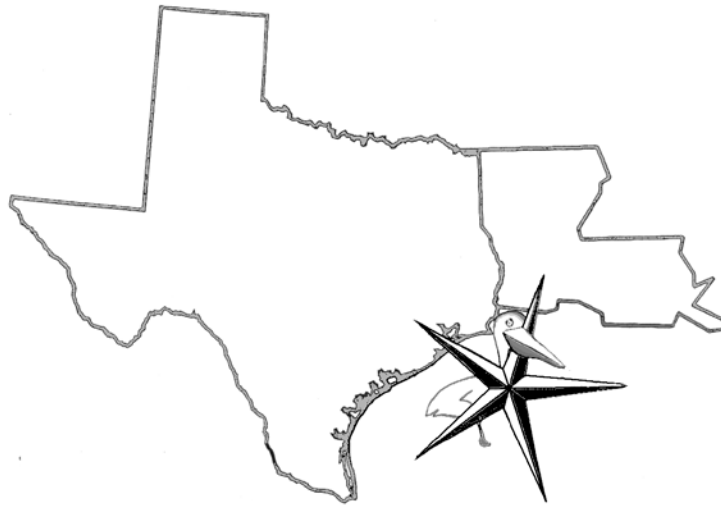




International Association of Administrative Professionals®

TEXAS-LOUISIANA DIVISION



**DIVISION BYLAWS & STANDING RULES
Amended May 2009**

TEXAS-LOUISIANA DIVISION, IAAP®
BYLAWS AND STANDING RULES
INDEX

BYLAWS

Page	
1	ARTICLE I - NAME AND LOCATION
1	ARTICLE II - DUES Annual Dues Renewal
1-4	ARTICLE III - OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM AND DUTIES Officers Qualifications Nomination and Election Term of Office Duties Vacancy
4-5	ARTICLE IV - BOARD OF DIRECTORS Composition Duties Meetings Quorum
5-6	ARTICLE V - COMMITTEES Standing Committees Duties Audit Committee Bylaws and Standing Rules Committee Certification Committee Committee on Nominations Membership Committee TEXANA Committee Special Committees Responsibility
6-7	ARTICLE VI - MEETINGS Scheduling Notification Representation Business Special Meetings Cancellation Quorum
7	ARTICLE VII - AUDIT Division Financial Records Annual Meeting and Education Forum Financial Records
7	ARTICLE VIII - DISSOLUTION

Page

8	ARTICLE IX - AMENDMENTS Bylaws Amendments Standing Rules Amendments Corrections Editing Changes Revision Enactment
9	HISTORIC DATES
	<u>STANDING RULES</u>
10-11	EXPENSE Chapter Visits New Chapters Other Expenses
11	FILES Transfer
11-13	ANNUAL MEETING AND EDUCATION FORUM Distribution of Materials Candidates for Division Office Distribution of Minutes Chapter Bidding for Annual Meeting and Education Forum Host Chapter Delegates/Alternates Parliamentarian Board of Directors Responsibilities Division Officer Reports Appointment of Tellers Committee Attendance
13-14	COMMITTEES Chairmen and Committee Members Committee Chairmen Reports Distribution of Division Bylaws and Standing Rules Responsibility of Bylaws and Standing Rules Chairman TEXANA Distribution Division Committee Releases
14	CORRESPONDENCE Division Level Chapter Level
14-15	OFFICERS Board Meetings President Secretary Treasurer Board Contact
15	REPRESENTATION Delegate/Alternate to International Convention Delegate/Alternate to District Conference Voting Authorization of Delegate

**TEXAS-LOUISIANA DIVISION
INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS®**

B Y L A W S

ARTICLE I--NAME AND LOCATION

The name of this Division shall be Texas-Louisiana Division, IAAP®.

ARTICLE II--DUES

Section 1. Annual Dues.

A. Chapter Members:

1.	Professional members	\$15.00
2.	Professional-Merited members	\$ 3.00
3.	Student members	\$ 8.00

B. Members at Large:

1.	Professional members	\$21.00
2.	Professional-Merited members	\$ 9.00
3.	Student members	\$12.00

Section 2. Renewal. All renewal dues must be submitted to International Headquarters. Membership shall be forfeited if dues are not paid within thirty days of due date.

**ARTICLE III--OFFICERS,
QUALIFICATIONS, NOMINATION AND ELECTION, TERM AND DUTIES**

Section 1. Officers. Division officers shall be a President, President-Elect, Vice President, Secretary, and Treasurer.

Section 2. Qualifications.

- A. A candidate for office shall have been a Professional member of the Texas-Louisiana Division for at least two years prior to the time of nomination, shall have served as a chapter officer or chairman of an International or T-L Division committee for at least one full term, and shall be employed full-time at the time of election in accordance with the IAAP definition of an administrative professional.
- B. A candidate for the office of President or President-Elect shall have served as an officer of this Division for at least one full term prior to the time of election.

Section 3. Nomination and Election.

- A. Any chapter, by vote of its membership, may nominate and submit no more than one of its Professional members as a candidate for a Division office during a fiscal year.
- B. No more than one member from a chapter and no more than one Member at Large shall serve as a Division officer during a fiscal year.
- C. Members at Large may submit their qualifications for Division office to the Division President for submission to the Committee on Nominations.
- D. A chapter may nominate one of its Professional members from the floor at the Annual Meeting and Education Forum, provided qualifications and supporting documents have been submitted and approved

by the Committee on Nominations prior to the nomination being made and the candidate's written consent to serve has been received. Such nomination from the floor must receive two seconds. Qualifications and supporting documents must be received by the Committee on Nominations at least seven calendar days prior to the Annual Meeting.

- E. A Division Member at Large candidate may be nominated from the floor by the Division Member at Large Delegate. If the candidate is the Division Member at Large Delegate or if there is no Division Member at Large Delegate, then another Chapter Delegate may nominate the Division Member at Large candidate. Qualifications and supporting documents must have been submitted and approved by the Committee on Nominations prior to the nomination being made and the candidate's written consent to serve must have been received. Such nomination from the floor must receive two seconds. Qualifications and supporting documents must be received by the Committee on Nominations at least seven calendar days prior to the Annual Meeting.
- F. Officers shall be elected by ballot at the Annual Meeting and Education Forum, except that if there is but one candidate for each office, the officers may be elected viva voce.
- G. In the event no candidate receives a majority vote, all but the two highest for the 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.

Section 4. Term of Office. Officers shall assume office the first day of July following their election and shall serve terms as follows:

- A. President and President-Elect shall serve one term only, except as provided in Section 6 of this Article. Other officers shall serve no more than two consecutive terms in the same office.
- B. Any officer serving six months or more in an office shall be deemed to have served one term, except as provided in Section 6 of this Article.
- C. No member shall hold office in any chapter while serving as a Division officer. No member shall hold more than one Division office at a time. No member shall serve on an International department or committee while serving as a Division officer.

Section 5. Duties. Division officers shall be obligated to uphold and represent the interests of IAAP and the profession as a whole.

- 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 Division and the Board of Directors.
 - (3) Appoint all chairmen of Division standing and special committees, unless otherwise specified, subject to the approval of the Board of Directors.
 - (4) Be a member ex-officio of all committees except the Committee on Nominations and Audit Committee.
 - (5) Call meetings of the Board of Directors whenever such meetings are necessary.
 - (6) Keep the District Director fully informed on all matters concerning the Division.
 - (7) Be authorized to sign checks, when necessary.
 - (8) Be bonded, with premium for bond paid from Division funds.

- (9) Perform such others duties as required of the office of President.
- B. The President-Elect shall:
- (1) Act as assistant to the President.
 - (2) In the absence of the President, be presiding officer of all Division meetings or meetings of the Board of Directors.
 - (3) In the event of a vacancy in the office of President, succeed to that office for the unexpired term.
 - (4) Succeed automatically to the office of President at the conclusion of the term as President-Elect.
 - (5) Perform such other duties as may be assigned by the Board of Directors.
- C. The Vice President shall:
- (1) In the absence of the President and the President-Elect, serve as presiding officer at all Division meetings or meetings of the Board of Directors.
 - (2) In the event of a vacancy in the office of President-Elect, succeed to that office for the unexpired term.
 - (3) In the event of a vacancy in the offices of President and President-Elect, succeed to the office of President for the unexpired term.
 - (4) Perform such other duties as may be assigned by the Board of Directors.
- D. The Secretary shall:
- (1) Be responsible for the minutes of all Division meetings and Board of Directors meetings and for interim reports based on Board of Directors decisions voted by mail or electronic mail.
 - (2) Give written notice of the Annual Meeting and Education Forum and any special meetings as required in Article VI.2.
 - (3) Perform such other duties as may be assigned by the Board of Directors.
- E. The Treasurer shall:
- (1) Be responsible for all funds of the Division and for the records of its financial affairs.
 - (2) Keep complete and accurate records of chapter membership and the Members at Large within the Division.
 - (3) Be bonded, with premium for bond paid from Division funds.
 - (4) Make the records of the Treasurer open to inspection at all times by the Board of Directors or by the chapters, through the chapter treasurer, and available for audit in accordance with the provisions of Article VII of these Bylaws.
 - (5) 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:

- A. President. The President-Elect shall succeed to the office of President for the unexpired term and shall continue in the office of President for the following year.
- B. President-Elect. The Vice President shall fill the office of President-Elect for the unexpired term. The acting President-Elect shall not automatically succeed to the office of President for the following year.
- C. 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.
- D. Treasurer. In the event of a vacancy in the office of Treasurer, an audit shall be made of the Division financial records by qualified persons appointed by the Board of Directors. Such audit shall be completed within 14 days after receipt of the records, a written report covering the audit submitted to the Board of Directors, and the records transferred as directed by Board of Directors. The Audit Committee report shall be submitted for adoption in accordance with Article VII-AUDIT. Section 1.
- E. Any Other Office. The Board of Directors shall appoint a member to fill that office for the unexpired term.

ARTICLE IV--BOARD OF DIRECTORS

The Board of Directors shall be the governing body of the Division between Annual Meetings and Education Forums have the authority to act on any and all matters between Annual Meetings.

Section 1. Composition. The officers of this Division shall be the Board of Directors.

Section 2. Duties.

- A. The Board of Directors may transact business in person, by mail, by electronic mail, or by conference call. For adoption, any business shall require a majority vote of the Board of Directors.
- B. The Board of Directors shall have the authority to enter into contracts and agreements. This authority shall be exercised only by the Board or upon its delegation.
- C. The Board of Directors shall prepare and adopt an annual budget and shall arrange for an annual audit of the financial records of the Division.
- D. The Board of Directors may, by a two-thirds vote of its membership, remove any officer for misconduct or neglect of duty. 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 ten 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 provisions of Article III.6.
- E. The President with the approval of the Board of Directors, may declare a committee chairmanship or committee membership vacant because of nonperformance of duties for any reason whatsoever for a period of 45 days, or because of misconduct, and may appoint a successor.
- F. The Board of Directors shall serve as officers for the Members at Large.

Section 3. Meetings. The Board of Directors shall meet at least four times a year or as necessary to conduct the business of the Division.

Section 4. Quorum. The quorum for any meeting 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 as many members as necessary and selected by the committee chairman and approved by the Board of Directors. Appointments shall become effective July 1 for a term of one year.

Section 2. Duties. Standing committees and their duties shall be as follows:

- A. The AUDIT COMMITTEE shall be responsible for auditing the books and financial records of both the Annual Meeting and Education Forum and the Division in accordance with Article VII of these Bylaws.
- B. The BYLAWS AND STANDING RULES COMMITTEE shall:
 - (1) Maintain conformity in Division Bylaws and Standing Rules with the International Bylaws and Standing Rules.
 - (2) Notify chapters, by November 15, of the February 1 deadline for submitting proposed amendments to these Bylaws and Standing Rules, with submission to each member of the Division committee.
 - (3) Edit and/or correlate all proposed amendments to these Bylaws and Standing Rules and submit them together with the committee's recommendations and the reasons for the recommendations to the Board of Directors, the chapters and Members at Large by March 1.
 - (4) Propose amendments to these Bylaws and Standing Rules and prepare Annual Meeting and Education Forum courtesy resolutions.
 - (5) Review chapter Bylaws and Standing Rules for conformity and/or conflict with International and Division Bylaws and Standing Rules.
 - (6) Assist the Board of Directors in preparing and submitting amendments to the International Bylaws and Standing Rules and resolutions to the International Bylaws and Standing Rules Committee on behalf of the Division.
- C. The CERTIFICATION COMMITTEE shall stimulate interest and encourage participation in the CPS and CAP programs. All committee members shall hold the CPS or CAP rating.
- D. The COMMITTEE ON NOMINATIONS shall:
 - (1) Consist of a chairman and three members, none of whom shall be a Division officer and no two from the same chapter.
 - (2) Notify, by November 1, all chapter presidents and Members at Large that names and qualifications of candidates for Division office must be submitted no later than February 1.
 - (3) Review the qualifications of all candidates for office.
 - (4) Notify the Board of Directors, chapter presidents and Members at Large of the names and qualifications of all candidates for each Division office by March 1.

- E. The MEMBERSHIP COMMITTEE shall seek ways to maintain and increase membership in the Division.
- F. The NEW CHAPTER FORMATION COMMITTEE shall assist in acquainting management and administrative professionals with our association and its objectives and assist in obtaining the paperwork and procedures necessary to form a new chapter.
- G. The TEXANA COMMITTEE shall have as its primary responsibility the publication of the TEXANA to include Division and International news items, Division officer reports, approved original articles by members, authorized committee releases and other items as approved by the Board of Directors.
- H. The WEBSITE COMMITTEE shall design and maintain the Division website as directed by the Division Board of Directors.

Section 3. Special Committees. Special committees may be appointed by the President with Board approval.

Section 4. Responsibility. All committees shall be directly responsible to the Board of Directors, with the exception of the Committee on Nominations, and prior to execution shall submit all plans to the Board of Directors for approval.

ARTICLE VI--MEETINGS

Section 1. Scheduling. The Division shall hold an Annual Meeting and Education Forum in May of each year on the dates designated by the host chapter and approved by the Division Board of Directors. The location shall be selected in accordance with Standing Rule 19.

Section 2. Notification. The Secretary shall notify all chapter presidents and Members at Large of the time and place of the Annual Meeting and Education Forum by March 1.

Section 3. Representation. The voting power of the members shall be exercised at the Annual Meeting and Education Forum:

- A. Through properly accredited delegates to the Annual Meeting and Education Forum. Each chapter shall have the right to select one delegate and one alternate to the Annual Meeting and Education Forum. Each delegate shall be fully authorized to cast a vote on behalf of the chapter on all matters voted on at the meeting.
- B. Division officers shall be ex-officio members on the delegate assembly with full voting privileges. No Division officer shall be a chapter delegate.
- C. Members at Large shall be entitled to assemble preceding the Annual Meeting and Education Forum to select one delegate and one alternate to represent them. Such delegate shall be authorized to cast the vote of the Members at Large on all matters voted on at the Annual Meeting and Education Forum.
- D. By proxy for those chapters who do not have a delegate in attendance.
 - 1. Proxy voting shall be limited to the election of Division officers.
 - 2. A written proxy, authorized by a chapter and executed by its president and treasurer no later than ten days prior to the date of the Annual Meeting and Education Forum.
 - 3. A proxy may be granted to a chapter or any Division officer who is unable to attend the Annual Meeting and Education Forum. A proxy granted to a Division officer shall be processed in the same manner as provided for in this Section.

- E. Any Division committee chairman or representative of that committee required to make an official report to the assembly shall be a member of the Annual Meeting and Education Forum for the purpose of reporting and moving adoption of such report, but shall not, unless a delegate, have voting privileges.

Section 4. Business.

- A. A delegate and alternate of the Division to the International Convention and District Conference shall be selected by the newly elected Board of Directors and announced at the Annual Meeting and Education Forum.
- B. The Division officers shall be installed at the Annual Meeting and Education Forum.

Section 5. Special Meetings. Special meetings may be called by the Board of Directors or by one-third of the chapters of the Division whenever deemed necessary to the welfare of the Division, provided notice specifying the principal business of the meeting is given to all members at least 10 days prior to the date of the special meeting.

Section 6. Cancellation. In case of state or national emergency, the Board of Directors may cancel any Annual Meeting and Education Forum or any special meeting. Members shall be notified of such cancellation. Should any cancellation disrupt an election, such election shall be conducted by mail.

Section 7. Quorum. A quorum for the Annual Meeting and Education Forum or any special meeting shall be the accredited delegates for 50 percent of the chapters within the Division and at least two officers of the Division.

ARTICLE VII--AUDIT

Section 1. Division Financial Records. An audit shall be made of the Division financial records by qualified persons appointed by the Board of Directors. Such audit shall be completed by September 15, a written report covering the audit submitted to the Board of Directors, and the records transferred in accordance with the Standing Rule 12. The Audit Committee report shall be mailed to the Board of Directors, and in turn to the chapter presidents and Members at Large through the board contact.

Section 2. Annual Meeting and Education Forum Financial Records. An audit shall be made of the Annual Meeting and Education Forum financial records by qualified persons appointed by the Board of Directors. Such audit shall be completed by August 1, a written report covering the Annual Meeting and Education Forum audit submitted to the Board of Directors and the records transferred in accordance with Standing Rule 12.

ARTICLE VIII--DISSOLUTION

In the event of dissolution, abandonment, or termination of the Division, 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 Division, after current indebtedness has been paid, shall go and be delivered forthwith to such part of IAAP as is designated by a majority vote of the Division membership upon recommendation by the Board of Directors based on need at the time of dissolution.

All Division records and property shall be surrendered to IAAP Headquarters.

ARTICLE IX--AMENDMENTS

Section 1. Bylaws Amendments. These Bylaws may be amended by any of the following methods.

- A. By a two-thirds vote at the Annual Meeting and Education Forum or any special meeting provided that copies of the proposed amendments have been mailed in accordance with Article V.2.B.3.
- B. By a four-fifths vote at the Annual Meeting and Education Forum or any special meeting provided that copies of the proposed amendments have been distributed to the delegates, Division officers, and Bylaws and Standing Rules Committee at least one meeting of the session prior to taking the vote.
- C. By unanimous vote if not distributed previously as required in A and B of this section.
- D. By referendum. A referendum may be ordered by a two-thirds vote of the Board of Directors or by a majority of the chapters. An affirmative vote by a majority of the votes cast by the chapters and Division officers shall be necessary for adoption.

Section 2. Standing Rules Amendments. Standing Rules may be adopted, amended or rescinded at the Annual Meeting and Education Forum or any special meeting by any of the following methods:

- A. By a majority vote, provided previous notice has been mailed in accordance with Article V.2.B.3.
- B. By a two-thirds vote, provided copies of the proposed amendments have been distributed to the delegates, Division officers, and Bylaws and Standing Rules Committee at least one meeting of the session prior to taking the vote.
- C. By a four-fifths vote, if not distributed previously as required in A and B of this section.

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 affected by the Bylaws and Standing Rules Committee, subject to the approval of the Board of Directors.

Section 4. Editing Changes. Editing changes in these Bylaws and Standing Rules necessitated by amendments to the International Bylaws and Standing Rules shall be affected by the Division Bylaws and Standing Rules Committee subject to:

- A. Approval of the Division Board of Directors.
- B. Notification to all members of the Division through chapter presidents.
- C. Notification to Members at Large through the Division board contact.

Section 5. Revision. When a revision is authorized by the Annual Meeting and Education Forum or any special meeting action, no other amendments to the existing Bylaws and Standing Rules shall be proposed concomitantly.

Section 6. Enactment. These Bylaws and Standing Rules, and/or amendments thereto, shall become effective upon adjournment of the Annual Meeting and Education Forum or any special meeting at which adopted, unless otherwise specified.

HISTORIC DATES

Bylaws Adopted: April 6, 1953

Revised:	May 16, 1987	Approved IB&SRC:	September 21, 1987
Amended:	May 21, 1989	Approved IB&SRC:	October 3, 1989
Amended:	May 17, 1991	Approved IB&SRC:	April 10, 1992
Amended:	May 21, 1994	Approved IB&SRC:	
Amended:	May 17, 1997	Approved IB&SRC:	
Amended:	May 16, 1998	Approved IB&SRC:	November 19, 1998
Amended:	May 15, 1999	Approved IB&SRC:	To incorporate name change
Amended:	May 19, 2001	Approved IB&SRC:	June 29, 2001
Amended:	May 18, 2002	Approved IB&SRC:	
Amended:	May 15, 2004	Approved IB&SRC:	October 20, 2004
Amended:	May 14, 2005	Approved IB&SRC:	March 9, 2006
Amended:	May 20, 2006	Approved IB&SRC:	July 1, 2006
Amended:	May 19, 2007	Approved IB&SRC:	July 17, 2007
Amended:	May 16, 2009	Approved IB&SRC:	September 22, 2009

**TEXAS-LOUISIANA DIVISION
INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS®**

STANDING RULES

EXPENSE

Chapter Visits

1. If funds are available, each chapter shall be entitled to an official visit once each fiscal year by a Division officer without expense to the chapter provided that individual presents the program.
2. The expenses of a chapter visit, other than an official Division officer visit, made at the request of the chapter shall be borne by the chapter making such request.

New Chapters

3.
 - A. If funds are available, the Division shall pay necessary expenses incurred in accordance with financial practices by one Division officer, preferably the President, to attend a new Division chapter installation.
 - B. The Division shall purchase an IAAP banner or gavel, preferably a banner, for a newly-formed chapter.

Other Expenses

4. All items of disbursement shall be approved by a majority of the Board of Directors, and may include:
 - A. Expenses of the Division delegate and, if funds are available, the expenses of the Division alternate incurred in attending the International Convention.
 - B. Expenses of the Immediate Past Division President for airfare, one night hotel and one dinner when attending International Convention to receive a Division award.
 - C. Expenses incurred by each Division officer in attending Board of Directors meetings.
 - D. Expenses of Division officers in connection with the Annual Meeting and Education Forum shall be paid by the Division, except as provided in Standing Rule 5.
 - E. All operating expenses of the Texas-Louisiana Division.
 - F. All legitimate expenses incurred by Division officers in attending official meetings and other functions deemed necessary to the welfare of the Division.
5. Annual Meeting and Education Forum hotel accommodations and registration for Division officers shall be considered expenses of the Annual Meeting and Education Forum.
6. Any Division officer requesting reimbursement for expenses shall present an itemized account of expenses with substantiating vouchers to the Board of Directors.
7. The Division committee chairmen shall be reimbursed for actual expenses incurred by the committee in connection with the work of the committee, but shall not exceed funds provided in the approved annual budget, except by approval of the majority of the Board of Directors.
8. A pin and/or guard emblematic of the respective Division office may be presented to each Division officer at the time of installation, to be passed on to the successor. If a Division officer wishes to keep the pin and/or guard, or loses it, the Division officer must replace it at no cost to the Division.

9. Each outgoing Division officer may be presented with a past Division officer's pin or other appropriate token of appreciation for service to the Division.

FILES

10. No later than July 1, all outgoing officers, with the exception of the Treasurer, shall transfer to the incoming officers all books and records in their custody by the least expensive means. No later than August 15, the Treasurer shall transfer financial records to the chairman of the Audit Committee and shall transfer all other records to the incoming Treasurer by the least expensive means.
11. No later than July 1, all committee files and records shall be transferred to the incoming chairman or board contact for that committee. Any committee chairman resigning or otherwise vacating a chairmanship before the expiration of that term, and upon notification by the Board of Directors as to the successor, shall within two weeks transfer to the successor all the records of that committee.
12. The Division financial records shall be transferred by the Audit Committee to the Treasurer immediately following completion of the audit. Immediately following completion of the audit of the Annual Meeting and Education Forum financial records, the Audit Committee shall forward, by the least expensive means, the final audit report and all Annual Meeting and Education Forum financial records to the host chapter coordinator of the Annual Meeting and Education Forum. A copy of the final Annual Meeting audit report should be sent to the next fiscal year host chapter coordinator of the Annual Meeting and Education Forum.
13. Any officer, with the exception of the Treasurer, vacating an office before the expiration of that term shall, within two weeks, transfer all records in accordance with instruction of the Board of Directors. In the event of a vacancy in the office of Treasurer, all records of that office and any undeposited funds shall be transferred to the chairman of the Audit Committee within five days.

ANNUAL MEETING AND EDUCATION FORUM

14. Distribution of materials at the Annual Meeting and Education Forum site must be approved by the Division President prior to distribution.
15. Candidates for Division office shall be registered for the Annual Meeting and Education Forum at which such member is a candidate for election.
16. Candidates nominated for Division office may be introduced to members attending Annual Meeting and Education Forum only at a Division-sponsored social function held prior to the time of balloting, and shall be introduced again at the time of the report of the Committee on Nominations.

In view of this general introduction, promotional literature, materials, or campaign publicity of any type concerning a candidate for Division office shall not be mailed to any chapter or member prior to the Annual Meeting and Education Forum and shall not be posted or distributed at any meeting site except that candidates to be nominated from the floor may distribute a resume outlining their qualifications. No chapter or individual shall host a reception or other gathering on behalf of any candidate for Division office prior to the final declaration of election. Photographs of officer candidates will be included in the Annual Meeting and Education Forum program.

17. In the event there is more than one candidate for an office, candidates will be given two minutes each in which to state their platforms prior to the ballot at the Annual Meeting and Education Forum.
18. The outgoing Secretary shall prepare and distribute minutes within 90 days after the close of the Annual Meeting and Education Forum, as follows:
 - A. One copy to:
 - (1) each current and immediate past Division Officer
 - (2) each current and immediate past member of the Division Bylaws and Standing Rules Committee
 - (3) chapter members through current chapter presidents
 - (4) each current Member at Large through the Division board contact
 - (5) current and immediate past International Director Southwest District
 - B. At the discretion of the Board of Directors, to others requiring copies in connection with their responsibilities.
19. The host area chapter(s) for The Annual Meeting and Education Forum shall adhere to procedures provided in the Annual Meeting and Education Forum Manual.
 - A. No later than February 1 of each year, the Secretary shall notify all chapters that the Board of Directors will consider bids for the Annual Meeting and Education Forum site and that invitations, giving particulars of hotel accommodations, assembly rooms, and other facilities available in the city of the proposed host area chapter(s), shall be addressed to the Division President with copies to each Division officer and postmarked no later than March 15.

At the May Division Board Meeting, the Board of Directors shall review the information submitted, determine the adequacy of the facilities, and select the Annual Meeting and Education Forum site. Announcement of the future Annual Meeting and Education Forum site will be made at the Annual Meeting and Education Forum.
 - B. The host area chapter(s) shall be chosen at least two years in advance by a majority vote of the Board of Directors. The host area chapter or chapters will be considered as one entity for the purpose of the Annual Meeting and Education Forum.

If any Annual Meeting and Education Forum cannot be held at the time and place previously chosen, or in the event no bids for the Annual Meeting and Education Forum are received, the Board of Directors shall designate the time and place at which the Annual Meeting and Education Forum shall be held.
 - C. The Division and host area chapter(s) shall share equally any profit or any loss resulting from the Annual Meeting and Education Forum; the Division's share being one-half and the other half being split equally among the host chapter(s).
20. Chapters shall forward to the Secretary the names of delegates and alternates to the Annual Meeting and Education Forum at least ten days prior to the Annual Meeting and Education Forum.
21. The President shall appoint a parliamentarian to serve during the Annual Meeting and Education Forum. In the event a Registered Parliamentarian is not available, the President shall appoint a parliamentary advisor to serve.

22. The Board of Directors shall be responsible for the business sessions, educational programs, installation of officers (except for physical arrangements), suggestions to assist the host chapter, and any special innovations.

The board contact to the host chapter shall preferably be the Division President-Elect.

23. Each Division officer shall submit a complete written report concerning the work of the office to be distributed at the Annual Meeting and Education Forum and included as a part of the Annual Meeting minutes. A brief oral report may be given at the Annual Meeting and Education Forum.
24. Prior to the Annual Meeting and Education Forum or any special meeting, a Tellers Committee shall be appointed by the President. No member of this committee shall be a Division officer, candidate for Division office, delegate or alternate, or member of a chapter which has a candidate for office. The Tellers Committee shall be responsible for distributing and collecting the ballots and tallying the votes. After all votes are cast and the votes are tallied, the chairman of this committee shall report the results to the assembly and the President shall declare the results of the election.
25. FSA/CSI members paying full registration fees will be allowed the same attendance privileges as IAAP members.

COMMITTEES

26. All chairmen and committee members shall be Professional or Professional-Merited members.
27. Each committee chairman shall submit a complete written report concerning the work of that committee to be distributed at Annual Meeting and Education Forum and included as a part of the Annual Meeting minutes.
28. Distribution of Division Bylaws and Standing Rules
 - A. The chairman of the Division Bylaws and Standing Rules Committee shall furnish copies of the Division Bylaws and Standing Rules as amended at the preceding Annual Meeting and Education Forum as follows:
 - (1) One copy each to:
 - a. Division Officers
 - b. Members at Large
 - c. Division Committee Chairmen
 - d. Southwest District Representative of the International Bylaws and Standing Rules Committee
 - e. International Director Southwest District
 - f. Members of the Division Bylaws and Standing Rules Committee
 - g. Chapters
 - (2) At the discretion of the Board of Directors, to others requiring copies in connection with their responsibilities.
 - B. At the discretion of the Board of Directors, the chairman of the Bylaws and Standing Rules Committee shall distribute only those amendments and/or revisions to the Division Bylaws and Standing Rules adopted at the preceding Annual Meeting and Education Forum.
 - C. It shall be the responsibility of the chapters to distribute copies of the Division Bylaws and Standing Rules to its membership.

29. The chairman of the Bylaws and Standing Rules Committee shall be responsible for presentation at the Annual Meeting and Education Forum of amendments to the Bylaws and Standing Rules.
30. The TEXANA shall be published at least three times during the fiscal year, if funds are available, with dates to be determined by the Board of Directors, and copies will be furnished as follows:
 - A. Division Officers
 - B. International President
 - C. International Director Southwest District
 - D. Chapter Presidents
 - E. Division Members at Large
31. Division committees shall submit releases to the Board of Directors through their Division board contact for approval. Distribution or publication in the TEXANA shall be at the discretion of the Board of Directors and as provided in the Bylaws and Standing Rules.

CORRESPONDENCE

32. Copies of correspondence:
 - A. Division Level: Copies of correspondence from Division officers and committee chairmen and/or members shall be sent as follows:
 - (1) When addressed to a member of the International Board of Directors, Headquarters or an International department, committee chairman or member, a copy shall be sent to the Division President.
 - (2) If the subject concerns a chapter, copies shall be sent to the chapter president, board contact for the chapter and the Division President.
 - (3) If the subject concerns a Division committee, copies shall be sent to the committee chairman, board contact for the committee and the Division President.
 - B. Chapter Level: Copies of correspondence from chapter officers and committee chairman and/or members shall be sent as follows:
 - (1) When addressed to a chapter president, committee chairman and/or member, a copy shall be sent to the Division President and the Division board contact for the chapter.
 - (2) When addressed to a member of the International Board of Directors, Headquarters or an International department, committee chairman or member, a copy shall be sent to the Division President and the Division board contact for the chapter.

OFFICERS

33. Board Meetings shall be held at a time and place to be designated by the President or a majority of the Board of Directors.
34. A quorum of the Board of Directors shall be a majority and a majority vote shall constitute effective action.

35. President

- A. Shall maintain the permanent record of Division history.
- B. Upon completion of the term of office, shall prepare by no later than July 31, a summary of activities, accomplishments and events of historical nature occurring during the year. The original of such summary shall be forwarded to the successor for permanent file and for publication in TEXANA.

36. Secretary

- A. Attest all documents required for execution by the President.
- B. Have available at all meetings up-to-date copies of International and Division Bylaws and Standing Rules.
- C. Conduct the general correspondence of the Division under the supervision of the Board of Directors.
- D. Shall maintain records of Annual Meeting and Education Forum as part of the permanent records of the Division.

37. Treasurer

- A. Have custody of all Division funds which shall be deposited in an accredited financial institution making disbursements only as authorized either by specific action or by the budget to be adopted and administered by the Board of Directors.
- B. Make all disbursements by check promptly upon receipt of properly approved vouchers.
- C. Submit at Annual Meeting and Education Forum an unaudited financial report through April 30.

38. Each member of the Board of Directors shall serve as board contact for Division committees, chapters, and the Members at Large as assigned by the President and approved by the Board of Directors. The board contact will serve as liaison between committees, chapters, Members at Large, and the Board of Directors.

39. Changes in the employment status of any Division officer during a term of office shall not affect the member's status as an officer.

REPRESENTATION

40. The delegate and alternate to the International Convention shall be selected by the Board of Directors in the following order: President, President-Elect, Vice President, Secretary, Treasurer, or the immediate past Division President.

41. The delegate shall be fully authorized to cast the Division vote in the best interest of the Division on all matters voted on at International Convention.