

NTS CHAPTER
INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS
BYLAWS AND STANDING RULES

ARTICLE I. NAME AND LOCATION

The name of this chapter shall be the NTS Chapter of the International Association of Administrative Professionals (IAAP). It shall be located in Las Vegas, Nevada.

ARTICLE II. DUES AND FEES

Section 1. Chapter Annual Dues:

Professional Members	\$20.00
Professional Members (Merited)	5.00
Associate Members	20.00
Student Members	5.00

Section 2. Transfer Member:

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

Section 3: Fiscal Year:

The fiscal year for this chapter will be July 1 through June 30.

ARTICLE III. OFFICERS, QUALIFICATIONS, NOMINATIONS AND ELECTION PROCEDURES, TERMS, AND DUTIES

Section 1. Officers:

The Officers of this chapter shall be a President, a President-elect, a Vice President, a Secretary, and a Treasurer.

Section 2. Qualifications:

- A. Candidates for office shall preferably have been a Professional or Professional Merited member of this chapter for at least one year prior to the time of their nomination, and a candidate for the office of president shall have preferably served as an officer of an IAAP chapter prior to the candidate's nomination.
- B. No member shall hold more than one chapter office at a time, and no member shall hold a Division office while serving as a chapter officer, except to allow for normal overlap in difference of installation time.

Section 3. Nominations and Election Procedures:

- A. The Committee on Nominations shall submit a slate of one or more candidates for each office, such slate to be submitted to the members at least four weeks prior to the Annual Meeting.
- B. A majority vote of the members shall be required for election, which shall be by electronic mail.

Section 4. Term:

- A. Officers shall assume office on July 1 and shall serve for a term of one year (through June 30) or until their successors are elected and take office.
- B. No officer in this chapter shall serve 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:

- A. The President shall:
 - (1) Preside at all meetings of the chapter and of the Board of Directors.
 - (2) Shall appoint the chairmen of all Standing Committee and Special Committees subject to the approval of the Board of Directors.
 - (3) Shall act as ex-officio member of all committees except the Nominations, Tellers, and Auditing Committees.
 - (4) Shall review all bills to be paid by the Treasurer and shall countersign checks drawn on the chapter's funds.
 - (5) Shall endeavor to serve the entire chapter in a strictly impartial manner.
 - (6) Shall become familiar with International, Division, and Chapter Bylaws and Standing Rules.
 - (7) Shall keep the members informed of official communications concerning the Association, Division, and Chapter.
 - (8) Shall keep the Division President fully informed on all matters concerning the chapter.
 - (9) Shall perform other duties incident to the office of President.

B. The President-elect shall:

- (1) Automatically succeed to the office of President upon conclusion of the term of office of President-elect, except as otherwise provided in Section 6.A of this ARTICLE.
- (2) In the absence of the President, serve as presiding officer of meetings of the chapter or of the Board of Directors.
- (3) Be responsible for the banner and have it available for all regular meetings.
- (4) In the event of vacancy in the office of President, succeed to the office for the unexpired term.
- (5) Be authorized to countersign checks drawn on chapter funds.
- (1) Conduct special events for the Executive of the Year luncheon, Holiday Social, and Administrative Professionals Day luncheon, when these events have been approved by the Board of Directors.
- (6) Perform such other duties as may be assigned by the President or by the Board of Directors.

C. The Vice President shall:

- (1) In the absence of the President and President-elect, serve as presiding officer meetings of the chapter or of the Board of Directors.
- (2) Serve as Program Chairman for the monthly meetings, and plan educational functions for the year.
- (3) Perform such other duties as may be assigned by the President or by the Board of Directors.

D. The Secretary shall:

- (1) Keep an accurate record of all chapter and Board of Directors meetings.
- (2) Have custody of the Chapter Charter and other official documents.
- (3) Have available at all meetings up-to-date copies of the International, Division, and Chapter Bylaws and Standing Rules.
- (4) Give notice of all meetings as directed by the President.
- (5) Conduct the correspondence of the chapter in accordance with the direction of the President and/or the Board of Directors.

- (6) File the names and addresses of the President and the Secretary with the local Chamber of Commerce, the Better Business Bureau and the U.S. Post Office, and keep such information up to date throughout the term of office.
- (7) Keep an attendance record of each member and keep an accurate roster of the chapter membership as furnished by the Treasurer.

E. The Treasurer shall:

- (1) Have custody of all funds of the chapter; make disbursements only as authorized by the chapter, either by specific action or by adoption of a budget, and by vote of the Board of Directors.
- (2) Pay all approved bills promptly, the checks to be signed by the Treasurer and countersigned by the President or President-elect of the chapter.
- (3) Keep the books of the chapter in a current condition and make a monthly report to the chapter.
- (4) Prepare a proposed budget for review by the Board of Directors by the July Board of Directors meeting and approval by the chapter members by the August chapter meeting.
- (5) Provide copies of monthly billing and membership reports received from headquarters to the President and to the Membership Chairman.
- (6) Prepare a detailed financial report to present at the Annual Meeting and a complete financial report for the period of the term of office, which shall be ready for audit within 15 days following the close of the term of office.

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 that office the following year. The Office of President-elect shall remain vacant until the next regular election.
- B. In the event of a vacancy in the Office of both the President and the President-elect, the Vice President shall succeed to the Office of President for the unexpired term. The Office of President-elect shall remain vacant until the next regular election, at which time the chapter shall elect both a President and President-elect.
- C. A vacancy occurring in any office except President and President-elect shall be filled for the unexpired term by a majority vote of the Board of Directors.

Section 7. Any officer unable to perform the duties of the office for any reason whatsoever for a period of 90 days shall submit a written resignation to the Board of Directors. If the resignation is not received within 90 days, the Board of Directors may declare the office vacant and such office shall be filled in accordance with the provisions of Section 6 of this ARTICLE.

Section 8. If any officer shall, in the opinion of the Board of Directors, fail to perform the duties of the office satisfactorily, the Board of Directors shall have the authority to request the officer's resignation; however, such action shall require ratification by a majority of the members, the vote to be taken by electronic mail. If the resignation is not received within 60 days, the Board of Directors may declare the office vacant and such office shall be filled in accordance with the provisions of Section 6 of this ARTICLE.

Section 9. Each outgoing officer, with the exception of the Treasurer, shall, at or before the first regular Board of Directors meeting after the close of the term of office, transfer to the successor of the office the files and records of the office. The Treasurer shall, within 15 days following the close of the fiscal year, deliver the books and records of the office to the person or persons appointed to make the audit.

Section 10. Any officer, with the exception of the Treasurer, vacating an office before the expiration of the term shall, within 15 days, transfer all records of the office as instructed by the Board of Directors. Should the Treasurer vacate the office before the expiration of the term, the Treasurer shall, within 15 days, transfer the records of the office for the purpose of audit to the person or persons designated by the Board of Directors.

Section 11. The office of the Treasurer and all other officers authorized as a check signer shall be bonded.

ARTICLE IV. BOARD OF DIRECTORS

The Board of Directors shall be composed of the officers of this chapter as outlined in ARTICLE III, Section 1.

- A. It shall be the duty of the Board of Directors to carry out the policies and objectives of the Association and to supervise the affairs of the chapter through its business meetings in accordance with the provisions of these Bylaws and Standing Rules.
- B. The Board of Directors shall meet monthly at least 7 days prior to the regular meeting. Special meetings may be called by the President or by a majority vote of the Board of Directors.

- C. The first regular meeting of the Board of Directors which occurs after installation shall be attended by both the present and past officers, for the purpose of passing along information, transferring records and files, etc.
- D. A majority of the Board of Directors in attendance shall constitute a quorum for any Board of Directors meeting, and a vote of the majority of those present and voting, a quorum being present, shall constitute effective action.

ARTICLE V. CHAPTER MEETINGS

- A. Regular meetings of this chapter shall be held once a month. Day of meeting shall be designated at the chapter Annual Meeting (June) for the following year. If deemed advisable, the date of the regular meeting may be changed by majority vote at any preceding meeting.
- B. Special meetings may be called by the President, by a majority of the Board of Directors, or by one-third of the regular members, provided at least 10 days' notice is given to all members of the chapter in the call of the meeting which shall specify the principal business of the meeting.
- C. The regular June meeting in each year shall be the Annual Meeting for this chapter.
- D. The officers of the chapter shall be elected and installed at the June meeting. The newly elected officers will assume their duties on July 1.
- E. One-fourth of the chapter members in attendance shall constitute a quorum for any regular or special meeting of the chapter.

ARTICLE VI. REPRESENTATION

- A. (1) The delegate to the International Convention and Education Forum, District Conference, or Division Annual meetings shall be the President, or if the President is unable to serve, the next succeeding officer of the Board of Directors. It is assumed if the Division Annual Meeting is held before installation of chapter officers, the incoming President shall be the chapter delegate. The delegate shall be fully authorized to cast the vote of the chapter of all matters voted at the International Convention and Education Forum, District Conference, or Division Annual Meeting in the interest of the chapter.
- (2) It shall be the duty of the delegate to attend all meetings and to represent the chapter in all matters coming before the International Convention and Education Forum, District Conference, and the Division Annual Meeting,

and to report the proceedings to the chapter at the first chapter meeting following such convention, conference, or meeting.

- B. The chapter may select an alternate to represent the chapter at the International Convention and Education Forum, District Conference, and the Division Annual Meeting. If the delegate cannot attend, the alternate shall be the delegate and a new alternate shall be selected by the members.

ARTICLE VII. COMMITTEES

Section 1. Each Standing or Special Committee may be composed of three or more members who shall be appointed by the chairman of the respective committee, unless otherwise specified, subject to the approval of the Board of Directors.

Section 2. Standing Committees and their duties are as follows:

- A. The Audit Committee shall be composed of three members whose duty it shall be to check completely the records kept by the Treasurer within 15 days from receipt of the records and to make a report to the Board of Directors at the next regular meeting after this has been accomplished.
- B. The Committee on Nominations shall consist of a chairman and two members. This committee shall be selected at least three months (March meeting) prior to the Annual Meeting. This committee shall carry out the duties prescribed in ARTICLE III, Section 3 of these Bylaws and Standing Rules.
- C. 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 members in accordance with ARTICLE X of these Bylaws and Standing Rules.
 - (2) Maintain conformity in chapter Bylaws and Standing Rules with the International Bylaws and Standing Rules and Division Bylaws and Standing Rules.
 - (3) Assist the Board of Directors and the members in preparing and submitting amendments to the International Bylaws and Standing Rules and/or Division Bylaws and Standing Rules on behalf of the chapter.
 - (4) Review all amendments to the International Bylaws and Standing Rules and/or Division Bylaws and Standing Rules proposed by other units of IAAP and make recommendations to the Board of Directors.

Section 3. The chairmen of each Special Committee shall be appointed by the President, subject to the approval of the Board of Directors, when deemed necessary for the efficient operation of the chapter's activities.

Section 4. All committees, whether standing or special, shall be directly responsible to the Board of Directors, and they shall submit all plans for activities for approval to the Board of Directors prior to plan execution.

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

Section 6. The President, with approval of the Board of Directors, may declare a committee chairmanship vacant because of nonperformance of duties and appoint a successor.

ARTICLE VIII. AUDIT

Section 1. An audit shall be made of the chapter financial records by an Auditing Committee, in accordance with ARTICLE VIII, Section 2 of these Bylaws and Standing Rules. Such audit shall be completed within 30 days of the close of the fiscal year. A report covering the audit shall be submitted to the Board of Directors and the books and records transferred to the incumbent Treasurer.

Section 2. In the event of a vacancy in the office of Treasurer, an audit shall be made of the chapter books and records by a qualified person or persons appointed by the Board of Directors. Such audit shall be completed within 15 days of receipt of the records. A report covering the audit shall be submitted to the Board of Directors and the books and records transferred in accordance with instructions from the Board of Directors.

ARTICLE IX. DISSOLUTION

Section 1. In the event of dissolution, abandonment, or termination of the NTS Chapter, no income, contribution, or other revenue or funds shall accrue 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 be delivered to the IAAP Retirement Trust Foundation.

Section 2. The Chapter Charter shall be surrendered as outlined in the International Bylaws and Standing Rules and all chapter records and property shall be surrendered to the Arizona-Nevada-New Mexico Division Board of Directors.

ARTICLE X. AMENDMENTS

Section 1. These Bylaws and Standing Rules may be adopted by a two-thirds vote of the members, which shall be by electronic mail. They may be amended by a majority vote of the members, which shall be by electronic mail. In either case, the text of the proposed amendment should be submitted to the members by electronic mail at least 10 days prior to the voting deadline or by reading at the previous regular meeting. An amendment not having been previously submitted to the members may be adopted by a two-thirds vote of the members, which shall be by electronic mail.

Section 2. Standing Rules may be adopted without by a two-thirds vote of the members, which shall be by electronic mail. They may be amended or rescinded by a majority vote of the members, which shall be by electronic mail. In either case, the text of the proposed amendment should be submitted to the members by electronic mail at least 10 days prior to the voting deadline or by reading at the previous regular meeting. An amendment not having been previously submitted to the members may be adopted by a two-thirds vote of the members, which shall be by electronic mail.

Section 3. Automatic grammatical, punctuation, and correlation corrections in these Bylaws and Standing Rules or amendments thereto, which in no way alter the intent of the respective Bylaws and Standing Rules or amendments, shall be effected by the Bylaws and Standing Rules Committee, subject to the approval of the Board of Directors.

Section 4. Editing changes in the Bylaws and Standing Rules necessitated by amendments to the International Bylaws and Standing Rules and/or Division Bylaws and Standing Rules shall be effected by the Bylaws and Standing Rules Committee, subject to the approval of the Board of Directors and notification to the members.

ARTICLE XI. ENACTMENT

These Bylaws and Standing Rules and/or amendments thereto shall become effective upon adoption, unless otherwise specified.

Bylaws Adopted: September 2008

Approved: Chairman, Bylaws and Standing Rules Committee

Amended:

NTS CHAPTER
INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS
STANDING RULES

ARTICLE I. MEMBERSHIP

Any individual, regardless of corporate affiliation, may apply for membership in the NTS Chapter. Applications for membership shall be submitted to the Treasurer for processing.

Attendance at NTS Chapter meetings by any individual, whether member or guest, is subject to the facility access restrictions at the site where they plan to attend.

ARTICLE II. MISCELLANEOUS

Section 1. Chapter officers and committee chairmen shall be reimbursed for their incidental expenses after rendering a written, itemized statement of said expenses on a form and in the manner prescribed by the Treasurer.

Section 2. At the Annual Meeting or the monthly meeting directly following, the outgoing President of the chapter may be presented with a token of appreciation or a Past President's pin by the outgoing Board of Directors with chapter funds to commemorate the President's term of office. If the President is elected for two consecutive terms, the token of appreciation or pin will be presented at the end of the second term. If a yearbook is made for the chapter, it may be presented to the President at the end of each year.

Standing Rules Adopted: September 2008

Approved: Chairman, Bylaws & Standing Rules Committee

Amended: