



International Association of
Administrative Professionals®
Golden Corridor Chapter

Bylaws and Standing Rules

Adopted September 1997
Revised May 2001
Revised November 2003
Revised June 2005
Revised June 2010

**INTERNATIONAL ASSOCIATION
OF
ADMINISTRATIVE PROFESSIONALS®
GOLDEN CORRIDOR CHAPTER
SCHAUMBURG, ILLINOIS**

BYLAWS

ARTICLE I - NAME AND LOCATION

The name of this open Chapter shall be the Golden Corridor Chapter of International Association of Administrative Professionals®. It shall be located in the Schaumburg, Illinois area.

ARTICLE II - DUES AND FEES

A. Membership. 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 except the right to hold office.

B. Annual dues for this Chapter shall be:

Professional	\$12.00
Professional-Merited	\$10.00
Student	\$6.00
Associate	Amount set by International Board of Directors

ARTICLE III- OFFICERS

A. Officers - The Chapter Officers shall be a President, a Vice President, a Corresponding Secretary, a Recording Secretary, and a Treasurer.

B. Qualifications

1. A candidate for office must be a Professional or Professional-Merited member for at least one year prior to the time of nomination. A candidate for the office of President shall have served as an officer of this Chapter for at least one full year prior to the time of election.
2. No member shall hold more than one Chapter office at a time. No member shall hold an International office or a Division office while serving as a Chapter Officer, except to allow for normal overlap in difference of installation time. A Chapter Officer may serve as an International Committee Chairman or Division Committee Chairman providing this does not impact or interfere with their Chapter responsibilities.

C. Nomination and Election

1. The Nominating Committee shall consist of a Chairman and preferably two members who shall be appointed by the President. Once appointed to serve, members of this committee are not eligible to be a candidate for office during the current election year.
2. The Nominating Committee shall submit a slate of one or more candidates for each office to the membership at the April Meeting.

3. Nominations may be made from the floor prior to the elections, and such nominated candidates shall be entered on the slate, provided they have consented to the nomination. Nominations from the floor must be seconded.
4. If the voting results in no candidate receiving a majority of the votes cast 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 determined by lot, the manner to be determined by the President.
5. A majority vote of the members present at the Annual Meeting shall be required for election, which shall be by ballot; except that if there is but one candidate for each office, the ballot may be dispensed with and the Officers elected viva voce.
6. The Election of Officers will be held at the May meeting with the Installation of Officers taking place at the June meeting.
7. A vacancy occurring among the Officers-elect in the interim between the time of their election and prior to the time they take office shall be filled by a special election, said election to take place at the first meeting following creation of said vacancy. Nominations shall be made from the floor, and a majority vote of the eligible members present at said meeting shall be required for election, which shall be by ballot. All provisions previously outlined shall prevail.

D. Term of Office

1. The term of office shall be from July 1 through June 30 following election at the May meeting and installation at June meeting. The term shall be for one year, or until such time as successors have been elected and take office.
2. Officers shall preferably serve no more than two consecutive terms in the same office. Any Officer serving six months or more in an office shall be deemed to have served one term.

E. Duties - Chapter Officers shall be obligated to uphold and represent the interests of IAAP and the profession as a whole. Chapter officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by IAAP.

1. The President shall:
 - a. Preside at all meetings of the Chapter and Board of Directors.
 - b. Be a member ex officio of all committees except the Nominating Committee.
 - c. Call meetings of the Board of Directors whenever such meetings are necessary.
 - d. Sign checks if the Treasurer is not available.
 - e. Keeps the Division President fully informed on all matters concerning the Chapter.
 - f. Keep the membership informed as to official communications concerning the Association, Division, and Chapter.
 - g. Be familiar with the International, Division, and Chapter Bylaws and Standing Rules.
 - h. Perform other duties incident to the office of President.

2. The Vice President shall:
 - a. Assist the President in all ways.
 - b. Assume the duties and powers of the Presidency in the absence of the President.
 - c. In the event of a vacancy in the office of President, succeed to the office for the unexpired term.
 - d. Serve as Program Chairman.
 - e. Responsible for the submission of the Avery-Dennison Chapter Achievement Award application.
 - f. Ensure the Chapter is enrolled in the Pathways to Excellence program and keep abreast of the qualifications for the chapter to become a member of "Chapter of Excellence".
 - g. Perform such other duties as may be assigned by the Board of Directors or the Chapter.
3. The Corresponding Secretary shall:
 - a. Give written notice of all meetings as directed by the President.
 - b. Conduct the correspondence of the Chapter in accordance with the direction of the President and/or the Board of Directors.
 - c. Perform such other duties as may be assigned by the Board of Directors or the Chapter.
4. The Recording Secretary shall:
 - a. Be responsible for the minutes of all Chapter and Board of Directors Meetings.
 - b. Have custody of the Chapter charter and other official documents as well as maintain the historical record of the chapter.
 - c. Have available at all meetings up-to-date copies of the International, Division, and Chapter Bylaws and Standing Rules.
 - d. Perform such other duties as may be assigned by the Board of Directors or the Chapter.
5. The Treasurer shall:
 - a. Be responsible for all funds of the Chapter and for the records of its financial affairs.
 - b. Have custody of all Chapter funds, making disbursements only as authorized by direction of the Board of Directors, by specific action or by a budget adopted by the Chapter. All expenses must be pre-approved by the Board of Directors in conjunction with the Chapter's reimbursement policy and a receipt must be on file for audit purposes.
 - c. Pay all approved bills promptly, the checks to be signed by the Treasurer or President.
 - d. Keep the books on a current basis and make a monthly report to the Chapter.
 - e. Keep a complete and accurate record of Chapter members.
 - f. Prepare an annual budget, with assistance of the Board of Directors, for approval of the membership at the June meeting. Prepare a detailed financial report for presentation at the Annual Meeting and a complete financial report for the fiscal year, a copy of which shall be forwarded to the Audit Committee within 15 days following the close of the fiscal year.
 - g. Forward International and Division dues and fees in accordance with the respective Bylaws and Standing Rules.
 - h. Immediately following the Election of Officers, submit to the Division Board of Directors, on the form provided by Headquarters, the names and addresses of newly elected Officers for the official directory. The Treasurer also shall notify Headquarters and Division Officers of any change which might occur in the roster during the year.
 - i. Perform such other duties as may be assigned by the Board of Directors or the Chapter.
6. The offices of President and Treasurer shall be bonded in the amount to be determined by the Board of Directors, the premium to be paid from Chapter funds.

F. Vacancy

1. In the event of a vacancy in the office of President, the Vice President shall succeed to that office for the unexpired term. A vacancy in any other office shall be filled for the unexpired term by vote of the Board of Directors. The election to fill such office shall be by ballot, a majority vote being required to elect.
2. All records pertaining to any office are the property of the Chapter. Each Officer, with the exception of the Treasurer, shall within two weeks after the end of the term of office, transfer to the successor the files and records of that office. Within 15 days after the close of the fiscal year, the Treasurer shall deliver the books and financial records of the Chapter to the Audit Committee. Any Officer, with the exception of the Treasurer, vacating office at any time, except at the regular expiration of the term of office, shall transfer the records of the office to the successor within two weeks. Should the Treasurer vacate that office before the expiration of the term, the individual shall, within two weeks, transfer the books and financial records of that office to the Audit Committee.

ARTICLE IV - BOARD OF DIRECTORS

A. Composition - The Officers of this Chapter shall be the Board of Directors with the immediate Past President serving in an advisory capacity.

B. Duties

1. It shall be the duty of the Board of Directors to carry out the policies and objectives of the International Association of Administrative Professionals, and to supervise the affairs of the Chapter between its business meetings in accordance with the provisions of these Bylaws and Standing Rules and the wishes of the membership.
2. Any Officer or Committee Chairman unable to perform the duties of the position, for any reason whatsoever, shall submit a written resignation to the Board of Directors. If the resignation is not received, the Board of Directors may declare the office vacant after 30 days, and name a successor in accordance with the provisions of Golden Corridor Chapter Bylaws outlined in Article III F 1. If any Officer shall, in the opinion of the Board of Directors, fail to perform the duties of the office satisfactorily, the Board of Directors shall have the authority to remove said Officer; however, such action shall require ratification by a majority of the membership, the vote to be taken by mail. The Board of Directors may then declare the office vacant and name a successor in accordance with provisions outlined in Article III F 1.

C. Meetings

1. The Board of Directors shall meet as required to adequately conduct the business of the Chapter. Special meetings may be called by the President or by a majority of the Board of Directors.
2. The Board of Directors may transact business in person, by postal mail, courier service, electronic communication, or by conference call.

D. Quorum

1. The quorum of any meeting of the Board of Directors shall be a majority.
2. A vote of the majority, a quorum being present, shall constitute effective action.

ARTICLE V - COMMITTEES

- A. Standing Committees - Standing committees shall be composed of a Chairman, who shall be a Professional or Professional-Merited member, and one or more Professional, Professional-Merited, or Student members. Appointments shall become effective July 1 for a term of one year. All committee recommendations must be sent to the Board of Directors for approval prior to implementation of the idea.

Duties - Standing Committees and their duties are as follows:

1. The Audit Committee shall carry out its duties in accordance with provisions of Article VII of these Bylaws.
2. CPS Service and Education Committee shall stimulate interest and encourage participation in the CPS program, and assist in planning educational study sessions and programs for the benefit of the members.
3. The Program Committee shall plan the programs for the business meetings.
4. The Membership Committee shall direct all activities of the Chapter having to do with the recruitment and retention of membership. Establish and maintain communication with nonmembers.
5. The Nominating Committee shall prepare the ballots for use of the Tellers Committee at the Annual Meeting and shall perform the duties as described in Article III C of these Bylaws.
6. The Publicity Committee shall publicize the activities of the Chapter through releases to the press and other publicity media whenever possible. They shall promote IAAP through participation at schools and various organizations when called upon. Promote and enhance the Chapter's Public Relations's program.
7. Bylaws and Standing Rules Committee:
 - a. Shall maintain conformity in the Chapter Bylaws and Standing Rules with the International and Division Bylaws and Standing Rules.
 - b. May propose amendments and resolutions.
 - c. Shall receive; edit/correlate all proposed amendments to the Bylaws and Standing Rules of this Chapter; prepare them in proper form together with the Committee recommendations and reasons for recommendation; and submit them to the membership for action in accordance with Article X of these Bylaws.
 - d. May submit Chapter Bylaws and Standing Rules and/or amendments thereto to the Division Bylaws and Standing Rules Committee for review.
 - e. Shall receive all suggestions for amendments to the International and Division Bylaws and Standing Rules and, with approval of the Board of Directors, present them to the membership for action.
 - f. Shall review and make recommendations to the Board of Directors on all proposed

amendments to the International and Division Bylaws and Standing Rules.

9. The Ways and Means Committee shall devise and promote projects for the purpose of raising necessary funds for the operation of the Chapter.

10. Chapter Archivist shall maintain all records pertaining to the history of the Chapter.

11. Strategic Planning Committee

Shall be composed of the Chapter President, President-Elect, Chairman of the Strategic Planning, Certification and Professional Training and Development Committee, Programs, and Membership Committees

2. Duties of the Strategic Planning Committee include:

a. promote IAAP's definition of the administrative professional;

b. ~~establish and maintain communication with nonmembers;-(moved to # 7)~~

c. ~~promote and enhance the Chapter's Public Relations's program (moved to # 8)~~

d. stimulate activities for growth of IAAP and the activities of the Chapter;

e. encourage the elevation of standards of the administrative profession;

f. be responsible ~~for the establishment~~ **researching and recommending of the** chapter's short and long range plan guidelines **to the board for approval.**

12. The Website Committee shall:

1) Develop and maintain the Chapter website under the direction of the Board of Directors.

(2) Update and keep information on the site current.

(3) Work with the Board of Directors and Committees to acquire information for the site.

(4) Review the site for possible content and design revisions.

(5) Develop guidelines and policies relating to the website to assist the Board and Committees in understanding the processes related to posting new information and maintaining current information on the site.

(6) Maintain all legal aspects of the site to include domain name license and hosting partner.

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

E. Responsibilities:

1. All committees, except Audit and Nominating, shall be directly responsible to the Board of Directors and shall submit all plans, prior to execution, to the Board of Directors for approval.

2. All committees shall, within 15 days after the conclusion of their appointments, transfer their files to their successors or to the Board of Directors.

ARTICLE VI - MEETINGS (Chapter, Division, International)

- A. Regular meetings of this Chapter shall be held on the third Thursday of each month, September through June, unless otherwise ordered by majority vote of the Chapter. If deemed advisable, the date of the regular meeting may be changed at any preceding meeting upon majority vote of the members present and eligible to vote.
- B. The regular May meeting of each year shall be the Annual Meeting of this Chapter for the purpose of Election of Officers for the next fiscal year and Installation taking place at the June meeting.
- C. 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 principal business of the meeting is given to all members at least ten (10) days prior to the date of the special meeting.
- D. Quorum - A quorum for any meeting shall be 12 members.
- E. The Chapter may be represented at the Education Forum and Annual Meeting by a delegate and an alternate. The delegate shall be the outgoing president or, preferably, a member of the Board of Directors. If any Board member cannot attend, election of Chapter representatives shall be made from the floor. The delegate shall be fully authorized to cast the vote of the Chapter on all matters submitted for vote. If the delegate elected cannot attend, the alternate shall be the delegate, and a new alternate shall be elected by the membership.
- F. It shall be the duty of the delegate to attend all meetings and to represent the Chapter in all matters coming before the Annual International Convention and the Division Annual Meeting and to report the proceedings to the Chapter at the first meeting following such convention or meeting.

ARTICLE VII - AUDIT

- A. An audit shall be made of the Chapter books and financial records by the Audit Committee. Such audit shall be completed within forty five (45) days of the close of the fiscal year, a written report covering the audit submitted to the Board of Directors, and the records transferred to the incoming Treasurer.

- B. In the event of a vacancy in the office of Treasurer, an audit shall be made of the Chapter books and financial records by the Audit Committee. Such audit shall be completed within ten (10) days after receipt of the records, a written report covering the audit submitted to the Board of Directors, and the records transferred in accordance with instructions from the Board of Directors.

ARTICLE VIII - PARLIAMENTARIAN

- A. The Parliamentarian shall be appointed by the President, with the approval of the Board of Directors.
- B. The Parliamentarian shall be present for all meetings of the Chapter and the Board of Directors.
- C. Should the Parliamentarian be absent from any meeting, the President shall appoint, subject to the approval of the Board of Directors, a substitute Parliamentarian at the beginning of such meeting.

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 go and be delivered forthwith to the Illinois Division.

ARTICLE X - AMENDMENTS

- A. Bylaws - These Bylaws may be amended by a two thirds (2/3) vote of the membership, provided the text of the proposed amendments has been submitted to the membership, either in writing at least ten (10) days prior to the meeting date or by reading at the previous regular meeting. An amendment not having been previously submitted to the membership may be adopted by a unanimous vote of those present, a quorum being present.
- B. Standing Rules - Standing Rules may be adopted without previous notice by a majority vote of the members present. They may be amended or rescinded by a two-thirds (2/3) vote of the members present and voting, a quorum being present, without previous notice, and by a majority vote if notice was given at a previous regular meeting.
- C. Corrections - Automatic grammatical, punctuation, and correlation corrections in these Bylaws and Standing Rules or amendments thereto, which in no way alter the intent of the respective Bylaw or Standing Rule or amendment, shall be effected by the Bylaws and Standing Rules Committee subject to the approval of the Board of Directors.
- D. Enactment - These Bylaws and Standing Rules and/or amendments thereto shall become effective upon adjournment of the meeting at which adopted, unless otherwise specified.

STANDING RULES

1. The expense of the delegate to the Annual International Convention and Division Annual Meeting shall be reimbursed to the extent of registration and per diem expense not to exceed \$40, such per diem expenses, or any part thereof, to be reimbursed only if funds of the Chapter are available.
2. The expense of the alternate to the Annual International Convention and Division Annual Meeting shall be reimbursed to the extent of registration only, if funds are available, subject to a 2/3 vote of the membership at the regular meeting.
3. In the event of the death of a Chapter member or a death in the immediate family of a Chapter member, the Chapter may make a suitable gift in memory of the deceased not to exceed \$75.00. Proper notification of a gift given in memory may be made to the member or to the member's family, if funds are available.
4. At the Annual Meeting, a Tellers committee shall be appointed by the President. This committee shall be responsible for distributing and collecting ballots and for tallying votes. After the votes are tallied, the Chairman of the Tellers Committee shall report the results of the balloting to the membership, and the President shall then declare the Officers of the Chapter duly elected.
5. The retiring President may be presented with an appropriate token of appreciation from the Chapter, if funds are available.
6. Debate on any issue shall be conducted as follows:
 - a. Debate on any one question shall be limited to a total of 20 minutes.
 - b. No member shall speak more than twice to a question, the second opportunity being granted only after other members desiring the floor have spoken for the first time.
 - c. Debate shall be limited to two (2) minutes per member on first opportunity to speak and limited to one (1) minute on second opportunity to speak.
7. The Golden Corridor Chapter was chartered to promote education, networking and support as administrative professionals. Therefore, personal solicitation for the purpose of generating income outside of the Chapter is prohibited at the monthly Chapter meetings.
8. IAAP membership lists, rosters, directories, and name/address records are confidential and are not to be released to any individual or organization outside IAAP without approval of the Board of Directors.
9. Unbudgeted expenditures and expenditures exceeding \$100 not spelled out in the Standing Rules must be approved by the membership at the meeting.