



# **International Association of Administrative Professionals**

## **Jackson Chapter Yearbook 2012-2013**

**Martha Haley, CAP – President**  
**Brenda Welch, CAP – President-Elect**  
**Janie Moore, CAP-OM – Treasurer**  
**Jo Ellis, CAP-OM – Secretary**  
**Vicky Montoya – Director**

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**IAAP Personal Information Sheet**



**Name:** Barbara Bond

**Business Address:** P.O. Box 192

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**Business Fax:** 731-772-2883

**Business E-Mail Address:** [bbond3@utk.edu](mailto:bbond3@utk.edu)

**Home Address:** 1080 Berrywood Avenue

**Home Phone:** 731-772-4296

**Cell Phone:** 731-772-4296

**Home E-Mail Address:** [kbond1991@bellsouth.net](mailto:kbond1991@bellsouth.net)

**Prefer Mail at:** Work

**Prefer E-Mail at:** Work

**Birthday:** 11/10/63

**IAAP Anniversary:** February 2007

**Husband/Significant Other's Name:** Charlie Bond

**Anniversary:** 2/13/88

**Children's Name(s):** Kanesha Bond

**Grandchildren:** -

**Hobbies/Special Interests:**

Gardening & Reading



**IAAP Personal Information Sheet**

<b>Name:</b> Veronica M. Allen Broadnax, CAP-OM	
<b>Business Address:</b> 108 N. Industrial Dr, Ripley, TN 38063	
<b>Business Phone:</b> 731-635-6303	<b>Business Fax:</b> 731-635-6702
<b>Business E-Mail Address:</b> <a href="mailto:vbroadnax@komatsuna.com">vbroadnax@komatsuna.com</a>	
[REDACTED]	
<b>Home Address:</b> 283 Collins St. Ripley, TN 38063	
<b>Home Phone:</b> 731-635-1685	<b>Cell Phone:</b>
<b>Home E-Mail Address:</b> <a href="mailto:vallen145@bellsouth.net">vallen145@bellsouth.net</a>	
[REDACTED]	
<b>Prefer Mail at:</b> 283 Collins St. Ripley, TN 38063	
<b>Prefer E-Mail at:</b> <a href="mailto:vallen145@bellsouth.net">vallen145@bellsouth.net</a>	
[REDACTED]	
<b>Birthday:</b> June 26, 1970	<b>IAAP Anniversary:</b> August 2006
<b>Husband's Name:</b> Earnest Broadnax	<b>Wedding Anniversary:</b> February 12, 1999
[REDACTED]	
<b>Children's Name(s):</b> Damien Broadnax	
<b>Grandchildren:</b>	
[REDACTED]	
<b>Hobbies/Special Interests:</b> <b>Hobbies:</b> Traveling, Gardening, and Fishing	
Special Interests: Spending time with my family, Education, Computers and Internet	
[REDACTED]	
[REDACTED]	
[REDACTED]	

**IAAP Personal Information Sheet**



**Name:** Wanda Brundige

**Business Address:** UT Martin, 8 Stonebridge Suite M, Jackson, TN 38305

**Business Phone:** 731 425-9229

**Business Fax:** 731 425-7901

**Business E-Mail Address:** [brundige@utm.edu](mailto:brundige@utm.edu)

**Home Address:** 158 Ayers, Jackson, TN 38301

**Home Phone:** 731 660-4026

**Cell Phone:** n/a

**Home E-Mail Address:** n/a

**Prefer Mail at:** 158 Ayers, Jackson, TN 38301

**Prefer E-Mail at:** [brundige@utm.edu](mailto:brundige@utm.edu)

**Birthday:** 09/16/1950

**IAAP Anniversary:** May 2008

**Husband/Significant Other's Name:** n/a

**Anniversary:** n/a

**Children's Name(s):** n/a

**Grandchildren:** n/a

**Hobbies/Special Interests:**

Reading, travel, and people.

IAAP Personal Information Sheet



<b>Name:</b> Betty Jo Cint	
<b>Business Address:</b> P.O. Box 3842, Jackson, TN 38303	
<b>Business Phone:</b> 731.424.1463	<b>Business Fax:</b> 731.424.1490
<b>Business E-Mail Address:</b> <a href="mailto:bettyjo@genpac.net">bettyjo@genpac.net</a>	
[REDACTED]	
<b>Home Address:</b> 401 Belle Meade Street, Bells, TN 38006	
<b>Home Phone:</b> 731.663.2879	<b>Cell Phone:</b> 731.695.1583
<b>Home E-Mail Address:</b>	
[REDACTED]	
<b>Prefer Mail at:</b> Home	
<b>Prefer E-Mail at:</b> Work	
[REDACTED]	
<b>Birthday:</b> September 3	<b>IAAP Anniversary:</b> July 1977
<b>Husband/Significant Other's Name:</b> George	<b>Anniversary:</b> April 1
[REDACTED]	
<b>Children's Name(s):</b> None	
<b>Grandchildren:</b> Special Nephew - Dean	
[REDACTED]	
<b>Hobbies/Special Interests:</b> Reading, shopping	

**IAAP Personal Information Sheet**



**Name:** Carol Dix, CAP-OM, Executive Assistant to President and Publisher

**Business Address:** The Jackson Sun, 245 W. Lafayette, Jackson, TN 38301

**Business Phone:** 731-425-9603

**Business Fax:** 731-425-9711

**Business E-Mail Address:** [cdix@jacksonsun.com](mailto:cdix@jacksonsun.com)

**Home Address:** 215 Foxworth Drive

**Home Phone:** 731-668-6658

**Cell Phone:** 731-298-3979

**Home E-Mail Address:** [top10exec@yahoo.com](mailto:top10exec@yahoo.com)

**Prefer Mail at:** Home

**Prefer E-Mail at:** Home

**Birthday:** January 23

**IAAP Anniversary:** October 2002

**Husband/Significant Other's Name:**  
Denny Dix

**Anniversary:** January 8

**Children's Name(s):** 4 adults

**Grandchildren:** 3 granddaughters and 2 grandsons – ages 2 – 18 years

**Hobbies/Special Interests:**

Gardening, volunteer projects, Bible study, road trips

IAAP Personal Information Sheet



<b>Name:</b> Jo Ellis, CAP-OM	
<b>Business Address:</b> (Retired)	
<b>Business Phone:</b>	<b>Business Fax:</b>
<b>Business E-Mail Address:</b>	
[Redacted]	
<b>Home Address:</b> 2675 Hwy 45 N Henderson, TN 38340	
<b>Home Phone:</b> 731-989-2975	<b>Cell Phone:</b> 731-431-4582
<b>Home E-Mail Address:</b> <a href="mailto:vedeba@charter.net">vedeba@charter.net</a>	
[Redacted]	
<b>Prefer Mail at:</b> 2675 Hwy 45 N Henderson, TN 38340	
<b>Prefer E-Mail at:</b> <a href="mailto:vedeba@charter.net">vedeba@charter.net</a>	
[Redacted]	
<b>Birthday:</b> April 5	<b>IAAP Anniversary:</b> June 1993
<b>Husband/Significant Other's Name:</b> (Husband) Mickey	<b>Anniversary:</b> May 3
[Redacted]	
<b>Children's Name(s):</b> Vicki, Elecia, Denise, Eddie, Brandi and Allyson	
<b>Grandchildren:</b> Jillian, Adam, Emily, Erin, Nick, Luke	
[Redacted]	
<b>Hobbies/Special Interests:</b> Travel, Photography, Reading	

**IAAP Personal Information Sheet**



**Name:** Gina Forsythe

**Business Address:** 127 E. Main Street, Suite 303, Jackson, TN 38301

**Business Phone:** (731) 425-8271

**Business Fax:** (731) 425-8673

**Business E-Mail Address:** [gforsythe@cityofjackson.net](mailto:gforsythe@cityofjackson.net)

**Home Address:** 217 Todd Levee Road, Humboldt, TN 38343

**Home Phone:** N/A

**Cell Phone:** (731) 225-2667

**Home E-Mail Address:** [autoclinicgina@yahoo.com](mailto:autoclinicgina@yahoo.com)

**Prefer Mail at:** Home

**Prefer E-Mail at:** Work

**Birthday:** February 23

**IAAP Anniversary:** September 2011

**Husband/Significant Other's Name:** N/A

**Anniversary:**

**Children's Name(s):** N/A

**Grandchildren:**

**Hobbies/Special Interests:**

**IAAP Personal Information Sheet**



**Name:** Glory Griffin, CAP-OM

**Business Address:** 2046 North Parkway

**Business Phone:** (731) 425-2617

**Business Fax:** (731) 425-9558

**Business E-Mail Address:** [ggriffin@jsc.edu](mailto:ggriffin@jsc.edu)

**Home Address:** 1092 Milan Heights

**Home Phone:** (731) 225-8294

**Cell Phone:** (731) 225-8294

**Home E-Mail Address:** [gglory@yahoo.com](mailto:gglory@yahoo.com)

**Prefer Mail at:** Home

**Prefer E-Mail at:** Either

**Birthday:** December 17

**IAAP Anniversary:** October 2006

**Husband/Significant Other's Name:** Jason

**Anniversary:** July 26

**Children's Name(s):** Ava Lenore

**Grandchildren:**

**Hobbies/Special Interests:**

My most favorite hobby and special interest is Ava. I do like spending time with family and friends, traveling, shopping, reading, cooking, cross-stitching, playing cards, and doing crossword puzzles.

**IAAP Personal Information Sheet**



<b>Name:</b> Martha B. Haley, CAP	
<b>Business Address:</b> 100 Berryhill Drive, Jackson, TN 38301	
<b>Business Phone:</b> 731-265-0409	<b>Business Fax:</b> 731-265-0418
<b>Business E-Mail Address:</b> [REDACTED]	
<b>Home Address:</b> 102 Radio Road, Jackson, TN 38301	
<b>Home Phone:</b> 731-422-5679	<b>Cell Phone:</b> 731-234-1780
<b>Home E-Mail Address:</b> [REDACTED]	
<b>Prefer Mail at:</b> 102 Radio Road, Jackson, TN 38301	
<b>Prefer E-Mail at:</b> <a href="mailto:Martha.Haley@tn.gov">Martha.Haley@tn.gov</a> [REDACTED]	
<b>Birthday:</b> November 30	<b>IAAP Anniversary:</b> June 1986
<b>Husband/Significant Other's Name:</b> Ralph (Deceased)	<b>Anniversary:</b> April 2
[REDACTED]	
<b>Children's Name(s):</b>	
<b>Grandchildren:</b> Wish I had some!!!!!!!!!!	
[REDACTED]	
<b>Hobbies/Special Interests:</b>	
Shopping Movies Eating out	
[REDACTED]	
[REDACTED]	

**IAAP Personal Information Sheet**



<b>Name:</b> Tamara (Tami) Johnson, CAP	
<b>Business Address:</b> 855 E. Poplar Ave., Selmer, TN 38375	
<b>Business Phone:</b> 731-645-7994, ext. 119	<b>Business Fax:</b> 731-645-8488
<b>Business E-Mail Address:</b> <a href="mailto:Tamara.Johnson@tn.gov">Tamara.Johnson@tn.gov</a>	
[Redacted]	
<b>Home Address:</b> 250 Purdy Rd., Selmer, TN 38375	
<b>Home Phone:</b> 731-394-0492	<b>Cell Phone:</b> 731-394-0492
<b>Home E-Mail Address:</b> <a href="mailto:mstamigirl@yahoo.com">mstamigirl@yahoo.com</a>	
[Redacted]	
<b>Prefer Mail at:</b> Home	
<b>Prefer E-Mail at:</b> Work	
[Redacted]	
<b>Birthday:</b> 11-9-67	<b>IAAP Anniversary:</b> August 2005
<b>Husband/Significant Other's Name:</b> Greg Johnson	<b>Anniversary:</b> June 16, 2012
[Redacted]	
<b>Children's Name(s):</b> Jessica age 26, Brittany age 22, Jacob age 18	
<b>Grandchildren -</b> Nehemiah - age 6	
[Redacted]	
<b>Hobbies/Special Interests:</b> Spending time with family and friends, cook-outs, travel, concerts, movies, shopping, collecting snow globes, autographs, board games and yard sales.	
[Redacted]	
[Redacted]	
[Redacted]	
[Redacted]	

**IAAP Personal Information Sheet**



**Name:** Shirley A. Jones

**Business Address:** P. O. Box 1904, Jackson, TN 38302-1904

**Business Phone:** 423-2200

**Business Fax:** 424-4860

**Business E-Mail Address:** sajones@jacksontn.com

**Home Address:** 351 Old Bells Road, Jackson, TN 38305

**Home Phone:** 668-2735

**Cell Phone:** 394-3178

**Home E-Mail Address:**

**Prefer Mail at:** Work

**Prefer E-Mail at:** Work

**Birthday:** February 19

**IAAP Anniversary:** June 1977

**Husband/Significant Other's Name:** David

**Anniversary:** 9/27/1975

**Children's Name(s):** Cameron ( and his wife, Rachel ) and Darcy

**Grandchildren:** Knox Battle Jones, 12/27/10

**Hobbies/Special Interests:** Reading, Cooking, Community Involvement – and Knox!

**IAAP Personal Information Sheet**



<b>Name:</b> Vicky Montoya	
<b>Business Address:</b> 616 West Forest Avenue, Jackson, TN 38301	
<b>Business Phone:</b> 422-0215	<b>Business Fax:</b> 422-0220
<b>Business E-Mail Address:</b>	
<b>Home Address:</b> 5777 Hwy. 412 West, Bells, TN 38006	
<b>Home Phone:</b> 731-668-2483	<b>Cell Phone:</b> 803-3187
<b>Home E-Mail Address:</b> <a href="mailto:vickymontoya1@hotmail.com">vickymontoya1@hotmail.com</a>	
<b>Prefer Mail at:</b> office	
<b>Prefer E-Mail at:</b> home	
<b>Birthday:</b> 7/12/52	<b>IAAP Anniversary:</b> June 1981
<b>Husband/Significant Other's Name:</b> Dave	<b>Anniversary:</b> February 17
<b>Children's Name(s):</b> Jonathan and Michael	
<b>Grandchildren:</b> Angelina Rose	
<b>Hobbies/Special Interests:</b> Playing with my granddaughter, keeping up with my sons' bands and music, watching old movies, when I can.	

**IAAP Personal Information Sheet**



**Name:** Janie P. Moore, CAP-OM

**Business Address:** 26 Security Drive, Jackson TN 38305

**Business Phone:** 731-664-3711

**Business Fax:** 731-668-1218

**Business E-Mail Address:** [Janie.moore@horne-llp.com](mailto:Janie.moore@horne-llp.com)

**Home Address:** 1899 Law Road, Lexington, TN 38351

**Home Phone:** 731-968-5994

**Cell Phone:** 731-616-6820

**Home E-Mail Address:** [jmoorecap@aol.com](mailto:jmoorecap@aol.com)

**Prefer Mail at:** work

**Prefer E-Mail at:** work

**Birthday:** 11-3

**IAAP Anniversary:** October 1990

**Husband/Significant Other's Name:**  
Eddie Moore

**Anniversary:** 11-28-1980

**Children's Name(s):** Ryan Moore & Angela Moore (daughter-in-law),  
Drew Moore & Bekah Moore (daughter-in-law)

**Grandchildren:** none

**Hobbies/Special Interests:**

Camping, reading and spending time with the family, NASCAR

IAAP Personal Information Sheet



<b>Name:</b> Susie Muzzall	
<b>Business Address:</b> 50 Security Drive, Jackson TN 38305	
<b>Business Phone:</b> 731-660-3156	<b>Business Fax:</b> 731-664-6339
<b>Business E-Mail Address:</b> <a href="mailto:smuzzall@hmcompany.com">smuzzall@hmcompany.com</a>	
[Redacted]	
<b>Home Address:</b> 641 Walker Road, Jackson, TN 38305	
<b>Home Phone:</b> N/A	<b>Cell Phone:</b> 731-694-0019
<b>Home E-Mail Address:</b> <a href="mailto:scmuzzall@yahoo.com">scmuzzall@yahoo.com</a>	
[Redacted]	
<b>Prefer Mail at:</b>	
<b>Prefer E-Mail at:</b> Work	
[Redacted]	
<b>Birthday:</b> 7/15	<b>IAAP Anniversary:</b> May 2012
<b>Husband/Significant Other's Name:</b> N/A	<b>Anniversary:</b>
[Redacted]	
<b>Children's Name(s):</b>	
<b>Grandchildren:</b>	
[Redacted]	
<b>Hobbies/Special Interests:</b>	
[Redacted]	
[Redacted]	
[Redacted]	

**IAAP Personal Information Sheet**



<b>Name:</b> Deborah (Debbie) Tims	
<b>Business Address:</b> 108 N. Industrial Drive	
<b>Business Phone:</b> (731) 635-6102	<b>Business Fax:</b> (731) 635-6118
<b>Business E-Mail Address:</b> <a href="mailto:dtims@komatsuna.com">dtims@komatsuna.com</a>	
[REDACTED]	
<b>Home Address:</b> 183 Curve Woodville Road, Gates, TN 38063	
<b>Home Phone:</b> (731) 635-0891	<b>Cell Phone:</b> (731) 612-8789
<b>Home E-Mail Address:</b> <a href="mailto:dtims56@yahoo.com">dtims56@yahoo.com</a>	
[REDACTED]	
<b>Prefer Mail at:</b> home	
<b>Prefer E-Mail at:</b> work	
[REDACTED]	
<b>Birthday:</b> March 13	<b>IAAP Anniversary:</b> July 2011
<b>Husband/Significant Other's Name:</b> Randy Tims	<b>Anniversary:</b> March 14
[REDACTED]	
<b>Children's Name(s):</b> Josh Tims, Deann Tims Harrell	
<b>Grandchildren:</b> Heather Conrad	
[REDACTED]	
<b>Hobbies/Special Interests:</b> Smocking, snorkeling, traveling, and enjoying family and friend time.	
[REDACTED]	
[REDACTED]	
[REDACTED]	

**IAAP Personal Information Sheet**



<b>Name:</b> Rose A. Weddle	
<b>Business Address:</b> 127 E. Main Street, Suite 303, Jackson, TN 38301	
<b>Business Phone:</b> 731.425.8299	<b>Business Fax:</b> 731.425.8673
<b>Business E-Mail Address:</b> <a href="mailto:rweddle@cityofjackson.net">rweddle@cityofjackson.net</a>	
[REDACTED]	
<b>Home Address:</b> 71 Stratford Lane, Jackson, TN 38305	
<b>Home Phone:</b> 731.427.3773	<b>Cell Phone:</b> 731.267.1300
<b>Home E-Mail Address:</b> <a href="mailto:weddle08randolph@aol.com">weddle08randolph@aol.com</a>	
[REDACTED]	
<b>Prefer Mail at:</b> Home	
<b>Prefer E-Mail at:</b> Work	
[REDACTED]	
<b>Birthday:</b> February 05	<b>IAAP Anniversary:</b> September 2011
<b>Husband/Significant Other's Name:</b> N/A	<b>Anniversary:</b>
[REDACTED]	
<b>Children's Name(s):</b> N/A	
<b>Grandchildren:</b>	
[REDACTED]	
<b>Hobbies/Special Interests:</b> Shopping and spending time with family and friends.	
[REDACTED]	
[REDACTED]	
[REDACTED]	

**IAAP Personal Information Sheet**



<b>Name:</b> Brenda Welch, CAP	
<b>Business Address:</b> 119 E. College Street, Jackson, TN 38301	
<b>Business Phone:</b> 731.422.7208	<b>Business Fax:</b> 731.422.7221
<b>Business E-Mail Address:</b> <a href="mailto:bwelch@jaxenergy.com">bwelch@jaxenergy.com</a>	
<b>Home Address:</b> 95 Mallard Point Dr., Jackson, TN 38305-7538	
<b>Home Phone:</b> 731.660.2407	<b>Cell Phone:</b> 731.234.4415
<b>Home E-Mail Address:</b> <a href="mailto:btwelch@eplus.net">btwelch@eplus.net</a>	
<b>Prefer Mail at:</b> 95 Mallard Point Dr., Jackson, TN 38305-7538	
<b>Prefer E-Mail at:</b> <a href="mailto:bwelch@jaxenergy.com">bwelch@jaxenergy.com</a>	
<b>Birthday:</b> February 13	<b>IAAP Anniversary:</b> August 2003
<b>Husband/Significant Other's Name:</b> Ted	<b>Anniversary:</b> March 4
<b>Children's Name(s):</b> Nephew – Luke Sutton	
<b>Grandchildren:</b> None	
<b>Hobbies/Special Interests:</b> Reading, shopping, travel, & walking	

## IAAP Personal Information Sheet

<b>Name:</b> Holley Wood	
Business Address: Jackson State Community College, Dept of Continuing Ed & Community Service, 2046 N. Parkway, Jackson, 8301	
<b>Business Phone:</b> 731.425.2627	<b>Business Fax:</b> 731.425.2641
<b>Business E-Mail Address:</b> <a href="mailto:hwood5@jssc.edu">hwood5@jssc.edu</a>	
[REDACTED]	
<b>Home Address:</b> 429 Arlington, Jackson, 38301	
<b>Home Phone:</b> 731.424.0226	<b>Cell Phone:</b> n/a
<b>Home E-Mail Address:</b> <a href="mailto:holley_wood@inbox.com">holley_wood@inbox.com</a>	
[REDACTED]	
<b>Prefer Mail at:</b> 429 Arlington, Jackson, 38301	
<b>Prefer E-Mail at:</b> <a href="mailto:hwood5@jssc.edu">hwood5@jssc.edu</a>	
[REDACTED]	
<b>Birthday:</b> November 14	<b>IAAP Anniversary:</b> April 2012
<b>Husband/Significant Other's Name:</b> n/a	<b>Anniversary:</b> n/a
[REDACTED]	
<b>Children's Name(s):</b> n/a	
<b>Grandchildren:</b> n/a	
[REDACTED]	
<b>Hobbies/Special Interests:</b> Reading, crocheting, going to school!	

## JACKSON CHAPTER IAAP ANNIVERSARIES

January	February  <b>Barbara Bond – 2007</b>	March	April  <b>Holley Wood – 2012</b>
May  <b>Wanda Brundige – 2008</b> <b>Susie Muzzall - 2012</b>	June  <b>Shirley Jones – 1977</b> <b>Vicky Montoya – 1981</b> <b>Martha Haley, CAP – 1986</b> <b>Jo Ellis, CAP-OM – 1993</b>	July  <b>Betty Jo Cint – 1977</b> <b>Debbie Tims – 2011</b>	August  <b>Brenda Welch, CAP – 2003</b> <b>Tamara Johnson, CAP – 2005</b> <b>Veronica Broadnax, CAP-OM – 2006</b>
September  <b>Gina Forsythe – 2011</b> <b>Rose Weddle – 2011</b>	October  <b>Janie Moore, CAP-OM – 1990</b> <b>Carol Dix, CAP-OM – 2002</b> <b>Glory Griffin, CAP-OM - 2006</b>	November	December

## JACKSON CHAPTER IAAP BIRTHDAYS

<p>January</p> <p><b>Carol Dix, CAP-OM - 23</b></p>	<p>February</p> <p><b>Rose Weddle - 05</b>  <b>Brenda Welch, CAP - 13</b>  <b>Shirley Jones - 19</b>  <b>Gina Forsythe - 23</b></p>	<p>March</p> <p><b>Debbie Tims - 13</b></p>	<p>April</p> <p><b>Jo Ellis, CAP-OM - 5</b></p>
<p>May</p>	<p>June</p> <p><b>Veronica Broadnax, CAP-OM - 26</b></p>	<p>July</p> <p><b>Vicky Montoya - 12</b>  <b>Susie Muzzall - 15</b></p>	<p>August</p>
<p>September</p> <p><b>Betty Jo Cint - 3</b>  <b>Wanda Brundige - 16</b></p>	<p>October</p>	<p>November</p> <p><b>Janie Moore, CAP-OM - 3</b>  <b>Tamara Johnson, CAP - 9</b>  <b>Barbara Bond - 10</b>  <b>Holley Wood - 14</b>  <b>Martha Haley, CAP - 30</b></p>	<p>December</p> <p><b>Glory Griffin, CAP-OM - 17</b></p>

## JACKSON CHAPTER WEDDING ANNIVERSARIES

<p>January</p> <p><b>Carol and Denny Dix - 8</b></p>	<p>February</p> <p><b>Veronica &amp; Earnest Broadnax - 12</b>  <b>Barbara &amp; Charlie Bond - 13</b>  <b>Vicky &amp; Dave Montoya - 17</b></p>	<p>March</p> <p><b>Brenda &amp; Ted Welch - 4</b>  <b>Debbie &amp; Randy Tims - 13</b></p>	<p>April</p> <p><b>Betty Jo &amp; George Cint - 1</b>  <b>Martha &amp; Ralph Haley - 2</b>  <b>(deceased)</b></p>
<p>May</p> <p><b>Jo &amp; Mickey Ellis - 3</b></p>	<p>June</p> <p><b>Tami &amp; Greg Johnson - 16</b></p>	<p>July</p> <p><b>Glory &amp; Jason Griffin - 26</b></p>	<p>August</p>
<p>September</p> <p><b>Shirley &amp; David Jones - 27</b></p>	<p>October</p>	<p>November</p> <p><b>Janie &amp; Eddie Moore - 28</b></p>	<p>December</p>

<b>Jackson Chapter IAAP Committees 2012-2013</b>		
<b>Administrative Professionals Week</b>	<b>Bylaws, Standing Rules &amp; Procedures</b>	<b>Certification</b>
Carol Dix, CAP-OM, Chair Betty Jo Cint Brenda Welch, CAP	Shirley Jones, Chair Jo Ellis, CAP-OM Vicky Montoya	Glory Griffin, CAP-OM, Chair Jo Ellis, CAP-OM Brenda Welch, CAP
<b>Civic Involvement</b>	<b>Finance</b>	<b>Membership/ Membership Event</b>
Janie Moore, CAP-OM, Chair Jo Ellis, CAP-OM Vicky Montoya Brenda Welch, CAP	Martha Haley, CAP, Chair <i>(Incoming President)</i> Tamara Johnson, CAP <i>(Outgoing President)</i> Janie Moore, CAP-OM <i>(Incoming Treasurer)</i> Wanda Brundige <i>(Outgoing Treasurer)</i>	Brenda Welch, CAP. Chair Glory Griffin, CAP-OM Rose Weddle
<b>Newsletter</b>	<b>Pinnacle Award</b>	<b>Programs/Seminar/Education</b>
Tamara Johnson, CAP, Chair Glory Griffin, CAP-OM Holley Wood	Janie Moore, CAP-OM, Chair <i>(Past Year Recipient)</i> Glory Griffin, CAP-OM Jo Ellis, CAP-OM  <b><i>Only the last three</i></b>	Tamara Johnson, CAP, Chair Wanda Brundige Betty Jo Cint
<b>Publicity</b>	<b>Retirement Center Trust</b>	<b>Ways &amp; Means/ Golf Tournament</b>
Jo Ellis, CAP-OM, Chair Carol Dix, CAP-OM Shirley Jones	Janie Moore, CAP-OM, Chair Betty Jo Cint Jo Ellis, CAP-OM	Martha Haley, CAP Brenda Welch, CAP Janie Moore, CAP-OM Jo Ellis, CAP-OM Vicky Montoya Wanda Brundige Gina Forsythe
<b>Webmaster</b>		<b>Yearbook/Historian</b>
Janie Moore, CAP-OM		Brenda Welch, CAP, Chair Tamara Johnson, CAP Janie Moore, CAP-OM
<b>Past President's Council</b>		
Betty Jo Cint Carol Dix, CAP-OM Jo Ellis, CAP-OM Glory Griffin, CAP-OM Martha Haley, CAP		Tamara Johnson, CAP Shirley Jones Vicky Montoya Janie Moore, CAP-OM Brenda Welch, CAP



## IAAP PROGRAMS

July 2012 – June 2013

MONTH	SPEAKER	PROGRAM
July 10, 2012	Tommy Goodrum, Genpac	Principals of Marketing*
August 14, 2012	Dr. Jerry Woods UT Martin	Communications*
September 13, 2012	Impact Meeting Jennifer O'Brien, Back Pain Relief Clinic Ima's	Chamber of Commerce Ergonomics * Fashion Show
October 9, 2012	Michael Laffoon, ATA Technologies	Computer Technology*
November 13, 2012	Donna Rouse-Butler, Arvin Sango	Human Resources*
December 11, 2012	Jackson Chapter Christmas Party	Dirty Santa
January 8, 2013	Brenda Welch, CAP Board Members Glory Griffin, CAP	New Member Orientation New Member Installation Certification
February 12, 2013	Ryan Porter, Chamber of Commerce	Business Law*
March 12, 2013	Linda Spitzer, TN Division President	Division President/Board Visit
April 9, 2013	Kelly Sorrell The STAR Center	Interviewing Skills, Telephone Techniques, Resume Creation*
May 14, 2013	Tom Jones, Steele Martin & Associates	Records Retention & Tax Laws*
June 11, 2013	Board/ Past President Council	New Officer Installation

\*Programs subject to change

\*Recertification points may be available



## Jackson Chapter Goals 2012-2013

1. Continue to be a Chapter of Excellence.
2. Retain and increase membership and member interest .
3. Continue to promote educational opportunities through IAAP.
4. Promote member interaction through chapter website.
5. Promote and enhance professional excellence.

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# *HOSTESS SCHEDULE*

## *2012-2013*

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*Hostess responsibilities include:  
Welcome guests upon arrival and thank them for attending  
when leaving, present the invocation at the beginning of the  
meeting, and provide an appreciation gift/door prize for  
attending at the end of the meeting.*

July 10, 2012	<u>Carol Dix, CAP-OM</u>
August 14, 2012	<u>Jo Ellis, CAP-OM</u>
September 13, 2012	<u>Vicky Montoya</u>
October 9, 2012	<u>Susie Muzzall</u>
November 13, 2012	<u>Tami Johnson, CAP</u>
December 11, 2012	<u>Christmas Party – Dirty Santa</u>
January 8, 2013	<u>Brenda Welch, CAP</u>
February 12, 2013	<u>Martha Haley, CAP</u>
March 12, 2013	<u>Betty Jo Cint</u>
April 9, 2013	<u>Rose Weddle</u>
May 14, 2013	<u>Gina Forsythe</u>
June 11, 2013	<u>Shirley Jones</u>

**JACKSON CHAPTER MEMBER E-MAILS 2012-2013**

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Name	Email
Barbara Bond	<a href="mailto:bbond3@utk.edu">bbond3@utk.edu</a>
Veronica Broadnax, CAP-OM	<a href="mailto:vallen145@bellsouth.net">vallen145@bellsouth.net</a>
Wanda Brundige	<a href="mailto:brundige@utm.edu">brundige@utm.edu</a>
Betty Jo Cint	<a href="mailto:bettyjo@genpac.net">bettyjo@genpac.net</a>
Carol Dix, CAP-OM	<a href="mailto:top10exec@yahoo.com">top10exec@yahoo.com</a>
Jo Ellis, CAP-OM	<a href="mailto:vedeba@charter.net">vedeba@charter.net</a>
Gina Forsythe	<a href="mailto:gforsythe@cityofjackson.net">gforsythe@cityofjackson.net</a>
Glory Griffin, CAP-OM	<a href="mailto:ggriffin@jsc.edu">ggriffin@jsc.edu</a>
Martha Haley, CAP	<a href="mailto:Martha.Haley@tn.gov">Martha.Haley@tn.gov</a>
Tami Johnson, CAP	<a href="mailto:Tamara.Johnson@tn.gov">Tamara.Johnson@tn.gov</a>
Shirley Jones	<a href="mailto:sajones@jacksontn.com">sajones@jacksontn.com</a>
Vicky Montoya	<a href="mailto:vickymontoya1@hotmail.com">vickymontoya1@hotmail.com</a>
Janie Moore, CAP-OM	<a href="mailto:janie.moore@horne-llp.com">janie.moore@horne-llp.com</a>
Susie Muzzall	<a href="mailto:smuzzall@hmcompany.com">smuzzall@hmcompany.com</a>
Deborah Tims	<a href="mailto:dtims@komatsuna.com">dtims@komatsuna.com</a>
Rose Weddle	<a href="mailto:rweddle@cityofjackson.net">rweddle@cityofjackson.net</a>
Brenda Welch, CAP	<a href="mailto:bwelch@jaxenergy.com">bwelch@jaxenergy.com</a>
Holley Wood	<a href="mailto:hwood5@jsc.edu">hwood5@jsc.edu</a>

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**JACKSON CHAPTER IAAP CERTIFIED PROFESSIONAL SECRETARIES**

**Martha Haley, CAP  
Tamara Johnson, CAP  
Brenda Welch, CAP**

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**JACKSON CHAPTER IAAP CERTIFIED ADMINISTRATIVE PROFESSIONALS**

**Veronica Broadnax, CAP-OM  
Carol Dix, CAP-OM  
Jo Ellis, CAP-OM  
Glory Griffin, CAP-OM  
Janie Moore, CAP-OM**

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**JACKSON CHAPTER IAAP SECRETARIES OF THE YEAR  
[Still Maintaining Membership in the Jackson Chapter]**

**Betty Jo Cint  
Jo Ellis, CAP-OM  
Martha Haley, CAP  
Shirley Jones  
Vicky Montoya**

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**In 1999, the SECRETARY OF THE YEAR AWARD was changed to the  
JACKSON CHAPTER PROFESSIONALISM AWARD**

**Carol Dix, CAP-OM  
Jo Ellis, CAP-OM  
Tamara Johnson, CAP  
Vicky Montoya  
Janie Moore, CAP-OM  
Brenda Welch, CAP**

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**In 2007, the PROFESSIONALISM AWARD was replaced by the  
PINNACLE AWARD**

<b>2007-2008</b>	<b>Tamara Johnson, CAP</b>
<b>2008-2009</b>	<b>Brenda Welch, CAP</b>
<b>2009-2010</b>	<b>Glory Griffin, CAP-OM</b>
<b>2010-2011</b>	<b>Jo Ellis, CAP-OM</b>
<b>2011-2012</b>	<b>Janie Moore, CAP-OM</b>

### **JACKSON CHAPTER IAAP PRESIDENTS**

<b>Year</b>	<b>Member</b>
1975-1977	Janice Page
1977-1978	Elaine Rhodes
1978-1979	Eleanor Sproule
1979-1980	Dorothy Drake, CAP
1980-1981	Frances Russell, CAP
1981-1982	Fran Turner
1982-1983	Pat Rushing
1983-1984	Shirley Jones
1984-1985	Betty Jo Cint
1985-1986	Alice Ray Bucy
1986-1987	Vicky Montoya
1987-1988	Janet Di'Chiara, CAP
1988-1989	Diane Boyd
1989-1990	Pat Thomason
1990-1991	Shirley Langley
1991-1992	Martha Haley, CAP
1992-1993	Marie Gilmore, CAP
1993-1994	Debbie Rush
1994-1995	Geri Goethals, CAP
1995-1996	Paula Morgan
1996-1997	Dr. Vicki Johnson, CAP
1997-1998	Jo Ellis, CAP-OM
1998-1999	Judy Hickerson
1999-2000	Vicky Montoya
2000-2001	Martha Haley, CAP
2001-2002	Brandi Wilson
2002-2003	Shirley Jones
2003-2004	Connie Bland, CAP-OM
2004-2005	Kimberly Kee, CAP-OM
2005-2006	Janie Moore, CAP-OM
2006-2007	Carol Dix, CAP-OM
2007-2008	Brenda Welch, CAP
2008-2009	Jo Ellis, CAP-OM
2009-2010	Tamara Johnson, CAP
2010-2011	Glory Griffin, CAP-OM
2011-2012	Tamara Johnson, CAP
2012-2013	Martha Haley, CAP

**JACKSON CHAPTER**

**INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS®**

**BYLAWS**

**ARTICLE I - NAME AND LOCATION**

The name of this Chapter shall be the Jackson Chapter of International Association of Administrative Professionals. It shall be located in Jackson, Tennessee.

**ARTICLE II - DUES**

Annual Chapter dues:

A.	Professional New Member	\$10.00
B.	Professional Member Renewal	\$25.00
C.	Professional Merited Member	\$15.00
D.	Student Member Renewal	\$15.00
E.	Student New Member	\$ 0

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

**Section 1.** **Officers.** The Chapter Officers shall be a President, a President-elect, a Secretary, and a Treasurer.

**Section 2.** **Qualifications.**

- A. A candidate for office shall have been a Professional member of this Chapter for at least one year prior to the time of nomination. Student members are ineligible for board service.
- B. A candidate for the office of President or President-elect shall have preferably served as an officer of this Chapter for at least one year prior to nomination.
- C. No member shall hold more than one Chapter office at a time. No member shall hold a Division office or serve on an International Department or committee while serving as a Chapter officer, except to allow for normal overlap in difference of installation time.

**Section 3.     **Nomination and Election.****

- A.     At least four weeks prior to the May meeting, the Committee on Nominations shall submit to the membership a slate of one or more candidates for each office.
- B.     Nominations may also be made from the floor prior to the election, and such nominees shall be entered on the slate, provided their qualifications are given at the time of nomination and provided they have consented to the nomination.
- C.     A majority vote of the members present at the May meeting shall be required for election, which shall be by ballot, except that if there is but one candidate for each office, the officers may be elected viva voce.
- D.     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 the vote remains a tie after the second ballot, the election shall be decided by lot.
- E.     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 from the floor, and all provisions previously outlined in this Article 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.     All officers shall serve no more than two consecutive terms in the same office.
- C.     Any officer serving six months or more in the office shall be deemed to have served one term.

**Section 5.     **Duties.****

- 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.
  - (5)     Keep the Division President fully informed on all matters concerning the Chapter.

B. The President-elect shall:

- (1) In the absence of the President, serve as presiding officer at meetings of the Chapter or of the Board of Directors.
- (2) In the event of a vacancy in the offices of President succeed to the office of President for the unexpired term.
- (3) Perform such other duties as may be assigned by the Board of Directors.
- (4) Serve as Chapter Membership Committee Chairman.

C. 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.
- (3) Have available at all meetings up-to-date copies of the International, Division, and Chapter Bylaws and Standing Rules.
- (4) Conduct the correspondence of the Chapter in accordance with the direction of the President and/or the Board of Directors.
- (5) Following the installation of officers, file the names and addresses of the President and Corresponding Secretary with the local Chamber of Commerce, Library, and Post Office and keep such information up-to-date throughout the year.
- (6) 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 Chapter and for the records of its financial affairs.
- (2) Keep a complete and accurate record of Chapter membership.
- (3) Be bonded with premiums paid from Chapter funds.
- (4) Perform such other duties as may be assigned by the Board of Directors.

**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 the office of President for the following year.

- B. In the event of a vacancy in 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.

## **ARTICLE IV - BOARD OF DIRECTORS**

### **Section 1. Composition.**

The officers of this Chapter shall be the Board of Directors and one Director. The Director shall be a Past Chapter President, and shall serve no more than two consecutive terms.

### **Section 2. Meetings.**

Regular meetings of the Board of Directors shall be held each month, unless otherwise designated by vote of the Board of Directors. Special meetings may be called by the President or by a majority of the Board of Directors. The Board of Directors may transact business in person, by mail, email, conference call, or similar technology. For adoption, any business shall require a two-thirds vote of the Board of Directors.

### **Section 3. 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 two or more members appointed by the President, subject to the approval of the Board of Directors. Appointments shall become effective July 1 for a term of one year.

### **Section 2. Duties.**

Standing Committees and their duties are as follows:

#### **A. The Bylaws and Standing Rules Committee:**

- (1) Shall maintain conformity in Chapter Bylaws and Standing Rules 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 Bylaws, Standing Rules, and Procedures of this Chapter and submit them together with the committee's recommendations and the reasons for the recommendations to the membership in accordance with these Bylaws.

- (4) Shall submit Chapter Bylaws and Standing Rules and/or amendments thereto to the Division Bylaws and Standing Rules Committee for approval as amended or at least every four years.
  - (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.
- B. The Committee on Nominations shall submit to the members a slate of one or more candidates for each office at least thirty days before the Annual Meeting. This committee shall consist of the immediate Past President of the Chapter, and three members and one alternate, who shall be elected by the membership at least two months prior to the May meeting. This Committee shall carry out the duties prescribed in Article III, Section 3. Nomination and Election of these Bylaws.
  - C. The **Certification Committee** shall stimulate interest and encourage participation in the **Certification Program**.
  - D. The Program Committee shall bring before the Chapter the latest information and methods on administrative procedures and shall plan programs for the benefit of the members.
  - E. The Membership Committee shall direct all activities of the Chapter concerned with the recruitment and maintenance of membership.
  - F. The Newsletter Committee shall prepare and distribute monthly the office publication of this Chapter.

**Section 3. Special Committees.**

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

**Section 4. Responsibility.**

All committees except 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. Regular and Annual Meetings.**

A. Regular meetings of this Chapter shall be held on the second Tuesday of each month, unless otherwise ordered by majority vote of the membership or the Board of Directors. The Jackson Chapter Members may transact business in person, by mail, e-mail, conference call, or similar technology.

B. The June meeting of each year shall be the Annual Meeting of this Chapter.

### **Section 2. Special Meetings.**

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. The Jackson Chapter Members may transact business in person, by mail, e-mail, conference call, or similar technology.

### **Section 3. Quorum.**

A quorum for any meeting of this Chapter shall be one-third of the Chapter membership.

## **ARTICLE VII - AUDIT**

**Section 1.** An audit or financial review shall be made of the Chapter's financial records by a qualified person or persons appointed by the Board of Directors. Such audit or financial review shall be completed within thirty days of the close of the fiscal year, a written report covering the audit or financial review submitted to the Board of Directors, and the records transferred immediately 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's financial records by a qualified person or persons appointed by the Board of Directors. Such audit shall be completed within fifteen days after receipt of the records, a written report covering the audit submitted to the Board of Directors, and the records 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 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 the Tennessee Division IAAP.

## **ARTICLE IX - AMENDMENTS**

### **Section 1. Bylaws.**

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

- A. At any meeting of the Chapter by a two-thirds vote, provided the proposed amendments shall have been communicated to the members at least ten days prior to the meeting date or have been read at the previous regular meeting.
- B. By unanimous vote, if not distributed previously as required in A of this section.

### **Section 2. Standing Rules.**

- A. Standing Rules may be adopted without previous notice by a majority vote at any meeting of the Chapter.
- B. Standing Rules may be amended or rescinded:
  - (1) By a majority vote, provided the proposed amendments shall have been communicated to the members at least ten days prior to the meeting date or have been read at the previous regular meeting.
  - (2) By a two-thirds vote without previous notice.

### **Section 3. Procedures.**

Procedures may be amended or rescinded by a majority vote of the Chapter Board of Directors. The Chapter membership shall be notified of such action at the next regular Chapter meeting.

### **Section 4. Corrections.**

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

**Section 5. Enactment.**

These Bylaws, Standing Rules, and Procedures and/or amendments thereto shall become effective upon adjournment of the meeting at which adopted, unless otherwise specified.

**Bylaws Adopted:** February 13, 1990

**Revised:** April, 2003; April, 2006; April 2010

**Amended:** April 12, 2005; June 13, 2006; March 11, 2008; April 2010; June 2010;  
June 2011, **November 2011**

**JACKSON CHAPTER**  
**INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS**  
**STANDING RULES**

**REPRESENTATION**

1. The delegate to the Division Annual Meeting and the Education Forum and Annual Meeting shall be the President. The alternate shall be the immediate Past President. If the president is unable to serve as delegate, the alternate shall serve as delegate and another Past President shall serve as alternate. If both are unable to serve, a delegate and alternate shall be recommended by the Board of Directors and chosen by vote of the membership if time permits; if not, the Board of Directors will appoint the delegate and/or alternate from the roster of Past Presidents.
2. The expenses of the delegate to the Educational Forum and Annual Meeting shall be reimbursed to the extent of registration, transportation, including travel to and from public transportation terminals by the most practical and economical means, and other actual, reasonable, and necessary expenses, if funds are available.
3. At the first regular meeting of the newly elected Chapter Board of Directors, the Board will determine whether or not funds will be available to send a delegate and alternate to the Educational Forum and Annual Meeting and/or the Division Annual Meeting. The delegate and alternate will be informed immediately of the decision by the majority vote of the Board of Directors, and the membership will be notified of the Board's decision at its next regular meeting.
4. The alternate's expenses will be reimbursed at the same level as outlined in item #2 if funds are available for the alternate to attend the Educational Forum and Annual Meeting and/or Division Annual Meeting.
5. Any delegate or alternate who has received any reimbursement for expenses to any Educational Forum and Annual Meeting or Division Annual Meeting shall present an itemized account of expenses with substantiating vouchers to the Board of Directors within 30 days after returning.
6. Delegate and alternate expenses and registration fees for officers to attend one Leadership/Succession Planning Event annually will be reimbursed if funds are available.

## **MEETINGS**

7. Regular monthly meetings shall be held on the second Tuesday of each month and shall begin at 6:00 p.m., unless otherwise designated by the membership.
8. Regular meetings of the Board of Directors shall be held at a time and place designated by the President and the Board of Directors.
9. At the Annual Meeting each year, the President may be presented with an appropriate token of appreciation from the Chapter.

**STANDING RULES ADOPTED:** June 12, 1990

**REVISED:** April, 2003; April, 2006; June 13, 2006; February 10, 2009;  
October 12, 2009, March 2010, June 2011, November 2011

## **JACKSON CHAPTER**

### **INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS**

#### **PROCEDURES**

1. For new members, the portion of the Chapter dues equal to the International Processing Fee for new members shall be waived. For new student members, the Chapter dues shall be waived for the first year of membership.
2. The Chapter Treasurer shall pay all approved bills promptly, by check. Receipts of all expenditures shall be forwarded to the Treasurer within 30 days of the actual expenditure.
3. Any officer unable to perform the duties of his/her office for any reason whatsoever for a period of 60 days shall submit a resignation in writing to the Board of Directors. In the event the Board of Directors determines that any officer has failed to perform the duties of the respective office for a period of at least 60 days immediately prior to the taking of such vote, 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 10 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, Section 6.
4. All records pertaining to any office are the property of the Chapter. Each officer, with the exception of the Treasurer, shall within 15 days after the end of the term of office transfer to the successor the files and records of the respective office. Any person vacating office at any time except at the regular expiration of the term of office shall transfer the records of that office as directed by the Board of Directors.

**PROCEDURES ADOPTED:** February 8, 1994

**REVISED:** April, 1998; 1999; February, 2001; April, 2003; April, 2005



2012-2013

## TN DIVISION BOARD OF DIRECTORS



### **PRESIDENT**

Linda Spitzer CAP-OM (Oak Ridge Chapter)  
740 North Main Street  
Clinton, TN 37716  
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(865) 576.5997 (Fax)  
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[spitzerlin@comcast.net](mailto:spitzerlin@comcast.net) (home)

### **PRESIDENT-ELECT**

Gladys Carr, CAP-OM (Nashville Chapter)  
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[travel.carr@yahoo.com](mailto:travel.carr@yahoo.com) (home)

### **VICE PRESIDENT**

Jennifer Thornton (Memphis)  
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### **SED Director**

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### **SECRETARY**

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### **TREASURER**

Barbara Carter, CAP-OM (Chattanooga)  
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### **ADVISOR**

Pam Kober (Chattanooga Chapter)  
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[tim.kober@charter.net](mailto:tim.kober@charter.net) (home)

### **PARLIAMENTARY ADVISOR**

Melissa Martin (Oak Ridge Chapter)  
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(865) 457.2323 (Home)  
(865) 680.7464 (Cell)  
[mlmartin5@yahoo.com](mailto:mlmartin5@yahoo.com)

## 2012 – 2013 Tennessee Division Standing Committees

<b>Committee</b>	<b>Director</b>	<b>Email Address</b>
2013 Annual Meeting Director	Jennifer Thornton (Memphis)	<a href="mailto:jjthornton@fedex.com">jjthornton@fedex.com</a>
Administrative Professionals Week	Ruth Ann Kersey (Cherokee)	<a href="mailto:ramk123@aol.com">ramk123@aol.com</a>
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