



MEDICAL CENTER CHAPTER
International Association of Administrative Professionals®



BYLAWS AND STANDING RULES

STANDING RULES

Section 1. Expenses.

A. Meetings

1. The expenses of the Delegate to the International Education Forum and Annual Meeting, District Conference, and Division Meeting shall be reimbursed for registration and transportation by the most practical and economical means, and other such actual, reasonable, and necessary expenses, when funds are available. A specified amount shall be recommended by the Board of Directors to the Chapter Membership for approval prior to the respective meeting(s).
2. The expenses of the Alternate shall be reimbursed, with Chapter approval, to the extent funds are available.
3. Any Delegate or Alternate requesting reimbursement for expenses to any International Education Forum and Annual Meeting, District Conference, or Division Meeting shall provide an itemized account of expenses with substantiation for expenditures over twenty (\$20.00) dollars to the Board of Directors within thirty (30) days after the respective meeting.

B. Other Expenses

1. The committee chairman shall be reimbursed for actual expenses incurred by the committee in connection with the work of the committee, not to exceed funds provided in the budget, except by approval of the majority of the Board of Directors if over fifty (\$50.00) dollars.
2. At the time of installation, each officer shall be presented with a name badge as a symbol of the office.
3. The retiring President shall be presented with an appropriate token of appreciation for service to the Chapter.
4. Each outgoing Chapter officer and Standing Committee Chairmen shall be presented with an appropriate token of appreciation for service to the Chapter.

Section 2. Files

- A. No later than June 15, all outgoing officers, with the exception of the Treasurer, shall transfer all books and records in their custody to the incoming officers. No later than July 10, the Treasurer shall transfer financial records to the chairman of the Audit Committee and transfer all other records to the incoming Treasurer. Immediately following completion of the audit, the Audit Committee shall forward all Chapter financial records to the incoming Treasurer.
- B. All committee files and records shall be transferred to the incoming chairman or board contacts for the respective committee no later than June 15. A committee chairman who resigns or otherwise vacates a chairmanship before expiration of the term, and upon notification by the Board of Directors as to the successor, shall transfer all the records of that committee to the successor within ten (10) days.
- C. Any officer, with the exception of the Treasurer, who vacates an office before expiration of the term, shall transfer all records in accordance with instructions of the Board of Directors within ten (10) days. 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 (5) days.

Section 3. Committees

- A. A standing committee shall be comprised of a chairman and any members who are appointed by the chairman of the respective committee. Appointment of the chairman is subject to the approval of the Board of Directors and shall become effective the first (1) day of the fiscal year, for a term of one (1) year, with the exception of the Audit and Committee on Nominations, as described below in Sections 2.A.1. and 2.C.1, respectively.
- B. Committee chairmen must be members in good standing. A member in good standing is defined as a member who is current in all dues and owes no outstanding monies to the Chapter, Division, or International.
- C. The Board of Directors may combine or separate committees as needed for efficient operation of the chapter. Any committee chairman who presides over a combined committee shall receive credit for both committees for recertification point purposes.

Standing Committees and their duties shall be as follows:

- A. Administrative Professionals Week Committee arranges for a special program before or during the designated week in April to enhance the visibility of administrative professionals. This committee may serve in conjunction with the InterCity Council in planning a citywide event.

- B. Certification Committee promotes the CPS and CAP programs and development of interest in the examination. This committee may serve in conjunction with the InterCity Council in planning an annual citywide event honoring new CPS/CAP recipients.
- C. Community Service is responsible for developing and coordinating community outreach services
- D. Ways and Means Committee develops and promotes projects to raise funds for the Chapter.
- E. Employment Referral facilitates the distribution of employment opportunities to chapter members
- F. Telephone Committee telephones designated Chapter members with information or requests as approved by the President.
- G. Executives' Evening Committee coordinates and promotes all activities involved in the planning and execution of this annual event.
- H. Historical and Program Committee takes pictures at every event, maintains a Chapter scrapbook to be available to members at least at three meetings a year, gives a written chronicle of Chapter's historical activities for the year, and plans and presents programs at regular Chapter meetings.
- I. Meeting Coordination Committee handles arrangements for all regular meetings and any special meetings (as requested by other committee chairman), including meeting place, menus, reservations, special equipment, *et cetera*. The committee also acts as host at Chapter meetings. In the event of a cancellation of a Chapter meeting for which the Chapter incurs no loss of monies, funds paid in by Chapter members shall be refunded to them, or used for the next Chapter meeting, if the member so desires.
- J. Membership Committee directs all activities involving recruitment and maintenance of membership, including a membership data book and publication of a Chapter roster.
- K. Publicity Committee publicizes Chapter activities through the press and other media.
- L. *PULSE* Committee prepares and distributes the Chapter's monthly publication at least ten times a year.
- M. Seminar Committee is responsible for all arrangements in connection with seminars to raise operating funds for the Chapter. This committee may serve in conjunction with the InterCity Council in planning a citywide event.
- N. Silent Auction Committee manages the procurement of bid items and coordinates all other aspects of this fundraising event.
- O. Webmaster Committee maintains the Chapter's Web page and works with the Chapter Board and other Chapter Committees to keep information on the Chapter's Web page current and up-to-date.

Section 4. Representation

- A. The Delegate to the International Education Forum and Annual Meeting, District Conference, and Division Meeting shall be the President, and the Alternate shall be the President-Elect. If the Delegate and/or Alternate cannot attend these meetings, the next succeeding officer(s) shall become(s) the Delegate and/or Alternate. If the next succeeding officer(s) cannot attend these meetings, the membership shall elect the representative(s). If time does not permit election by the membership, the Board of Directors shall appoint the representative(s).
- B. The Delegate/Alternate shall attend all sessions and shall represent the Chapter in all matters coming before the International Education Forum and Annual Meeting, the District Conference, and the Division Meeting. The Delegate/Alternate shall report proceedings to the membership at the first Chapter meeting following the respective meeting.

Section 5. Meetings

- A. Regular Chapter meetings shall be held at a designated location and begin at 5:30 p.m. on the fourth Monday of every month unless otherwise designated by the membership.
- B. Regular meetings of the Board of Directors shall be held at a designated location and time every month as designated by the Board of Directors.

Standing Rules adopted:	25 September 1989	Approved T-L B & SRC:	1 November 1991
Revised:	26 November 1990	Approved T-L B & SRC:	1 January 1993
Amended:	24 August 1992	Approved T-L B & SRC:	20 August 1994
Amended:	28 February 1994	Approved T-L B & SRC:	6 June 1997
Amended:	4 April 1997	Approved T-L B & SRC:	27 March 1998
Revised:	1 November 1997	Approved T-L B & SRC:	2 February 2000
Amended:	23 August 1999	Approved T-L B & SRC:	30 July 2002
Amended:	22 April 2002	Approved T-L B & SRC:	2 March 2004
Revised:	2 February 2004	Approved T-L B & SRC:	9 March 2009
Revised:	24 May 2004	Approved T-L B & SRC:	9 March 2009
Amended:	19 May 2008	Approved T-L B & SRC:	9 March 2009
Amended:	23 February 2009	Approved T-L B & SRC:	16 March 2010
Amended:	22 February 2010		