

**Book Cliff Chapter IAAP
By Laws and Standing Rules**

ARTICLE I – NAME AND LOCATION

The name of this chapter shall be Book Cliff Chapter of the International Association of Administrative Professionals (IAAP). It shall be located in Grand Junction, Colorado

ARTICLE II – MEMBERSHIP AND DUES

Section 1. Classifications and Qualifications.

There shall be four classifications of membership: Professional, Professional-Merited, Student, and Associate.

A. **Professional member** shall, at the time of admission to membership be:

- 1) A person who is, or within the last two years, has been employed as an administrative professional or who has attained the Certification rating; or
- 2) A teacher who is employed in the teaching of business education.

Except as provided in Article IV, Section 2 of the CWM Division IAAP Bylaws, a Professional member shall have the rights and privileges of full participation at all levels of IAAP for which applicable dues and fees have been paid.

B. A **Professional Merited member** shall be a member who:

- 1) Has been a Professional member for five years at the time of retirement; and
- 2) Has either attained the age of fifty-five or received forced work retirement because of physical disability.

Except as provided in Article IV, Section 2 of the CWM Division IAAP Bylaws, a professional-Merited member shall have the rights and privileges of Professional membership.

Classification change to Professional Merited shall become effective only at the beginning of the fiscal year.

C. A **Student member** shall, at the time of admission to membership, be enrolled as a student of business education. Membership in the student classification shall not extend beyond four years. A student member shall not serve as a delegate or alternate at the Division or International level.

D. An **Associate member** shall be an individual, firm, or educational institution which sustains the objectives of IAAP. An Associate member shall neither hold office nor serve as a delegate or alternate at the Division or International level.

Section 2. Dues

Annual dues for this chapter shall be:

\$10.00	Professional Member
\$ 5.00	Professional-Merited Member
\$ 5.00	Student Member
N/A	Associate Member

ARTICLE III. OFFICERS, QUALIFICATIONS, NOMINATIONS AND ELECTION PROCEDURE, TERM AND DUTIES

Section 1. Officers: The Chapter officers shall be a president, a president-elect, a vice-president, a secretary, and a treasurer.

Section 2. A candidate for the office of president or president-elect shall have served as an officer of this Chapter for at least one year prior to the time of election.

Section 3. Nomination and Election

- A. At the April meeting, the Nominating Committee shall submit to the membership a slate of one or more candidates for each office, such committee having been elected by the membership.
- B. Nominations may also be made from the floor prior to the election.
- C. 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 viva voce.

Section 4. Term of Office

- A. Officers shall assume office following their installation after election and shall serve for a term of one year or until their successors are elected and installed.
- B. President and President-Elect shall serve one term only, except as provided in Section 6 of this Article.
- C. Vice President, Secretary and Treasurer shall serve no more than two consecutive terms in the same office. An officer having served six months or more in an office shall be deemed to have served one term.

Section 5. Duties

Chapter officers shall be obligated to uphold and represent the interests of IAAP and the profession as whole.

A. The **President** shall:

- 1) Perform the duties prescribed by these Bylaws and by the Parliamentary Authority adopted by IAAP.
- 2) Appoint all Standing and Special Committees subject to the approval of the Board of Directors unless otherwise specified.
- 3) Be a member ex-officio of all committees except the Nominating Committee and the Audit Committee.
- 4) Call meetings of the Board of Directors whenever such meetings are necessary.
- 5) Keep the President-Elect and the Division President fully informed on all matters concerning chapter activities.
- 6) Be authorized to sign checks on the Chapter account and be bonded.

B. The **President-Elect** shall:

- 1) In the absence of the President, be the presiding officer at meetings of the Chapter or the Board of Directors.
- 2) Assist the President in all ways and perform such duties as may be assigned by the Board of Directors.
- 3) In the event of a vacancy in the office of President, succeed to the office for the unexpired term
- 4) Succeed automatically to the office President at the conclusion of the term as President-Elect.

C. The **Vice President** shall:

- 1) In the absence of the President and President-Elect serve as the presiding officer at meetings of the Chapter or the Board of Directors.
- 2) Assist the President in all ways and perform such duties as may be assigned by the Board of Directors.
- 3) Serve as Chairman of the Program and Publicity Committee.

D. The **Secretary** shall:

- 1) Be responsible for the minutes of all meetings of the Chapter and of the Board of Directors. Furnish complete minutes of said meetings to the Chapter officers within 15 days after the meeting.
- 2) Assist the President in all ways and perform such duties as may be assigned by the Board of Directors.

E. The **Treasurer** shall:

- 1) Be responsible for all funds of the Chapter and for the records of its financial affairs; deposit and disburse all monies as instructed by the Board of Directors; be bonded; furnish to the Board of Directors a monthly report of all receipts and disbursements and the current balance in the account.
- 2) Maintain an accurate record of Chapter membership.
- 3) Serve as a member of the Ways and Means Committee.
- 4) Serve as a member of the Retirement Trust Fund.
- 5) Assist the President in all ways and perform such duties as may be assigned by the Board of Directors.

Section 6. Vacancies

Vacancies among the officers shall be filled for the unexpired term as follows [six (6) months in office constitutes a full year].

- A. **President.** If a vacancy occurs after six (6) months, the President-elect shall succeed to the office of President for the following year.
- B. **President-elect.** A vacancy occurring in less than six (6) months after election shall be filled by ballot at the next Chapter meeting following submission of one or more candidates by the Nominating Committee. A vacancy occurring after six (6) months shall be filled by appointment of the Board of Directors for the unexpired term. Said appointee shall not automatically succeed to the office of President for the following term.
- C. If a vacancy occurs in the office of both the President and President-elect, the Vice President shall succeed to the office of President for the unexpired term and the office of President-elect shall remain vacant until election of officers at the next annual meeting, at which time members shall elect both a President and a President-elect.
- D. Vacancies occurring in any other office shall be filled for the unexpired term by appointment from the membership of the Chapter by the Chapter Board of Directors.

ARTICLE IV. BOARD OF DIRECTORS

Section 1. Composition. The Board of Directors shall consist of the Chapter Officers.

Section 2. Meetings. The Board of Directors shall meet as required to adequately conduct the business of the Chapter.

Section 3. Quorum. The quorum for any meetings of the Board of Directors shall be a majority of the Board.

ARTICLE V. COMMITTEES

Section 1. Standing Committees. Standing Committees shall be composed of a chairman and one (1) or more members. Appointments shall become effective at the close of the June meeting 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 and correlate all proposed amendments to the Bylaws and Standing Rules 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 **Bulletin/Newsletter Committee** shall prepare and distribute the official publication of the Chapter.
 - C. The **Certification Service Committee** shall stimulate interest and encourage participation in the CPS/CAP programs, and shall plan study sessions for the benefit of those members seeking certification. This committee shall also be responsible for bringing the latest information about Certification to the members.
 - D. The **Membership/Courtesy & Hospitality Committee** shall be directed by two co-chairs:
 - 1) The Membership Co-Chair shall be responsible for recruitment and retention of members, coordinating activities with the co-chair of Courtesy/Hospitality. This Committee shall be responsible for new member orientation.
 - 2) Courtesy/Hospitality Co-Chair shall be responsible for courtesy to members, new members and visitors, making contacts with absentees and members with illness and special needs. A Sunshine Fund (separate from the General Fund) may be maintained to assist with this committee's responsibilities.
 - E. The **Retirement Trust Fund Committee** shall promote interest in the IAAP Retirement Trust Fund and shall devise and promote projects for the purpose of raising funds for the IAAP Retirement Trust Fund.
 - F. The **Ways and Means Committee** shall devise and promote projects to raise funds for the operation of the Chapter.
 - G. The **Yearbook Committee** shall prepare and distribute the annual Chapter Yearbook which shall contain a current membership roster, Standing Committees and any other information requested by the President. This committee shall keep the members advised of any changes in this information during the year.
 - H. The **Program and Publicity Committee** will be chaired by the Vice-President. This Committee shall plan the programs for meetings and other Chapter-sponsored functions, and shall publicize Chapter activities through releases to the press and other media.
 - I. The **Administrative Professionals Week Committee** shall formulate a program to enable the Chapter and its members to derive the greatest possible benefit from Administrative Professionals Week. This Committee shall arrange for special publicity, secure and distribute special materials and perform any other duties which may be necessary for this observance.
 - J. The **Historian** shall prepare an historical record of the current year's activities of the Chapter and its members.
 - K. **Marketing and Promotion Committee** shall be responsible for seeking corporate sponsorship and grants, and marketing our chapter in the community.

Section 3. Special Committees. Special committees may be appointed by the President when deemed necessary.

Section 4. Responsibilities. All committees shall be directly responsible to the President and Board of Directors and shall submit all plans, prior to execution, to the President and 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 third Wednesday of each month, September through June, unless otherwise ordered by a majority vote of the membership.

B. The May meeting of each year shall be the Annual Meeting of this Chapter and shall be a closed meeting.

Section 2. Special Meetings. Special meetings may be called by the President, by a majority of the Board of Directors, or by one-third (1/3) of the membership, provided notice specifying the principle business of the meeting is given to all members at least fifteen (15) days prior to the date of the Special Meeting.

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

ARTICLE VII. REPRESENTATION

Section 1. Chapter Delegate. The newly elected President shall be the designated Chapter Delegate to the CWM Division Annual Meeting and the annual IAAP International Convention.

Section 2. Alternate. The newly elected President-elect shall be the alternate to the CWM Division Annual Meeting, the annual IAAP International Convention. In the event the President-elect is unable to attend, another officer shall be designated in the following order: Vice-President, Secretary, and Treasurer respectively.

ARTICLE VIII. AUDIT

At the May meeting, the outgoing President shall appoint an independent auditor or an audit committee composed of two members to audit the Chapter books and financial records. Such audit is to be completed within 30 days after receipt of the books and records, a report covering the audit submitted to the Board of Directors, and the books and records forwarded in accordance with instruction from the Board of Directors.

ARTICLE IX. 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 be delivered forthwith to one of the IAAP entities eligible at that time.

ARTICLE X. 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 (2/3) vote of the members present, provided the proposed amendments shall have been mailed 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 of the members present, if not distributed previously as required by A, of this section.

Section 2. Standing Rules.

- A. Standing Rules may be adopted without previous notice by a majority vote of the members present at any meeting of the Chapter.
- B. Standing Rules may be amended or rescinded:
 - 1) By a majority vote of the members present, provided the proposed amendments shall have been mailed 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 (2/3) vote of the members 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 adopted, unless otherwise specified.

Bylaws Adopted:
April 3, 1958

Revised:
April 21, 1993
May 20, 1998
May 19, 1999
July 21, 1999
February 16, 2000
September 1, 2004

Standing Rules and Procedures

1. Regular meetings shall be held in Grand Junction, Colorado, and shall begin at 5:30PM, unless otherwise designated by the membership. Information regarding the meeting shall be published in the Chapter newsletter prior to each monthly meeting. The member shall be assessed the price of the meal for a reservation not cancelled by Monday morning before a scheduled Wednesday meeting.

2. An applicant for membership shall not attend more than 3 regular meetings within (6) months without submitting application for membership.

3. New members shall be initiated as soon as possible after their application for membership has been approved by Headquarters. At the initiation ceremony they will receive copies of Chapter Bylaws and Standing rules & Procedures and Yearbook. If initiation must be delayed more than one month, the above items shall be presented immediately.

4. The expenses of the delegate and alternate to the Annual International Convention and the Annual Division Meeting shall be borne by the Chapter to the extent of registration fee and any additional reimbursement of expenses as voted on by the membership.

5. In the event of the death of a Chapter member or a death in the immediate family of a Chapter member, the chapter shall make a suitable gift in memory of the deceased.

6. The Chapter shall present CPS/CAP member recipients an appropriate acknowledgment of their achievement.

7. Dinners for speakers, special or honored guests, and first time potential members will be paid by the Chapter

8. The retiring President shall be presented with a suitable gift.

9. All bills shall be presented to the President for approval prior to payment. The Treasurer may pay bills of \$50 or less upon receipt, provided they have been approved by the President. Any bills in excess of \$50, with the exception of the regular dinner bill, must be approved by majority vote of the members present at a regular or Board of Directors meeting.

Standing Rules and Procedures:

Adopted April 3, 1958

Revised:

April 21, 1993

June 19, 1996

July 21, 1999

September 1, 2004