

BYLAWS AND STANDING RULES

OF

DELAWARE CHAPTER



**International Association of
Administrative Professionals®**

ARTICLE I - NAME AND LOCATION

The name of this Chapter shall be the Delaware Chapter of the International Association of Administrative Professionals[®] (IAAP[®]). The chapter shall be located in Delaware, Ohio.

ARTICLE II - OBJECTIVES

The objectives shall be to elevate the standards of all administrative professionals and to promote their working relationship with management through continuing education, authorized programs and publications.

ARTICLE III – CHAPTER YEAR

The chapter year shall be from July 1 through June 30.

ARTICLE IV- MEMBERSHIP, DUES AND FEES.

SECTION 1 - Classifications 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[®]) and/or Certified Administrative Professional[®] (CAP[®]) rating;

or

2. A teacher who is employed in the teaching of business education.

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 fifty-five or received forced work retirement because of physical disability.

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 objective of IAAP. An Associate member shall be represented in the Chapter by only one individual during the fiscal year. An associate member shall have all rights and privileges of a Professional member except to serve as a Delegate or Alternate to any meeting.

SECTION 2 - Dues

- A. Annual dues shall be:

Professional	\$ 6.50
Professional-Merited Member	\$ 3.25
Student Member	\$ 3.25
Associate	TO BE DETERMINED BY INTERNATIONAL

- B. Any member who has not paid annual dues within thirty (30) days of due date shall be considered delinquent and shall be suspended from membership and notified of such suspension by the chapter treasurer.
- C. The chapter dues of any member transferring in or out of this chapter shall be prorated on a monthly basis.

SECTION 3 - Reinstatement

- A. A member who forfeited membership for any reason and wishes to reinstate within the next two years may do so by payment of the processing fee and the current year's dues and shall retain membership tenure.
- B. A member who has forfeited membership for any reason and has permitted more than two years to lapse shall reapply as a new member and shall forfeit tenure of past membership.

SECTION 4 - Resignation

- A. Resignation of a member in good standing shall be in writing to the Treasurer with copies to the President.
- B. No dues shall be refunded to a member who resigned during the year for which dues have been paid.

**ARTICLE V - OFFICERS, QUALIFICATIONS
NOMINATIONS AND ELECTION, TERM AND DUTIES**

SECTION 1 - Officers

- A. The officers of this Chapter shall be President, Vice President, Secretary, Treasurer and Membership Secretary.

SECTION 2 - Qualifications

- A. A candidate for office shall have been a Professional or Professional-Merited member of this Chapter for a least one year prior to the time of nomination, and a candidate for the office of President shall have served as an officer of this Chapter at least one full year prior to nomination.
- B. No member shall hold more than one Chapter office at a time. No member shall hold a Division Office while serving as a Chapter office, except to allow normal overlap of installation time.

SECTION 3 - Nomination and Election Procedures

- A. The Nominating Committee shall be appointed at the March meeting and consist of three members, two elected by the membership and one appointed by the Board of Directors. The members of the committee will select one of their members to serve as Chairman.
- B. The Nominating Committee shall submit a slate of one or more candidates for each office, such slate to be submitted to the membership at the regular meeting in April. Immediately after such slate is submitted nominations may be made from floor and such nominated candidates shall be entered on the slate, provided they have consented to the nomination.
- C. The Nominating Committee shall prepare all necessary forms. The President (or presiding officer) shall appoint tellers to conduct the election.
- D. Election of officers shall be at the May meeting. The vote shall be by ballot and a majority of the votes cast shall be required for election. In the event that no candidate receives a majority vote on the first ballot, all but the two highest for such office shall be eliminated and the balloting continued. If the vote remains a tie after the second ballot, the election shall be decided by lot. The Nominating Committee receives the cast ballots and shall destroyed the ballots after thirty (30) days.
- E. If there is only one candidate for an office then the election may be by voice vote.
- F. If a vacancy occurs among the officers-elect between the time of the election and installation such vacancy shall be filled by special election at the next Chapter meeting. Nominations shall be made from the floor. All provisions previously outlined in this Section shall prevail.

SECTION 4 - Term

- A. Officers shall be elected at the May Meeting for a term of one year and installed at the regular meeting in June and assume office as of July 1.
- B. No officer shall serve 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.
- C. In the event of a vacancy in any office, except that of President, a special election shall be held at the next regular meeting following such vacancy, to fill the office for the remainder of the unexpired term. In the case of a vacancy in the office of President, the Vice President shall assume the office of President for the balance of the term.

SECTION 5 - Duties

A. President

The President shall:

- (1) Preside at all meetings of the Chapter and Board.
- (2) Appoint the Chairmen of all Standing Committees and Special Committees, except the Nominating Committee, and such appointments shall be subject to the approval of the Board.
- (3) Act as ex-officio member of all committees except the Nominating Committee and the Auditing Committee.
- (4) Pass on all bills to be paid by the Treasurer, subject to approval of the Board.
- (5) Sign checks in the absence of the Treasurer.
- (6) Be familiar with the International, Division, Chapter Bylaws and Standing Rules and keep the membership informed as to all official communications concerning International, Division and/or Chapter.
- (7) Keep the assigned Division contact fully informed on all matters concerning the Chapter.
- (8) Perform other duties as assigned by the Board or Chapter.

B. Vice President

The Vice President shall:

- (1) Assist the President.
- (2) Assume the duties of the Presidency in the absence of the President.
- (3) Act as Chairman of the Program Committee.

- (4) Handle arrangements for all regular and called meetings of the Chapter, including meeting place and reservations.
- (5) Perform such other duties as assigned by the Board or Chapter.

C. Secretary

The Secretary shall:

- (1) Record the minutes of all Chapter and Board meetings, and provide the President and any absent officers with a copy of all minutes.
- (2) Have custody of the Chapter Charter and other official documents and properties.
- (3) Have available at all meetings up-to-date copies of International, Division and Chapter Bylaws and Standing Rules.
- (4) Conduct the correspondence of the Chapter in accordance with the direction of the President and/or Board.
- (5) Issue all necessary notices as directed by the President.
- (6) Following the installation of officers, file the names and addresses of the President and Secretary with the local Chamber of Commerce, post office and newspaper.
- (7) At least two (2) weeks prior to the Annual Meeting, the Secretary shall mail to all Chapter members a notice of the forthcoming election and a list of the candidates for office.
- (8) Perform other duties as assigned by the Board or Chapter.

D. Treasurer

The Treasurer shall:

- (1) Have custody of all 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.
- (2) Make all disbursements by check.
- (3) Prepare a monthly report for the Chapter meeting.
- (4) Present a detailed financial report at the Annual Meeting and a complete financial report for the fiscal year.
- (5) Within thirty (30) days following the close of the fiscal year, an audit of the financial records shall be made by the Audit Committee.
- (6) Perform other duties as assigned by the Board or Chapter.

E. Membership Secretary

The Membership Secretary shall:

- (1) Plan and direct all activities of the Chapter having to do with the promotion of membership.
- (2) Serve as a special hostess to prospective members who attend Chapter meetings and functions, and as the Chapter's official representative in contacts with qualified administrative professionals who may be interested in membership.
- (3) Be responsible for the orientation of new members, help them get acquainted, take an active part in meetings and as committee members.
- (4) Keep the Chapter informed regarding communications from the International and Division Membership Committees and the material available from Headquarters relating to membership procurement.
- (5) Keep and furnish to all Chapter members an accurate and up-to-date list of the names, addresses, and telephone numbers of all chapter members.
- (6) Act as Chairman of the Membership Committee.
- (7) Perform other duties as assigned by the Board or Chapter.

F. Duties of all elected officers:

- (1) Officers shall, within fifteen (15) days after the close of the tenure of office, turn over the files and records of their office to the elected successors, except the retiring Treasurer who shall deliver the books and records of that office to the Auditing Committee within thirty (30) days.
- (2) With the exception of the Treasurer, officers who do not complete the term of office shall turn over all records within ten (10) days to their successor. The Treasurer's records shall be turned over to the Auditing Committee within ten (10) days.

ARTICLE VI - BOARD OF DIRECTORS

SECTION 1

The Board of Directors shall be composed of the officers of this Chapter and the immediate past President. (The past President does not have voting privileges.)

SECTION 2

It shall be the duty of the Board of Directors to carry out the policies and objectives of the chapter and to supervise the affairs of the Chapter between its regular meetings in accordance with the provisions of these Bylaws and Standing Rules.

SECTION 3

Members of the Board of Directors shall serve as board contacts to the various Committee Chairmen.

SECTION 4

Regular meetings of the Board of Directors shall be held once a month on the day the President designates. Special meetings may be called by the President or by a majority of the Board of Directors.

SECTION 5

A majority of the Board of Directors shall constitute a quorum.

ARTICLE VII - CHAPTER MEETINGS

SECTION 1

Regular meetings of the Chapter shall be held on the second Monday of each month except for July and August. The time and place of the regular meetings shall be designated by the Board of Directors.

SECTION 2

Special meetings may be called by the President, by a majority of the Board of Directors, or by one-third (1/3) of the regular membership. All members shall be notified by telephone at least seven (7) days in advance of the meeting and shall be informed of the principal business of the meeting.

SECTION 3

Thirty percent (30%) of the membership shall constitute a quorum for any meeting.

ARTICLE VIII - REPRESENTATION

SECTION 1

The delegate to International Convention shall be the President and the outgoing President shall be the alternate. In the event of the inability of the President to attend, the outgoing President shall be the delegate, and the incoming Vice President shall be the alternate. If either is unable to attend, the membership shall elect a delegate and an alternate.

SECTION 2

The delegate and the alternate to any IAAP function shall be the President and the Vice President, respectively. If either is unable to attend, the members shall elect a delegate and an alternate.

SECTION 3

In the delegate's absence it shall be the duty of the alternate to assume the responsibilities of the delegate.

SECTION 4

The delegate shall be fully authorized to represent this Chapter in all matters coming before the assembly, to cast the vote of the Chapter on all matters submitted, and to bind the Chapter by such vote.

ARTICLE IX - COMMITTEES

SECTION 1

The Standing Committees of this Chapter and their duties are as follows:

- (a) **Auditing/Finance Committee** shall make a yearly audit of the Treasurer's books and records within thirty (30) days from the receipt of the records and present a written report of its findings to the Board of Directors immediately thereafter. This report shall be read at the next regular meeting of the Chapter. This committee shall prepare the Chapter's budget for the coming year and present it to the Board of Directors for review and approval of the members. The approved budget shall be made available to all members of the Chapter.
- (b) **Bulletin Committee** shall prepare and distribute the official publication of the Chapter.
- (c) **CIVIC COMMITTEE** shall lead the Chapter's activities in the field of service to the community.
- (d) **CPS/CAP and Education Committee** shall stimulate and encourage interest in the CPS/CAP program. This committee shall also stimulate and plan educational study sessions and programs for the benefit of the members.
- (e) **Membership Committee** shall be responsible for activities of the Chapter having to do with the recruitment and maintenance of members. Chairman of this committee is the Membership Secretary.

- (f) **Program Committee** shall plan, arrange and supervise programs for the monthly meetings and assist with special functions of the Chapter. Chairman of this committee is the Vice President.
- (g) **Publicity Committee** shall publicize the activities of the Chapter through releases to the press and other publicity media.
- (h) **Remembrance Committee** shall be responsible for remembering our members in time of illness and death in their families.
- (i) **Retirement Center Committee** shall promote interest in the IAAP Retirement Center and shall devise and promote projects to raise funds for the Trust.
- (j) **Bylaws and Standing Rules Committee** shall:
 - (1) Receive all suggestions for amendments to the Bylaws and Standing Rules of this Chapter, prepare them in proper form, and submit them for action of the members at the next Chapter meeting following distribution.
 - (2) Be responsible for maintaining conformity in the Chapter Bylaws and Standing Rules with the International and Division Bylaws and Standing Rules.
 - (3) Submit the Chapter's Bylaws and Standing Rules and/or amendments thereto to the Division Bylaws Committee for review and approval in accordance with the International and Division Bylaws and Standing Rules.
 - (4) The Chairman of the Bylaws and Standing Rules Committee shall serve as Parliamentary Advisor.
- (k) **History Committee** shall maintain a permanent record of the history of the Chapter.
- (l) **Administrative Professional Week Committee** shall direct the Chapter's activities in promoting the administrative professional career in connection with this week.
- (m) **Ways and Means Committee** shall devise and promote projects to raise the necessary funds for the operation of the Chapter.

SECTION 2

The President shall appoint Special Committees (except Nominating Committee) subject to the approval of the Board when deemed necessary for the efficient operation of the Chapter's activities.

SECTION 3

All committees, whether standing or special, shall be directly responsible to the Board and shall plan no activities without the approval of the Board.

SECTION 4

All committees shall be subject to the call of their respective chairmen.

SECTION 5

A majority of the members of a committee shall constitute a quorum.

SECTION 6

Each committee shall within fifteen (15) days after the conclusion of their appointment transfer their files to their successor or to the Board.

ARTICLE X – DISSOLUTION

SECTION 1

In the event of termination of this chapter no funds shall inure to the benefit of any individual or non-IAAP affiliated group.

SECTION 2

In the event of the dissolution, abandonment or termination of the charter of this Chapter, the distribution of any and all assets then possessed by the Chapter after current indebtedness has been paid, shall be the decision of the majority of the remaining members but must be distributed to an IAAP affiliated group.

ARTICLE XI - AMENDMENTS

SECTION 1

These Bylaws and Standing Rules may be amended by a two-third (2/3) vote at any regular meeting of the Chapter provided the text of the proposed amendments has been submitted to the membership, either in writing at least ten (10) days prior to the meeting date or by reading at the previous regular meeting.

SECTION 2

Automatic changes in grammar, punctuation, and corrections in these Bylaws, Standing Rules or amendments thereto which in no way alter their intent shall be effected by the Bylaws and Standing Rules Committee, subject to the approval of the Board.

SECTION 3

Automatic changes in the Chapter Bylaws and Standing Rules necessitated by amendments to the International Bylaws and Standing Rules shall be effected by the Bylaws and Standing Rules Committee subject to the approval of the Board of Directors, the Division Bylaws Committee and notification to the membership.

SECTION 4

Standing Rules may be adopted without previous notice by a majority vote. They may be rescinded by a two-thirds vote without previous notice and by majority vote if notice was given either in writing at least ten days prior to the meeting or by reading at the previous regular meeting.

ARTICLE XII - ENACTMENT

These Bylaws and Standing Rules and/or amendments thereto shall become effective upon adoption unless otherwise specified, subject to the review and final approval of the Division Bylaws Committee.

Standing Rules Adopted: January, 1954

Revised: January, 1999 Approved by OD BC: April 12, 1999

Revised: May, 2003 Approved by OD BC: May 29, 2003

Revised: June, 2007 Approved by OD BC: June 14, 2007

STANDING RULES OF THE

DELAWARE CHAPTER

1. Members shall be assessed for any reservation for a dinner meeting not canceled at least three (3) days prior to the meeting. It shall be the responsibility of each member to make or cancel such reservations. The Treasurer shall forward a statement of any such assessments to the member.
2. The Chapter shall provide the registration fee of the Chapter delegate attending International Convention, Division Annual Meeting and any other IAAP meetings.

The delegate (or alternate) shall prepare a written report of the meeting to be published in the Chapter Bulletin or read at the next regular Chapter meeting.

The membership shall have the privilege of voting additional funds, if available, for registration fees of the representatives to IAAP meetings or workshops.

3. The minutes of the Chapter meetings shall be read at the meeting by the Secretary or be published in the Chapter Bulletin.
4. Past President's pins shall be presented by the Chapter.
5. Guidelines for the Remembrance Committee:

Card and flowers shall be sent to the family in event of the death of a member, or in case of hospitalization of a member (excluding hospitalization for laboratory tests), for extended illness of a member and in the event of death in the family of the member. It is recommended that the Chapter purchase a patio paver at the retirement center or such other remembrance of a deceased member.
6. The offices of President and Treasurer shall be bonded in an amount prescribed by the Board with the premium to be paid from Chapter Funds.