

**BYLAWS and STANDING RULES
MOBILE CHAPTER
International Association of Administrative Professionals®
The Association for Office Professionals™
Adopted April 5, 1954 and as amended through May 14, 2007**

MOBILE CHAPTER BYLAWS

ARTICLE I – NAME AND LOCATION

The name of this Chapter shall be Mobile Chapter of International Association of Administrative Professionals® (IAAP). It shall be located in Mobile, Alabama.

ARTICLE II – MEMBERSHIP AND DUES

A. Membership

There shall be four classifications of membership as provided in the International Bylaws Article VI.

Professional
Professional-Merited
Student
Associate

Associate Members and Student Members shall have all the rights and privileges of Professional Members except they shall not serve as delegate or alternate delegate to International Convention or as an officer of this Chapter.

B. Dues

Annual dues for this chapter shall be:

Professional Member	\$30.00
Professional – Merited Member	\$ 5.00
Student Member	\$ 5.00
Associate Member	\$.00

The Chapter dues of any member transferring from this Chapter to another Chapter shall be prorated on a monthly basis, and the credit balance resulting there from shall be refunded to such transferee.

The Chapter dues of any member transferring to this Chapter from any other Chapter shall be prorated on a monthly basis and shall be paid to the Treasurer.

**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. Candidate for office shall have been a Professional IAAP Member for at least one year prior to the time of election.
- B. A candidate for the office of President and President-Elect shall have served as an Officer of this Chapter at least one full year prior to election.
- C. No member shall hold more than one Chapter office at a time.
- D. No member shall hold a Division Office while serving as a Chapter Officer, except to allow for normal overlap in difference in installation times.

Section 3. Nomination and Election

- A. At least four weeks prior to the June 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.

In the event there is no current President-Elect, or the President-Elect cannot succeed to the office of President, the Committee on Nominations shall also submit one or more candidates for the office of President.

- B. Nominations may also be made from the floor prior to the election and such nominees shall be entered on the slate, provided they have consented to the nomination, and are present at the meeting. Nominations from the floor must receive two seconds.
- C. Officers shall be elected by a majority vote of the members having voting privileges and present at the June meeting. Election shall be by ballot, except that if there is but one candidate for each office, the nominees may be elected by voice vote.

Section 4. Term of Office

- A. Officers shall assume office on July 1, shall be responsible for all activities as of that date and shall serve for a term of one year or until their successors are elected and take office.
- B. The President and President-Elect shall serve one term, with the option to serve a second consecutive term, if desired, except as provided for a vacancy in Section 6. Other officers shall serve no more than two (2) consecutive terms in the same office. Any officer serving six months or more in an office shall be deemed to have served one term. (A term being six (6) months to one (1) year.)

Section 5. Duties:

Chapter Officers shall be obligated to uphold and represent the interest of IAAP and the profession as a whole. Each Officer shall acquaint themselves with the Bylaws and Standing Rules prior to taking office, especially with regard to the duties of their office.

A. The **President shall:**

1. Perform the duties prescribed by these Bylaws and by the Parliamentary Authority adopted by IAAP.
2. Preside at all meetings of the Chapter and the Board of Directors.
3. Subject to the approval of the Board of Directors, appoint all Standing and Special Committees, unless otherwise specified.
4. Be a member, ex-officio, of all committees except the Committees on Nominations, Tellers, and APY.
5. Be familiar with International, Division, and Chapter Bylaws 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 President-Elect and Treasurer, in the amount of \$5,000, payable by the Chapter.
9. Approve all bills and countersign checks drawn on the Chapter's funds.
10. Immediately following election of Officers, submit to the Alabama Division Board of Directors, on the form provided by International Headquarters, the names and addresses of newly elected Officers for the official directory. Notify International Headquarters and Alabama Division Officers of any change, which may occur in the officer roster during the year.
11. Prepare proper delegate registration by deadline to attend as Delegate for the Mobile Chapter to the International Convention, Alabama Division Annual Meeting, and Alabama Division Professional Education and Student Conference (PESC) when appropriate. If unable to serve as a delegate, notification to the Board is required at the time registration forms are received.

B. The **President-elect shall:**

1. Assist the President as needed.
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. Succeed automatically to the office of President at the conclusion of the term as President-Elect.
5. In the absence of the President, countersign checks drawn on the Chapter's funds and be bonded with the President and Treasurer.
6. Act as chairman of Administrative Professional's Week committee.
7. Be responsible for coordinating Past President's recognition event.
8. Be responsible for coordinating the Media Communications for the Chapter. Following the election of officers, file the name and addresses of the Chapter President, President-Elect and Secretary with the local Chamber of Commerce and appropriate departments of the local newspaper and keep such information up-to-date throughout the year.
9. Maintain a current mailing list of names, firms and addresses for use in connection with Administrative Professional's Week, annual seminar and other Chapter activities.
10. Act as chair of the committee responsible for the President's memory book to be given at the Chapter's Annual Meeting along with a gavel plaque and Past President's pin.
11. Prepare proper alternate delegate registration by deadline to attend as Alternate Delegate when appropriate. If unable to serve as Alternate Delegate, notification to the Board is required at the time registration forms are received.
12. Perform such other duties as may be assigned by the Chapter's Board of Directors.

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

1. Assist the President and President-Elect as needed.
2. Succeed to the office of President in the event of a vacancy in the offices of President and President-Elect.
3. Act as Chairman of the Program and Membership Committees, handling arrangements for all regular and special meetings with Board approval.
4. Give notice of all meetings as directed by the President.
5. Forward all applicable fees and membership applications to Headquarters and the Alabama Division Treasurer.
6. Perform such other duties as may be assigned by the Chapter's Board of Directors.

D. The **Secretary** shall:

1. Keep an accurate record of all Chapter and Board of Directors meetings; furnish an approved copy of Minutes to Chapter President and Treasurer.
2. Have custody of the Chapter charter and other official documents and properties. It is their 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 Bylaws and Standing Rules.
4. 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 Board.
5. Act as Chapter Reporter to the Alabama Division.
6. Prepare and distribute the newsletter – the official publication of this Chapter.
7. Conduct the correspondence of the Chapter in accordance with the direction of the President and/or the Board of Directors.
8. Perform such other duties as may be assigned by the Chapter's Board of Directors.

E. The **Treasurer** shall:

1. Obtain and execute forms necessary for signature access on checking and savings accounts as required by the bank for Treasurer, President and President-elect. Two signatures are required on all checks. The President-elect will sign in the absence of the President.
2. Have custody of all 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).
3. Pay all approved bills promptly. The checks to be signed by the Treasurer and countersigned by the President (or in the President's absence, by the President-Elect).
4. Keep the books on a current basis and make a monthly report to the Chapter.
5. Prepare a detailed financial report to present to the Annual Business Meeting to cover the period from the beginning of their term of office to one week prior to the Annual Business Meeting. In addition, a complete financial report for the period of the treasurer's 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 the Treasurer's term of office. Include report with minutes of all Board and Member meetings.

6. File with proper government agencies the annual income tax returns for a non-profit organization, if applicable.
7. Furnish Secretary with data on properties purchased for the Chapter.
8. Be bonded, along with the Chapter President and President-Elect, in the amount of \$5,000, payable by the Chapter.
9. In the event of suspension, resignation or death of a member, notify IAAP Headquarters and the Division Treasurer immediately.
10. Order all supplies from Headquarters as requested.
11. Make the Board of Directors aware of any changes in membership status and make copies of quarterly International rosters for all Board Offices.

Section 6.

A. Vacancy

A vacancy in any other office shall be filled for the unexpired term by appointment by the Chapter Board of Directors.

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

B. 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 of the Chapter.

In the event the Board of Directors determines by 2/3 vote that any officer has failed to perform the duties of the respective office for any reason whatsoever, the Board of Directors shall request the resignation of such officer from the respective office. If such resignation is not received by the Board of Directors within 10 days after 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 provision in Section 6,A.

ARTICLE IV – BOARD OF DIRECTORS

Section 1. **Composition:**

The Board of Directors shall be the Officers of this Chapter, with no more than two elected Directors; non-voting immediate Past President and Committee Chairpersons.

Section 2. **Duties:**

The Board of Directors shall supervise the affairs of the Chapter in accordance with the provisions of these Bylaws and Standing Rules.

Section 3. **Meetings**

- 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 by mail, e-mail, telephone, or in person to all members of the Board of Directors.
- B. The outgoing Board of Directors shall meet with the incoming Board at a meeting to be held prior to the July meeting.

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, a quorum being present, shall constitute effective action.

ARTICLE V – COMMITTEES

Section 1. **Standing or Special Committees**

- A. Standing committees shall be composed of a chairman and one or more members. Appointments shall become effective July 1 for a term of one year.
- B. All committees shall be directly responsible to the Board of Directors and, with the exception of the Nominating Committee, shall submit all plans, prior to execution, to the Board of Directors for approval.
- C. No committee chairperson shall commit the Chapter to any expenses without prior approval of the Board of Directors.
- D. After the conclusion of their appointment, all committees shall transfer their files to their successors or as directed by the Board of Directors.
- E. 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.
- F. Each outgoing committee chairman, whether Standing or Special, shall submit a report to the membership on activities at the Annual Business Meeting. The original of such report shall be filed with the Secretary's records and a copy with the President's records.

Section 2. Duties: The Standing Committees - 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) Receive all suggestions for amendments and/or proposed amendments to the Bylaws and Standing Rules of this Chapter, prepare them in proper form, and submit them for action by the membership in accordance with Article IX of the Bylaws.
- (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 the Division Bylaws and Standing Rules Committee for approval as amended or at least review every four years.
- (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.

B. The **Education Committee** shall bring before the Chapter the latest methods of administrative professional procedure, plan educational programs for the benefit of the members, stimulate and encourage interest in the CPS/CAP rating, plan CPS/CAP study sessions, and be responsible for appropriate CPS/CAP recognition. Chairman shall serve on the Scholarship Committee.

C. The **Finance/Ways & Means Committee**, working with the Chapter Treasurer, incoming President, and incoming Treasurer, shall 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 10 days prior to the Annual Business Meeting in June and shall be voted on at such meeting.

This committee shall devise and promote projects for the purpose of raising any necessary additional funds for the operation of the Chapter.

D. The **Membership Committee** shall direct all activities of the Chapter concerned with the recruitment and maintenance of membership, including reinstatements and transfers. The Vice President shall chair this committee.

E. The **Nominating Committee** shall consist of a Chairman and two members, none of whom shall be incumbent officers, who shall be elected by the Board of Directors at the

March meeting. This committee shall carry out the duties as prescribed in Article III, Section 3.

- F. The **Past President's Council** shall consist of Mobile Chapter IAAP members who are past presidents of an IAAP or PSI Chapter. Duties of the Council shall be:
- (1) Make recommendations on any Chapter matters, voluntarily or when requested.
 - (2) Handle special matters as requested by the President, Board or Chapter.
 - (3) Promote Chapter improvement and growth.
- G. The **Administrative Professionals Week Committee** shall formulate a program to enable the Chapter and its members to derive the greatest possible benefit from Administrative Professionals' Week. The President-Elect shall chair this committee.
- H. The **Program Committee** shall plan the programs and coordinate meeting facilities for meetings and other Chapter sponsored functions. The Vice President shall chair this committee.
- I. The **Media Communications Committee** shall publicize Chapter activities through releases to the Press and other media. The President-Elect shall chair this committee.
- J. The **Retirement Centers Trust Committee (RCT)** shall promote interest in the IAAP Retirement Center and shall devise and promote projects for the purpose of raising funds for the IAAP Retirement Centers Trust.
- K. The **Scholarship Committee** shall consist of the Chairman of the Education Committee and two appointed members. The chairman will prepare and mail letters to local schools, colleges, or university counselors outlining the requirements for applying for the Jenette S. Bain CPS Scholarship; attach an application and guidelines for applying; receive the replies from applicants; secure impartial judges; prepare applications for anonymous judging; notify and invite the winner to the Administrative Professionals Day Luncheon; and prepare certificates and a brief statement to introduce the winner at the luncheon.
- L. The **Memory Book Committee** shall be responsible for taking Chapter pictures, collecting memorabilia and creating a Memory Book. The President-Elect shall chair this committee.
- M. The **Administrative Professional of the Year Committee** shall consist of the following:
- The current Administrative Professional of the Year and Administrative Professionals of the Year for the past two (2) years, with the immediate past Administrative Professional of the Year serving as chairman.
- This committee shall have for its primary purpose to conduct the Administrative Professional of the Year event at a meeting during the first quarter of the calendar year and insure compliance of the rules of the event, qualifications of candidates, and other necessary details in accordance with Division guidelines.
- N. The **Fall Seminar Committee** shall promote and implement this seminar. The Immediate Past President shall chair this committee.

ARTICLE VI – MEETINGS

Section 1. Regular and Annual Business Meetings

- A. Regular meetings of this Chapter shall be held on the second Monday of each month unless otherwise ordered by majority vote of the membership or the Board of Directors.
- B. The Annual Business Meeting will be held on the second Monday of June. Each outgoing Officer shall submit a report to the membership of the year's activities at the Annual Business Meeting. The original of such reports should be filed with the Secretary's records and a copy with the President's records.

The order of business for the Annual Business Meeting shall be:

- (1) Any regular business
- (2) Approval of the Chapter Budget for the coming year
- (3) Annual reports
- (4) Election of Officers
- (5) Any other business that may properly come before the Annual Meeting.

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.

Section 3. Delegates

A delegate and an alternate delegate of the Chapter to the International Convention, Regional Conference, and the Division Annual Meeting shall be selected as provided in Chapter Standing Rules.

Section 4. Quorum

A quorum for any meeting shall be one-fourth of the Chapter's membership.

ARTICLE VII – 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 of the Chapter. Such audit shall be completed within sixty (60) days of 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 financial records by a qualified person or persons appointed by the Board of Directors of the Chapter. Such Audit shall be completed within thirty (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.

ARTICLE VIII – 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 to the Alabama Division Scholarship Fund.

ARTICLE IX – 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 of members present, provided the proposed amendments shall have been mailed or e-mailed to the members at least ten days prior to the meeting date or have been read at the previous regular meeting.
- B. By unanimous vote of members present, 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 of members present at any meeting of the Chapter.
- B. Standing Rules may be amended or rescinded:
 - (1) By a majority vote of members present, provided the proposed amendments shall have been mailed to the members at least ten days prior to the meeting date or have been read at the previous regular meeting.
 - (2) By a two-thirds vote of members present 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 Rules 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 Procedures and/or amendments thereto shall become effective upon adjournment of the meeting at which adopted, unless otherwise specified.

Bylaws Adopted: April 5, 1954

Bylaws Revised: March 14, 1994

Bylaws Approved: May 23, 1995 (DB&SRC)

Bylaws Revised: February 9, 1998

By laws Approved:

By laws Revised: May 16, 2000

Bylaws Approved: January 23, 2001
(DB)

Bylaws Revised: January 31, 2002 –
JJ

Bylaws Revised: November 2003
JJ

Bylaws Approved: February 14, 2004
KF

Bylaws Amended: March 31, 2005
JJ

Bylaws Approved: April 1, 2005
JSJ

By laws Revised: April, 2007
PL

Bylaws Approved: May 14, 2007
PL

MOBILE CHAPTER STANDING RULES

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 President. If the President is unable to attend, the delegate shall be the President-Elect, if the President-Elect is unable to attend, the delegate shall be elected by the membership. The alternate shall be the President-Elect, if the President-Elect is unable to attend the alternate shall be elected by the membership.

B. **Division Meeting:**

The delegate to the Division Meeting shall be the President of the Chapter. If the President is unable to attend, the delegate shall be the President-Elect, if the President-Elect is unable to attend, the delegate shall be elected by the membership. The alternate delegate to the Division Meeting shall be the Administrative Professional of the Year. In the event the Administrative Professional of the Year is the President; the APY will be the delegate. If the APY is unable to attend, the alternate shall be the President-Elect, if the President-Elect is unable to attend, the alternate will be elected by the membership.

C. **Division Professional Education and Student Conference (PESC):**

The delegate to the Division Professional Education Conference shall be the President of the Chapter. If the President is unable to attend, the delegate shall be the President-Elect, if the President-Elect is unable to attend, the delegate shall be elected by the membership. The alternate shall be the President-Elect, if the President-Elect is unable to attend, the alternate shall be elected by the membership.

D. **Delegate Reimbursement:**

The expenses of the Delegate and alternate (when approved by the membership) to the International Convention, 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 and Alternate who has received any reimbursement for expenses to any International Convention, District/Regional Conference, Division Meeting, and Division Professional Education Conference shall present an itemized account of expenses with attached original receipts to the Board of Directors within thirty (30) days after returning.

Mileage using private transportation will be reimbursed at \$.30 per mile. Maximum expenses will be \$30 a day for International Convention not to exceed six (6) days and District/Regional Conference not to exceed three (3) days. Division Meeting not to exceed three (3) days and Division Professional Education and Student Conference (PESC) not to exceed 2 days and each will be allowed \$20 a day for expenses.

F. Delegate Responsibilities:

It shall be the duty of the delegate to mail all registration forms and fees by any required deadlines 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 Professional Education Conference, and to report proceedings to the Chapter at the first Chapter meeting following such convention, conference, meeting or workshops.

2. RECOGNITION

- A. The outgoing President may be presented with a Past President's pin, a gavel plaque, and the Chapter Scrapbook in appreciation of services rendered to the Chapter.
- B. The Chapter may present a token of recognition at their discretion (with appropriate engraving) to its Administrative Professional of the Year not to exceed a cost of \$100.
- C. Each Chapter officer may be presented with a pin emblematic of their office, at the time of installation, which shall be passed on to their successor.

- 3. The BOARD OF DIRECTORS** shall have authority to expend up to \$50 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.

4. CHAPTER PROPERTY

- A. Any member who terminates membership with the Mobile Chapter shall return all Chapter property, such as files and banners, to the 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 their term of office, transfer to their successor the files and records of their respective office.
The Treasurer shall, within thirty (30) days after the close of the treasurer's term of office, deliver the books and records of their office to the person or persons appointed to make the audit.

D. **Permanent Records**

- (1) Ledgers and books of original entry.
- (2) Audit statements and annual reports
- (3) Letters or releases relating to finance or tax items, if marked for Permanent Records”
- (4) Membership records, treasurer should have an individual record of the status of each member of the chapter, past and present.
- (5) Refer to Chapter’s standing rules and procedures to determine whether additional documents need to be retained.
- (6) Historical documents, such as Chapter scrapbooks will be maintained on a permanent basis.

E. **Other Chapter Records**

- (1) Correspondence covering special problems should be retained either permanently or for five (5) years depending on nature.
- (2) Supporting vouchers for payments, check stubs, canceled checks, and receipt books should be retained for five (5) years.
- (3) Board and membership meeting minutes, agendas, seminar records, and other pertinent records and correspondence should be maintained for a period not to exceed five (5) years.
- (4) All files should be cleared of unnecessary materials each year.

Standing Rules Adopted: January 11, 1965

Standing Rules Revised: March 14, 1994

**Standing Rules Approved: May 23, 1995
(DB&SRC)**

Standing Rules Revised: February 9, 1998

Standing Rules Approved:

Standing Rules Revised: May 16, 2000

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