

CORPORATE GUIDELINES

For membership In Hallmark Chapter – IAAP

The Hallmark Chapter of the International Association of Administrative Professionals (IAAP) was chartered on October 9, 1990, as a **corporate** chapter, in recognition of Hallmark's commitment to the professional development of its employees. The purpose of this document is to establish guidelines for the membership related to association dues and registration fees for professional organizations, seminars, conferences, etc.

- ⇒ Four levels exist in the IAAP association – chapter, division, district and international. As a professional association, it is recommended that membership dues be paid by the individual's department, if the department manager approves. This is in accordance with Hallmark Corporate Procedure No. 919, relating to payment of dues and registration fees for professional organizations, seminars, conferences, etc. Membership in IAAP should be considered and handled in the same manner as any other job-related professional organization.
- ⇒ Annual meetings are held at the division, district and international levels of the association. Each chapter is represented by one delegate (voting representative) and an alternate, generally the chapter president and vice-president, respectively. In addition to conducting association business at these meetings, a variety of seminars are offered, providing both personal and professional development opportunities for those attending.

It is recommended that participation in these annual meetings by the delegate and alternate is considered **chapter business** and, as such, employee participation is considered business as opposed to personal (vacation). It is further recommended that members attending these annual meetings in a capacity other than delegate or alternate; i.e., as association members, may be considered personal and/or professional development at the manager's discretion and, as such, should be considered as business related.

It is recommended that payment of registration and travel expenses for annual IAAP meetings for the Delegate and Alternate be paid by their respective departments, if the department manager approves. If departmental budgets prohibit payment of these expenses, the Delegate's expenses and the Alternate's registration fees will be paid by the chapter, if sufficient funds are available. All other expenses for the Alternate will be the responsibility of the Alternate, unless other arrangements can be made to fund corporately.

- ⇒ Holding office at the division, district and/or international level should be considered association business and, as such, all travel required to fulfill the duties of the office should be considered business. Most expenses incurred for necessary association travel shall be paid by the division, district or international budget, if available. However, if the Hallmark manager is supportive of the chapter member's involvement at these levels, and departmental budget funds are available, he/she may elect to pay any or all expenses incurred for association business. This would be at the department manager's discretion.

These guidelines have been established as recommendations for Hallmark managers and have been reviewed by the Director of Employee Relations.