

**A. N. Palmer Chapter
of
International Association of Administrative Professionals
Bylaws**

ARTICLE I – NAME AND LOCATION

The name of this chapter shall be **A. N. Palmer Chapter of the International Association of Administrative Professionals**. It shall be located in Cedar Rapids, Iowa.

ARTICLE II - DUES

1. Annual chapter dues payable on individual's anniversary date:

A. Professional members	\$20.00
B. Professional-merited members	5.00
C. Student members	3.00

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

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

Section 1. Officers

- A. A candidate for office must be a member of this chapter. A candidate for the office of President shall have served as an officer of this chapter.
- B. No member shall hold more than one chapter office at a time.

Section 2. Nomination and Election

- A. The Nominating Committee shall consist of a chairman and two members. At least two months prior to the annual meeting, a member shall be appointed by the Board of Directors to act as chairman. Two members shall be elected by the membership, with nominations being made from the floor.
- B. At least ten days prior to the annual meeting, the Nominating Committee shall submit to the membership a slate of one or more candidates for each office, giving the qualifications of each candidate.
- C. Nominations may also be made from the floor prior to the election.
- D. A majority vote shall be required for election, which shall be by ballot, except if there is but one candidate for an office, the ballot may be dispensed with and the nominee elected by voice vote.
- E. If 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. If a vote remains a tie after the second ballot, the election shall be decided by lot.

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- F. A vacancy occurring among the officers elect between the time of election and installation shall be filled by vote of the Board of Directors elect.

Section 3. Terms

- A. The term of office shall be July 1 through June 30, or until successors are elected.
- 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. Six months or more in an office shall be considered one term.

Section 4. Duties

- A. Chapter officers shall be obligated to uphold and represent the interests of IAAP and the profession as a whole.
- B. The President shall:
1. Perform the duties prescribed by these bylaws and by the parliamentary authority adopted by IAAP.
 2. Subject to 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 Nominating Committee.
 4. Call meetings of the Board of Directors whenever such meetings are necessary.
 5. Keep the division President informed on matters concerning the chapter.
- C. The President-Elect shall:
1. Serve as presiding officer of meetings of the chapter or of the Board of Directors in the absence of the President.
 2. In the event of a vacancy in the office of President, succeed to the office for the unexpired term.
 3. Perform other duties as may be assigned by the Board of Directors.
- D. The Secretary shall:
1. Be responsible for the minutes of all chapter and Board of Directors meetings.
 2. Have custody of the chapter charter and other official documents.

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3. Give notice of annual and special meetings as required by Article VI.
 4. Perform other duties as may be assigned by the Board of Directors.
- E. The Treasurer shall:
1. Be responsible for all funds of the chapter and for the records of its financial affairs.
 2. Keep an accurate record of chapter membership.
 3. Perform other duties as may be assigned by the Board of Directors.

Section 5. Vacancies

- 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.
- B. In the event of a vacancy in the office of President-Elect for any other reason, the Board of Directors shall elect, by majority vote, an acting President-Elect for the remainder of the term. At the next regular election, both a President and President-Elect shall be elected.
- C. In the event of vacancies in the office of both President and President-Elect, the Board of Directors shall elect, by majority vote, a President and an acting President-Elect for the unexpired term. Those individuals shall be eligible to seek election to those offices the following year.
- D. A vacancy of any other office shall be filled for the unexpired term, by a majority vote, of the Board of Directors.

ARTICLE IV - BOARD OF DIRECTORS

- A. The Board of Directors shall be composed of the officers of this chapter.
- B. The Board of Directors shall meet as required to adequately conduct the business of the chapter.
- 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. 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 request, 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, 5.
- D. A majority of the Board of Directors shall constitute a quorum.

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ARTICLE V - COMMITTEES

Section 1. Standing Committees

Standing committees shall be composed of a chairman and as many members as deemed necessary. Appointments shall become effective July 1 for a term of one year.

Section 2. Duties

Standing committees and their duties are:

- A. Communications Committee shall prepare and distribute the official publications of this chapter.
- B. Bylaws and Standing Rules Committee:
 - 1. Shall maintain conformity in chapter bylaws and standing rule with the International Bylaws and Standing Rules and the Division Bylaws and Standing Rules.
 - 2. May propose amendments and resolutions.
 - 3. Shall edit/correlate all proposed amendments to the chapter bylaws and standing rules and submit them together with the committee's recommendations and the reasons for the recommendations to the membership in accordance with these bylaws.
 - 4. May submit chapter bylaws and standing rules and/or amendments thereto to the Division Bylaws and Standing Rules Committee for review.
 - 5. Shall assist the Board of Directors in preparing and submitting amendments to the International and/or Division Bylaws and Standing rules and resolutions to the International Bylaws and Standing Rules Committee on behalf of the chapter.
- C. Certification Committee shall stimulate interest and encourage participation in the certification programs.
- D. Membership Committee shall direct all activities of the chapter concerned with the recruitment and maintenance of membership.
- E. Program Committee shall plan educational programs and arrange facilities for regular and special functions of the chapter. This committee shall also plan activities to recognize executives.
- F. Community Service Committee shall participate in activities that will enhance the quality of life in the community while increasing awareness and establishing a positive professional image of the IAAP association. Assist in improving the social, cultural, educational or economic environment of the community.

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G. Audit and Budget Committee:

1. A qualified person or persons appointed by the Board of Directors shall make an audit of the Chapter'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 Chapter's Annual Meeting handouts. A final audit shall be completed within fifteen (15) 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.
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 Chapter's financial records. Such audit shall be completed within fifteen 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.

Section 3. Special Committees

Special committees may be appointed when deemed necessary by the President, subject to approval of the Board of Directors.

Section 4. Committee Responsibility

- A. All committees, except the Nominating Committee, shall be directly responsible to the Board of Directors and shall submit all plans, prior to execution, to the Board of Directors for review.
- B. 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.

ARTICLE VI - CHAPTER MEETINGS

Section 1. Meetings

- A. Regular meetings of this chapter shall be held on the third (3rd) Thursday of each month, except July, unless otherwise designated by the vote of the chapter or the Board of Directors.
- B. Special meetings may be called by the President, by a majority of the Board of Directors, or by one-third of the membership, provided notice specifying the principal business of the meeting is given to all members at least 10 days prior to the date of the special meeting.
- C. The May meeting in each year shall be the annual meeting.

Section 2. Quorum

One-fourth of the chapter membership present in person shall constitute a quorum.

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ARTICLE VII - REPRESENTATION

- A. The delegate to the International Education Forum and Annual Meeting and the annual Division Meeting shall be the current President. The alternate delegate 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.
- B. A report of these meetings shall be made to the membership at the first chapter meeting following the relevant convention, conference or meeting.

ARTICLE VIII - DISSOLUTION

In the event of dissolution, abandonment, or termination of the chapter, 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 chapter, after current indebtedness has been paid, shall go and be delivered forthwith to International Association of Administrative Professionals.

ARTICLE IX - AMENDMENTS

Section 1. Bylaws

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

- A. At the meeting of the chapter by a two-thirds vote, provided the purposed amendments have been mailed through the U.S. Postal Service to the members at least ten days prior to the meeting date or have been read at the previous regular meeting.

Section 2. Standing Rules

- A. Standing Rules may be adopted without previous notice by a majority vote.
- B. Standing Rules may be amended or rescinded:
 - 1. By a majority vote, provided the proposed amendments have been mailed through the U.S. Postal Service to the members at least ten days prior to the meeting date or have been read at the previous regular meeting.

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Section 3. Corrections

Grammatical, punctuation, and correlation corrections in these Bylaws and Standing Rules which in no way alter their intent shall be effected by the Bylaws and Standing Rules Committee, subject to review of the Board of Directors.

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.

Bylaws and Standing Rules Adopted: May 21, 1987

Updated and Retyped by Bylaws and Standing Committee: September 7, 1999

Bylaws and Standing Rules as Amended: September 18, 2003

Bylaws and Standing Rules as Amended: November 20, 2003

Bylaws and Standing Rules as Amended: March 18, 2004

Bylaws and Standing Rules as Amended: June 16, 2005

Bylaws and Standing Rules as Amended: May 15, 2008

Bylaws and Standing Rules as Amended: April 16, 2009

Bylaws and Standing Rules as Amended: May 19, 2011

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1. Copies of correspondence concerning chapter activities written by officers or committee chairmen shall be submitted to the President.
2. Each officer and committee chairman shall prepare two copies of a report of the year's activities by May 1; one copy for the President and one for the files of the successor.
3. Each chapter member shall have a standing reservation for the regular meetings. If unable to attend, a member must contact the Program Committee member as designated in the Pen Notes, or the meeting fee for that meeting will be assessed. To cancel the standing reservation for the year, a member may either telephone or e-mail a cancellation to the Program Committee Chairman.
4. IAAP EDUCATIONAL FORUM & ANNUAL MEETING (EFAM)

Officer Delegate:

The delegate's expenses for the IAAP Educational Forum and Annual Meeting shall not exceed the budgeted amount as approved by the chapter in the annual chapter budget. Expenses for EFAM that may be reimbursed include:

- Conference Registration
 - Leadership Lunch (attendance optional)
 - Division Dinner (attendance optional)
 - Post-Convention Leadership Workshop (attendance required)
- Airfare and ground transportation upon arrival/departure at conference destination airport.
 - OR reimbursement for parking and mileage at IRS standard rate, if personal car is used.
 - OR reimbursement for rental car and parking
- Hotel – 5-day maximum stay (typically Saturday through Wednesday for EFAM) at quoted convention rates or less, limited to room rate plus applicable city/hotel taxes and fees.
- Food - \$60/day (no alcohol).
- Standard luggage fees for applicable airline (oversized or overweight baggage fees excluded).

If a chapter officer cannot attend, the chapter will vote by proxy.

IOWA-NEBRASKA DIVISION ANNUAL MEETING

Officer Delegate:

The delegate's expenses for Iowa-Nebraska Division Annual Meeting shall not exceed the budgeted amount as approved by the chapter in the annual chapter budget. Expenses for the Division Annual Meeting that may be reimbursed include:

- Conference Registration.
- Hotel – 2-day maximum stay at quoted convention rates or less, limited to room rate plus applicable city/hotel taxes and fees.

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- Food - \$50/day (no alcohol).
- Mileage at IRS standard rate.

If no chapter officer can attend, then a chapter member delegate may be reimbursed using the same criteria as for a chapter officer delegate.

5. Any member requesting reimbursement for expenses shall present an itemized account to the Board of Directors within 30 days.
6. At the annual meeting, the President shall appoint a Tellers' Committee which shall be responsible for distributing and collection the ballots and for tallying the votes. Before the meeting is adjourned, the Chairman of the Tellers' Committee shall report the results of the election to the membership and the President shall declare the officers elected.

Standing Rules adopted: May 21, 1987

Changed Standing Rule Number 5 - May 20, 1999

Updated and retyped by the Bylaws and Standing Rules Committee: September 7, 1999

Changed Standing Rule Number 3 - September 18, 2003

Combined Standing Rules 4 and 5 creating Standing Rule Number 4 with new wording and deleted Standing Rule Number 6 - June 15, 2006

Updated wording on Standing Rules Number 1 and 3: April 16, 2009

Revised Standing Rule Number 4 on May 19, 2011.