time both a President and a Vice President shall be elected.

- B. A vacancy in any other office shall be filled for the unexpired term by a majority vote, by ballot, by the Board of Directors.

ARTICLE IV - BOARD OF DIRECTORS

Section 1: Composition

The Board of Directors shall consist of the officers of this Chapter, and the immediate Past President.

Section 2: Duties

The Board of Directors shall supervise the affairs of the Chapter in accordance with the provisions of these By-Laws, Standing Rules, and Procedures.

Section 3: Meetings

A. The regular monthly meeting of the Board of Directors shall be the last Thursday of every month, year round, or at the discretion of the President.

A. Meetings of the Board of Directors may be called by the President, or by a majority of the Board of Directors, whenever deemed necessary, due notice being given to all members of the Board of Directors.

A. The July meeting of the Board of Directors shall be a joint meeting between the outgoing Board and the newly installed board.

Section 4: Quorum

_____ A majority of the Board of Directors shall constitute a quorum for any meeting, and a vote of the majority of those present and voting, shall constitute effective action.

ARTICLE V - COMMITTEES

Section 1: Standing Committees

- A. Chairmen of Standing Committees shall be appointed by the President, unless otherwise specified, subject to approval of the Board of Directors. Appointments shall become effective at the close of the July Board of Directors Meeting for a term of one year.
- A. All Committees shall consist of a chairman and two or more members.
- A. All Committees, with the exception of the Committee on Nominations, shall be directly responsible to the Board of Directors, and shall submit all plans, prior to execution, to the Board of Directors for approval.
- A. Within fifteen (15) days after conclusion of appointment, all committee chairmen shall transfer their files to their successors, or as directed by the Board of Directors.
- B. Upon approval of the Board of Directors, the President may declare a committee chairmanship vacant because of non-performance of duties, and appoint a successor.
- A. Each outgoing committee chairman shall submit an Annual Report of the committee's activities to the Chapter President, with a copy to the Recording Secretary, for inclusion in the President's report for the Division Annual Meeting.

Section 2: Duties

- A. The By-laws and Standing Rules Committee:
 - 1. Shall receive all suggestions for amendments to the By-laws and Standing Rules and Procedures of this Chapter, prepare them in the proper form, and submit them to the Board of Directors for approval and action by the membership in accordance with ARTICLE VIII - AMENDMENTS.
 - 2. Shall be responsible for maintaining conformity in Chapter By-laws and Standing Rules and Procedures with International and Division Bylaws and Standing Rules.
 - 3. Shall furnish copies of the Chapter By-laws, Standing Rules and Procedures, and/or amendments thereto, to the Division By-laws and Standing Rules Committee for review and approval in accordance with

International By-laws and Standing Rules.

4. Shall assist the Board of Directors and membership in preparing and submitting amendments to the International and/or Division By-laws, Standing Rules, and resolutions to the International By-laws and Standing Rules Committee on behalf of the Chapter.
5. Review all amendments to International and/or Division By-laws, Standing Rules and Procedures proposed by other units of IAAP, and make recommendations to the Board and membership.

A. The Committee on Nominations:
Shall consist of a Chairman and two members, none of whom shall be incumbent officers, who shall be elected by the membership at least two months prior to the Annual Meeting. This committee shall carry out the duties as prescribed in ARTICLE III, Section 3.

A. The Finance/Ways & Means Committee:
1. Shall, working with the President and Treasurer, prepare and submit to the Board of Directors and the membership for adoption an annual budget for the Chapter. Such budget shall be submitted to the membership in writing in September and shall be voted on at such meeting.
2. Shall devise and promote projects for the purpose of raising any necessary additional funds for the operation of the Chapter. The Treasurer shall chair this committee.

A. The Membership Committee:
Shall direct all activities of the Chapter concerned with the recruitment and maintenance of membership, including reinstatements and transfers. The Corresponding Secretary shall chair this committee.

A. The Program and Education Committee:
Shall plan the programs, seminars, and training workshops, and coordinate meeting facilities for meetings and other Chapter-sponsored functions. The Vice President shall chair this committee.

A. The Auditing Committee:
An annual audit shall be conducted as specified in Item 6, AUDIT of Chapter Standing Rules and Procedures.

- A. The Publicity and Public Relations Committee:
1. Shall keep the name of IAAP before the business community and the public in a positive manner in every way possible.
 2. Shall coordinate with other committees for information on chapter activities, announcements, etc., that should be published (Programs, Scholarships, CPS, Secretaries Week, Speakers, etc.).
 3. Shall prepare news releases on all chapter activities, and submit them to the media for publication.
 4. Shall, with the help of the membership, seek out business appointments, promotions, awards, etc., and write letters of congratulations as appropriate.
 5. A member of the Program and Education Committee shall chair this committee.

Section 3: Special Committees

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

ARTICLE VI - MEETINGS

Section 1: Regular and Annual Meetings

A. Regular meetings of this Chapter shall be held on the first Thursday of every month, September through May, unless otherwise ordered by majority vote of the members present and voting, a quorum being present.

A. The May 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 ten (10) days prior to the date of the Special Meeting.

Section 3: Quorum

A quorum of any meeting shall be one-third of the Chapter membership.

ARTICLE VII - DISSOLUTION

In the event of dissolution, abandonment, or termination of the Charter of this Chapter, no income, contribution, or other revenue or funds shall accrue 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 Gadsden, Alabama Chapter.

ARTICLE VIII - AMENDMENTS

Section 1: By-laws

These By-laws may be amended by a two-thirds vote of the members present and voting at any regular meeting of the Chapter, a quorum being present, provided the text of the proposed amendment has been submitted to the memberships in writing at least ten (10) days prior to the meeting date.

Section 2: Standing Rules and Procedures

A. Standing Rules may be adopted, without previous notice, by a majority vote of the members present and voting, a quorum being present.

- 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 By-laws and Standing Rules which in no way alter the intent of the respective By-law or Standing Rule shall be effected by the By-laws and Standing Rules Committee, subject to the approval of the Board of Directors.

Section 4: Enactment

These By-laws and Standing Rules and Procedures and/or amendments thereto shall become effective upon adjournment of the meeting at which adopted, unless otherwise specified.

By-laws Adopted: 27 September 1999

By-laws Revised:

By-laws Approved:

**BY-LAWS, STANDING RULES & PROCEDURES
ANNISTON CHAPTER
INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS**

ANNISTON CHAPTER STANDING RULES & PROCEDURES

1. REPRESENTATION

A. International Convention:

The Chapter may select one delegate and one alternate to represent the Chapter at the Annual International Convention. In this event, the delegate shall be the immediate Past President. If she/he is unable to attend, the delegate shall be elected by the membership. The alternate shall be elected by the membership.

B. District Conference:

The delegate to the District Conference shall be the President of the Chapter. If she/he is unable to attend, the alternate shall be the Vice President.

B. Division Meeting:

The delegate to the Division Meeting shall be the President of the Chapter. If she/he is unable to attend, the delegate shall be the Vice President. The alternate delegate to the Division Meeting shall be the Secretary of the Year. In the event the Secretary of the Year is the President, she/he will be the delegate, and the alternate will be the Vice President.

B. Division Workshop:

The delegate to the Division Workshop shall be the President of the Chapter. If she/he is unable to attend, the delegate shall be the Vice President. If neither the President or Vice President are able to attend, the alternate shall be elected by the membership.

B. Delegate Reimbursement:

The expenses of the Delegate and Alternate (when approved by the membership) to the International Convention, District/Regional Conference, Division Meeting, and Division Workshop shall be reimbursed to the extent of registration, transportation by the most practical and economical means, hotel accommodations, and meals as necessary. Such expenses, or any part thereof, to be reimbursed only if funds of the Chapter are available.

Any Delegate or Alternate eligible for reimbursement for expenses to any International Convention, District/Regional Conference, Division

Meeting, and Division Workshop shall present an itemized account of expenses to the Board of Directors within thirty (30) days after returning.

- B. Delegate Responsibilities:
It shall be the duty of the delegate to attend all meetings and to represent the Chapter in all matters coming before the Annual International Convention, Regional/District Conference, the Division Meeting, and the Division Workshop, and to report the proceedings to the Chapter at the first Chapter meeting following such convention, conference, meeting or workshop.

1. RECOGNITION

- A. The retiring President may be presented with a Past President's pin as a token of appreciation for services rendered to the Chapter.
- B. The Chapter may present a plaque (with appropriate engraving) to its Secretary of the Year as a token of appreciation for services rendered.
- B. Each Chapter officer will be presented with a pin emblematic of her/his office, at the time of installation.

3. SPENDING AUTHORITY

- B. The Board of Directors shall have authority to expend up to \$50.00 of Chapter funds for any one project without prior approval by the membership. However, such expenditures must be brought to the attention of the membership at the next regular meeting and ratified by them.
- B. All payments made from Chapter funds must be authorized on a pay voucher signed by the President and the Treasurer.

4. MEMBERSHIP

- B. Applicants for membership shall submit applications to the Membership Committee. Membership will become effective upon receipt of application, processing fee, and required International dues by Headquarters.
- B. The Membership Committee shall review attendance records twice per year, and present a non-attendance report to the Board of Directors for informational purposes.

- B. A member may resign from the Chapter by presenting her/his resignation in writing to the President, who shall present it to the Board of Directors for approval. Any Chapter files or property must be returned to the Recording Secretary before a member can resign in good standing.
- B. A member desiring transfer from this Chapter shall present a written request for transfer to the Treasurer, who, if such member is in good standing, shall approve transfer of membership on proper forms provided by Headquarters.
- B. A member desiring to transfer to this Chapter shall present Transfer of Membership forms from her/his former Chapter to the Membership Committee. Membership in the Anniston Chapter shall become effective upon receipt in Headquarters of the properly completed and approved transfer forms.

4. MEETINGS

- B. The election of officers will be held at the April meeting. Except in the case of a single slate of officers, a Tellers' Committee shall be appointed by the President, and it shall be responsible for distributing and collecting ballots, and for tallying the vote.

After the vote is tallied, the Chairman of this Committee shall, before the meeting is adjourned, report the result of the election to the membership, and the President shall then declare the officers of the Chapter duly elected.

- B. Regular meetings and Annual meetings shall be held at a location and time approved by the Chapter.
- B. Annual Meeting:
 - 1. The Annual Meeting will be held the first Thursday in May. It shall be a closed meeting. It will be a closed meeting. It will be held in conjunction with the regular May meeting, but guests will be excused before the business meeting.
 - 1. Each outgoing officer shall submit a report to the membership of her/his year's activities at the Annual Meeting. The original of such report should be filed with the Recording Secretary's records, and a copy with the President's records.
 - 1. Newly elected officers are to be installed at the Annual Meeting in May, and shall take office July 1.

5. AUDIT

A. Annual:

An audit shall be made of the Chapter financial records by a qualified person or persons appointed by the Board of Directors. Such audit shall be completed within 30 days following the close of the fiscal year, a written report covering the audit submitted to the Board of Directors, and the books and records transferred to the incumbent Treasurer.

B. Other:

In the event of a vacancy in the office of Treasurer, an audit shall be made of the Chapter's financial records by a qualified person or persons appointed by the Board of Directors. Such audit shall be completed within 30 days after receipt of the records, a written report covering the audit submitted to the Board of Directors, and the books and records transferred as directed by the Board of Directors.

7. CHAPTER PROPERTY

A. Any member who terminates membership with the Anniston Chapter shall return all Chapter property, such as files and banners, to the Recording Secretary.

B. All records pertaining to any office are property of the Chapter, and must be transferred as directed by the Board of Directors within seven (7) days by the person vacating the office for any reason whatsoever.

C. Each outgoing officer, with the exception of the Treasurer, shall, within fifteen (15) days after the close of her/his term of office, transfer to her/his successor the files and records of her/his respective office.

D. The Treasurer shall, within ten (10) days following the close of her/his term of office, deliver the books and records of her/his office to the auditor appointed by the Board of Directors

Standing Rules & Procedures Adopted: 27 September 11999

Standing Rules & Procedures Revised:

Standing Rules & Procedures Approved: