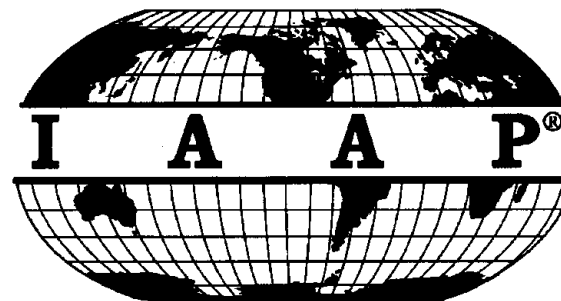


To: Division and Chapter Presidents
Chapters-at-Large
Affiliates
Board of Directors
RTF Board of International Trustees
Parliamentarian

These proposed bylaws and standing rules amendments are available in the IAAP Web Community, community.iaap-hq.org.

and for Distribution at the International Education Forum and Annual Meeting

To: Members and Affiliates



**International Association of
Administrative Professionals®**

In accordance with IAAP International Bylaws (Article XIX— Amendments, Section 1., 2. and 3.) the following are the proposed amendments to the IAAP International Bylaws and Standing Rules to be presented for consideration and action by chapter, division, and international association delegates during the business session at the International Education Forum and Annual Meeting in Boston, Mass., July 18–21, 2010.

International Bylaws and Standing Rules Committee

Dortha Gray, CPS/CAP
Beth Turner
Diana Kengel, CPS/CAP
Kathie Hook, CPS/CAP
Lisa Hogan, CPS
Roberta Miller, CAP
Debbie Austin, CPS/CAP

Chair
Canada District
Great Lakes District
Northeast District
Northwest District
Southeast District
Southwest District

Proposed Amendment 1

Article VIII— International Officers, Qualifications, Nomination and Election, Term and Duties, page 8-09/2

Amend Article VIII— International Officers, Qualifications, Nomination and Election, Term and Duties, Section 2. paragraph A. by striking “full time” from paragraph A.

Present Wording

Section 2. Qualifications

A. A candidate for international office, at the time of nomination and election, shall be employed full time in accordance with the IAAP definition of an administrative professional.

Proposed Wording

(1) Section 2. Qualifications

(2) A. A candidate for international office, at the time of nomination and
(3) election, shall be employed ~~full time~~ in accordance with the IAAP
(4) definition of an administrative professional.

Proposed and Submitted by: International Board of Directors

Rationale: Delete full time employment requirement for candidates for International office, as full time employment varies in its definition in many industries.

Recommended by: International Board of Directors and International Bylaws and Standing Rules Committee

Proposed Amendment 2

Article VIII— International Officers, Qualifications, Nomination and Election, Term and Duties, page 8-09/2

Amend Article VIII— International Officers, Qualifications, Nomination and Election, Term and Duties, Section 2. paragraph B. by striking “or district director” and inserting “or” before “secretary”

Present Wording

Section 2. Qualifications

B. A candidate for president or president elect shall have served as vice president, treasurer, secretary or district director for a term of at least one year.

Proposed Wording

(1) Section 2. Qualifications

(2) B. A candidate for president or president-elect shall have served as
(3) vice president, treasurer or secretary or ~~district director~~ for a term of
(4) at least one year.

Proposed and Submitted by: International Board of Directors

Rationale: Skill sets, expertise, knowledge of IAAP governance and board of director experience are necessary prior to serving in the executive board positions. Passage of this amendment will require future candidates for office to have sufficient experience as well as knowledge of the association's current and future strategic and business initiatives. At these office levels succession development for efficient association leadership is vital for the success of IAAP.

Recommended by: International Board of Directors and International Bylaws and Standing Rules Committee

Proposed Amendment 3

Article VIII— International Officers, Qualifications, Nomination and Election, Term and Duties, page 8-09/2

Amend Article VIII— International Officers, Qualifications, Nomination and Election, Term and Duties, Section 2. paragraph C. by striking "or district director" and "division officer" and inserting "or" before "secretary" and "district director" after the words "at least one term as a"

Present Wording

Section 2. Qualifications

C. A candidate for vice president, treasurer, secretary or district director shall have served at least one year as a division officer.

Proposed Wording

(1) **Section 2. Qualifications**

(2) C. A candidate for vice president, treasurer or secretary ~~or district~~
(3) ~~director~~ shall have served at least one term as a ~~division officer~~
(4) district director.

Proposed and Submitted by: International Board of Directors

Rationale: Skill sets, IAAP expertise, knowledge of IAAP governance, and previous Board of Director experience are necessary prior to serving in the Executive Board positions. Passage of this amendment will insure that candidates have sufficient knowledge and experience to incorporate better succession development for association leadership.

Recommended by: International Board of Directors and International Bylaws and Standing Rules Committee

Proposed Amendment 4

Article VIII— International Officers, Qualifications, Nomination and Election, Term and Duties, page 8-09/2

Amend Article VIII— International Officers, Qualifications, Nomination and Election, Term and Duties, Section 2. by inserting a new paragraph D. and relettering subsequent paragraphs

Present Wording

Section 2. Qualifications

- D. A candidate for international affiliate representative shall have served at least one year as president (or similar chief executive officer) of an affiliate association.
- E. Any candidate found by the Committee on Nominations to have violated any established rules for candidates will be sanctioned, up to and including disqualification from an individual election.

Proposed Wording

(1) Section 2. Qualifications

- (2) D. A candidate for district director shall have served at least one full
- (3) year as a division president.
- (4)
- (5) E. A candidate for international affiliate representative shall have
- (6) served at least one year as president (or similar chief executive
- (7) officer) of an affiliate association.
- (8)
- (9) F. Any candidate found by the Committee on Nominations to have
- (10) violated any established rules for candidates will be sanctioned, up
- (11) to and including disqualification from an individual election.

Proposed and Submitted by: International Board of Directors

Rationale: Skill sets, experience and IAAP expertise are gained from serving as a division president and leading multiple chapters in a division prepares the candidate to lead their respective districts. This also sets the foundation to incorporate better succession development for future association leadership.

Recommended by: The International Board of Directors and International Bylaws and Standing Rules Committee

Proposed Amendment 5

Article XII— Standing Committees, page 8-09/5

Amend Article XII— Standing Committees, Section 3. paragraph A. subparagraph 5. by striking the words "committee's recommendations and reasons for those recommendations" and inserting the words "proposer's reasoning" after the words "together with the"

Present Wording

Section 3. Duties

5. Shall forward proposed amendments and/or resolutions together with the Committee's recommendations and reasons for those recommendations, to Headquarters for distribution to the Chapters and Divisions by April 15.

Proposed Wording

(1) **Section 3. Duties**

- (2) 5. Shall forward proposed amendments and/or resolutions together
(3) with the ~~committee's recommendations and reasons for those~~
(4) recommendations, proposer's reasoning to headquarters for
(5) distribution to the chapters and divisions by April 15.

Proposed and Submitted by: International Board of Directors

Rationale: Members, chapters, divisions, committees, etc., may submit a proposed bylaw amendment and/or resolution for consideration along with its reasoning to be considered by the assembly at EFAM, and should be done so without the preface of support or opposition by the appointed members of the International Bylaws and Standing Rules Committee. It is, however, the role of the elected board to make recommendations for adoption and provide reasons for amendments and/or resolutions as they relate to governance of the association.

Including a recommendation by the International Bylaws and Standing Rules Committee is not necessary. The committee should remain neutral and should not offer an opinion of support or opposition. The amendment is then presented to the voting delegates for vote without bias.

Recommended by: International Board of Directors and International Bylaws and Standing Rules Committee

Proposed Amendment 6

Article XIII— Meetings, page 8-09/5

Amend Article XIII— Meetings, Section 1. by deleting paragraph A. in its entirety and relettering the subsequent paragraphs

Present Wording

Section 1. Annual meeting

A. Scheduling. An annual meeting shall be held at a time and place to be fixed at least six years in advance by the board of directors

Proposed Wording

(1) **Section 1. Annual meeting**

(2) ~~A.—Scheduling.—An annual meeting shall be held at a time and place to~~
(3) ~~be fixed at least six years in advance by the board of directors.~~

(4)

(5) Reletter subsequent paragraphs

(6)

Proposed and Submitted by: International Board of Directors

Reason: Remove from the bylaws the necessity to book the Education Forum and Annual Meeting (EFAM) six (6) years in advance. EFAM will continue to be booked in advance, but not constrained by a bylaw requiring six (6) years. This amendment is proposed in response to the current economy, and the history of venue area changes/updates from the time of booking to the execution of the actual event.

Recommended by: International Board of Directors and International Bylaws and Standing Rules Committee

Proposed Amendment 7

Article XIII— Meetings, page 8-09/5

Amend Article XIII— Meetings, Section 3. at the beginning of the section by inserting a new sentence "Delegates and alternates must be members of the unit they are representing."

Present Wording

Section 3. Representation. The voting membership of IAAP district/regional conferences and annual meeting shall be:

Proposed Wording

- (1) **Section 3.** Representation. Delegates and alternates must be
- (2) members of the unit they are representing. The voting membership of
- (3) IAAP district/regional conferences and annual meeting shall be:

Proposed and Submitted by: International Board of Directors

Rationale: To clarify who may be a delegate or alternate for a chapter or division. A member cannot represent a unit as a delegate unless they are a member of that unit.

Recommended by: International Board of Directors and International Bylaws and Standing Rules Committee

