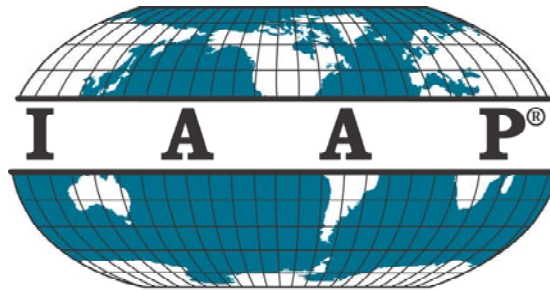


IOWA-NEBRASKA DIVISION



International Association of
Administrative Professionals®
Iowa-Nebraska Division

BYLAWS **and** **STANDING RULES**

As Amended June 11, 2011

**IOWA-NEBRASKA DIVISION IAAP
BYLAWS
AND
STANDING RULES**

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**IOWA-NEBRASKA DIVISION
INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE
PROFESSIONALS**

BYLAWS

ARTICLE I—NAME AND LOCATION

The name of this division shall be the Iowa-Nebraska Division of the International Association of Administrative Professionals (IAAP).

The Iowa-Nebraska Division is incorporated in the State of Iowa and qualified to do business in Nebraska.

ARTICLE II—MEMBERSHIP AND DUES

Section 1. 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 except they cannot serve as an officer.

A division member-at-large shall be a professional or professional-merited member who does not have an affiliation with a specific chapter in the division.

The membership listing from headquarters will be the official membership roster for the IA-NE Division.

Section 2. Dues

Annual dues for this division shall be*:

Professional member	\$11.00
Professional-Merited member	\$ 5.00
Student member	\$ 1.00
Associate member	(Amount set by international board of directors)

***Division dues shall not be assessed against new members of a new chapter during the fiscal year of its installation. New members who join within seven days of attending a recruitment or informational meeting will not be assessed dues during the first year of their membership.**

ARTICLE III—OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM AND DUTIES

Section 1. Officers.

The division officers shall be a president, a president-elect, a secretary, and a treasurer.

Section 2. Qualifications.

- A. A candidate for office shall have been a professional member for at least two years prior to the time of nomination, shall have served as a chapter officer, and shall be employed 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 year prior to the time of election.**
- C. No more than two officers may be elected from the same chapter or from among the division members-at-large.**
- D. 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 3. Nomination and Election.

- A. Any chapter, by vote of its membership, may nominate no more than two of its professional members as a candidate for a division office.**
- B. Division members-at-large may nominate themselves by submitting their credentials and letter of intent to serve to the division president for signature.**
- C. A chapter may nominate one of its professional members from the floor at the annual meeting, provided the member has consented to serve if elected and provided that the qualifications and supporting documents have been submitted through the Committee on Nominations, to ensure the candidate meets all qualifications, prior to the nomination being made. Nominations from the floor must receive two seconds. Division members-at-large should follow the same procedure.**
- D. Officers shall be elected by ballot at the annual meeting, except that if there is but one candidate for each office, the officers may be elected by voice vote.**
- E. In the event no candidate received a majority vote on the first ballot, all but the two highest candidates shall be eliminated and the balloting continued. If the vote remains a tie after the third ballot, the election shall be decided by a coin toss, with the candidate whose last name comes first alphabetically calling the toss.**
- F. The president-elect shall succeed to the office of president without the election process.**

Section 4. Term of Office.

- A. The term of office shall coincide with the fiscal year for IAAP, July 1 through June 30.**
- B. The president and president-elect shall serve one term only. Other officers shall serve no more than two consecutive terms in the same office.**

Section 5. Duties.

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

A. The president shall:

- 1. Subject to the approval of the board of directors, appoint all standing and special committees, unless otherwise specified, and may appoint a parliamentary advisor.**
- 2. Be a member ex-officio of all committees except the Committee on Nominations.**
- 3. Call meetings of the board of directors whenever such meetings are necessary.**
- 4. Preside at all meetings of the board of directors and of the entire division.**
- 5. Keep the international director of the district fully informed on all matters concerning the division.**
- 6. Ensure that the biennial report for the Iowa-Nebraska IAAP Nonprofit Incorporation gets submitted in both Iowa and Nebraska during January/February of the odd numbered years.**

B. The president-elect shall:

- 1. In the absence of the president, serve as presiding officer at division meetings or 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. Serve as editor of the division newsletter.**
- 4. Work with treasurer to prepare the proposed budget for the next fiscal year and review chart of accounts.**
- 5. Submit the division Avery-Dennison Division Achievement Award application.**
- 6. Enroll the division in the "Division of Excellence" program and keep abreast of the qualifications for the division to achieve the "Division of Excellence" category.**
- 7. Perform such other duties as may be assigned by the board of directors.**

C. The secretary shall:

- 1. Be responsible for the minutes of all division and board of directors' meetings and for interim reports based on board of directors' decisions voted on between annual or special meetings.**
- 2. Prepare correspondence of the division at the direction of the president and/or the board of directors.**
- 3. Furnish division annual meeting minutes to all division officers, chapter presidents, and division members-at-large promptly.**
- 4. Have available at meetings up-to-date copies of the International and Division Bylaws and Standing Rules and Procedures.**
- 5. Give written notice of the annual and special meetings as required in Article VI, Section 2.**
- 6. Maintain a current Iowa-Nebraska Division roster to be furnished to division members once a year, immediately following the annual meeting.**
- 7. Perform such other duties as may be assigned by the board of directors.**

D. The treasurer shall:

- 1. Be responsible for all funds of the division and for the records of its financial affairs.**
- 2. Keep a complete and accurate record of chapter membership and division members-at-large within the division.**

3. Be bonded with premiums paid from division funds (along with any co-signer of division checks).
4. Perform such other duties as may be assigned by the board of directors.

Section 6. Vacancy.

- A. In the event of a vacancy in the office of president, the president-elect shall succeed to that office for the unexpired term and shall continue in the office of president for the following year.
- B. A vacancy in the office of president-elect, secretary, or treasurer shall be filled for the unexpired term by appointment from the membership of the division by the division board of directors. Any member who has been appointed to the office of president-elect for the remainder of a term shall be eligible to seek election to the office of president for the following year.

ARTICLE IV—BOARD OF DIRECTORS

The board of directors shall be the governing body on all matters requiring action between annual or special meetings, other than amending the bylaws.

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 postal mail, courier service, electronic communication, or by conference call.
- B. The board of directors shall prepare an annual budget that shall be adopted at the annual meeting.
- 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. Before such an action, the officer in question should be given reasonable notice and opportunity to be heard. 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.

Section 3. Meetings.

The board of directors shall meet as required to adequately conduct the business of the division. At least two meetings shall be held each year.

Section 4. Quorum.

The quorum for any meetings 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 any number of members. Appointments shall be for one year and coincide with the fiscal year of IAAP, July 1 to June 30.

Section 2. Duties.

Standing committees and their duties are as follows:

A. The Bylaws and Standing Rules Committee:

- 1. Shall maintain conformity in Division Bylaws and Standing Rules with the International Bylaws and Standing Rules.**
- 2. Shall notify chapters and division members-at-large by January 15 of the March 1 deadline for submitting proposed amendments to these Bylaws and Standing Rules.**
- 3. May propose amendments and resolutions.**
- 4. Shall edit/correlate all proposed amendments to the Bylaws and Standing Rules of this division and submit them together with the committee's recommendations and the reasons for the recommendations to the board of directors, the chapters, and the division members-at-large no later than March 15.**
- 5. Shall submit Division Bylaws and Standing Rules and/or amendments to the district representative and the chairman of the International Bylaws and Standing Rules Committee for review as amended or at least every four years.**
- 6. Shall review/approve Chapter Bylaws and Standing Rules as amended, or at least every four years.**
- 7. Shall assist the board of directors in preparing and submitting amendments and resolutions to the International Bylaws and Standing Rules to the International Bylaws and Standing Rules Committee on behalf of the division.**
- 8. Shall be responsible for distribution of amended or revised Division Bylaws and Standing Rules and Procedures to all division officers and chapter presidents, and to the division members-at-large as requested.**

B. The Membership Committee:

- 1. Shall, immediately upon receipt, transmit names of prospective members to the appropriate chapter(s) for further recruitment action.**
- 2. Shall work directly with chapter membership chairs to assist in attracting and retaining members.**
- 3. Shall correspond directly with prospective division members-at-large.**
- 4. Shall be responsible for maintaining a current listing of international members-at-large within the geographic boundaries of the division, shall update this listing at least twice a year, and shall provide this list to the division officers and chapter presidents each time it is updated.**

C. The Nominations Committee:

- 1. Shall have as its chairman the immediate past division president, plus at least two other members as appointed by the division president. If the immediate past division president is unable to accept the position as chairman, the Division board shall select a former past division president for this position.**

2. Shall notify all chapter presidents and division members-at-large by January 15 that names and qualifications of candidates for division office must be submitted no later than March 1.
3. Shall review the qualifications of all candidates for office.
4. Shall notify the board of directors, chapter presidents, and division members-at-large of the names and qualifications of all candidates for each division office no later than March 15.

D. New Chapter/Student Chapter Builder Committee:

Shall coordinate the development of new chapters and student chapters in the division.

Section 3. Special Committees.

Special committees may be appointed when deemed necessary by the board of directors.

Section 4. Responsibility.

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.

ARTICLE VI—MEETINGS

Section 1. Scheduling.

This division shall hold an annual meeting at a date and location selected at least two years in advance by majority vote at the annual meeting. This annual meeting shall also include such other workshops, seminars or forums as approved by the board of directors to support the objectives of IAAP.

Section 2. Notification.

The secretary shall notify all chapter presidents and the division members-at-large concerning the time and place of each annual meeting by February 15.

Section 3. Representation.

The voting power of the members shall be exercised through properly accredited delegates to the annual meeting. Division officers shall be ex-officio members of the delegate assembly with full voting privileges. If division members-at-large are present, they may elect one delegate who will then have full voting privileges. Any division committee chairman or authorized representative, who is required to make an official report at the annual meeting, shall be a member of the meeting for the purposes of reporting and moving adoption of such report, but shall not have voting privileges unless a delegate.

Section 4. 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 written notice specifying the principal business of the meeting is given to all division officers, chapter presidents, and division members-at-large at least ten calendar days prior to the date of the special meeting.

Section 5. Quorum.

A quorum for any annual or special meeting shall be the accredited delegates from two-thirds of the chapters within the division and at least three officers of the division.

ARTICLE VII—AUDIT

Section 1. A qualified person or persons appointed by the board of directors shall make an audit of the division's financial records. A preliminary audit will be performed during the month of May of the current fiscal year in time to incorporate the report into the division annual meeting handouts. A final audit shall be completed within thirty days of the close of the fiscal year; a written report covering the final audit shall be submitted to the board of directors and the records transferred immediately to the incumbent treasurer.

Section 2. In the event of a vacancy in the office of treasurer, a qualified person or persons appointed by the board of directors shall make an audit of the division's financial records. Such audit shall be completed within 15 days after receipt of the records; a written report covering the audit shall be submitted to the board of directors, and the records shall be transferred as directed by the board of directors.

ARTICLE VIII—REPRESENTATION

The delegate to the International Education Forum and Annual Meeting, and other meetings as necessary, shall be the president. The alternate delegate to the International Education Forum and Annual Meeting shall be the president-elect. In the event that the president cannot act as delegate, the president-elect will become the delegate, and an alternate will be appointed by the board of directors from the officers in the following order: secretary, treasurer.

ARTICLE IX—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 equally to the Research & Education Foundation and Retirement Trust Foundation. All division records and property shall be surrendered to IAAP.

ARTICLE X—AMENDMENTS

Section 1. These bylaws may be amended by any of the following methods:

- A. At any annual meeting by a two-thirds vote, provided copies of the proposed amendments shall have been distributed in accordance with Article V.2.A.4 of these bylaws.**

- B. At any annual meeting by a four-fifths vote, provided copies of the proposed amendments shall have been distributed to the delegates, division officers, and members of the Bylaws and Standing Rules Committee who are present, at least one hour prior to taking the vote.**
- C. By four-fifths vote at any special meeting, provided wording of the proposed amendment was communicated with the Notice of Special Meeting.**
- D. By unanimous vote, if not distributed previously as required in A., B., or C. above.**
- E. By a referendum. A referendum vote (consisting of the division officers, the chapter delegates, and one vote from all division members-at-large) may be ordered by a three-fourths vote of the board of directors or by a majority of the chapters.**

Section 2. Corrections. Automatic grammatical, punctuation, and correlation corrections in these Bylaws and Standing Rules, which in no way alter the intent of the respective bylaw or standing rule, shall be effected by the Bylaws and Standing Rules Committee, subject to the approval of the board of directors.

Section 3. Enactment. These Bylaws and Standing Rules and/or amendments thereto shall become effective upon adjournment of the annual or special meeting at which adopted, unless otherwise specified.

Bylaws Adopted: May 18, 2002

Bylaws Revised: June 7, 2003; June 5, 2004; June 4, 2005; June 10, 2006; June 2, 2007;
June 14, 2008; June 12, 2010; June 11, 2011

Reviewed by International Bylaws and Standing Rules Committee: July 8, 2010; June 29, 2011



**IOWA-NEBRASKA DIVISION
INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE
PROFESSIONALS**

STANDING RULES AND PROCEDURES

A. Expenses

- 1. The expenses of the delegate to the International Education Forum and Annual Meeting, and other meetings as necessary, shall be reimbursed to the extent of registration, all transportation by the most economical means, and other actual, reasonable and necessary expenses, and shall reimburse no more than one-half of the billed room rate (if more than two people share the room will reimburse one-third of the billed room rate for three people, one-fourth of the billed room rate for four people, etc.), if funds are available. Final reimbursement of the delegate's expenses will be made upon submission of an itemized expense form and of a delegate's report.**
- 2. Expenses of the alternate delegate to the International Education Forum and Annual Meeting shall be reimbursed to the extent of registration and all of the total of transportation and other reasonable expenses, and shall reimburse no more than one-half of the billed room rate (if more than two people share the room will reimburse one-third of the billed room rate for three people, one-fourth of the billed room rate for four people, etc.), if funds are available. Final reimbursement of the alternate's expenses will be made upon submission of an itemized expense form and of an alternate's report.**
- 3. All division officers who attend the division annual meeting shall be reimbursed for actual and necessary expenses, and shall reimburse no more than one-half of the billed room rate (if more than two people share the room will reimburse one-third of the billed room rate for three people, one-fourth of the billed room rate for four people, etc.). If comped room provided by host motel, division president shall be given this room.**
- 4. Each division officer shall be reimbursed for actual and necessary expenses incurred in carrying out official duties, including but not limited to, postage, telephone expenses, and transportation for official visits.**

5. Each chapter will be entitled to one visit per year from a division officer. Requests for visits shall be made through the division president. The officer who is nearest geographically will usually be assigned to make the visit. Other visits, if requested by the chapter, are at chapter expense. Expenses may include meals, lodging, and travel, as applicable.
6. Division committee chairmen/members shall be reimbursed for expenses incurred in connection with the work of their committee, not to exceed the amount specified in the adopted budget. An expense voucher shall be submitted for these expenses as stipulated by the division treasurer.
7. All expenses submitted to the division treasurer must be itemized with the receipts attached.
8. The current mileage rate designated by the IRS shall be the authorized mileage rate for the division.
9. The amount of the treasurer's bond (and that for any authorized co-signer) shall be prescribed by the board of directors and the premium paid from division funds.
10. The division shall purchase and present an IAAP banner to any newly-installed IAAP chapter.
11. The division shall donate \$10.00 for each deceased division member during the year to the Retirement Trust Foundation.
12. The registration fee and any actual and necessary expenses for the parliamentary advisory (if one is appointed) to attend the annual meeting shall be reimbursed no more than one-half of the billed room rate (if more than two people share the room will reimburse one-third of the billed room rate for three people, one-fourth of the billed room rate for four people, etc.), if funds are available, and should be included in the annual meeting budget.
13. Any division officers/committee chairmen/committee members who have received an advance for expenses shall present an itemized account of expenses with substantiating receipts to the treasurer within thirty days of incurring the expense.

B. Annual Meeting

The Iowa-Nebraska Division Meeting Planning Manual, originally drafted in June 2004, and reviewed and updated annually, is the official guide to preparing for and hosting an annual division meeting. The manual includes, but is not limited to, the following standing rules.

1. The host chapter(s) shall be selected at the annual meeting, at least two years in advance.

- 2. The host chapter(s) shall:**
 - a. Appoint a general chairman no later than September 1 preceding the annual meeting.**
 - b. Present a proposed budget to the board of directors for approval no later than October 15 preceding the annual meeting.**
 - c. Arrange for at least one educational seminar/workshop during the annual meeting.**
 - d. Be responsible for expenses unless otherwise specified in these bylaws and standing rules.**
- 3. Any profits or loss shall be divided equally between the host chapter(s) and the division. Sharing the loss will be done based on the following: (a) provided the host chapter(s) has/have stayed within the approved budget; and (b) the loss is based on the lack of attendance by the division members.**
- 4. The division president may appoint a parliamentary advisor and a timekeeper and shall appoint a Tellers Committee for the annual meeting. Members appointed to these positions should not be current officers, candidates for office, or delegates, and no two should be from the same chapter.**
- 5. The division board of directors has final authority to approve all plans for the annual meeting.**
- 6. Each officer/committee chairman shall submit a written annual report (to be included with the minutes of the annual meeting) and may also render an oral report.**
- 7. The outgoing division president may be presented with a token of appreciation for service purchased with division funds.**
- 8. Division awards showing special performance in categories determined by the board of directors shall be presented at the annual meeting by the president-elect.**
- 9. Chapter appreciation receptions may be held (subject to approval by the board of directors) at chapter expense.**
- 10. Minutes of the annual meeting or any special meeting shall be sent to all chapter presidents, division officers, division committee chairmen, and, at their request, division members-at-large within 30 days of the meeting.**
- 11. The division board shall present a check to the host chapter of the division annual meeting in October, prior to the division annual meeting, in the amount of \$500. The host chapter shall have submitted the proposed budget in accordance with Section B, Paragraph 2 above, in order to receive this seed money. Registration fees for the division officers shall be deducted from the seed money when the final accounting of the division annual meeting is conducted.**

C. Records Transfer

All records pertaining to any office are the property of the division and must be transferred as directed by the board of directors within 15 days by the person vacating the office for any reason whatsoever. At the conclusion of the annual meeting, all outgoing officers in attendance shall transfer to the incoming officers all records in their custody.

D. Division Newsletter

A division newsletter shall be published four times per year, at division expense. It shall be distributed to all members (if necessary, through chapter presidents), all division officers, members-at-large, the Northwest District director, and IAAP headquarters.

E. Distribution Guidelines

The division president should be copied, if applicable, on any correspondence between division officers, division committee chairmen, chapter presidents, the Northwest District director, IAAP headquarters, any member of an international committee, or the international board of directors.

F. Monies Owed to the Division

1. If any IAAP member should issue a non-sufficient funds check for any division meal, activity, fundraiser, drawing, or raffle, the check must be replaced within seven days of the bank notification by cash, money order, or bank draft. If the member should issue a second non-sufficient funds check within one year of the first non-sufficient funds check, it must be replaced within the same time frame as the first. However, all future meals, activities, fundraisers, drawings, or raffles must be paid in cash, money order, or bank draft for a period of two years. Notification indicating all future meals, activities, fundraisers, drawings, or raffles must be paid in cash, money order, or bank draft will be mailed to the division member at their home address.

In addition to replacing the non-sufficient funds check, all bank charges incurred by the division must be paid at the time of replacement.

If the non-sufficient funds check(s) is not replaced within the time frame provided, the division may pursue all legal remedies allowed including, but not limited to, filing for recovery with the law enforcement agency in the appropriate jurisdiction. All costs incurred by the division for this process shall be reimbursed by the member at fault.

2. Any IAAP member who should acquire funds intended for the benefit of the division for any fundraising event, meeting, or other activity, and then spends the proceeds for their personal use, may experience the full penalty of the law including, but not limited to, the filing of embezzlement charges with the law enforcement agency in the appropriate jurisdiction. Reasonable accommodations will be made for the full repayment of such funds within three months of the discovery of such misappropriation of funds and MUST occur prior to the end of the current IAAP fiscal year. If the division should experience any additional financial loss because of the misappropriation of funds, those funds shall be recoverable under this standing rule.

G. Enactment/Amendment

- 1. Standing Rules may be adopted without previous notice by a majority vote at any annual or special meeting of the division.**
- 2. Standing Rules may be amended or rescinded:**
 - a. By majority vote, provided the proposed amendments shall have been communicated to all chapters, division officers, Bylaws and Standing Rules Committee, and division members-at-large at least ten days prior to the vote.**
 - b. By a two-thirds vote, provided copies of the proposed amendments shall have been distributed to the delegates, division officers, and members of the Bylaws and Standing Rules Committee who are present at least one hour prior to taking the vote.**
 - c. By four-fifths vote, if not communicated previously as required in a. and b. of this section.**

H. Corrections

Automatic grammatical, punctuation, and correlation corrections in these Standing Rules, which in no way alter the intent of the respective standing rule, shall be effected by the Bylaws and Standing Rules Committee, subject to the approval of the board of directors.

Standing Rules Adopted: May 18, 2002

Standing Rules Revised: June 4, 2005; June 2, 2007; June 14, 2008; June 12, 2010; June 11, 2011

Reviewed by International Bylaws and Standing Rules Committee: July 8, 2010; June 29, 2011

Special Rules of Order

1. **There is no smoking allowed in any meeting room.**
2. **Official name badges must be worn at all times during division business functions.**
3. **Debate on any motion shall be fifteen minutes.**
4. **Only delegates may make motions or vote.**
5. **Debate from the floor is open to any member.**
6. **To obtain the floor for debate or comments, the member must obtain recognition from the chair, proceed to a microphone, state name/chapter or division designation, and proceed with comments.**
7. **Debate shall be limited to two minutes per speech. Members may speak twice on any motion, but shall not speak a second time while there are others waiting to speak for the first time.**

Enactment/Amendment:

Special Rules of Order may be adopted or amended by a two-thirds vote of delegates voting at any annual or special meeting, provided notice of the proposed rule or amendment is given to all delegates at least ten calendar days before the meeting.

Special Rules of Order Adopted: May 18, 2002