

These proposed bylaws and standing rules amendments are available in the IAAP Web Community, community.iaap-hq.org.

To: Division and Chapter Presidents
Chapters-at-Large
Affiliates
Board of Directors
RTF Board of Trustees
Parliamentarian

and for Distribution at the International Education Forum and Annual Meeting

To: Members and Affiliates



In accordance with IAAP International Bylaws (Article XIX— Amendments, Section 1., 2. and 3.) the following are the proposed amendments to the IAAP International Bylaws and Standing Rules to be presented for consideration and action by chapter, division, and international association delegates during the business session at the International Education Forum and Annual Meeting in Montreal, Quebec, Canada, July 24–27, 2011.

International Bylaws and Standing Rules Committee

- | | |
|----------------------------|----------------------|
| Melynda P. Porgés, CPS/CAP | Chair |
| Beth Turner | Canada District |
| Heather Thomas, CAP | Great Lakes District |
| Carol A. Hawkes, CPS/CAP | Northeast District |
| Joan Gatzmeyer, CPS/CAP | Northwest District |
| Judithann Lovely, CPS/CAP | Southeast District |
| Linda J. Williams, CPS/CAP | Southwest District |

IAAP Proposed Amendment 1

ARTICLE V—CONSTITUENTS, page 7-10/1

Amend ARTICLE V—CONSTITUENTS, Section 2. paragraph B by adding information regarding minimal chapter size.

Present Wording

Section 2. Definition.

B. Chapters.

1. A chapter shall be a group of members chartered by IAAP, located within a division and district, which must have a president and a treasurer.
2. A chapter-at-large shall be a group of members chartered by IAAP and located outside the United States, its territories, Puerto Rico, the Virgin Islands of the United States or Canada, which must have a president and a treasurer.

Proposed Wording

(1) Section 2. Definition.

(2) B. Chapters.

- (3) 1. A chapter shall be a group of members chartered by IAAP,
(4) located within a division and district, which must have a
(5) president and a treasurer and at least 15 members. As of
(6) January 1, 2012, chapters failing to meet the minimum
(7) standard of 15 members for six consecutive months will be
(8) disbanded.
- (9) 2. A chapter-at-large shall be a group of members chartered by
(10) IAAP and located outside the United States, its territories,
(11) Puerto Rico, the Virgin Islands of the United States or Canada,
(12) which must have a president and a treasurer and at least 15
(13) members. As of January 1, 2012, chapters-at-large failing to
(14) meet the minimum standard of 15 members for six
(15) consecutive months will be disbanded.

Submitted by: The International Board of Directors

Reason: Currently IAAP has a requirement that chartering chapters must have a minimum number of 15 members to be accepted. However, there is not a requirement for maintaining the minimal number after the chapter has been chartered. Chapters need at least 15 members to maintain sufficient pool of willing members to assume leadership positions to sustain the chapter.

Recommendation: The International Board of Directors recommends adoption.

IAAP Proposed Amendment 2

ARTICLE VII—INTERNATIONAL DUES AND FEES (Payable in U.S. Funds), page 7-10/2

Amend ARTICLE VII—INTERNATIONAL DUES AND FEES (Payable in U.S. Funds), Section 2. by striking “Effective January, 2010,” and striking the dues level for those residing outside the United States, its territories, Puerto Rico, the Virgin Islands or Canada.

Present Wording

Section 2. Annual dues. Effective January 1, 2010, members shall submit annual dues based on their classification of membership as specified in this section.

	1.	2.
A. Professional member	\$ 83	\$103
B. Professional-Merited member	\$ 47	\$ 67
C. Student member	\$ 50	\$ 70
D. Associate member	\$180	\$200

1. Any member who resides in the United States, its territories, Puerto Rico, the Virgin Islands of the United States, or Canada.
2. Any member who resides outside the United States, its territories, Puerto Rico, the Virgin Islands of the United States, or Canada.

Proposed Wording

(1) **Section 2.** Annual dues. ~~Effective January 1, 2010, m~~Members shall
 (2) submit annual dues based on their classification of membership as
 (3) specified in this section.
 (4)

	1.	2.
(5) A. Professional member	\$ 83	\$103
(6) B. Professional-merited member	\$ 47	\$ 67
(7) C. Student member	\$ 50	\$ 70
(8) D. Associate member	\$180	\$200
(9)		
(10)		
(11) 1. Any member who resides in the United States, its territories,		
(12) Puerto Rico, the Virgin Islands of the United States, or Canada.		
(13) 2. Any member who resides outside the United States, its territories,		
(14) Puerto Rico, the Virgin Islands of the United States, or Canada.		

Submitted by: The International Board of Directors

Reason: This proposed amendment will simplify the IAAP dues structure. Higher International dues were initiated primarily to help offset the cost of postage on information sent to these members. However, with most of IAAP’s information being obtained online, the cost differential is no longer required. The effective date has been eliminated for a past dues increase.

Recommendation: The International Board of Directors recommends adoption.

IAAP Proposed Amendment 3

ARTICLE VII—INTERNATIONAL DUES AND FEES (Payable in U.S. Funds), page 7-10/2

Amend ARTICLE VII—INTERNATIONAL DUES AND FEES (Payable in U.S. Funds), by inserting a new Section 4. and renumbering subsequent sections.

Present Wording

Proposed Wording

- (1) **Section 4. Promotional Discounts.** The international board of
- (2) directors shall have the authority to discount IAAP dues for
- (3) promotional purposes as an offer to nonmember administrative
- (4) professionals, not to exceed 50 percent of the established dues
- (5) amounts and for limited time periods.

Submitted by: The International Board of Directors

Reason: This amendment would provide flexibility for the international board of directors to adjust dues downward for promotional purposes. IAAP has seen an increase in for-profit companies that are competing within the administrative professional market. Allowing the board to adjust dues will allow IAAP to better compete in the rapidly changing market place and to participate in collaborative efforts with sponsors and other organizations.

Recommendation: The International Board of Directors recommends adoption.

IAAP Proposed Amendment 4

ARTICLE VII—INTERNATIONAL DUES AND FEES (Payable in U.S. Funds), page 7-10/2

Amend ARTICLE VII—INTERNATIONAL DUES AND FEES (Payable in U.S. Funds), Section 5. by adding a sentence at the end of paragraph A.

Present Wording

Section 5. Reinstatement

A. A member who has forfeited membership for any reason and wishes to reinstate within the next two years may do so by payment of the \$15 processing fee and the current year's dues and shall retain membership tenure.

Proposed Wording

(1) **Section 5. Reinstatement**

(2) A. A member who has forfeited membership for any reason and
(3) wishes to reinstate within the next two years may do so by
(4) payment of the \$15 processing fee and the current year's dues
(5) and shall retain membership tenure. The international board of
(6) directors shall have the authority to waive the processing fee for
(7) former members wishing to reinstate and it may do so for limited
(8) time periods for promotional purposes.

Submitted by: The International Board of Directors

Reason: IAAP members let their membership lapse for various reasons. A couple of primary reasons are that employers stop supporting the cost of dues because of reduced budgets or members lose their employment because of layoffs. The flexibility to waive the processing fee will allow the board to use offers for promotional purposes to enable former members to rejoin the association at a lower cost and also make IAAP more competitive in the market place.

Recommendation: The International Board of Directors recommends adoption.

IAAP Proposed Amendment 5

ARTICLE VIII—INTERNATIONAL OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM AND DUTIES, page 7-10/2

Amend ARTICLE VIII—INTERNATIONAL OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM AND DUTIES, Section 2. paragraph C. by striking the word “year” and inserting the word “term.”

Present Wording

Section 2. Qualifications.

C. A candidate for vice president, treasurer or secretary shall have served at least one year as a district director:

Proposed Wording

Section 2. Qualifications.

(1)
(2)
(3) C. A candidate for vice president, treasurer or secretary shall have
(4) served at least one ~~year~~ term as a district director

Submitted by: International Committee on Nominations

Reason: District directors are elected to a two-year term. It is not a specific year but a term. One term will require a district director to complete that term before running for higher office.

Recommendation: The International Board of Directors recommends adoption.

IAAP Proposed Amendment 6

ARTICLE VIII—INTERNATIONAL OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM AND DUTIES, page 7-10/2

Amend ARTICLE VIII—INTERNATIONAL OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM AND DUTIES, Section 3. paragraph A. subparagraph 1. subparagraph b. by striking the word “international” and inserting the words “Retirement Trust Foundation.”

Present Wording

Section 3. Nomination and election.

A. Nomination.

1. Committee on Nominations shall:

- b. Verify the qualifications of each candidate for international office and international trustee.

Proposed Wording

Section 3. Nomination and election.

A. Nomination.

1. Committee on Nominations shall:

- b. Verify the qualifications of each candidate for international office and ~~international~~ Retirement Trust Foundation trustee.

Submitted by: International Committee on Nominations

Reason: The Board of Trustees is not an international position. “International” is an identifier that is used when referencing IAAP to delineate the International Board from divisions or chapters. There is only one RTF at one level, thus the word “international” is not necessary.

Recommendation: The International Board of Directors recommends adoption.

IAAP Proposed Amendment 7

ARTICLE VIII—INTERNATIONAL OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM AND DUTIES, page 1-10/2

Amend ARTICLE VIII—INTERNATIONAL OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM AND DUTIES, Section 3. Paragraph A. subparagraph 2. by striking the word “division” and adding a sentence regarding division members-at-large.

Present Wording

Section 3. Nomination and election.

A. Nomination.

2. Any chapter, division or affiliate association, by vote of its members, may nominate only one of its qualified members as a candidate for international office.

Proposed Wording

Section 3. Nomination and election.

A. Nomination.

2. Any chapter, ~~division~~ or affiliate association, by vote of its members, may nominate only one of its qualified members as a candidate for international office. Any division, by a vote of its board of directors, may nominate no more than two of its qualified division members-at-large as a candidate for international office.

Submitted by: The International Board of Directors

Reason: This change will clarify how a division may place a candidate in nomination. Because divisions often do not meet until their spring Division Annual Meeting, it is difficult to comply with the current Bylaw wording and nominate a member of a division before the January 15th deadline. In addition, this change also clarifies that this provision is intended as a process to nominate Division Members-At-Large and not members who are already a member of a chapter and may be nominated by their respective chapter.

Recommendation: The International Board of Directors recommends adoption.

IAAP Proposed Amendment 8

ARTICLE VIII—INTERNATIONAL OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM AND DUTIES, page 7-10/3

Amend ARTICLE VIII—INTERNATIONAL OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM AND DUTIES, Section 3. paragraph B. by adding a new subparagraph 6.

Present Wording

Section 3. Nomination and Election.

B. Election. Election shall take place as follows, except as provided for in Article XIII.

Proposed Wording

Section 3. Nomination and Election.

B. Election. Election shall take place as follows, except as provided for in Article XIII.

6. Following election, the Election Committee shall provide a report to international officers and division presidents listing any chapter, division or affiliate association of which the delegate failed to present their official voting ticket to the election committee during balloting.

Submitted by: Tulsa Chapter, Tulsa, Oklahoma

Reason: To bring clarity and focus to the fact that chapters, divisions and affiliate associations have the right to send a delegate or proxy to EFAM, and, their delegate has a responsibility to represent their chapter, division or affiliate association. It is a duty of the delegate to cast their vote and proxies with which they have been entrusted in their role of delegate.

Please note that this amendment is not in any manner intended to embarrass any individual serving as delegate who fails to cast their vote at the polls, but rather to create an understanding and acceptance of the importance of their responsibility to those members they are representing as they serve as their delegate at EFAM.

Recommendation: The International Board of Directors does not recommend adoption.

IAAP Proposed Amendment 9

ARTICLE X—INTERNATIONAL BOARD OF TRUSTEES, INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS RETIREMENT TRUST FOUNDATION, QUALIFICATIONS, NOMINATION AND ELECTION, page 7-10/4

Strike ARTICLE X—INTERNATIONAL BOARD OF TRUSTEES, INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS RETIREMENT TRUST FOUNDATION, QUALIFICATIONS, NOMINATION AND ELECTION, in its entirety and reletter subsequent articles.

Present Wording

Section 1. Four international trustees, no two of whom shall be from the same IAAP district, shall be elected from the professional and professional-merited membership of IAAP. Two international trustees shall be elected each year to serve for a term of two years. No international trustee shall serve more than two consecutive two-year terms.

Section 2. Qualifications. A candidate for trustee shall meet the requirements as listed in Article III, Section 3. of the RTF Bylaws.

Section 3. Nomination and election.

- A. Nominations for trustees shall be processed by the International Committee on Nominations in the same manner as nominations for international officers.
- B. Trustees shall be elected by ballot by a plurality vote of the delegates and international officers voting at annual meeting except as provided for in Article XIII.
- C. If the two candidates receiving the most votes are from the same district, the one receiving the most votes is elected, and there will be a second ballot among the remaining candidates from the other districts, with each delegate and international officer casting one vote

Submitted by: International Committee on Nominations

Reason: This section in its entirety should be eliminated since it has been placed in the Retirement Trust Foundation Bylaws.

Recommendation: The International Board of Directors recommends adoption.

Proposed Wording

~~**Section 1.** Four international trustees, no two of whom shall be from the same IAAP district, shall be elected from the professional and professional-merited membership of IAAP. Two international trustees shall be elected each year to serve for a term of two years. No international trustee shall serve more than two consecutive two-year terms.~~

~~**Section 2.** Qualifications. A candidate for trustee shall meet the requirements as listed in Article III, Section 3. of the RTF Bylaws.~~

~~**Section 3.** Nomination and election.~~

- ~~A. Nominations for trustees shall be processed by the International Committee on Nominations in the same manner as nominations for international officers.~~
- ~~B. Trustees shall be elected by ballot by a plurality vote of the delegates and international officers voting at annual meeting except as provided for in Article XIII.~~
- ~~C. If the two candidates receiving the most votes are from the same district, the one receiving the most votes is elected, and there will be a second ballot among the remaining candidates from the other districts, with each delegate and international officer casting one vote~~

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IAAP Proposed Amendment 10

ARTICLE XII—STANDING COMMITTEES, page 7-10/4

Amend ARTICLE XII—STANDING COMMITTEES, Section 3. paragraph A. subparagraphs 2. and 3. by inserting the words “and Retirement Trust Foundation Bylaws.”

Present Wording

Section 3. Duties.

A. The Bylaws and Standing Rules Committee:

2. Shall notify chapters, divisions and chapters-at-large of the deadline for submitting proposed International Bylaws and Standing Rules amendments and resolutions to the chairman, each member and the board contact for the committee.
3. Shall edit/correlate all proposed International Bylaws and Standing Rules amendments and resolutions referred by international officers, the international board of directors, divisions, chapters, chapters-at-large or the annual meeting body for presentation in accordance with Article XIX.

Proposed Wording

Section 3. Duties.

A. The Bylaws and Standing Rules Committee:

2. Shall notify chapters, divisions and chapters-at-large of the deadline for submitting proposed International Bylaws, Retirement Trust Foundation Bylaws, Standing Rules amendments and resolutions to the chairman, each member and the board contact for the committee.
3. Shall edit/correlate all proposed International Bylaws, Retirement Trust Foundation Bylaws, Standing Rules amendments and resolutions referred by international officers, the international board of directors, divisions, chapters, chapters-at-large or the annual meeting body for presentation in accordance with Article XIX.

Submitted by: International Bylaws and Standing Rules Committee

Reason: The IBSR Committee is responsible to receive, edit and correlate proposed amendments to the Retirement Trust Foundation Bylaws, along with the International Bylaws and Standing Rules. This amendment will include that responsibility in the duties of the IBSR Committee.

Recommendation: The International Board of Directors recommends adoption.

IAAP Proposed Amendment 11

ARTICLE XII—STANDING COMMITTEES, page 7-10/4

Amend ARTICLE XII—STANDING COMMITTEES, Section 3. paragraph B. subparagraph 2. by striking “Article VIII and X” and adding “these Bylaws, the IAAP Standing Rules and the Retirement Trust Foundation Bylaws.”

Present Wording

Section 3. Duties.

B. The Committee on Nominations:

2. Shall perform in accordance with Articles VIII and X.

Proposed Wording

Section 3. Duties.

B. The Committee on Nominations:

1. Shall perform in accordance with ~~Articles VIII and X~~ these Bylaws, IAAP’s Standing Rules and the Retirement Trust Foundation Bylaws.

Submitted by: International Committee on Nominations

Reason: Article X language has been moved to the Retirement Trust Foundation Bylaws under Article III, Sections 1, 2 and 3 and Standing Rules 1 and 2 deal with elections restrictions on candidates and comes under the purview of the Committee on Nominations.

Recommendation: The International Board of Directors recommends adoption.