

HAWTHORN CHAPTER



International Association of
Administrative Professionals®
Missouri Division

BYLAWS AND STANDING RULES

(Revised November 2009)

ARTICLE I-NAME AND LOCATION

The name of this Chapter shall be Hawthorn Chapter of IAAP, The International Association of Administrative Professionals. It shall be located in Springfield, Missouri.

ARTICLE II-MEMBERSHIP AND DUES

A. Membership

There shall be four classifications of membership as provided in the International Bylaws, Article VI. Associate members shall have all the rights and privileges of Professional members.

B. Dues

Annual dues for this Chapter shall be:

Professional Member	\$10.00
Professional Merited Member	\$ 5.00
Student Member	\$ 3.00
Associate Member	<i>(This amount is set by the International Board of Directors)</i>

The Chapter dues of any member transferring in or out of this Chapter shall be prorated on a monthly basis.

ARTICLE III-OFFICERS, QUALIFICATIONS, NOMINATIONS AND ELECTION PROCEDURE, TERM AND DUTIES

Section 1. Officers

The Chapter officers shall be a President, a President-Elect, a Secretary and a Treasurer.

Section 2. Qualifications

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

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

Section 3. Nomination and Election Procedure

A. At the May meeting or regular meeting in March, the Nominating Committee shall submit to the membership a slate of one or more candidates for each office.

B. Nominations may also be made from the floor prior to the election and such nominees shall be entered on the slate, provided they have consented to the nomination. Nominations from the floor must receive one second.

C. A majority vote of the members present shall be required for election, which shall be by ballot, except that if there is but one candidate for each office, the ballot may be dispensed with and the officers elected by voice vote.

D. 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. In the event of a tie, balloting will continue until the tie is broken and one candidate is elected.

Section 4. Term

A. The term of office shall coincide with the fiscal year for IAAP, July 1 through June 30.

B. President and President-Elect shall serve one term unless elected by a majority vote of the members present and voting, a quorum being present. All officers shall serve no 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.

Section 5. Duties

Chapter officers shall be obligated to uphold and represent the interest of IAAP and the profession as a whole.

A. The President shall:

1. Preside at all meetings of the Chapter and the Board of Directors.
2. Subject to the approval of the Board of Directors, appoint the Committee Chairman of all Committees and the Parliamentary Advisor/Parliamentarian, unless otherwise specified.
3. Be a member *ex officio* of all Committees except the Committee on Nominations.
4. Perform other duties incident to the office of President.
5. Endeavor to serve the entire Chapter in a strictly impartial manner.
6. Be familiar with the Bylaws and Standing Rules of International, Division and Chapter.
7. Keep the membership informed as to IAAP official communications regarding International, Division, and Chapter.
8. Keep the Division President fully informed on all matters concerning the Chapter.
9. The outgoing President shall meet with the incoming Board of Directors at the first Board meeting held after election.

B. The President-Elect shall:

1. Assume the responsibility of securing chapter programs for their term of office.
2. Assist the President in all ways.
3. Assume the duties and powers of the presidency in the absence of the President.
4. In the event of a vacancy in the office of President, succeed to the office for the unexpired term.
5. Approve vouchers for expenses incurred by the President.
6. Perform other duties as may be assigned by the Board of Directors or the Chapter.
7. Serve as hostess at all social gatherings.

- C. The Secretary shall:
1. In the absence of the President and President-Elect, call the meeting to order and preside.
 2. Keep an accurate record of all Chapter and Board of Directors meetings.
 3. Have custody of the Chapter Charter and other official documents.
 4. Have available at all meetings up to date copies of the Bylaws and Standing Rules of International, Division and Chapter.
 5. Perform other duties as may be assigned by the Board of Directors or the Chapter.
 6. Keep scrapbook current.
 7. Conduct the correspondence of the Chapter in accordance with the direction of the President and/or the Board of Directors.
- D. The Treasurer shall:
1. Have custody of all Chapter funds, making disbursements only as authorized by the Chapter either by action or by adoption of a budget to be administered by the Board of Directors.
 2. Pay all approved bills promptly by check.
 3. Keep the books on a current basis and make a monthly report to the Chapter.
 4. Prepare a detailed YTD financial report for presentation at the June meeting.
 5. Keep an attendance record of each member and an accurate roster of all Chapter membership.
 6. The outgoing Treasurer shall deliver the financial records to the Audit Committee within 15 days following close of the fiscal year. The office of Treasurer shall be bonded for amount specified by the Board of Directors and the fee paid by Chapter funds.

Section 6. Vacancy

A. In the event of a vacancy in the office of President, the President-Elect shall succeed to the office for the unexpired term and shall continue in the office of President for the following year. In the event of a vacancy in the office of President-Elect, an acting President-Elect shall be elected by special election at the next regular Chapter meeting. The acting President-Elect shall assume the duties and powers of the office of President-Elect, except that the acting President-Elect shall not automatically succeed to the office of President for the following year.

Nominations shall be made from the floor. Qualifications, nominations and election procedure previously outlined shall prevail. A vacancy in any other office shall be filled for the unexpired term by appointment from the membership of the Chapter by the Board of Directors.

B. Any officer unable to perform the duties of the office for any reason whatsoever for a period of 90 days shall submit a resignation in writing to the Board of Directors. In the event the Board of Directors determines in its sole judgment that any officer has failed to perform the duties of the respective office for a period of at least 90 days immediately prior to taking of such vote, 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 fourteen (14) 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 paragraph A of this article.

C. All records pertaining to any office are the property of the Chapter and must be transferred as directed by the Board of Directors within fifteen (15) days by the person vacating the office for any reason whatsoever.

ARTICLE IV-BOARD OF DIRECTORS

Section 1. Composition

The Board of Directors shall be composed of the officers of this Chapter.

Section 2. Duties

A. 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.

B. The Board of Directors shall prepare an annual budget which shall be presented by the Treasurer to the membership for adoption by the September meeting. Following approval, a copy of the adopted budget will be provided to each member. In addition, any amount greater than \$200 (regardless of designated account) not included in the adopted budget must be approved for expenditure by the membership before funds are disbursed.

C. The Board of Directors may, by a three-fourths vote of its membership, remove any officer or committee chairman for misconduct or neglect of duty.

Section 3. Meetings

Regular meetings of the Board of Directors shall be held one time each month unless otherwise designated by vote of 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 and a majority vote of those present and voting, a quorum being present, shall constitute effective action.

ARTICLE V-COMMITTEES

Section 1. Standing Committees

Standing Committees shall be composed of a Chairman and any number of members subject to the approval of the Board of Directors.

Section 2. Duties

Standing Committees and their duties are as follows:

A. The Newsletter Committee shall prepare and distribute the official publication of this chapter.

B. The CPS/CAP Program Committee shall stimulate interest and encourage participation in the CPS/CAP program and shall bring before the Chapter the latest information and methods on secretarial procedures and shall plan education study sessions and programs for the benefit of all members.

C. The Membership Committee shall direct all activities of the Chapter concerned with the recruitment and maintenance of membership. This Committee shall receive all applications for membership, including reinstatements and transfers and shall present such applications to the Treasurer for processing and shall notify the membership of all such applications upon submission to Headquarters.

D. The Nominating Committee shall consist of a Chairman and two members, who shall be elected by the membership at the January meeting. This Committee shall carry out the duties prescribed in Article III, Section 3.A of these Bylaws.

E. The Publicity Committee shall publicize Chapter activities through releases to the press and other media.

F. The RTF Committee shall promote interest in Vista Grande, our Retirement Center for Administrative Professionals, and shall devise and promote projects for the purpose of raising funds for The Trust.

G. The 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 by the membership in accordance with Article X of these Bylaws.
2. Maintain conformity in Chapter Bylaws and Standing Rules of International and Division.
3. Propose amendments.
4. Submit Chapter Bylaws and Standing rules and/or amendments to the Division Bylaws and Standing Rules Committee for review in accordance with the Bylaws and Standing Rules of International and Division.
5. Assist the Board of Directors and the membership in preparing and submitting amendments to the International and/or Division Bylaws and Standing Rules on behalf of the Chapter.
6. Review all amendments to International and/or Division Bylaws and Standing Rules proposed by other units of IAAP and make recommendations to the Board of Directors.

H. The Administrative Professionals Week Committee shall create a program which benefits the chapter membership in celebration of Administrative Professionals Week.

I. The Ways and Means Committee shall devise and promote projects to raise funds for the operation of the Chapter.

J. The Sunshine Committee shall notify the membership of regular monthly meetings through telephone contacts. The Committee shall keep in contact with all members of the Chapter who are ill or in the death of a member or member's immediate family shall advise the Chapter President.

K. The Yearbook Committee shall prepare and distribute to the members of the Chapter an annual yearbook as soon as possible after the beginning of the new Chapter year.

- L. The Image Committee shall:
1. Serve as liaison between the Executive Advisory Council and the Chapter.
 2. Promote the image of an administrative professional to the business community.
 3. Establish avenues for constant pursuit of a more direct communication with management and educators.
 4. Communicate with nonmember administrative professionals in the community in order to learn from them and to share IAAP educational programs with them.
 5. Work toward the development of a more meaningful public relations program.
 6. Encourage administrative professionals in the local area to participate in the CPS/CAP program and continuing education programs.
 7. Support the traditional activities of the Chapter and stimulate activity in new and progressive opportunities for growth of the Chapter and IAAP.
 8. Strive for the elevation of all the standards of the administrative profession.
- M. The Audit Committee shall:
1. At the end of the fiscal year, examine and verify that the financial affairs of the Chapter as listed below were conducted in a manner consistent with accepted accounting procedures and in conformity with the Bylaws and Standing Rules of the Chapter.
 - (a) Verify cash balances.
 - (b) Reconcile bank statements
 - (c) Verify that all cash receipts have been credited to the proper accounts.
 - (d) Verify that all cash disbursements have been charged to the proper accounts.
 - (e) Spot check to ascertain that all receipts have been reported.
 - (f) Spot check to verify that all expenditures have been authorized.
 2. Attest to the examination by an Audit Report to be signed by all members of the Audit Committee.
- N. Past-President's Advisory Council (PPAC) shall serve as advisors to the Chapter sharing the knowledge and expertise gained from having served as a member of the Chapter Board and then President.

Section 3. Special Committees may be appointed when deemed necessary by the Board of Directors.

Section 4. Responsibility - All Committees shall be directly responsible to the Board of Directors and with the exception of the Nominating Committee shall submit all plans prior to execution to the Board of Directors for approval.

Section 5. Within 15 days after the conclusion of their appointment, all Committees shall transfer their files to their successors or as directed by the Board of Directors.

ARTICLE VI-MEETINGS

Section 1. Regular and Annual Meetings

A. Regular meetings of this Chapter shall be held on the third Thursday of each month

except for the months of July, August and December in which there is no chapter meeting. If decided advisable, the date of a regular meeting may be changed at any preceding month upon majority vote of the membership present.

B. The regular May meeting in each year shall be the annual meeting of this Chapter and shall be a closed meeting.

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 ten days prior to the date of the special meeting.

Section 3. Installation

Officers shall be installed at the June meeting.

Section 4. Quorum

Quorum for a regular or special meeting shall be a majority of the members present at the meeting.

ARTICLE VII-REPRESENTATION

Section 1. Delegates

The delegate to the Education Forum and Annual Meeting and Division meeting shall be selected by the Board of Directors in the following order: President, President-Elect, Secretary or Treasurer or a past Chapter Officer.

Section 2. Reports

The delegate's report shall be presented to the membership at or before the first chapter meeting.

ARTICLE VIII-AUDIT

Section 1. An audit shall be made of the Chapter financial records by a qualified person or persons appointed by the Board of Directors. Such audit shall be completed within 15 days of the close of the fiscal year, a written report covering the audit submitted to the Board of Directors and the records transferred to the incoming Treasurer.

Section 2. In the event of a vacancy in the office of Treasurer an audit shall be made of the Chapter financial records by a qualified person appointed by the Board of Directors. Such audit shall be completed within 15 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 the Board of Directors.

ARTICLE IX-DISSOLUTION

In the event of dissolution, abandonment or termination of the Charter of this Chapter, 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 Chapter after current indebtedness has been paid shall go and be delivered forthwith to the Retirement Trust Foundation.

ARTICLE X-AMENDMENTS

Section 1. Bylaws

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

- A. By a majority vote of the members present and voting at any regular meeting of the Chapter, a quorum being present, provided the text of the proposed amendments has been submitted to the membership either in writing at least ten days prior to the meeting date or by reading at the previous regular meeting.

- B. An amendment not previously submitted to the membership may be adopted by unanimous vote of the members present and voting, a quorum being present.

Section 2. Standing Rules

- A. Standing Rules may be adopted without previous notice by majority vote of the members present and voting, a quorum being present.

- B. Standing Rules may be amended or rescinded by a majority vote of the members present and voting, a quorum being present, without previous notice and by a two-thirds vote if notice was given at a previous regular meeting.

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 bylaw shall be effected by the Bylaws and Standing Rules Committee subject to the approval of the Board of Directors and subsequently by the membership at a chapter meeting.

Section 4. Enactment

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

Bylaws adopted: 1944
Bylaws amended: April 2007
Bylaws revised: September 2008
Bylaws revised: November 2009

Approved: //ss//
Chairman, Missouri Division, Bylaws and Standing Rules Committee

HAWTHORN CHAPTER STANDING RULES

1. The expenses of the delegate to the Education Forum & Annual Meeting, Missouri Division Annual Meeting and Division Leadership Retreat shall be reimbursed to the extent of the registration, seminars, travel and lodging dependent upon the availability of chapter funds.
2. The expenses of the alternate to the Education Forum and Annual Meeting and Missouri Division Annual Meeting shall be reimbursed dependent upon the availability of chapter funds.
3. Regular meetings shall begin at 6:00 p.m. unless otherwise designated by the Chapter for that particular month.
4. Dinner reservations not canceled by Monday noon before the meeting day, will be the individual's obligation to reimburse the Chapter. Cancellation calls should be made to the telephone contact.
5. Meeting time of the Board of Directors shall be designated by the President or Board of Directors.
6. Meetings: The order of business at the June meeting shall be as follows:
 - (a) Regular business
 - (b) Election of officers (unless elections occurred previously)
 - (c) Annual committee reports shall be submitted to the Chapter President in writing in May unless otherwise designated.
 - (d) Selection of delegate to the Education Forum and Annual Meeting (see Bylaws, Article VII, Section 1)
7. The Division President should be copied on any correspondence from any chapter officer/committee chairman and/or member to a Division officer/committee chairman/member/Headquarters/International officer/committee chairman.

Standing Rules & Procedures adopted: December 16, 1965

Standing Rules revised: February 15, 1996, March 16, 2000, February 21, 2002

Approved: //ss//

Chairman, Missouri Division Bylaws/Standing Rules Committee