



**2011-2012 WA-AK DIVISION
BYLAWS AND STANDING RULES**

PROPOSED AMENDMENTS

Proposed Amendment 1

Article II. Dues

Amend Article II. Dues by changing title to Membership and Dues, inserting a new paragraph, outlining with paragraph letters and changing current letters to numbers; striking Division Member-at-Large, Merited Division Member-at-Large, and adding Associate member classification along with how dues amount for Associate member will be determined.

Current Wording:

Article II. Dues

Annual Division dues shall be:

A.	Professional Member	\$18.00
B.	Professional-Merited Member	\$ 8.00
C.	Division Member-at-Large	\$18.00
D.	Merited Division Member-at-Large	\$ 8.00
E.	Student Member	\$ 5.00

Proposed Wording:

Article II. **Membership and Dues**

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

B. Annual Division dues, by membership, shall be:

1.	Professional Member	\$18.00
2.	Professional-Merited Member	\$ 8.00
3.	Student Member	\$ 5.00
4.	Associate Member	\$**

****see amount as contained in the International Bylaws & Standing Rules**

Submitted by: International Bylaws and Standing Rules Committee

Reason: Aligning the WA/AK Division Bylaws with the International model Division Bylaws

Recommendation: WA/AK Division Board of Directors recommends adoption.



**2011-2012 WA-AK DIVISION
BYLAWS AND STANDING RULES**

PROPOSED AMENDMENTS

Proposed Amendment 2

Article III. Officers, Qualifications, Nomination and Election, Term and Duties

Amend Article III. Officers, Qualifications, Nomination and Election, Term and Duties, Section 3 by changing title to Nomination and Election, and paragraph B by reordering the wording for clarification and striking sentence 2.

Current Wording:

B. By vote of its members, a chapter or individual member may nominate any professional member as a candidate for a Division office. An individual may be nominated for no more than one office. A letter, preferably signed by a chapter president, shall be submitted to the Committee on Nominations and shall state:

Proposed Wording:

B. **An individual, or a chapter** by vote of its members, may nominate any professional member as a candidate for a Division office. A letter, preferably signed by a chapter president, shall be submitted to the Committee on Nominations and shall state:

Submitted by: International Bylaws and Standing Rules Committee

Reason: Aligning the WA/AK Division Bylaws with the International model Division Bylaws

Recommendation: WA/AK Division Board of Directors recommends adoption.



**2011-2012 WA-AK DIVISION
BYLAWS AND STANDING RULES**

PROPOSED AMENDMENTS

Proposed Amendment 3

Article III. Officers, Qualifications, Nomination and Election, Term and Duties

Amend Article III. Officers, Qualifications, Nomination and Election, Term and Duties, Section 3, paragraph G by striking everything after "one nominee for an office" and adding "the officers may be elected by a voice vote.

Current Wording:

G. Officers shall be elected by ballot at the Annual meeting, except where there is but one nominee for an office, and then the Secretary shall be instructed to cast an elective ballot for the nominee. A majority vote of those present and eligible to vote, a quorum being present, shall be required for election of officers.

Proposed Wording:

G. Officers shall be elected by ballot at the Annual meeting, except that if there is but one candidate for each office, the officers may be elected by a voice vote.

Submitted by: International Bylaws and Standing Rules Committee
Reason: Aligning the WA/AK Division Bylaws with the International model Division Bylaws
Recommendation: WA/AK Division Board of Directors recommends adoption.



2011-2012 WA-AK DIVISION BYLAWS AND STANDING RULES

PROPOSED AMENDMENTS

Proposed Amendment 4

Article III. Officers, Qualifications, Nomination and Election, Term and Duties

Amend Article III. Officers, Qualifications, Nomination and Election, Term and Duties, Section 5, paragraph A by rewording the first paragraph to include language referring to these Bylaws and the parliamentary authority adopted by IAAP, and adding a sentence to the second paragraph.

Current Wording:

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

In order to protect the financial interests of the Division membership, making funds accessible in the event of incapacity or death of the Treasurer, current Division President shall have signatory authority on all bank accounts established for the Division.

Proposed Wording:

- A. **As a whole,** Division officers shall **perform the duties prescribed in these Bylaws and by the parliamentary authority adopted by IAAP.**

In order to protect the financial interests of the Division membership, making funds accessible in the event of incapacity or death of the Treasurer, current Division President shall have signatory authority on all bank accounts established for the Division. **The Division President-Elect shall be placed on the account for emergency signatory authority on all bank accounts.**

Submitted by: International Bylaws and Standing Rules Committee

Reason: Aligning the WA/AK Division Bylaws with the International model Division Bylaws

Recommendation: WA/AK Division Board of Directors recommends adoption.



**2011-2012 WA-AK DIVISION
BYLAWS AND STANDING RULES**

PROPOSED AMENDMENTS

Proposed Amendment 5

Article III. Officers, Qualifications, Nomination and Election, Term and Duties

Amend Article III. Officers, Qualifications, Nomination and Election, Term and Duties, Section 5, paragraph B by rewording subparagraph 1 and adding a subparagraph 9.

Current Wording:

- B. The President shall:
1. Preside at all Division meetings.

Proposed Wording:

- B. The President shall:
1. Shall serve as presiding officer at Division meetings or meetings of the Board of Directors.
 - 2-8. No changes
 9. Call meetings of the Board of Directors whenever such meetings are necessary.

Submitted by: International Bylaws and Standing Rules Committee

Reason: Aligning the WA/AK Division Bylaws with the International model Division Bylaws

Recommendation: WA/AK Division Board of Directors recommends adoption.



**2011-2012 WA-AK DIVISION
BYLAWS AND STANDING RULES**

PROPOSED AMENDMENTS

Proposed Amendment 6

Article III. Officers, Qualifications, Nomination and Election, Term and Duties

Amend Article III. Officers, Qualifications, Nomination and Election, Term and Duties, Section 5, paragraph E by rewording subparagraph 1 and 3.

Current Wording:

- E. The Secretary shall:
1. Act as Secretary at all meetings of the Division, furnishing complete and accurate minutes of such meetings as set forth in the Standing Rules.
 3. Give written notice of special meetings to Chapter Presidents and Member-at-Large.

Proposed Wording:

- E. The Secretary shall:
1. Be responsible for the minutes of all Division and Board of Director's meetings and for interm reports based on Board of Director's decisions voted on between annual or special meetings.
 2. No changes
 3. Give written notice of the Annual and Special Meetings as required in Article VI.
 - 4-6. No changes

Submitted by: International Bylaws and Standing Rules Committee

Reason: Aligning the WA/AK Division Bylaws with the International model Division Bylaws

Recommendation: WA/AK Division Board of Directors recommends adoption.



2011-2012 WA-AK DIVISION BYLAWS AND STANDING RULES

PROPOSED AMENDMENTS

Proposed Amendment 7

Article III. Officers, Qualifications, Nomination and Election, Term and Duties

Amend Article III. Officers, Qualifications, Nomination and Election, Term and Duties, Section 6 by adding outline letters and inserting paragraph B.

Current Wording:

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.

In the event of a vacancy in the offices of both President and President-Elect...

In the event of a vacancy in the offices of Vice President, Secretary, or Treasurer...

Any officer...

Proposed Wording:

- A. In the event of a vacancy in the office of President, the President-Elect...
- B. 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 a President-Elect shall be elected.
- C. In the event of a vacancy in the offices of both President and President-Elect...
- D. In the event of a vacancy in the offices of Vice President, Secretary, or Treasurer...
- E. Any officer...

Submitted by: International Bylaws and Standing Rules Committee

Reason: Aligning the WA/AK Division Bylaws with the International model Division Bylaws

Recommendation: WA/AK Division Board of Directors recommends adoption.



**2011-2012 WA-AK DIVISION
BYLAWS AND STANDING RULES**

PROPOSED AMENDMENTS

Proposed Amendment 8

Article IV. Board of Directors

Amend Article IV. Board of Directors, Section 2, by adding subparagraph D.

Current Wording:

Proposed Wording:

D. 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. Before such an action, the officer in question should be given reasonable notice and opportunity to be heard. The Board of Directors shall request the resignation of such officer for the respective office. If such resignation is not received by the Board of Directors within ten 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 provisions of Article III. 6.

Submitted by: International Bylaws and Standing Rules Committee

Reason: Aligning the WA/AK Division Bylaws with the International model Division Bylaws

Recommendation: WA/AK Division Board of Directors recommends adoption.



2011-2012 WA-AK DIVISION BYLAWS AND STANDING RULES

PROPOSED AMENDMENTS

Proposed Amendment 9

Article V. Committees

Amend Article V. Committees, Section 2, paragraph A by striking the reference to the Bylaws & Standing Rules Committee recommendation from subparagraph 4 and clarifying subparagraphs 5 and 6.

Current Wording:

4. Shall edit/correlate all proposed amendments to the Bylaws and Standing Rules of this Division. No later than March 15, the committee shall submit the proposed amendments, together with the committee's recommendations and reasons for the recommendations, to the Division officers. No later than April 1, the Division President shall release the proposed amendments to Chapter Presidents and the Division Members-at-Large.
5. May submit Division Bylaws and Standing Rules and/or amendments to the International Bylaws and Standing Rules Committee for review.
6. Shall review Chapter Bylaws and Standing Rules on request.

Proposed Wording:

4. Shall edit/correlate all proposed amendments to the Bylaws and Standing Rules of this Division. No later than March 15, the committee shall submit the proposed amendments, to the Division officers. No later than April 1, the Division President shall release the proposed amendments to Chapter Presidents and the Division Members-at-Large.
5. Shall submit Division Bylaws and Standing rules and/or amendments to the **District representative of the** International Bylaws and Standing Rules committee **to review for compliance as amended or at least every four years.**
6. Shall review **for compliance** Chapter Bylaws and Standing rules **as amended or at least every four years.**

Submitted by: International Bylaws and Standing Rules Committee

Reason: Aligning the WA/AK Division Bylaws with the International model Division Bylaws

Recommendation: WA/AK Division Board of Directors recommends adoption.



**2011-2012 WA-AK DIVISION
BYLAWS AND STANDING RULES**

PROPOSED AMENDMENTS

Proposed Amendment 10

Article V. Committees

Amend Article V. Committees, Section 2, paragraph C by adding the words the Immediate Past President.

Current Wording:

The Committee-on-Nominations shall be composed of a chairman and preferably one other member. The Committee –on-Nominations chairman may not serve more than two consecutive terms. This Committee shall refer to Article III, Section 3 A-F, for duties.

Proposed Wording:

The Committee-on-Nominations shall be composed of a chairman, **the Immediate Past President**, and preferably one other member. The Committee-on-Nominations chairman may not serve more than two consecutive terms. This Committee shall refer to Article III, Section 3 A-F, for duties.

Submitted by: International Bylaws and Standing Rules Committee

Reason: Aligning the WA/AK Division Bylaws with the International Bylaws

Recommendation: WA/AK Division Board of Directors recommends adoption.



**2011-2012 WA-AK DIVISION
BYLAWS AND STANDING RULES**

PROPOSED AMENDMENTS

Proposed Amendment 11

Article V. Committees

Amend Article V. Committees, Section 2, paragraph D by rewording subparagraph 1 to reflect changes in the Certification program.

Current Wording:

1. Promote the Certified Professional Secretary (CPS), Certified Administrative Professional (CAP) and IAAP Student Chapter programs within the Division.

Proposed Wording:

1. Promote the **Certification** and Student Chapter programs within the Division.

Submitted by: International Bylaws and Standing Rules Committee

Reason: Aligning the WA/AK Division Bylaws with the International model Division Bylaws

Recommendation: WA/AK Division Board of Directors recommends adoption.



**2011-2012 WA-AK DIVISION
BYLAWS AND STANDING RULES**

PROPOSED AMENDMENTS

Proposed Amendment 12

Article VI. Meetings

Amend Article VI. Meetings, Section 1, by adding paragraph B.

Current Wording:

Proposed Wording:

B. The Secretary shall notify all Chapter Presidents and the Division Members-at-Large concerning the time, and place of each Annual Meeting at least (3) three calendar months prior to the scheduled meeting date.

Submitted by: International Bylaws and Standing Rules Committee

Reason: Aligning the WA/AK Division Bylaws with the International model Division Bylaws

Recommendation: WA/AK Division Board of Directors recommends adoption.



**2011-2012 WA-AK DIVISION
BYLAWS AND STANDING RULES**

PROPOSED AMENDMENTS

Proposed Amendment 13

Article VI. Meetings

Amend Article VI. Meetings, Section 5, by rewording section.

Current Wording:

Special meetings may be called by the Board of Directors whenever deemed necessary to the Division's welfare. The Secretary shall notify all Chapter Presidents and Division Member-at-Large about the time, place, and reason for the special meetings at least 30 days prior to the scheduled date.

Proposed Wording:

Special meetings may be called by the Board of Directors whenever deemed necessary to the Division's welfare, **provided notice specifying the principle business of the meeting is given to all members** at least 30 days prior to the scheduled date of the Special Meeting.

Submitted by: International Bylaws and Standing Rules Committee

Reason: Aligning the WA/AK Division Bylaws with the International model Division Bylaws

Recommendation: WA/AK Division Board of Directors recommends adoption.



**2011-2012 WA-AK DIVISION
BYLAWS AND STANDING RULES**

PROPOSED AMENDMENTS

Proposed Amendment 14

Article X. Dissolution

Amend Article X. Dissolution by striking the words Institute for Education as it no longer exists and adding the words Research and Educational Foundation or IAAP Retirement Trust Foundation.

Current Wording:

In the event of dissolution, abandonment, or termination of the Division, no income, contributions or other revenue or funds shall inure to the benefit of any individual or 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 IAAP's Institute for Education.

Proposed Wording:

In the event of dissolution, abandonment, or termination of the Division, no income, contributions or other revenue or funds shall inure to the benefit of any individual or 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 IAAP's **Research and Educational Foundation or IAAP Retirement Trust Foundation**. All Division records, and property shall be surrendered to IAAP.

Submitted by: International Bylaws and Standing Rules Committee

Reason: Aligning the WA/AK Division Bylaws with the International model Division Bylaws

Recommendation: WA/AK Division Board of Directors recommends adoption.



**2011-2012 WA-AK DIVISION
BYLAWS AND STANDING RULES**

PROPOSED AMENDMENTS

Proposed Amendment 15

Article XI. Amendments

Amend Article XI. Amendments, Section 2, paragraph B striking the word chairman and adding the word members.

Current Wording:

B. By a two-thirds vote, provided copies of the proposed amendment shall have been distributed to the delegates, Division officers, and chairman of the Bylaws and Standing Rules Committee at least one session of the meeting prior to taking the vote.

Proposed Wording:

B. By a two-thirds vote, provided copies of the proposed amendment shall have been distributed to the delegates, Division officers, and **members** of the Bylaws and Standing Rules Committee who are present at least one session of the meeting prior to taking the vote.

Submitted by: International Bylaws and Standing Rules Committee

Reason: Aligning the WA/AK Division Bylaws with the International model Division Bylaws

Recommendation: WA/AK Division Board of Directors recommends adoption.