

**SHOALS CHAPTER IAAP
BYLAWS AND STANDING RULES**

ARTICLE I – NAME AND LOCATION

The name of this Chapter shall be the Shoals Chapter of (IAAP) The Association of Administrative Professionals. It shall be located in the Muscles Shoals Area (Florence, Sheffield, Tuscumbia, and Muscle Shoals).

ARTICLE II – DUES

	<u>Chapter</u>	<u>Division</u>	<u>Annual</u>
Professional Member	\$12.00	\$10.00	\$48.00
Student	6.00	7.00	17.00

ARTICLE III – MEMBERSHIP

Section 1. Classification and Qualifications – There shall be four classifications of membership: Professional, Professional-Merited, Student, and Associate.

- A. A Professional member shall, at the time of admission to membership, be:
1. A person who is, or within the last two years has been employed as an administrative professional or who has attained the Certified Professional Secretary (CPS) rating; or
 1. A teacher who is employed in the teaching of Business Education.

Except as provided in Article VIII, Section 2, of the International Bylaws and Standing Rules, a Professional member shall have the rights and privileges of full participation at all levels of IAAP for which applicable dues and fees have been paid.

- B. 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 55 years or received forced work retirement because of physical disability; or
 3. Is an applicant to the Sandia Retirement Chapter who is a resident of Vista Grande and has been employed as an administrative professional, attained the CPS rating, or has been a teacher of business education, and also meets the requirement of Item 2. of this section.

Except as provided in Article VIII, Section 2, of the International Bylaws & Standing Rules, a Professional-Merited member shall have the rights and privileges of Professional membership.

- C. A student member shall, at the time of admission to membership, be enrolled as a student of business education. Membership in the Student classification shall not extend beyond four years. A student member shall not serve as a Delegate or Alternate at the International level.
- D. An associate member shall be an individual, firm, or educational institution, which sustains the objectives of IAAP. An associate member shall not serve as a Delegate or Alternate at the International level.

Section 2. Honorary members who were granted Honorary status should retain this designation.

ARTICLE IV – OFFICERS, QUALIFICATIONS, NOMINATIONS AND ELECTION, TERM, AND DUTIES

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

Section 2. Qualifications – A candidate for office shall have been a member for at least one year prior to the time of nomination.

Section 3. Nomination and Election, Term, and Duties

- A. At the April Meeting the Committee on Nominations shall submit to the members a slate of one or more candidates for each office to be elected at the May meeting.
- B. Nominations may also be made from the floor prior to the election provided the candidate meets the qualifications for office.
- C. Officers shall be elected by ballot at the May meeting, except if there is but one candidate for each office, the officers may be elected viva voce.

Section 4. Term of Office

- A. The term of office shall begin at the installation of officers at the end of the June meeting and shall be for one year or until successors are elected.
- B. Officers cannot serve more that two consecutive terms in the same office.

Section 5. Duties – Chapter officers shall be obligated to uphold and represent 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 the chairman of all committees, except the Nominating Committee, for which a temporary chairman shall be appointed.

3. Be a member ex-officio of all committees except the Nominating Committee and the Teller's Committee.
4. Approve all bills to be paid by the Treasurer.
5. Perform other duties incidental to the office of President.
6. Endeavor to serve the entire Chapter in a strictly impartial manner.
7. Be familiar with the International, Division, and Chapter Bylaws and Standing Rules.
8. Keep the membership informed as to IAAP communications.
9. Keep the Division President fully informed on all matters concerning the Chapter.
10. Be one of two signatures authorized to draw checks on the Chapter's funds, the other signature being that of the Treasurer.
11. Be bonded in an amount set by the Board of Directors, the premium to be paid from Chapter funds.
12. Serve as Seminar Chairman the year following office, unless serving a second term. A Seminar Chairman will be appointed if the President is unable to serve

B. The President Elect shall:

1. Assist the President and assume the duties and powers of the presidency in the absence of the President.
2. In the event of a vacancy in the office of President, succeed to the office for the unexpired term.
3. Serve as chairman of the Program Committee.
4. Succeed automatically to the office of President at the conclusion of the term as President Elect.

C. The Vice-President shall:

1. Assist the President and President Elect.
2. Succeed to the office of President in the event of a vacancy in the office of President and President-Elect.
3. Serve as Chairman of the Membership Committee.

4. Perform such other duties as may be assigned by the Board of Directors or the Chapter.

D. The Recording Secretary:

1. Keep an attendance record of each member and an accurate roster of the Chapter membership as furnished by the Treasurer.
2. Keep an accurate record of all Chapter and Board meetings.
3. Have custody of the Chapter charter and other official documents.
4. Have available at all meetings up-to-date copies of the International, Division, and Chapter Bylaws and Standing Rules.
5. Serve as Chairman of the Telephone Committee.
6. Perform such other duties as may be assigned by the Board of Directors or the Chapter.

E. The Corresponding Secretary:

1. Give written notice of monthly meetings, as directed by the President.
2. Conduct the correspondence of the Chapter in accordance with the direction of the President and/or the Board of Directors.
3. Serve as Chairman of the Bulletin Committee.
4. Following the installation of officers, file the names and addresses of the President and Corresponding Secretary with the local Chambers of Commerce, Better Business Bureau (if any) and the local past offices, and keep such information up-to-date throughout the year.

F. The Treasurer Shall:

1. Have custody of all Chapter funds, making disbursements only as authorized by the chapter, either by specific action or by adoption of a budget to be administered by the Board of Directors.
2. Pay all approved bills promptly by check.
3. Be one of two signatures authorized to draw checks on the Chapter funds, the other authorized signature being that of the President.
4. Keep financial records on a current basis and make a monthly report to the Chapter.

5. Prepare a detailed financial report for presentation at the Annual Meeting (June). A complete financial report for the period of the term of office, which shall be ready for audit within five days following the close of the term of office. In the event the office is vacated before the expiration of the term, the books and records will be delivered within seven days after vacating office to the persons appointed by the Board of Directors to make the audit.
6. Be bonded in an amount set by the Board of Directors, the premium to be paid from Chapter funds.
7. Immediately following the election of officers shall submit to the Division Board of Directors, on the form provided by International Headquarters, the names and addresses of newly elected officers for the official directory. Shall notify International Headquarters and Division officers of any change in address or membership status or in the event of the death of a member.
8. Be a member ex-officio of the Ways and Means Committee.

G. The Past-President shall:

1. Attend all Board meeting and monthly Chapter meetings.
2. Assist and advise the President, Board, and Chapter.
3. Serve as Seminar Chairman.
4. Be a member ex-officio of the Ways and Means Committee.

Section 6. Vacancy – In the event of a vacancy in the office of President, the President Elect shall succeed to that office for the remainder of the unexpired term and shall continue in the office of President for the following year.

In the event of a vacancy in the office of President-Elect, the Board of directors shall appoint the Vice-President to assume the duties and powers of President-Elect for the unexpired term. The Acting President-elect shall not automatically succeed to the office of President for the following year.

In the event of vacancies in the office of both President and President-Elect, the Vice-President shall succeed to the office of President for the unexpired term and shall be eligible to seek election to the office of President for the following year.

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

ARTICLE V – BOARD OF DIRECTORS

Section 1. Composition – The officers of this Chapter, the immediate Past President and/or the Parliamentarian 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. The quorum for any meetings of the Board of Directors shall be a majority.

ARTICLE VI – COMMITTEES

Section 1. Standing Committees – These committees shall be composed of a chairman and other members as necessary. Appointments shall become effective at the close of the Annual Meeting for a term of one year.

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

- A. The Audit Committee shall audit the Chapter financial records after the close of the fiscal year (June 30th). A written report shall be submitted to the Chapter at the next mandatory business meeting.

In the event of a vacancy in the office of Treasurer, the Audit Committee shall make an audit and a written report submitted to the Chapter at the next Business Meeting.

- B. Bulletin Committee shall prepare and distribute two or more official publications of this Chapter per year.
- C. The Civic Committee/Public World Affairs Committee shall lead the Chapter's activities in the field of service to the community. This committee shall also monitor legislative fields and promote members' participation and involvement in public and world affairs, particularly as they affect the interests of office professionals.
- D. The Certification Committee shall stimulate interest and encourage participation in IAAP's certifications. This committee shall work with the Education Committee and Program Committee in formulating plans for the fiscal year. Custody of the Certification study materials owned by the Chapter, will be the responsibility of this committee. These materials will be checked out to Chapter members only.
- E. The Education/Program Committee shall bring before the Chapter the latest information and methods on office professional procedures and shall plan, in conjunction with the Certification Committee and the Program Committee, educational study sessions and programs for the benefit of the members. Members of this committee are appointed for a term of three years and must serve as chairman the third year before rotating off. This committee is responsible for compiling the information

for the chapter member Professional Development Award and submitting that information to Alabama division. The committee is also responsible for arranging for the purchase and engraving of a plaque to be presented to the recipient of this award. The Education/Program committee shall also plan the programs for meetings and other Chapter sponsored functions. This committee shall work in conjunction with the Certification Committee in program planning.

- F. The Executive of the Year Committee, in accordance with established guidelines, shall arrange for the selection of the Chapter's candidates for Executive of the Year. Providing one-third of the membership participates.
- G. The Future Secretaries Association/Collegiate Secretaries International (FSA/CSI) Committee shall direct all activities of the Chapter concerned with the promotion and maintenance of this program.
- H. The Membership/Sunshine Committee shall direct all activities of the Chapter concerned with the promotion and maintenance of this program.
- I. The Nominating Committee shall consist of a chairman and four members (if possible). Three of these members shall be elected by the membership at least three months prior to the Annual Meeting in June, with the remaining two members to be appointed by the Board of Directors. The Board of Directors shall appoint a temporary chairman, with the permanent chairman to be elected by the group at the first meeting. This committee shall carry out the duties as prescribed in Article III, Section 3.
- J. 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 Chapter's Executive of the Year (EOTY), Administrative Professional of the Year (APY), and any Certification recipients will be honored during the Week.
- K. The Publicity Committee shall publicize the Chapter activities through releases to the press and other media.
- L. The Retirement Centers Trust Committee shall promote interest in the IAAP Retirement Centers Trust and shall devise and promote projects for the purpose of raising funds for the IAAP Retirement Centers Trust Fund.
- M. The Rules and Bylaws Committee shall:
 - 1. Receive all suggestions for amendments to the Bylaws of this Chapter, prepare them in proper form and submit them for action by the membership in accordance with Article VIII of these Bylaws.
 - 2. Maintain conformity in Chapter Bylaws with International and Division Bylaws.

- N. The Scholarship Committee shall be responsible for the selection of scholarship recipients according to established Chapter guidelines.
- O. The Photographer/Scrapbook Committee shall maintain a pictorial record of the Chapter activities for the current IAAP year and prepare the President's scrapbook.
- P. The Seminar Committee shall handle all phases of planning, scheduling, promoting, and implementing seminars. After the membership has determined, by vote, whether to sponsor a seminar.
- Q. The Speakers' Bureau shall organize and implement personal appearances of IAAP members for radio, TV, civic clubs, schools, etc., as may be considered beneficial to the activities and purposes of IAAP.
- R. The Communications Committee shall serve as an expedient means of communication with the membership between meetings when notice of events or information should be disseminated.
- S. The Ways and Means Committee shall devise and promote projects to raise funds for the operation of the Chapter. It shall prepare and submit an operating budget for approval to the Board of Directors. This budget shall be presented to the membership prior to the first regular meeting of the new fiscal year.

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

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 VII – MEETINGS

Section 1. Regular and Annual Meeting

- A. Regular meetings of this Chapter shall be held on the second Thursday of each month, unless otherwise ordered by the majority vote of membership or by the Board of Directors.
- B. The June meeting 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 7 days prior to the date of the Special Meeting.

Section 3. Business of the Annual Meeting – Installation of officers shall be conducted at the Annual Meeting. Also, selection of a delegate and an

alternate of the chapter to the International Convention, District and/or Regional Conferences shall be made at the Annual Meeting.

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

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 affiliated with IAAP. Any and all assets then possessed by the Chapter, after current indebtedness has been paid, shall go and be delivered forthwith to IAAP Research and Education Foundation.

ARTICLE IX – AMENDMENTS

Section 1. Bylaws (May be amended by any of the following methods):

- A. At any meeting of the Chapter by a two-thirds vote, provided the amendments shall have been communicated 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, 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. 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 Bylaws 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/or amendments there to shall become effective upon adjournment of the meeting at which adopted, unless otherwise specified.

STANDING RULES

1. The Chapter shall prepay the expenses of the delegate to the International Convention, District Conference, Division Annual Meeting, and Division Workshop, to the extent of registration, transportation by the most practical and economical means. Auto allowance \$.32 per mile. Lodging shall be ½ the cost of a room. These expenditures will be paid only if Chapter funds are available.

A miscellaneous expense allowance not to exceed \$25 per day shall be paid to cover parking fees and meals not included in the registration fee, provided Chapter funds are available.
2. Registration for the alternate to the International Convention, District Conference, Division Meeting, and Division Workshop shall be paid by the Chapter, unless otherwise designated by Chapter vote and provided Chapter funds are available. Lodging shall be ½ the cost of a room, provided Chapter funds are available.
3. Delegate and alternate to the International Convention, District Conference, Division Meeting, and Division Workshop shall present an itemized account of expenses to the Board of Directors, within a reasonable amount of time. Following approval of the Board of Directors, the Treasurer shall reimburse said delegate and/or alternate accordingly.
4. Monthly combined Dinner/Program/Business meetings shall be held at a designated place and shall begin at 5:30 p.m., unless otherwise designated by the Board of Directors.
5. In the event of the death of a Chapter member, the Chapter shall send a memorial to the Retirement Centers Trust Fund in the amount of \$20.00 in memory of the deceased member. In the event of the death in the immediate family of a Chapter member (namely husband or children), the Chapter shall send a \$10.00 contribution to the Retirement Center's Trust Fund in memory of the deceased.
6. The Chapter may award a scholarship, if funds are available, to an outstanding junior or senior in the field of Administrative Office Services or Business Education. The Scholarship Committee shall advertise the availability of the scholarship, and contact local colleges for applicants.

The Marsha Whitley Hargett Scholarship is awarded through the University of North Alabama. An additional scholarship may be awarded if Chapter funds are available.
7. At any meeting that required a vote by ballot, a Tellers Committee shall be appointed by the President, and it shall be responsible for distributing and collecting the ballots and for tallying the vote. After the vote is tallied, the Chairman of this committee shall, before the meeting is adjourned, report the results of the vote to the membership, and the President shall then declare the vote official.

8. The outgoing Board of Directors shall meet with the incoming Board of Directors after the Annual Meeting, but before the next business meeting for orderly transfer of records and information.
9. The Chapter Budget shall allocate \$500 to the Education Committee for the purpose of planning and presenting Educational programs for the membership, provided Chapter funds are available.

Bylaws Adopted: March 7, 1967

Revised: June 7, 1988
Revised: June 13, 1995
Revised: March 10, 1998
Revised: October 2, 1998
Revised: August 31, 2000

Amended: April 3, 1990 NVM
Amended: October 9, 1990 FHM
Amended: August 12, 1997 FHM
Amended: October 2, 1998 CD/SLB
Amended: August 31, 2000 SLB

Approval Date

Chapter President

Approval Date

Alabama Division Chair