

**BYLAWS AND STANDING RULES
DECATUR CHAPTER
INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS
(IAAP)**

ARTICLE I – NAME AND LOCATION

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

ARTICLE II – DUES

Annual dues for this Chapter shall be:

Professional member	\$18.00
Professional-merited member	\$ 9.00
Student member	\$ 5.00

ARTICLE III – OFFICERS, QUALIFICATIONS, NOMINATION
AND ELECTION, TERM AND DUTIES

Section 1. Officers

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

Section 2. Qualifications

- A. A candidate for office shall preferably have been a member for at least two years prior to the time of nomination.
- B. A candidate for the office of President and President-Elect preferably shall have served as an officer of this Chapter for at least one full year prior to the time of nomination.

Section 3. Nomination and Election

- A. The committee on Nominations shall submit to the members a slate of one or more candidates for each office at least two weeks before the Annual Meeting.
- B. Nominations may also be made from the floor prior to the election. Nominations from the floor must receive two seconds.

- C. Officers shall be elected by a majority vote at the Annual Meeting. If there is but one candidate for each office, the ballot may be dispensed with and the officers elected viva voce.

Section 4. Term of office

- A. The term of office shall begin on July 1 and shall be for one year.
- 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:
- Perform the duties prescribed by these Bylaws and by Parliamentary Authority adopted by IAAP.
 - Subject to the approval of the Board of Directors, appoint all standing and special committees, unless otherwise specified.
 - Be a member ex officio of all committees except the Committee on Nominations.
 - Call meetings of the Board of Directors whenever such meetings are necessary.
 - Keep the Division President fully informed on all matters concerning the Chapter.
- B. The President-Elect shall:
- In the absence of the President, serve as presiding officer of meetings of the Chapter or of the Board of Directors.
 - In the event of a vacancy in the office of President, succeed to the office for the unexpired term.
 - Perform such other duties as may be assigned by the Board of Directors.
- C. The Vice-President shall:
- In the absence of the President and the President-Elect, serve as presiding officer at meetings of the Chapter or of the Board of Directors.
 - In the event of a vacancy in the offices of President and President-Elect, succeed to the office of President for the unexpired term.
 - Perform such other duties as may be assigned by the Board of Directors.

- D. The Secretary shall:
- Be responsible for the minutes of all Chapter and Board of Directors meetings.
 - Give written notice of the Annual and Special meetings as required in Article VI.
 - Perform such other duties as may be assigned by the Board of Directors.
- E. The Treasurer shall:
- Be responsible for all funds of the Chapter and for the records of its financial affairs.
 - Keep a complete and accurate record of Chapter membership.
 - 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 the office for the unexpired term and shall continue in the office of President for the following year. The office of President-Elect shall remain vacant until the next regular election. In the event of a vacancy in the office of President-Elect for any other reason, the office shall remain vacant until the next regular election, at which time both a President and a President-Elect shall be elected. In the event of a vacancy in the offices of both President and President-Elect, the Vice-President shall succeed to the office of President for the unexpired term. In addition, the individual shall be eligible to seek re-election to the office of President for the following year. A vacancy in any other office shall be filled for the unexpired term by appointment from the membership of the Chapter by the Board of Directors.

ARTICLE IV – BOARD OF DIRECTORS

Section 1. Composition

The officers of the Chapter shall be the Board of Directors.

Section 2. Meetings

The Board of Directors shall meet as required to adequately conduct the business of the Chapter.

Section 3. Budget/Audit

The Board of Directors shall submit an annual budget for approval of the members and shall arrange for an annual audit of the financial records of the Chapter.

Section 4. Quorum

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

ARTICLE V – COMMITTEES

Section 1. Standing Committees

Standing Committees shall be composed of a chairman and two or more members. Appointments shall become effective 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:
 - Shall maintain conformity in Chapter Bylaws and Standing Rules with the International Bylaws and Standing Rules and the Division Bylaws and Standing Rules.
 - May propose amendments and resolutions.
 - 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.
 - Shall assist the Board of Directors in preparing amendments to the International Division Bylaws and Standing Rules and Resolutions to the International Bylaws and Standing Rules Committee on behalf of the Chapter.
- B. The Committee on Nominations shall consist of a chairman and four members. Two members shall be appointed by the Board of Directors and three members shall be elected by the membership at least two months prior to the Annual Meeting. The Board shall appoint a temporary chairman with the permanent chairman to be elected by the group at their first meeting.
- C. The Community Service Committee shall lead the Chapter's activities in the field of service to the community.
- D. The Education and Certification Committee shall plan educational study sessions and programs for the benefit of the members and stimulate and encourage participation in the certification programs.
- E. The Membership Committee shall direct all activities concerned with the recruitment and promotion of membership.

- F. The Program Committee shall plan the programs for the meetings and if needed other Chapter sponsored activities, and shall be responsible for making all contacts to the members regarding all Chapter activities.
- G. The Retirement Centers Committee shall promote interest in the IAAP Retirement Center and devise and promote projects of the purpose of raising funds for the IAAP Retirement Centers Trust Fund.
- H. The Ways and Means Committee shall devise and promote projects to raise funds to further the objectives of the Association and the Chapter.
- I. The Administrative Professional of the Year Committee shall be responsible for all arrangements and the selection of the Chapter's Administrative Professional of the Year.
- J. The Executive of the Year Committee shall be responsible for all arrangements and the selection of the Executive of the Year.
- K. The Administrative Professionals Week Committee shall formulate a program to enable the Chapter and its members to derive the greatest possible benefit from this week.
- L. The Student Chapter Committee shall direct all activities of the Chapter concerned with the promotion and maintenance of this program.
- M. The Financial Committee shall be an advisory Committee and shall oversee the CDs purchased by the Chapter, the interest bearing account, and the scholarships granted to students.

Section 3. Special Committees

When deemed necessary by the Board of Directors, special committees may be appointed.

Section 4. Responsibility

All committees shall be directly responsible 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 Meetings

- A. Regular meetings of this Chapter shall be held on the second Tuesday of each month.
- B. The May meeting of each year shall be the Annual Meeting of this Chapter with the Installation of officers to follow.

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. Quorum

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

ARTICLE VII – 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 assets then possessed by the Chapter, after current indebtedness has been paid, shall go and be delivered forthwith to IAAP Retirement Trust Foundation.

Bylaws Adopted:

Amended: 7/13/2004

Approved by Chapter: 7/13/2004

**STANDING RULES
DECATUR CHAPTER
INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS
(IAAP)**

1. The delegate to the International Convention and Division Meeting shall be the President and the alternate the President-Elect. Should they be unable to serve, the Board of Directors shall select from the other officers and/or immediate past officers persons to serve.
2. The registration fees for the delegate and alternate to the Annual Meeting and International Convention shall be paid by the Chapter. In addition to the registration fees, the delegate and alternate shall be reimbursed for additional expenses as budgeted.
3. Regular meetings shall be held at designated places and shall begin at 6:00 p.m., unless otherwise designated by the Board of Directors.
4. The outgoing Board of Directors shall meet with the incoming Board of Directors before the July meeting each year for the orderly transfer of records and information.
5. Duration of membership shall be based on Anniversary Date of Membership established by Headquarters office.
6. The Chapter may award scholarships not to exceed the amount budgeted to an outstanding student or students for the purpose of undertaking or continuing secretarial training. That all profits made each year from advertisements in the Seminar Program Booklet be designated as Scholarship Funds to be put into a separate interest bearing account. Beginning with the 1991-1992 year, and each year thereafter, two scholarships will be awarded – one for \$700 named in memory of Dorothy Woodall; and one for \$500 named in memory of Pauline Thomas CPS respectively.
7. The Administrative Professional of the Year Committee members shall consist of the last two APOTYs who are members in good standing, and one additional member appointed by the Board of Directors at the beginning of the fiscal year. The chairman of the committee shall be the APOTY of the previous year.

8. The Executive of the Year Committee members shall consist of three members, the secretaries for the executives who have been the last two EOTYs, and one additional member appointed by the Board of Directors at the beginning of the fiscal year. The chairman of the committee shall be the member whose executive was the previous year's EOTY.
9. The retiring President may be presented with an appropriate token of appreciation from the Chapter.

Standing Rules Adopted:

Amended: 7/13/2004

Approved by Chapter: 7/13/2004