

**ATLANTA AIRPORT CHAPTER
GEORGIA DIVISION
INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS**

BYLAWS

Provisions of the Bylaws shall not be in conflict with the with International Association of Administrative Professionals International or Georgia Division Bylaws.

Article I. Name and Location

The name of this Chapter shall be Atlanta Airport Chapter of Georgia Division of the International Association of Administrative Professionals® (“International” or “IAAP®”).

Article II. Membership and Dues

A. Membership

There shall be four classifications of memberships as provided in the International Bylaws Article VI. Associate members shall have all the rights and privileges of Professional members.

B. Dues

Annual Chapter dues shall be:

Professional Member	\$20
Professional-Merited Member	\$20
Student Member	\$20
Associate Member	\$155

C. The Chapter dues of any member transferring into or out of this Chapter shall be prorated on a quarterly basis.

D. Members will be billed from International Headquarters for renewal dues and payment submitted from International to Division and Chapter on periodic basis.

E. Membership be forfeited if dues are not paid within thirty (30) days of due date.

F. Any check made payable to Atlanta Airport Chapter, IAAP, shall be subject to the charged by the bank.

G. Active membership shall be constituted as any member who has paid their dues and has attended 5 or more chapter meeting and shall be eligible to vote and run for an open positions.

Article III. Officers, Qualifications, Nominations and Election Procedures, Term and Duties

Section 1: Officers

The Chapter Officers shall be a President, Vice-President, a Secretary, a Treasurer, a President-Elect, a Parliamentarian and a Director.

Section 2: Qualifications

- A. A candidate for an office shall have been a Professional Member or Professional-Merited member of this chapter for preferably a year, but at least six months, prior to this time of nomination. A candidate for the office of President shall have served as an Officer of IAAP® Chapter prior to nomination.
- B. No member shall hold more than one Chapter office at a time. No member shall hold a Division or International office while serving as a Chapter Officer, except to allow for normal overlap in difference of installation time.

Section 3: Nomination and Election Procedure

- A. At least forty-five (45) days before the Annual Meeting, the Chair of the Committee on Nominations will send out notice asked for recommendations for all open positions. The Committee on Nominations once all recommendations for positions have been received shall make one ballot (slate) of potential officers.
- B. At least thirty (30) days before the Annual Meeting, the Committee on Nominations shall present to the members a slate of one or more candidates for each office.
- C. Nominations may be made from the floor prior to the election to held during the Chapter meeting in May, and each nominee shall be entered on the slate, provided the nominee is eligible to hold office and had consented to the nomination. Nominations from the floor must receive two seconds.
- D. With a quorum being present, a majority vote of the members present shall be required for election, which shall be by ballot. The Committee on Nominations shall count the votes and announce the results. If there is only one candidate for an office, the ballot may be dispensed with and the Officers elected by a voice vote.
- E. In the event that no candidate receives a majority vote on the first vote on the first ballot, all but the two highest for such office shall be eliminated and the balloting continued. If the vote remains a tie after the second ballot, the election shall be decided by lot.
- F. A vacancy occurring among the officers-elect between the time of election and installation shall be filled by special election at the next Chapter meeting. Nominations shall be made to the Committee on Nominations and all provisions previously outlined in this Section shall prevail.

Section 4: Term of Office

- A. The term of office shall coincide with the fiscal year for IAAP®, July 1 through June 30.
- B. Officers shall assume office on July 1 and shall serve for a term of one (1) year or until their successors are elected and take office.
- C. No Officer shall serve more than two (2) consecutive terms in the same office. Any Officer who has served six months or more shall be deemed to have served one term. The President-Elect shall automatically succeed to the office of President and shall serve no more than one full term, except that such individual shall also serve any unexpired term of the office of President.

Section 5: Duties

Chapter Officers shall be obligated to uphold and represent the interest of IAAP® and the profession as a whole.

- A. The President shall:
 - 1) Preside over all meetings of the Chapter and the Board of Directors.
 - 2) Appoint all Standing Committees, except the Committee on Nominations, subject to approval of the Board of Directors.
 - 3) Act as ex-officio member of all Committees except the Committee on Nominations.
 - 4) Endeavor to serve the entire Chapter in a strictly impartial manner.
 - 5) Be familiar with the International, Division, and Chapter Bylaws and standing rules.
 - 6) Keep the membership informed of IAAP® official communications.
 - 7) Countersign checks drawn on the Chapter's funds.
 - 8) Present an annual written report to the Division with copies to the Chapter's membership.
 - 9) Call meetings of the Board of Directors whenever such meetings are necessary.
 - 10) Keep the Division President fully informed on all matters concerning the chapter.
 - 11) Perform the duties prescribed by these Bylaws and by the Parliamentary Authority adopted by IAAP®.
 - 12) Perform other duties as regularly pertain to the office of President.
- B. The President-Elect shall:
 - 1) Assist the President in directing the affairs of the Chapter.
 - 2) Assume the duties and powers of the presidency in the absence of the President.
 - 3) In the event of a vacancy in the Office of the President, succeed to the Office for the unexpired term.
 - 4) Perform other duties as assigned by the Board of Directors or the President.
- C. The Vice President shall:

- 1) Assist the President-Elect as needed.
- 2) Compile data for Professional Development Awards and submit to Georgia Division on or before deadline.
- 3) In the absence of the President and the President-Elect, serve as presiding officer at Chapter meetings or meetings of the Board of Directors.
- 4) In the event of a vacancy in the office of President and President-Elect, succeed to the office of President for the remainder of the term.
- 5) Perform other duties as assigned by the Board of Directors or the President.
- 6) If there is a vacancy in the office of President-Elect, the duties of the office shall be performed by the Vice-President.

D. The Secretary shall:

- 1) Keep accurate minutes of all:
 - a) Chapter meetings and provide copies of such minutes to all members by mail, e-mail or fax.
 - b) Board of Directors meetings held in person and provide copies to such minutes to all Board members by mail, e-mail or fax.
 - c) Produce minutes on a monthly or two (2) months' basis of business transacted electronically by the Board of Directors between Regular Meeting of the Chapter and distribute such minutes to each Board member by mail, e-mail or fax.
- 2) Have custody of the Chapter Charter and other official documents
- 3) Have available at all meetings up-to-date copies of the International, Georgia Division, and Chapter Bylaw and Standing Rules.
- 4) Give notice of all meetings to members, prospective members and others, as directed by the President.
- 5) Conduct the correspondence of the Chapter in accordance with the direction of the President and/or Board of Directors.
- 6) File the names and addresses of the President and Treasurer following the installation of the Officers, with the necessary agencies and keep such information up-to-date throughout the year.
- 7) Give written notice of the Annual and Special Meetings as required in Article VI of these Bylaws.
- 8) Perform such other duties as may be assigned by the Board of Directors and the President

E. The Treasurer shall:

- 1) Have custody of all Chapter funds, making disbursements only as authorized by the Chapter, either by specific action or by adoption of a budget to be administered by the Board of Directors.
- 2) Pay all approved bills promptly, by check, to be countersigned by the President.
- 3) Keep the books on a current basis and make a monthly report to the office.
- 4) Prepare a detailed financial report for the period of the term of office.
- 5) Accept all applications for membership in this Chapter, including reinstatements and transfers, and notify the Membership Committee Chair and the President of all such applications upon submission to Headquarters.

- 6) Notify the Georgia Division Treasurer and Headquarters immediately of suspended members and of resignations or deaths of members.
- 7) Notify all members' suspended members for nonpayment of Chapter dues and inform such members that they are eligible for reinstatement under the provisions of IAAP® Bylaws.
- 8) Deliver the books and financial records to the auditor on or about July 1.
- 9) Prepare and submit all forms required by the Internal Revenue Service by the specified date.
- 10) Forward to the Division Treasurer, with a copy of the transmittal to the International Student Chapter Program Committee chair and the Division President, an assessment fee per member determined by the Georgia Division Board to be used by the Division. These contributions shall be postmarked no later than May 31st.
- 11) Perform such other duties as may be assigned by the President.

Section 6: Vacancy

- A. In the event of a vacancy in the Office of the 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.
- B. 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 the President and a President-Elect shall be elected.
- C. In the event of vacancies in the Officers of both the President and President-Elect, the Vice-President shall succeed to the Office of President for the unexpired term only and shall be eligible to seek re-election to the Office of President for the following year. The Office of President-Elect shall remain vacant in the event until the next regular election of Officers, at which time the members shall elect both a President and President-Elect in accordance with Section 3 of this Article III.
- D. In the event of a vacancy of any other office, the Board of Directors shall appoint from the membership of the Chapter an Officer to fill the vacancy for the unexpired term.
- E. Any Officer unable to perform the duties of the office for any reason whatsoever for a period of ninety (90) days shall be requested to submit a resignation in writing to the Board of Directors. If such a resignation is not received within ten (10) days, the Boards of Directors shall declare the office vacant and such office shall be filled in accordance with the provisions of paragraphs A through D of this Section D.
- F. All records pertaining to any office are the property of the Chapter shall be transferred as directed by the Board of Directors within 15 days by the person vacating the office for any reason whatsoever. However, a vacancy in the office of Treasurer shall be governed by Article VII – Audit, Section 2.

Article IV. Board of Directors

Section1: Composition

The Board of Directors shall be composed of the Officers of this Chapter.

Section 2: Duties

- A. Carry out the policies and objectives of IAAP®.
- B. Transact and supervise the affairs of the Chapter between its business meetings,
- C. Approve all bills for payment of expenditures not provided for in the budget.
- D. Present recommendations for action to the membership at the next Regular Meeting.
- E. Transact business in person, by postal mail, courier service, electronic communication or by conference call. For adoption, any business shall require a majority vote of the Board of Directors.
- F. Prepare an annual budget which shall be adopted at the Annual Meeting and shall arrange for an annual audit of the financial records of the Chapter.
- G. The Board of Directors may, by a three-fourths ($\frac{3}{4}$) 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 is 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 provisions of Article III, Section 6.

Section 3: Meetings

- A. Regular meetings of the Board of Directors shall be held at least one week prior to every Regular Chapter meeting, the date, time and location to be designated by the President or unless otherwise determined by a majority vote of the Board of Directors.
- B. In the interval between designated in-person meetings of the Board of Directors, all Chapter business shall be transacted electronically at the discretion of the President.

Section 4: Quorum

A majority of the Board of Directors shall constitute a quorum for any in-person Board Meeting, and a vote of the majority of those present and voting, a quorum being present, shall constitute effective action. A decision made or vote cast electronically by a majority of the Board members shall also constitute effective action.

Article V. Committees

Section 1: Standing Committees

Standing Committees shall be composed of a Chairman and any number of members who shall be appointed by the Chairman of the respective committee, subject to approval of the Board of Directors. Appointments shall be for one year and coincide with the fiscal year of IAAP®, July 1 through June 30.

Section 2: Duties

Only those committees essential to the operation of the chapter should be appointed. The Bylaws and Committee on Nominations are required.

A. The Bylaws Committee

- 1) Edit/correlate all proposed amendments to the Bylaws of this Chapter and submit them together with the committee's recommendations to the membership in accordance with these Bylaws.
- 2) Maintain conformity in Chapter Bylaws with the International and Georgia Division Bylaws.
- 3) May propose amendments and resolutions
- 4) Submit Chapter Bylaws and Standing Rules and/or amendments thereto the Division Bylaws and Standing Rules Committee for review and approval as amended or at least every four years.
- 5) Assist the Board of Directors and the membership 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.
- 6) Review all amendments to the International and/or Division Bylaws and Standing Rules proposed by other units of IAAP® and make recommendations to the Board of Directors.

B. The Membership Committee shall direct all activities of the Chapter related to recruitment and maintenance of membership, distribute an updated membership roster to members quarterly, and organize annual IMPACT meeting(s).

C. The Publicity Committee shall be responsible for notification to the members and the public of activities and events associated with the Chapter. The committee shall also contain the newsletter and website chairs. The newsletter chair shall prepare and distribute the official publication of this Chapter to all members of the Chapter, and to such other persons as deemed advisable by the Committee. The website chair shall be responsible for the design, maintenance, timely updating and security of the Chapter website.

D. The Ways and Means Committee shall devise and promote projects to raise funds for the operation of the Chapter.

E. Nomination Committee shall submit to the members a slate of one or more candidates for each office at least thirty (30) days before the Annual Meetings. The Committee on Nominations shall be elected by Chapter members present at any meeting prior to the April meeting when a quorum is present. The committee shall consist of at least three (3) members and shall name its Chair.

- 1) All members of the Committee shall have been active members at least one (1) year.
- 2) Members who are from the meeting when the Committee is elected may be nominated if prior consent has been received from the person being nominated.
- 3) No members may serve on the Committee for two (2) consecutive terms.
- 4) The Committee shall execute the duties as prescribed in Article III Section 3, Nomination and Election Procedures, of these Bylaws.

Section 3: Responsibility

All committees shall be directly responsible to the Board of Directors with the exception of the Committee on Nominations and shall submit all plans, prior to execution, to the Board of Directors for approval.

Section 4: Conclusion of Committee Term

Within fifteen (15) days after the conclusion of their appointment, all Standing Committees shall transfer their files to their successors or as directed by the Board of Directors

Article VI. Meetings (Regular, Special and Quorum)

Section 1: Regular and Annual Meetings

- A. Regular meetings of the Chapter shall be held on the second (2nd) Tuesday of each month, January through November, with the exception of the April Regular Meeting which shall be held during Administrative Professionals Week. If deemed advisable, the date of the Regular Meeting may be changed at any preceding Regular Meeting upon majority vote of the members present and voting, a quorum being present. In the event a Regular Meeting must be canceled or changed between meetings, the Secretary shall notify all members by mail or electronically five (5) days in advance if time permits.
- B. The May Regular Meeting shall be the Annual Meeting of the Chapter and shall be closed to visitors for the purpose of election of the new Chapter Board.

Section 2: Special Meetings

Special meetings may be called by the President, by majority of the Board of Directors, or by one third (1/3) of the membership, provided notice specifying the principal business of the meeting is given to all members at least five (5) business days prior to the date of the special meeting.

Section 3: Business of the Annual Meeting

A Delegate and Alternate of the Chapter to the International Convention and Education Form and the Division Annual Meeting shall be selected at the Annual Meeting by members present and voting, a quorum being present. The Delegate shall preferably be the President and the Alternate shall preferably be the President –Elect.

Section 4: Installation

Officers shall be installed at the June meeting and shall be presented with a pin emblematic of the office to which they have been elected.

Section 5: Quorum

A quorum for any meeting shall be one-third (1/3) of the Chapter membership.

Section 6: Delegate Duties

The Delegates duty shall be to attend all meeting and to represent the Chapter in all matters coming before the International Convention and the Georgia Division Annual Meeting and to provide a written report of the proceedings to the Chapter at the first Regular Meeting following such event.

Article VII. Audit

Section 1: Yearly Audit

An audit shall be made of the Chapter's financial records by at least two (2) qualified persons appointed by the Board of Directors. Such audit shall be completed within thirty (30) of the close of the IAAP® Fiscal Year. A written report covering the audit shall be submitted to the Board of Directors for review during the August Board of Directors meeting, after which the auditors' report and financial records shall be transferred to the incumbent Treasurer.

Section 2: Vacancy of the Office of Treasurer

In the event of the vacancy in the office of Treasurer, an audit shall be made of the Chapter's financial records by at least two (2) qualified persons appointed by the Board of Directors. Such audit shall be completed within fifteen (15) days after receipt of the financial records. A written report covering the audit shall be submitted to the Board of Directors for review during the next Board of Directors meeting after which the auditors' report, together with the books and financial records shall be transferred as directed by the Board of Directors.

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 affiliated with IAAP®, and any assets then possessed by the Chapter, after current indebtedness has been paid, shall be delivered forthwith to the International Association of Administrative Professionals Retirement Trust Foundation.

Article IX. Amendments

Section 1: Bylaws

- A. These Bylaws may be amended, rescinded and/or adopted by a two-thirds (2/3) vote of the members present and voting at any Regular Meeting of the Chapter, a quorum being present, provided the text of the proposed amendment has been submitted either in writing at least ten (10) days prior to the Meeting or by reading at previous Regular Meeting: or
- B. By unanimous vote of the members present and voting at any Regular Meeting of the Chapter, a quorum being present, without previous notice.

Section 2: Standing Rules

- A. Standing Rules may be amended, rescinded and/or adopted by a majority vote of the members present and voting at any Regular Meeting of the Chapter, a quorum being present, provided the text has been submitted to the members either in writing at least ten (10) days prior to the Meeting or by reading at previous Regular Meeting: or
- B. By two-thirds (2/3) vote of the members present and voting at any Regular Meeting of the Chapter, a quorum being present, 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 or Standing Rules shall be effected 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 meeting at which they are adopted, unless otherwise specified,

