



**International Association of
Administrative Professionals®**

Lake Washington East Chapter
Bylaws and Standing Rules

Revised June 20, 2007

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**LAKE WASHINGTON EAST CHAPTER
INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS®**

BYLAWS

ARTICLE I – NAME AND LOCATION

The name of this open Chapter shall be Lake Washington East Chapter of the International Association of Administrative Professionals. It shall be located in Bellevue, Washington.

ARTICLE II – MEMBERSHIP AND DUES

A. Membership

There shall be four classifications of membership as provided in the International Bylaws Article VI.

B. Dues

Professional Member	\$15.00
Professional Merited Members	\$ 7.50
Student Members	\$ 7.50
Associate Member	\$(Amount set by International Board of Directors)

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

SECTION 1. Officers

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

SECTION 2. Qualifications

- A. Candidates for office shall be a Professional or Professional-Merited Member, shall have participated in IAAP for at least one year and have served as a committee chairman prior to nomination.
- B. A candidate for the office of President-Elect shall have preferably served as an officer of this chapter prior to nomination.
- C. No member shall hold more than one Chapter office at a time.
- D. Former officers may serve a nonconsecutive term.

SECTION 3. Nomination and Election

A. Nomination

The Committee on Nominations shall submit to the members a slate of one or more candidates for each office at least 30 days prior to the Annual Business Meeting. Candidates' names and IAAP backgrounds shall be published to the membership at that time.

Nominations may also be made from the floor prior to the election, provided nominees have given prior consent to serve, if elected, and their qualifications are given at the time of nomination.

An individual may be nominated for no more than one office.

B. Election

Officers shall be elected by ballot, except where there is but one nominee for office, the ballot may be dispensed with and the Chapter Secretary shall be instructed to cast an elective ballot. A majority vote of those present and eligible to vote shall be required for the election of officers.

In the event 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.

SECTION 4. Term of Office

- A. The term of office shall coincide with the fiscal year for IAAP, July 1 through June 30. Officers shall serve for a term of one year, or until their successors are elected and take office.
- B. The President may serve a consecutive term if there is a vacancy in the office of President-Elect. The President-Elect shall serve one term, except as provided in Article III, Section 6.A. The Vice President, Secretary, and Treasurer 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 interests of IAAP and the profession as a whole. Each of the following officers shall perform other duties incidental to their office or as may be assigned by the Executive Council or the Chapter or the Parliamentary Authority adopted by IAAP.

- A. The PRESIDENT shall:
 - 1. Preside at all meetings of the Chapter, the Executive Council, and the Board of Directors;
 - 2. Subject to approval of the Executive Council, appoint the chairman of all Standing and Special committees;
 - 3. Act as ex-officio member of all committees except the Committee on Nominations and the Audit Committee;
 - 4. Call meetings of the Board of Directors and of the Executive Council whenever such meetings are necessary;
 - 5. Keep the Division President fully informed on all matters concerning the Chapter;
 - 6. Sign all bills approved by the Executive Council, and co-sign all checks;
 - 7. Be bonded with premiums paid from Chapter funds.
- B. The PRESIDENT-ELECT shall:
 - 1. In the absence of the President, serve as the presiding officer at Chapter meetings or meetings of the Board of Directors;
 - 2. In the event of a vacancy in the office of the President, assume the presidency for the unexpired term and shall continue in the office of President the following year;
 - 3. Act as an assistant to the President;

4. Perform such duties as may be assigned by the Board of Directors or by the Executive Council.
- C. The VICE PRESIDENT shall:
1. In the absence of the President and President-Elect, serve as presiding officer at Chapter meetings or meetings of the Board of Directors;
 2. In the event of a vacancy in the office of President and President-Elect, succeed to the office for the unexpired term;
 3. Coordinate programs for the Chapter meetings. The Vice President shall chair the Program Committee;
 4. Act as an assistant to the President;
 5. Perform such duties as may be assigned by the Board of Directors or by the Executive Council.
- D. The SECRETARY shall:
1. Be responsible for the minutes of all Chapter, Executive Council, and Board of Directors' meetings;
 2. Distribute minutes of all Chapter, Executive Council, the Board of Directors' meetings to appropriate members;
 3. Have custody of the Chapter Charter and other official documents;
 4. Conduct Chapter correspondence in accordance with the direction of the President and/or Board of Directors;
 5. Perform such duties as may be assigned by the Board of Directors or by the Executive Council.
- E. The TREASURER shall:
1. Be responsible for all funds of the Chapter and for the records of its financial affairs; depositing said funds in a bank approved by the Executive Council and make disbursements only upon presentation of original invoice and properly executed vouchers;
 2. Be bonded with premiums paid from Chapter funds;
 3. Process new signatory cards within 30 days of taking office;
 4. Pay all bills promptly, the checks to be co-signed by the Treasurer and the President;
 5. Keep a complete and accurate record of Chapter membership and inform Division and International of all changes;
 6. Forward International and Division dues and fees in accordance with International and Division Bylaws and Standing Rules;
 7. Chair the Finance Committee, prepare the Chapter budget and present at the September Board meeting and the September Chapter meeting. Keep the books on a current basis and make a monthly financial report to the Chapter which will show a comparison between the approved budget and paid-out expenses to date;
 8. Prepare a complete financial statement which shall be submitted to the Board of Directors at the conclusion of the term of office, and shall be filed with the minutes of the Annual Meeting;
 9. Perform such other duties as may be assigned by the Board of Directors.

It shall be the responsibility of the officers to attend all Chapter, Executive Council and Board of Directors' meetings.

In addition to the aforementioned duties, each officer shall direct and supervise such committees as are assigned by the Executive Council, be responsible to the President and the Executive Council for their operations and act as an ex officio member of such committees.

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. The office of President-Elect shall remain vacant until the next regular election.

In the event of a vacancy in the office of President-Elect for any other reason, the office shall remain vacant until the next regular election, at which time both a President and President-Elect shall be elected.

In the event of a vacancy in the offices of both President and President-Elect, the Vice President shall succeed to the office of President for the unexpired term. In addition, the individual shall be eligible to seek election to the office of President for the following year.

A vacancy in any other office shall be filled for the unexpired term by appointment, from the membership of the Chapter, by the Executive Council.

- B. In the event a vacancy occurs among the officers-elect between the time of their election and installation, it shall be filled by a special election at the next Chapter Meeting. Nominations shall be made from the floor and all provisions previously outlined shall prevail.
- C. Any officer, with the exception of the Treasurer, vacating an office before the expiration of the term shall immediately transfer all records of the office as instructed by the Executive Council. Should the office of Treasurer be vacated before the end of the term, the books and financial records of the Chapter shall be transferred immediately to the Audit Committee?

ARTICLE IV – Executive Council and Board of Directors

SECTION 1. Executive Council

- A. Composition. The Executive Council shall be composed of the officers of this Chapter.
- B. Duties. The Executive Council shall supervise the affairs of the Chapter in accordance with the provisions of these Bylaws and Standing Rules and the wishes of the membership.
- C. Meetings. The Executive Council shall meet as required to adequately conduct the business of the Chapter. The Executive Council may meet to transact business in person, by postal mail, courier service, electronic communication, or by conference call.
- D. Quorum. The quorum for any meetings of the Executive Council shall be a majority.

SECTION 2. Board of Directors

- A. Composition. The Board of Directors shall be composed of the Chapter officers, immediate past President in ex officio capacity and the chairmen of the standing and special committees.
- B. Duties.
 - 1. The Board of Directors shall discuss Executive Council recommendations and Board members' reports and formulate recommendations for Chapter meetings.
 - 2. The Board of Directors may, by a three-fourths (3/4) vote of its membership; remove any officer or committee chairman for misconduct or neglect of duty. 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 (10) 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 provision of Article III, Section 6.
- C. Meetings. The Board of Directors shall meet as required to adequately conduct the business of the Chapter. The Board of Directors may meet to transact business in person, by postal mail, courier service, electronic communication, or by conference call.
- D. 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 one or more members. The chair may be a Professional, Professional-Merited, or Associate member. Appointment shall become effective July 1 for a term of one year and may be reappointed.

The committee chairman shall attend all Chapter Board of Directors Meetings or designate a committee member to represent the committee in his/her absence.

SECTION 2. Duties

Standing Committees and their duties are:

- A. Arrangements Committee: Shall make all physical arrangements for regular Chapter meetings including menu planning and collections of dinner fees.
- B. Audit Committee: Shall schedule and complete audits in accordance with Article VII of these Bylaws and Standing Rules.
- C. Bylaws and Standing Rules Committee:
 - 1. Shall maintain conformity in Chapter Bylaws and Standing Rules with International and Division Bylaws and Standing Rules. The Committee may propose amendments and resolutions.
 - 2. Shall edit/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.
3. May submit Chapter Bylaws and Standing Rules and/or amendments to the Division Bylaws and Standing Rules Committee for review and approval in accordance with the International and Division Bylaws and Standing Rules.
 4. Shall assist the Executive Council and the membership in preparing and submitting amendments to the International and Division Bylaws and Standing Rules.
 5. Shall review all amendments to International and/or Division Bylaws and Standing Rules proposed by other units of IAAP and make recommendations to the Executive Council.
 6. Have available at all meetings, up-to-date copies of the International, Division, and Chapter Bylaws and Standing Rules,
- D. Certification/Education Committee: Shall stimulate interest and encourage participation in the CPS and CAP Program and shall bring before the Chapter the latest information and methods on administrative professional procedures, encourage re-certification, and plan educational study sessions, orientation, and programs for the benefit of the members and area administrative professionals.
- E. Committee on Nominations: Shall consist of a chairman and one member. The Executive Council shall appoint the chairman. This committee shall carry out the duties as prescribed in Article III of these Bylaws and Standing Rules.
- F. Finance Committee: Shall prepare a budget, utilizing information provided by the Executive Council and Board of Directors, to be presented at the September Board meeting, to be voted upon by the Chapter at the September Chapter meeting. The Treasurer shall be the Chairman of the Finance Committee with two (2) other members who shall be appointed by the President promptly after each annual meeting (May). The Finance Committee may from time to time submit amendments to the budget for the current fiscal year, which may be adopted by a majority vote.
- G. Holiday Auction Committee: Shall promote and solicit donations to be auctioned at the Holiday Auction.
- H. Membership Committee: Shall direct all activities of this Chapter having to do with membership promotion. It shall review all applications or membership and forward said applications and applicable dues and fees to the chapter Treasurer for disbursement to International and Division. This committee shall also publish and distribute to the membership, a membership roster at or before the September Chapter meeting.
- I. Internet Web Site Committee: Shall develop, implement, and maintain an Internet Web site for the Chapter.
- J. Newsletter Committee: Shall publish the Chapter newsletter during each of the ten (10) months of the active Chapter year. When published, electronic distribution of the publication shall be to all members of the Chapter, the officers of the Washington-Alaska Division, the President or bulletin editor of each Chapter in the Division, and the International Director Northwest District.
- K. Program Committee: Shall provide programs for regular Chapter meetings and shall publicize Chapter activities through releases to the press and other media. If requested, this Committee shall assist other Committees in planning programs for

special functions. The Vice President shall be the Chairman of this Committee, with a minimum of two (2) members assisting.

- L. Retirement Trust Foundation Committee: Shall keep up to date on IAAP's retirement options offered by the Trust. At a Chapter Meeting, the Committee shall distribute information about the Retirement Trust Foundation, and may conduct a fundraiser. Fundraiser shall be in accordance with IAAP guidelines on fundraising.
- M. Student Chapter Committee: Shall follow the IAAP guidelines on establishing and organizing a student chapter. Once established, the committee will continue to support the student chapter in an advisory capacity.
- N. Ways and Means Committee: Shall devise and promote projects to raise funds for the operation of the Chapter. Fundraising shall be in accordance with IAAP guidelines.

SECTION 3. Special Committees

Special Committees may be appointed by the President, subject to the approval of the Executive Council. Such Special Committees may include:

- A. Administrative Professionals Committee: Shall coordinate an Administrative Professionals Week educational function for the Chapter and administrative professionals in the community.
- B. Community Service Committee: Shall lead the Chapter in service activities to the community and propose a project(s) each year.
- C. Scholarship Committee: Shall be responsible for the administration and award of the Chapter scholarship in accordance with Standing Rule B. The Committee shall consist of two (2) members.

SECTION 4. Responsibilities

All committees shall be directly responsible to the Executive Council and shall submit all plans, prior to execution, to the Executive Council for approval.

At the meeting at which new Chapter officers are installed (typically June), all committee chairmen shall transfer their files to their successors or as directed by the Executive Council.

ARTICLE VI – MEETINGS

SECTION 1. Regular and Annual Meetings

- A. Regular Meetings: Regular meetings of this Chapter shall be held on the third Wednesday of each month, September through June. If deemed advisable, the date of a regular meeting may be changed by the Board of Directors or upon majority vote of the membership. Such change should be made at least 30 days prior to the meeting date being changed.
- B. Annual Meeting: The regular May meeting in each year shall be the Annual Meeting of this 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 (1/3) of the voting membership, provided notice specifying the principal business of the meeting is given to all members at least ten (10) days prior to date of the special meeting.

SECTION 3: Business of the Annual Meeting:

- A. Officers of this Chapter shall be elected at the Annual Meeting and installed at the following Chapter meeting.
- B. Each outgoing officer shall submit a written report prior to the annual meeting, and each may also render an oral report at that meeting.
- C. By vote of the Chapter membership, a delegate and an alternate of the Chapter to the International Convention, and the following year's Division Annual Meeting shall be elected at the Chapter Annual Meeting in the following order: President, President-Elect, Vice President, Secretary, Treasurer, or any other Professional or Professional Merited member.

SECTION 4. Quorum

One-quarter (1/4) of the chapter membership eligible to vote shall constitute a quorum for any regular or special meeting.

SECTION 5. Electronic Voting

If a vote is deemed necessary prior to a regular Chapter meeting, the Chapter President and the Executive Council may seek the vote of its members via electronic voting. The voting results shall be tallied, verified, and recorded by the Chapter Secretary. The announcement of the results of the vote may be made in person, or by electronic communication.

ARTICLE VII – AUDIT

SECTION 1. Annual Audit

An audit shall be made of the Chapter financial records by a qualified person or persons appointed by the Executive Council. Such audit shall be completed within thirty (30) days of the close of the fiscal year. A written report covering the audit shall be submitted to the Executive Council and financial records transferred to the incumbent Treasurer.

SECTION 2. Vacancy in the Office of Treasurer

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 or persons appointed by the Executive Council. Such audit shall be completed within fifteen (15) days after receipt of records.

A written report of the audit shall be submitted to the Executive Council, and the records transferred as directed by the Executive Council.

ARTICLE VIII – DISSOLUTION

In the event of dissolution, abandonment or termination of this Chapter, 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 the International Association of Administrative Professionals Educational Foundation.

ARTICLE IX – AMENDMENTS

SECTION 1. Bylaws

- A. These Bylaws may be amended by a two-thirds (2/3) vote of the members present and eligible to vote at any regular meeting of the Chapter, provided the text of the proposed amendments has been submitted to the membership either in writing or electronically at least ten (10) days prior to the meeting date or by reading at the previous regular meeting.
- B. Any amendment not previously submitted to the membership may be adopted by a unanimous vote of the members present and eligible to vote.

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 communicated to the members at least ten (10) days prior to the meeting date or have been read at the previous regular meeting.
 - 2. By a two-thirds (2/3) vote without previous notice.

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 Bylaws and Standing Rules shall be effected by the Bylaws and Standing Rules Committee subject to the approval of the Executive Council.

SECTION 4. Enactment

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

ARTICLE X – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the chapter in all cases to which they are applicable, and in which they are not inconsistent with the bylaws and standing rules of this chapter, the chapter's IAAP Division Bylaws, or the IAAP International Bylaws.

Bylaws Adopted: February 18, 1976
Bylaws Revised: March 17, 1999
Bylaws Amended: April 18, 2001
Bylaws Amended: January 21, 2004
Bylaws Amended: May 18, 2005
Bylaws Amended: January 18, 2006
Bylaws Revised: June 20, 2007
Bylaws Amended: May 19, 2010

**LAKE WASHINGTON EAST CHAPTER
INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS®**

STANDING RULES

**A. EXPENSES FOR ATTENDANCE AT INTERNATIONAL CONVENTIONS, AND
DIVISION ANNUAL MEETINGS**

1. The expenses of the Delegate to the International Convention, and Division Annual Meeting, and Division Leadership Meeting shall be reimbursed to the extent of registration, transportation by the most practical and economical means, lodging, and a meal per diem appropriate to the meeting location as determined by Internal Revenue Service (IRS) Publication 1542, only if funds are available.
2. The expenses of the Alternate to the International Convention, and Division Annual Meeting, and Division Leadership Meeting shall be reimbursed to the extent of registration, transportation by the most practical and economical means, lodging, and a meal per diem appropriate to the meeting location as determined by IRS Publication 1542, only if funds are available.
3. For purposes of computing automobile mileage any reimbursement will be based on the current rate allowed by the IRS. (Mileage reference: Rand-McNally).
4. Any Delegate or Alternate who requests reimbursement for expenses to any International Convention, or Division Annual Meeting shall present an itemized account of expenses with receipts to the Board of Directors for approval within thirty (30) days after returning.
5. The Chapter will only reimburse the Delegate or Alternate for those expenses described above which are not reimbursed to the member by their employer. If their employer does not provide full reimbursement, the member shall submit their request per paragraph 4 above, along with a copy of their employer's reimbursement, and the Chapter will reimburse the difference, only if funds are available

B. REPRESENTATION and PROXY VOTE

1. Representation. It shall be the duty of the delegate to represent the Chapter in all matters coming before the meetings and to report all proceedings to the Chapter at the first business meeting following the meeting attended. A written report will be published and filed with the Chapter's permanent records.
2. Proxy Vote. In the event no Chapter Delegate attends International Convention, a sealed proxy vote for the election of International Officers and Trustees shall be submitted as specified in the International Bylaws and Standing Rules.

C. SCHOLARSHIP

Based on availability of funds, the Chapter may award scholarships to members for furthering his/her education or professional development in the administrative profession.

D. CIVIC CONTRIBUTIONS

It shall be the established practice of this Chapter to decline to contribute financially to political parties, profit making enterprises and various charitable associations except by majority vote of the membership.

E. PROFESSIONAL DEVELOPMENT EVENTS

1. The Chapter may, upon majority vote of the membership, present a workshop or seminar emphasizing education and professional development themes. The chairman and committee for such an event will be appointed by the Executive Council with approval by the Board of Directors. The determination of the type, scheduling and funding of such the event shall be determined by Chapter majority vote.
2. Upon completion of such event, the chairman shall transfer all records and files to the Chapter President within sixty (60) days.

F. HISTORIAN

A Chapter Historian shall be appointed by the President, with the approval of the Executive Council and the Board of Directors, to keep the historical records of the Chapter, including the official scrapbook.

G. PARLIAMENTARY ADVISOR

A Parliamentary Advisor may be appointed by the President, with the approval of the Executive Council and Board of Directors, to assist in clarification of parliamentary procedure. The Parliamentary Advisor shall be a member of this Chapter.

H. INSTALLATION OF OFFICERS

A Past President pin shall be presented to the outgoing President at the Annual Meeting. New officer pin guards and Past President pin to be purchased out of Chapter funds.

I. CONFIDENTIALITY STATEMENT

IAAP membership lists, rosters, directories, and name/address records are confidential and are not to be released to any individual or organization outside IAAP without approval of the International Board of Directors. Members who prefer that their names and addresses not be released shall notify Headquarters on the official form.

Standing Rules Adopted: February 19, 1976
Standing Rules Revised: January 17, 2001
Standing Rules Revised: January 21, 2004
Standing Rules Revised: June 20, 2007
Standing Rules Revised: May 19, 2010