



**International Association of
Administrative Professionals®**

Elmira-Corning Chapter
Bylaws and Standing Rules

Adopted May 1999
Amended September 2011

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ELMIRA-CORNING CHAPTER
INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS®

BYLAWS

ARTICLE I – NAME AND LOCATION

The name of this Chapter shall be Elmira-Corning Chapter of International Association of Administrative Professionals® (IAAP). It shall be located in Big Flats, New York.

ARTICLE II – MEMBERSHIP AND DUES

- A. There are four classifications of membership as provided in the International Bylaws Article VI. Associate members shall have all the rights and privileges of Professional Members except hold office.
- B. Annual dues for this chapter shall be:

Professional Member	\$ 20.00
Professional – Merited Member	\$ 10.00
Student Member	\$ 5.00
Associate Member	\$ (Amount set by International)

- A. Renewal of Membership

All renewal dues must be submitted to International Headquarters. Dues are payable on anniversary billing date.

ARTICLE III – OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM, DUTIES, VACANCIES AND RECORDS

Section 1. Officers

The Chapter Officers shall be a President, a Vice President, a Secretary, and a Treasurer.

Section 2. Qualifications

- A. A candidate for office shall have been a Professional Member or a Professional Merited-Member of this chapter for a least one year prior to nomination.
- B. A candidate for the office of President shall have preferably served as an officer of this chapter at least one full year prior to time of election.

- C. No member shall hold more than one Chapter office at a time. No member shall hold a Division office while serving as a Chapter officer, except to allow for normal overlap in difference of installation time.

Section 3. Nomination and Election

A. Nomination

1. The Committee on Nominations shall submit a slate of one or more candidates for each office and one three-year member for the Scholarship Committee to the membership by the end of January of each year.
2. At the Election Meeting (April), nominations may also be made from the floor prior to the election; provided candidates' qualifications are given at the time of nomination and candidates have consented. Nominations from the floor require two seconds.

B. Election

1. Officers shall be elected by ballot at the Election Meeting (April) except if there is but one candidate for each office, the officers may be elected by voice vote.
2. A majority vote of the members present at the Annual Meeting shall be required for election.
3. Should no candidate receive a majority vote on the first ballot, all but the two highest for such office shall be eliminated and balloting continued.
4. An absentee ballot must be submitted to the Chairman of the Committee on Nominations no later than five days prior to the day of election. Reasons to obtain an absentee ballot shall be:
 - a. Member attending regularly scheduled class on the night of election;
 - b. Extended illness;
 - c. Member is scheduled to be out of town the night of election. An absentee ballot may be obtained from the Chairman of the Committee on Nominations.

Section 4. Term of Office

- A. The term of office shall coincide with the fiscal year for IAAP, July 1 through June 30.
- B. Officers shall serve no more than two consecutive terms in the same office.

- C. Any officer serving six months or more in an office shall be deemed as having served one term.

Section 5. Duties

Officers shall be obligated to uphold and represent the interests of IAAP® and the profession as a whole. Chapter officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by IAAP.

A. The President shall:

1. Preside at all meetings of the Chapter and the Board of Directors;
2. Appoint the chairmen of all Standing and Special Committees, subject to the approval of the Board of Directors;
3. Be familiar with International, Division, and Chapter Bylaws and Standing Rules;
4. Be a member ex-officio of all committees except the Committee on Nominations;
5. Serve the entire Chapter membership in an impartial manner;
6. Inform the Vice President of all current, official matters;
7. Inform the Chapter membership of official IAAP communications;
8. Countersign checks drawn on Chapter funds;
9. Be responsible for the creation and yearly review of the Chapter Handbook;
10. Keep the division fully informed on all matters concerning the Chapter;
11. Perform other duties assigned to the office of President.

B. The Vice President shall:

1. In the absence of the President, be the presiding officer at regular meetings or at meetings of the Board of Directors;
2. In the event of a vacancy in the Office of President, succeed to the Office for the unexpired term;
3. Be chairman of the Program Committee;
4. Perform such other duties as may be assigned by the President or the Board of Directors.

C. The Secretary shall:

1. Prepare minutes for the membership and keep accurate records of all Chapter and Board of Director meetings;
2. Have custody of the Chapter Charter and other official documents;
3. Have available at all meetings up-to-date copies of International, Division, and Chapter Bylaws and Standing Rules;
4. Give written notice of the Annual and Special Meetings, as required in Article VI;
5. Conduct the correspondence of the Chapter in accordance with direction of the President and Board of Directors;

6. File names and addresses of the President and Secretary with the local Chamber of Commerce, the Better Business Bureau, and the Post Office, following the installation of officers. Keep such information current throughout the year;
7. Perform other duties as may be assigned by the President or Board of Directors.

D. 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, to be countersigned by the President;
3. Keep financial records current and prepare a written, monthly report for the membership;
4. Prepare written, detailed annual financial report for the fiscal year ending May 31, which shall be ready for audit within 15 days following the close of term of office;
5. Arrange for a bond covering the offices of President and Treasurer;
6. Prepare an "actual-verses-budget" report in January;
7. Keep a complete and accurate record of Chapter membership;
8. Furnish the names, addresses, and telephone numbers of Chapter officers to the Division President immediately after election for International and Division listings;
9. Notify Division Treasurer of any changes in membership throughout the year due to transfer, resignation, suspension, death, or acquisition of members, as well as change of address and name of any Chapter member;
10. Maintain and distribute to the membership a current roster of members;
11. Be a member of the Finance and Scholarship Committee;
12. Perform other duties as may be assigned by the President or Board of Directors.

Section 6. Vacancies

- A. In the event of a vacancy in the office of President, the Vice President shall succeed to the office for the unexpired term.
- B. In the event of a vacancy in the office of Vice President, the Board of Directors may appoint a qualified member to fill the vacancy for the unexpired term, and the individual shall be eligible to seek election to the office of Vice President the following year.
- C. In the event of a vacancy in any other office, the Board of Directors may appoint a qualified member to fill the vacancy for the unexpired term.
- D. In the event of a vacancy among the officers-elect between the time of election and installation, the office (s) shall be filled by special election at the next Regular Meeting. Nominations shall be made from the floor, and all provisions of Article III, Section 3 of these Bylaws shall prevail.

Section 7. Records

All records pertaining to any office are the property of the Chapter.

- A. Each outgoing officer, with the exception of the Treasurer, shall, within fifteen days after the close of the term of office, transfer to the successor the files and records of the office. The Treasurer shall, within fifteen days following the close of term, deliver the books and records of office to the person (s) appointed to make the audit.
- B. Any officer, with the exception of the Treasurer, vacating the office before the expiration of the term shall, within fifteen days, transfer all records of the office as instructed by the Board of Directors. The Treasurer, if vacating the office before the expiration of the term, shall transfer the records of the office within five days for the purpose of audit to the person (s) designated by the Board of Directors.

ARTICLE IV—BOARD OF DIRECTORS

Section 1. Composition

The Board of Directors shall be composed of the officers of this Chapter and the chairman of the following committees: Bylaws and Standing Rules; Membership and Committee on Nominations. The Immediate Past President shall be an honorary member for one year, and a Parliamentary Advisor shall be present at all meetings.

Section 2. Duties

The Board of Directors shall supervise the affairs of the Chapter in accordance with the provisions of these Bylaws and Standing Rules and the wishes of the membership. The Board of Directors may transact business in person, by postal mail, courier service, electronic communication, or by conference call. For adoption, any business shall require a majority vote of the Board of Directors.

Section 3. Meetings

Meetings of the Board of Directors shall be held monthly at a time determined by the President and the Board of Directors. Special meetings may be called by the President or by a majority of the Board of Directors'

Section 4. Quorum

A majority of the Board of Directors shall constitute a quorum for any meeting. A vote of the majority of those present and voting shall constitute effective action.

Section 5. Removal from Office

- A. Any officer unable to perform the duties of the office for any reason whatsoever for a period of sixty days shall submit a resignation in writing to the Board of Directors.
- B. Should the Board of Directors determine, in its sole judgment that an officer has failed to perform the duties of the respective office, immediately prior to taking such vote, they shall request the resignation of such officer. The officer shall have fifteen days to submit resignation. In this event, the Board of Directors is empowered to declare such office vacant, and that office shall be filled in accordance with ARTICLE III, Section 6.

ARTICLE V—COMMITTEES

Section 1. Standing Committees and Duties

Standing Committees shall be composed of a chairman and any number of members. Members shall be appointed by the Executive Committee (current officers), unless otherwise specified. Appointments shall be for one year and coincide with the fiscal year of IAAP, July 1 to June 30.

Section 2. Duties

A. Bylaws and Standing Rules Committee:

1. Shall maintain conformity in Chapter Bylaws and Standing Rules with the International Bylaws and Standing Rules and the Division Bylaws and Standing Rules;
2. May propose amendments and resolutions;
3. Shall edit and correlate all proposed amendments to the Bylaws and Standing Rules of this Chapter and submit them together with the committee's recommendations and the reasons for the recommendations to the membership in accordance with these Bylaws;
4. Shall submit Chapter Bylaws and Standing Rules and/or amendments thereto to the Division Bylaws and Standing Rules Committee for approval as amended or at least every four years;
5. Shall assist the Board of Directors in preparing and submitting amendments to the International and/or Division Bylaws and Standing
6. Rules and resolutions to the International Bylaws and Standing Rules Committee on behalf of the Chapter;
7. The chairman shall be a member of the Board of Directors.

B. Finance Committee:

1. Shall consist of the chairman, the President, the immediate Past President, the Treasurer, and the immediate Past Treasurer and shall present the budget to the Board of Directors for approval;
2. Shall prepare an annual budget which shall be adopted no later than the first meeting after the beginning of the new Association fiscal year and shall arrange for a mid-year and an annual financial review of the records of the Chapter.

C. Membership Committee:

1. Shall direct all activities of the Chapter concerned with the recruitment, welcoming, and maintenance of membership;
2. Shall receive and process all applications for membership, including transfers, and shall notify the membership of all such applications upon submission to Headquarters;
3. The chairman shall be a member of the Board of Directors.

D. Committee on Nominations:

1. Shall be composed of the last five past presidents of the chapter;
2. Shall submit to the members a slate of one or more candidates for each office at least thirty days before the Annual Meeting;
3. Shall submit to the members a slate of one or more candidates for the Scholarship Committee at least thirty days before the Annual Meeting.

Section 3. Special Committees and Duties

Special Committees shall be composed of a chairman and two or more members who shall be appointed by the Executive Committee (current officers), on an as needed basis, unless otherwise specified. Appointments shall be effective July 1 for a term of one year.

Section 4. Responsibilities

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

Section 5. Reports

Each committee chairman shall submit an annual report of the committee's activities to the President, to be placed on file with the permanent Chapter records.

Section 6. Records

Committee chairmen shall submit all records of committee activities to the Vice President within fifteen days of the end of the IAAP® year, even if the same person continues in the chairmanship. The Vice President shall then distribute these records to the appropriate incoming committee chairmen.

Section 7. Removal of Chairman

The President, with the approval of the Board of Directors, may declare a committee chairmanship vacant because of non-performance of duties and appoint a successor.

ARTICLE VI-MEETINGS

Section 1. Regular and Annual Meetings

- A. Regular meetings of this Chapter shall be held on the first Monday of each month, September through June, unless otherwise ordered by majority vote of the membership or the Board of Directors.
- B. The May meeting of each year shall be the Annual Meeting of the 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 fifteen days prior to the date of the special meeting.

Section 3. Business of the Annual Meeting

A delegate and alternate of the Chapter to the Education Forum and Annual Meeting and the Division Annual Meeting shall be selected at the Annual Meeting.

The regular May meeting in each year shall be the Annual Meeting of this chapter.

Section 4. Quorum

Thirty percent of the Chapter membership, as verified by a roll call, shall constitute a quorum for any regular or special meeting.

ARTICLE VII-REPRESENTATION

Section 1. Delegate and Alternate

The delegate to the International Convention and Division Annual Meeting shall preferably be the President, and the Board of Directors shall appoint the alternate.

Section 2. Responsibility

It shall be the duty of the delegate to attend all meetings and to represent the Chapter in matters coming before the International Convention and the Division Annual Meeting and to submit a written report to the membership within thirty days following such meeting.

ARTICLE VIII- FINANCIAL REVIEW/AUDIT

Section 1. Annual

An outside person shall be appointed by the Board of Directors shall make a financial review/audit of the Chapter's financial records. Such financial review/audit shall be completed within thirty days of the close of the fiscal year. A written report covering the financial review/audit shall be submitted to the Board of Directors, and the records transferred to the incumbent Treasurer.

Section 2. Special

In the event of a vacancy in the office of Treasurer, a financial review/audit shall be made of the Chapter's financial records by a qualified person or persons appointed by the Board of Directors. Such financial review/audit shall be completed within fifteen days after receipt of the records, a written report covering the financial review/audit submitted to the Board of Directors, and the records transferred as directed by the Board of Directors.

ARTICLE IX-DISSOLUTION

In the event of the dissolution, abandonment, or termination of the Elmira-Corning Chapter of IAAP, no income, contribution or other revenue or funds shall inure to the benefit of any individual or non-IAAP affiliated group, and any and all assets then possessed by the chapter, after current indebtedness has been paid, shall go and be delivered forthwith to one or more of the following organizations as determined by Chapter membership:

- a. the formation of a new chapter chartered by IAAP;
- b. the formation of a student scholarship fund at a local community college in the business administration field;
- c. support of the New York State Division scholarship fund;
- d. support of the scholarship funds administered by a chapter within the New York State Division; or
- e. The IAAP Retirement Trust Foundation.

The Chapter's charter shall be surrendered as outlined in the Bylaws and International Procedures and all Chapter records and property shall be surrendered to the New York State Division Board of Directors.

ARTICLE X-AMENDMENTS

Section 1. Bylaws

These Bylaws may be amended by any of the following methods:

- A. At any regular meeting of this Chapter by seventy-five percent of the members present and voting, provided the text of the proposed amendment has been submitted to the membership either in writing at least ten days prior to the meeting date or by reading at the previous meeting.
- B. By unanimous vote, if not distributed previously as required in paragraph 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. Standing Rules may be amended or rescinded:
 - 1. By a majority vote, provided the proposed amendments have been mailed to the membership at least ten days prior to the meeting date or have been read at the previous regular meeting;
 - 2. By a two-thirds vote, without previous notice.

Section 3. Corrections

Automatic grammatical, punctuation, and correlation corrections in these Bylaws and Standing Rules or amendments thereto which in no way alter the intent of the respective Bylaw or Standing Rule or amendment shall be effected by the Bylaws and Standing Rules Committee, subject to the approval of the Board of Directors.

Section 4. Editing

The Bylaws and Standing Rules Committee shall effect editing changes in the Bylaws and Standing Rules as a result of amendments to International or Division Bylaws and Standing Rules, subject to the approval of the Board of Directors.

Section 5. Enactment

These Bylaws and Standing Rules and amendments thereto shall become effective upon adjournment of the meeting at which adopted, unless otherwise specified.

Bylaws Adopted: May 1999

Bylaws Revised:

Bylaws Amended: March 3, 2008

Bylaws Amended: September 2011

Approved by New York State Division Bylaws and Standing Rules Committee: March 13, 2012

ELMIRA-CORNING STANDING RULES

Delegate/Alternate Meeting Expenses

The expense of the ***DELEGATE*** to the Education Forum and Annual Meeting and Division Annual Meeting shall be reimbursed to the extent of registration, transportation by the most practical and economical means, hotel, and reasonable expense for meals. Such expense or any part thereof will be reimbursed only if funds of the Chapter are available and at the discretion of the Board of Directors.

The expense of the ***ALTERNATE*** to the Education Forum and Annual Meeting and the Division Annual Meeting shall be reimbursed to the extent of registration only if funds are still available in the amount budgeted for the conventions, or at the discretion of the Board of Directors.

Any delegate or alternate who has received any advance for expenses to any Education Forum and Annual Meeting and Division Annual Meeting shall present an itemized account of expenses to the Board of Directors within thirty days after returning.

SCHOLARSHIP PROCEDURE

The Elmira-Corning Chapter of International Association of Administrative Professionals (IAAP) has established a fund to be used for the purpose of assisting deserving persons in obtaining a degree in the business field.

1. The chapter treasurer shall establish a board-approved scholarship account. At the end of the treasurer's term of office, the treasurer shall render to the general membership in writing a financial statement of the scholarship account. An audit of this account shall be made in accordance with the Standing Rules and Procedures of the chapter.
2. The Scholarship Committee shall consist of five members, one of who shall be the Chapter president and one of who shall be the Chapter treasurer. Initially, one member shall be elected for a three-year term, one for a two-year term, and one for a one-year term. Thereafter, each year, one shall retire and one shall be elected each year for a full three-year term.
3. In the event of any vacancy on the Scholarship Committee, the Article III – Officers, Qualifications, Nomination and Election, Term, Duties, Vacancies and Records, Section 6 shall apply.
4. The chairman shall have served at least one full year on the Scholarship Committee. The chairman shall act as the Scholarship Committee representative for the Chapter and shall act as school contact and counsel with school authorities on qualifications.
5. The duties of the Scholarship Committee shall be as follows:

- a. To inform all persons of the availability of a \$500.00 scholarship to be used for tuition purposes, to a student in the business field.
 - b. To inform all Chapter CPS/CAP candidates of the availability of, funds up to \$500.00, to be used for registration fees.
 - c. Provide appropriate applications and guidelines for candidates.
6. Applicant must complete provided scholarship packet which will include Qualifications as set by the Scholarship Committee.
7. Academic candidate payments are as follows:
- a. A check will be issued to the institution designating the name of the recipient. The tuition shall be applied to the next academic term.
 - b. The scholarship funds are to be kept in the scholarship account until the student has registered and will be sent directly to the institution.
 - c. This scholarship will be awarded during an April Chapter event, at which time the recipient will be the guest of the Chapter.
9. CPS/CAP candidate payments are as follows:
- a. A check will be issued to International Association of Administrative Professionals® for the CPS/CAP award recipient for the cost of the CPS/CAP exam upon receipt of all appropriate CPS/CAP exam application materials.
 - b. The scholarship funds are to be kept in the scholarship account until the candidate has registered and will be sent directly to the institution.
 - c. This award will be recognized at the June chapter meeting.

Contribution Statement:

Elmira-Corning Chapter of IAAP® will consider donations in support of civic organizations that advocate professionalism and endorse IAAP and its activities and operate in those communities where the Elmira-Corning Chapter members live and work.

Elmira-Corning Chapter will not consider for support any organization that is a member of the United Way and thereby shares in the funds raised through the annual campaign.

Procedure:

- The Elmira-Corning Chapter Board of Directors at the first meeting following receipt of the request will review requests for support.
- Requests falling within the parameters of giving will receive a recommendation from the Board to be brought before membership for approval at the next regular meeting of the Chapter.
- The Board will recommend a donation ranging from a minimum of \$15.00 to a maximum \$100.00 for each organization or event for Chapter membership approval.
- Requests for donations outside the parameters of giving will receive a letter from the corresponding secretary explaining our guidelines.

Recognition Statement

Elmira-Corning Chapter of IAAP will recognize its members for outstanding achievements on behalf of the Chapter.

Procedure:

Members attaining perfect attendance will receive an invitation to the Elmira Corning Chapter annual meeting at Chapter expense.

In the event of the death in the immediate family of an Elmira-Corning Chapter member, a contribution in memory of the deceased will be made to a civic organization consistent with Elmira-Corning Contribution Policy.

Elmira-Corning Chapter President will appoint an individual to serve as Chairman of the ex-officio Sunshine Committee.

- Chairman shall be responsible for mailing cards and, occasionally, sending flowers, to Elmira-Corning Chapter members and families, as directed by Elmira-Corning Chapter President and members.
- The Chairman shall provide a verbal report at each chapter meeting noting activity of the Sunshine Committee.
- The Chairman shall provide a verbal report on income and expenditures at each Elmira-Corning Chapter meeting.

Liability Insurance

The Chapter Treasurer purchases liability insurance from International Headquarters for the Chapter.

Outgoing President's Gift

The Outgoing President shall be presented a Past President's Pin and/or a gift from the Chapter.

Chapter Record Storage

Chapter records are to be consolidated and stored in accordance with the International IAAP® retention schedule.

Miscellaneous

- a. The Historian shall keep a record and scrapbook of events of the chapter.
- b. The Parliamentary Advisor is not an elected officer but a member with a good knowledge of parliamentary rules and her/his principal duty is to advise the President.
- c. President shall be responsible for presenting chapter officers with a pin and guard emblematic of their office at the time of installation, said pin and guard shall be passed on to their successors. If the officer loses the pin, it shall be replaced at no expense to the chapter.

Standing Rules Adopted: May 1999
Standing Rules Revised:
Standing Rules Amended: December 7, 2009

Approved NYSD Bylaws & Standing Rules Committee: March 13, 2012