



**International Association of
Administrative Professionals®**



Bylaws and Standing Rules

May 2010

STANDING RULES

Performance of Duties 14
Transfer of Records 14
Expenses 14
Board Contacts 14
Annual Meeting 14
Membership Roster..... 15
Chapter Bulletin 15
Membership/Roster Changes 15
Reimbursement of Division Officers 15
New Indiana Division Chapter 16
Memorial 16

INDIANA DIVISION BYLAWS

ARTICLE I - NAME AND LOCATION

The name of this Division shall be Indiana Division of International Association of Administrative Professionals® (IAAP®).

ARTICLE II - DUES

A. Membership

There shall be at least four classifications of membership as provided in the International Bylaws Article VI-Professional, Professional-Merited, Student and Associate. Associate members shall have all the rights and privileges of Professional members except hold office.

B. Annual dues for this Division shall be:

Professional Member	\$15.00
Professional-Merited Member	10.00
Student Member	8.00
Division Member at Large	25.00
Division Merited Member at Large	20.00
Associate Member	\$180.00*

* Amount set by International Board of Directors. Chapter receives 30% and Division receives 10% for each new associate member.

C. Division dues shall be due and payable by anniversary date and delinquent thirty (30) days from anniversary date. Membership shall be forfeited if dues are not paid within sixty (60) days of anniversary date.

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

Section 1. Officers.

The Division Officers shall be a President, a Vice President, a Secretary, and a Treasurer.

Section 2. Qualifications.

- A. A candidate for office shall have been a Professional member for at least two (2) years prior to the time of nomination and shall have served as a Chapter Officer or chairman of an International or Division committee.
- B. No officer shall hold more than one (1) Division office at a time. No more than two (2) officers shall be elected from the same Regular or Corporate Chapter or from the Division Membership at Large. The office of President and Vice President may not be occupied by individuals from the same chapter. If any office is vacant one month prior to the date of the Indiana Division Annual Meeting, nominations may be accepted from the floor for a maximum of two (2) officers from the same Chapter or Division Membership at Large.
- C. No officer shall hold office in a Regular Chapter while serving as a Division Officer.
- D. A candidate for the office of President shall have served as an Officer of this Division for at least one (1) full year prior to the time of election.

Section 3. Nomination and Election.

- A. A Chapter and/or Division Member at Large, by vote of its membership, may nominate one (1) of its Professional members as a candidate for a Division office.
- B. A Chapter and/or Division Member at Large may nominate one (1) of its Professional members from the floor at Annual Meeting, provided the member has consented to serve if elected, and provided that the qualifications and supporting documents of the candidate have been submitted to and approved by the Committee on Nominations prior to the nomination being made, and provided that such qualifications and supporting documents have been submitted in writing to all voting delegates prior to the nomination being made. Nominations from the floor shall receive two (2) seconds from any two (2) delegates.
- C. Officers shall be elected by ballot at the Annual Meeting, except that if there is but one (1) candidate for any office, the officers may be elected viva voce. In the event no candidate receives a majority vote on the first ballot, all but the two (2) highest for such office shall be eliminated and the balloting continued. If the vote remains a tie after the third ballot, the election shall be decided by lot.

Section 4. Term of Office.

- A. The term of office shall begin July 1 and shall be for one (1) year or until successors are elected.

Section 5. Duties.

Division Officers shall be obligated to uphold and represent the interests of IAAP and the profession as a whole.

- A. The President shall:

1. Perform the duties prescribed by these Bylaws and by the Parliamentary Authority adopted by IAAP.
2. Subject to the approval of the Board of Directors, appoint all Standing and Special committees, unless otherwise specified.
3. Be a member ex officio of all committees except the Committee on Nominations.
4. Call meetings of the Board of Directors whenever such meetings are necessary and shall call a meeting upon written request of a majority of the Board of Directors.
5. Be bonded with premiums paid from Division funds.
6. Be authorized to countersign all checks with Division Treasurer.
7. Keep the International Director of the District fully informed on all matters concerning the Division.

- B. The Vice President shall:

1. In the absence of the President, serve as presiding officer at all Division meetings or at 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. Be Division Coordinator for Annual Meeting and Leadership Conference, serving in this capacity as liaison between the Board of Directors and the Host Chapter and/or the appointed committee chairs.
4. 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 by mail.
2. After approval of the Annual Meeting Minutes by the Board of Directors, the first quarter issue of the Indiana Division *Board Letter* shall include notice that the Annual Meeting Minutes are available in the Members Only section of the Indiana Division website.
3. Conduct the general correspondence of the Division under the supervision of the President or the Board of Directors.
4. Give written notice of the Annual and Special Meeting as required in Article VI.
5. Develop and distribute the *Board Letter* and other Division releases to the distribution list.
6. Distribute Annual Meeting credential forms to Chapter Presidents 60 days prior to 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. All disbursements shall be made by check or debit card.
2. Be authorized to countersign all checks with the Division President.
3. Keep a complete and accurate record of Chapter membership and Division Members at Large within the Division.
4. Publish a financial report and balance sheet for the Division on a quarterly basis beginning at the end of the first quarter of the fiscal year at the same time the annual budget is available. The Indiana Division *Board Letter* shall include notice that these reports are available on the Members Only section of the Indiana Division website.
5. Be bonded with premiums paid from Division funds.
6. Perform such other duties as may be assigned by the Board of Directors.
7. Fiscal Year: The fiscal year shall be July 1 through June 30.

Section 6. Vacancy.

In the event of a vacancy in the office of President, the Vice President shall succeed to that office for the unexpired term. A vacancy in any other office shall be filled for the unexpired term by appointment from the membership of the Division by the Division Board of Directors.

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 or by conference call. For adoption, any business shall require a majority vote of the Board of Directors.
 - 1. Notice of in person meetings of the Board of Directors shall be sent to all members of the Board by mail or electronic media at least thirty (30) days prior to the date of the meeting.
 - 2. Arrangements for conference calls shall be made at least seven (7) days prior to the call.
- B. The Board of Directors shall prepare and approve an annual budget for publication by the end of the first quarter.
- C. The Board of Directors shall arrange for an annual audit of the financial records of the Division. The audit report shall be approved by the Board of Directors during the Board Meeting immediately following the audit.
- D. 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 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 (2) 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 as many members as are needed to fulfill the duties of the committee. Appointments shall become effective July 1 for a term of one (1) year.

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 of the 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 by printing in the March *Board Letter*.
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 approval as amended or at least every four (4) years.
6. Shall approve Chapter Bylaws and Standing Rules as amended or at least every four (4) years as scheduled by Division Committee.
7. Shall assist the Board of Directors in preparing and submitting amendments to the International Bylaws and Standing Rules and resolutions to the International Bylaws and Standing Rules on behalf of the Division.

B. The Committee on Nominations:

1. Shall notify all Chapter Presidents and Division Members at Large that names and qualifications of candidates for Division office must be submitted no later than February 28 (29 in leap years).
2. Shall review the qualifications of all candidates for office.
3. 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 in the March *Board Letter*.

C. The Professional Development Committee/International Projects Committee:

1. Shall communicate the tangible and intangible values of membership by:
 - a. Providing chapters with written information about benefits for their members, employers, and communities.
 - b. Recognizing chapters and members for special achievement through the *Board Letter* and Indiana Division Annual Meeting.
2. Shall promote and provide educational and professional development by:
 - a. Assisting chapters in identifying their needs and potential resources for meetings and programs.
 - b. Providing educational articles for the *Board Letter*.
 - c. Promoting professional certification and recertification.
3. Shall encourage chapter and member participation in academic and community activities to enhance the association's image.
4. Shall consider other projects as suggested by the Board of Directors.
5. Shall be charged with the administration of the Division Scholarship and provide leadership to the Division Scholarship Sub-Committee comprised of one (1) member of each professional chapter, and one (1) Indiana member at large. This committee shall be appointed by the division president, with recommendations from each professional chapter. The duties of this sub-committee will be as follows:
 - a. Collect all applications.
 - b. Submit the report of the committee to the Board
 - c. Notify all applicants, including the selected recipient, of their status by mail 21 days prior to the Annual Meeting and Education Forum

- d. Present the scholarship at the Annual Meeting and Education Forum
 - e. In the event of a tie, the chairperson of this Professional Development International Projects Committee will determine the recipient.
6. Shall promote interest in international projects on a division-wide basis, including, but not limited to, the Research and Education Foundation, and Retirement Trust Foundation by coordinating a silent auction at the Annual Meeting with proceeds going to the above mentioned projects.
- D. The Chronology/History Committee shall keep the Division Chronology/History up to date and maintain the Division scrapbook.
- E. The IAAP Student Program:
1. Shall promote interest in the student programs.
 2. Shall keep a complete and up-to-date roster of all student chapters.
- G. The Audit Committee:
1. Shall be composed of two (2) members, preferably with accounting knowledge; however, no member shall be from the same Chapter as the Treasurer.
 2. Shall audit the Division financial records within thirty (30) days after the receipt of the records from the Division Treasurer.
 3. Shall transfer financial records to the outgoing Treasurer within five (5) days after completion of the audit. The outgoing Treasurer shall be responsible for delivering all financial records to the incoming Treasurer within five (5) days.
 4. Shall submit an Audit Report to the incoming and outgoing Board of Directors; be included with the first *Board Letter* after completion of the audit (copies shall be released to Division members only); be filed with the Treasurer's books; and be retained in the records of the Recording Secretary.
 5. In the event of a vacancy in the office of Treasurer, the committee shall audit the Division financial records. Such audit shall be completed within thirty (30) days after receipt of the financial records. A written report covering the audit shall be submitted to the Board of Directors and the records transferred as directed by the Board of Directors.
- H. The New Chapter Building Committee:

Shall be responsible for assisting the Division Board of Directors in its efforts to inspire and assist growth to the Division via new chapter development and shall:

1. Identify sites for potential new chapters via mapping of the Division's existing chapters.
2. Identify corporations for a potential corporate chapter site.
3. Identify chapters to serve as new chapter sponsors.
4. Assist existing chapters in the building of a new chapter (as determined).
5. Assist sponsor chapter in a mentoring/new chapter orientation process during the first year of the new chapter.
6. Write promotional letters to existing chapter presidents to encourage new chapter building.

I. The Membership Committee shall promote growth and retention in Indiana Division.

Section 3. Special Committees.

Special committees may be appointed when deemed necessary by the Board of Directors.

Section 4. Responsibility.

All committees, except for 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. Division Annual Meeting.

- A. Scheduling. This Division shall hold an Annual Meeting at a date and location selected two (2) years in advance by a majority vote at the Annual Meeting.
- B. Notification. The Secretary shall notify all Chapter presidents and Division Members at Large concerning the time and place of each Annual Meeting at least three (3) calendar months prior to the scheduled meeting date.
- C. Representation. The voting power of the members shall be exercised through properly accredited delegates at the Annual Meeting. Division officers shall be ex officio members of the delegate assembly with full voting privileges.
- D. Good Standing. For a chapter or a member to be in good standing, all financial obligations must be paid.

E. Delegates

1. Each chapter shall select a delegate and an alternate. Delegates and alternates shall be members in good standing. Chapters may set other qualifications for delegates and alternates.
2. To be properly accredited, the member serving as delegate shall sign in with the Credentials Committee prior to each meeting.
3. When the delegate and the alternate must leave the convention, the present properly accredited delegate, whether it is the delegate or the alternate serving as delegate, may designate to the chairman of the Credentials Committee a member of the chapter to register as the delegate. This member shall be given the delegate's badge.

Section 2. Leadership Conference

- A. The Division shall hold a Leadership Conference (LC) each year, in conjunction with the Division Annual Meeting. The (LC) program shall include, but is not limited to, presentations on the purposes and duties of the various chapter offices and committees.
- B. The Division incoming President shall be the LC Coordinator, preside at LC, and execute the approved plans.
- C. The LC budget shall be added to the Division Annual Meeting Budget.

Section 3. Division Professional Education Conference

- A. Scheduling. This Division shall hold a Professional Education Conference at a date and location selected by the Division Board of Directors. The conference may be held annually or as needed.
- B. Notification. The Secretary shall notify all Chapter presidents and Division Members at Large concerning the time and place of the conference.
- C. The IPEC committee appointed by the Division president shall be responsible for coordinating the details of this event.

Section 4. International Convention.

Representation. The Division Delegate to the annual International Convention shall be the Division President, and the Alternate shall be the Division Vice President. In the event the President is unable to attend, the Delegate/Alternate shall be determined in the following order:

Vice President, Secretary, Treasurer, or a past Division President selected by the current Board of Directors.

Section 5. Special Meetings.

Special meetings may be called by the Board of Directors or by one-third (1/3) of the Chapters of the Division whenever deemed necessary to the welfare of the Division, provided notice specifying the principal business of the meeting is given to all members at least thirty (30) days prior to the date of the Special Meeting.

Section 6. Quorum.

A quorum for any Annual or Special Meeting shall be the accredited delegates from forty percent (40%) of the Chapters within the Division, Division Members at Large (counting as one (1)), and a majority of the Board of Directors. If there are no Members at Large present at the Annual Meeting willing to serve as the Member-at-Large Delegate, this quorum requirement may be suspended.

ARTICLE VII - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Indiana Division in all cases in which they are not inconsistent with these Bylaws, the Bylaws of International Association of Administrative Professionals, or any special rules of order the Division may adopt.

ARTICLE VIII - 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 forthwith to the International Association of Administrative Professionals Research and Educational Foundation.

ARTICLE IX - AMENDMENTS

Section 1. Bylaws Amendments.

These Bylaws may be amended by any of the following methods:

- A. At any Annual or Special Meeting by a two-thirds (2/3) vote, provided copies of the proposed amendments shall have been mailed in accordance with Article V.2.A.4 of these Bylaws.

- B. At any Annual or Special Meeting by a four-fifths (4/5) vote, provided copies of the proposed amendments shall have been distributed to the delegates, Division officers, and Chairman of the Bylaws and Standing Rules Committee at least one (1) meeting of the session prior to taking the vote.
- C. By unanimous vote, if not distributed previously as required in A and B of this section.
- D. By a referendum. A referendum may be ordered by a two-thirds (2/3) vote of the Board of Directors or by a majority of the Chapters. An affirmative vote by a majority of the Chapters and Division officers shall be necessary for adoption.
- E. Any amendments to these Bylaws necessitated by amendments to the Bylaws and Standing Rules of International Association of Administrative Professionals shall be affected by the Bylaws and Standing Rules Committee and reported to the Board of Directors at their next regular meeting and to the membership at the next Annual Meeting.

Section 2. Standing Rules.

- A. Standing Rules may be adopted without previous notice by a majority vote at any annual or special meeting of the Division.
- B. Standing Rules may be amended or rescinded at any Annual or Special Meeting by the following methods:
 - 1. By majority vote, provided notice shall have been mailed in accordance with article V.2.A.4 of these Bylaws.
 - 2. By a two-thirds (2/3) vote, provided copies of the proposed amendments shall have been distributed to the delegates, Division officers, and Chairman of the Bylaws and Standing Rules Committee at least one (1) session of the meeting prior to take the vote.
 - 3. By a four-fifths (4/5) vote, if notice has not been given as required in B.1. or 2. of this section.

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 Bylaw or Standing Rule shall be affected by the Bylaws and Standing Rules Committee, subject to the approval of the Board of Directors.

Section 4. 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: April 1952

Amended: May 15, 2010

International Bylaws and Standing Rules Committee Approval:

INDIANA DIVISION STANDING RULES

1. Any officer unable to perform the duties of the office for any reason for a period of sixty (60) days shall submit a resignation in writing to the Board of Directors.
2. All records pertaining to any office are the property of International Association of Administrative Professionals and must be transferred to the Board of Directors within two (2) weeks by any person, except the Treasurer, vacating any office for any reason. Should the Treasurer vacate the office before the end of the term, records shall be transferred for audit within two (2) weeks to the Audit Committee.
3. The Board of Directors shall authorize necessary expenses and trips by any officer for the welfare of the Division.
4. Board Contacts
 - A. Members of the Board of Directors shall serve as contacts to Chapters and Division Committees and make an official annual visit to their assigned chapter, if possible.
 - B. Each Chapter shall invite its Board Contact to attend one regular chapter meeting each year, at Division expense, in accordance with allowances provided.
 - C. The expense of any officer making additional visits to any Chapter, at the Chapter's written request, shall be paid by the Chapter in accordance with the allowances provided.
5. Annual Meeting
 - A. Each officer shall submit a complete written Annual Report for distribution at Annual Meeting and may also present an oral report at Annual Meeting.
 - B. The Board of Directors shall appoint a Parliamentary Advisor or engage a Registered Parliamentarian to act as Advisor for Annual Meeting and for special meetings.
 - C. Any profits from any Division meeting shall be deposited in the Division Treasury. Should the Division meeting appoint a Host Chapter, and that Host Chapter experiences any unavoidable loss due to the cancellation of this meeting, the Division shall reimburse the Host Chapter.
 - D. The Board of Directors shall be responsible for publishing a financial report of the Annual Meeting and Leadership Conference in the Members Only section of the Indiana Division web site. Members shall be made aware of the posting via an announcement in one of the issues of the Division Board Letter.

- E. The Division Members at Large assembled preceding the opening of the Annual Meeting shall be entitled to select one delegate to represent them at Annual Meeting.
 - F. An educational segment shall be a part of Annual Meeting. Proceeds shall go into the Division Treasury to supplement dues revenue.
 - G. Division awards shall be presented as follows:
 - 1. Travel Award
 - 2. Attendance Award
 - 3. Two (2) Certification Awards, CPS® and/or CAP®
 - 4. IAAP Student Program Achievement Award
 - 5. Two (2) IAAP Student Program Awards
 - 6. Recognition of Long-Service Members
 - 7. Award for each new IAAP sponsored certification and recertification recipients.
 - H. Division Officers shall be installed at Annual Meeting.
- 6. Each Chapter shall furnish to each Division Officer and Membership Chairman a complete and accurate membership roster by October 1 of each year.
 - 7. Each Chapter shall furnish to each Division Officer a copy of its Chapter Bulletin as published. If no publication is available, submit Chapter Meeting minutes.
 - 8. Chapters shall notify the Division Treasurer of any membership changes which occur during the year.
 - 9. The Division Treasurer shall notify the following of any roster changes which occur during the year:
 - A. Division Officers
 - B. Membership Committee Chairman
 - 10. Reimbursement of Division Officers:
 - A. Division Delegate and Alternate to International Convention:
 - 1. Registration fee
 - 2. Cost of transportation at most economical mode of travel
 - 3. Cost of lodging at most economical rate
 - 4. Other expenses not to exceed \$35 per day for the required days
 - B. Special International Meetings – all Division Officers as necessary, providing funds are available.
 - 1. Registration fee

2. Cost of transportation at most economical mode of travel
 3. Cost of lodging at most economical rate
 4. Other expenses not to exceed \$35 per day for the required days
- C. Meeting with International Director, Great Lakes District - All Division Officers:
1. Cost of transportation at most economical mode of travel
 2. Cost of lodging at most economical rate
 3. Other expenses not to exceed \$35 per day for the required days
- D. Board Meetings - All Division Officers:
1. Cost of transportation at half the current IRS rate
 2. Cost of lodging at most economical rate
 3. Other expenses not to exceed \$35 per person per day
- E. Official Chapter visits - All Division Officers:
1. Cost of transportation at half the current IRS rate
 2. Cost of lodging at most economical rate for one (1) night, and cost of meals, if necessary.
12. The Division shall furnish each new Indiana Division Chapter with a banner and a gavel at installation, with such other material and help as are available including copies of the current Division Bylaws and Standing Rules.
13. In the event of the death of a past Indiana Division President, a \$25 memorial shall be given by the Indiana Division to the IAAP Retirement Trust Foundation or the IAAP Research and Educational Foundation.
14. The Indiana Division treasurer will request copies of the annual Third Party Liability Insurance invoice as distributed to each Indiana professional chapter from that chapter's treasurer during the first quarter of the fiscal year. The Indiana Division will assume this responsibility and submit payment to the International office for invoices received from said chapters. Should any Indiana professional chapter submit payment directly from their chapter funds to the International office, they may submit a request to be reimbursed by the Indiana Division budget, upon providing a copy of the original invoice as processed by that chapter.

Standing Rules Adopted: April 1952

Amended: May 15, 2010

International Bylaws and Standing Rules Committee Approval:

INDIANA DIVISION - IAAP EXPENSE VOUCHER

Please check appropriate box:

- | | |
|---|---|
| <input type="checkbox"/> Board Expense
<input type="checkbox"/> Operating Expense
<input type="checkbox"/> Committee _____
<small>(Indicate Committee)</small> | <input type="checkbox"/> Annual Meeting Expense
<small>(Division Budget)</small>
<input type="checkbox"/> Leadership Conference
<input type="checkbox"/> Other _____ |
|---|---|

Payee _____
 Address _____
 City _____ State _____ Zip _____

Date	Itemized Expense (Attach receipt or explanation of each item)	Amount
Total Amount		

Submitted By _____

Approvals _____
President

Vice President

_____ Date of Approval

For Division Treasurer's Use Only		
Budgeted Item	<input type="checkbox"/> Yes <input type="checkbox"/> No	Check No. _____
Account No.	_____	Date Paid _____
_____	_____	_____
_____	_____	_____

INDIANA DIVISION ANNUAL MEETING EXPENSE VOUCHER

From IDAM Budget

Please check appropriate box:

<input type="checkbox"/>	_____	<input type="checkbox"/> Benefit Breakfast
	(Budget Category)	
<input type="checkbox"/>	_____	<input type="checkbox"/> Other _____
	(Board Expense)	
<input type="checkbox"/>	_____	
	Committee _____	
	(Indicate Committee)	

Payee _____

Address _____

City _____ State _____ Zip _____

Date	Itemized Expense (Attach receipt or explanation of each item)	Amount
Total Amount		

Submitted By _____

Approvals _____

President _____

Vice President _____

_____ Date of Approval

For Division Treasurer's Use Only			
Budgeted Item	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Account No. _____	Amount _____	Check No. _____	
_____	_____	Date Paid _____	
_____	_____		