



International Association of Administrative Professionals®

TRI-COUNTY BYLAWS

Adopted November 2004

ARTICLE I—TRI-COUNTY, PEORIA, IL

The name of this Chapter shall be Tri-County Chapter of the International Association of Administrative Professionals® (IAAP®). It shall be located in Peoria.

ARTICLE II-VISION STATEMENT

IAAP Tri-County members resolve to enrich us and our communities by:

“Elevating Admins to Excel in Today’s Office”

ARTICLE III – CHAPTER GOALS

IAAP Tri-County chapter has adopted the following goals:

- Develop succession planning and leadership goals/opportunities
- Increase membership/retain members
- Building professional and personal connections with members
- Meet International requirements for Chapter of Excellence
- Create career/professional connections outside of IAAP
- Communicate among members and committees
- Increase chapter funds
- Maximize educational programs
- Support community projects

ARTICLE IV-DEFINITION OF AN ADMINISTRATIVE PROFESSIONAL

Administrative professionals shall be defined as individuals who are responsible for administrative tasks and coordination of information in support of an office-related environment and who are dedicated to furthering their personal and professional growth in their chosen profession.

ARTICLE V—MEMBERSHIP AND DUES

Section 1. Membership Classification and Qualifications.

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

- A. 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 Certified Professional Secretary® (CPS®) and/or the Certified Administrative Professional®(CAP®) rating; or

- 2. A teacher who is employed in the teaching of business education.

- 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 years or received forced work retirement because of physical disability; or

- 3. Has been employed as an administrative professional, attained the CPS and/or CAP rating, or has been a teacher of business education, and also meets the requirement of Item 2 of this section.

- 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 International level.

- D. An Associate member shall be an individual, firm, or educational institution which sustains the objectives of IAAP. An Associate member shall not serve as a Delegate or Alternate at the International level.

Section 2. Annual dues for this Chapter shall be:

Professional member	\$ 17.00
Professional-Merited member	\$ 8.50
Student member	\$ 8.50
Associate Member	\$ 180.00

Explanation of total dues for new members:

IAAP Headquarters Administrative (one time charge)	\$ 15.00
International Dues	\$ 83.00
Illinois Division Dues	\$ 15.00
<u>Tri-County Chapter Dues</u>	<u>\$ 17.00</u>

Total for new members	\$ 130.00
Annual Dues for members	\$ 115.00
Explanation of total dues for new student members	
IAAP Headquarters Administration (one time charge)	\$ 15.00
International Dues	\$ 50.00
Illinois Division Dues	\$ 7.00
<u>Tri-County Chapter Dues</u>	<u>\$ 8.50</u>
Total for new student members	\$ 80.50

ARTICLE VI—OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM AND DUTIES

Section 1. Officers. The Chapter Officers shall consist of the following: President, Vice-President, Recording Secretary, Correspondence Secretary, and Treasurer.

Section 2. Qualifications. A candidate for the office of President shall have served as a member of this Chapter for at least one full year prior to the time of election.

Section 3. Nomination and Election

- A. Vote shall be by ballot 30 days prior to the Annual meeting. The ballots and instructions shall be prepared by the Leadership Committee. The Committee shall administer the election.
- B. A listing of all Tri-County members shall be prepared by the Secretary and distributed to the Leadership Committee in April of the election year.
- C. A notification will be sent to all members asking for volunteers to be nominated to the ballot. The notification will include an explanation of the election process. A script will be developed by the Leadership Committee.

If there is a lack of volunteers, the Leadership Committee will develop a ballot of respective nominees.
- D. The Leadership Committee will develop a ballot of the respective nominees.
- E. All Tri-County members in good standing shall be eligible to vote.
- F. The Leadership Committee will count the ballots; the Chapter President will notify the newly elected Officers; and results will be sent to all Tri-County Members. The tallied results will be archived in the Historical files.

Section 4. Term of Office

- A. The term of office will be one year, which will coincide with the fiscal year for IAAP, July 1 through June 30.
- B. Board of Directors shall serve no more than two consecutive terms in the same office. The Vice President will automatically succeed to President upon completion of his/her term of office. This succession will not require a majority vote.

Section 5. Duties. Chapter Officers shall be obligated to uphold and represent the interests of IAAP and the profession as a whole.

- 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. Keeps the Division President fully informed on all matters concerning the Chapter.
 - 6. The President shall be listed as a joint administrator on all Chapter bank accounts.
 - 7. Oversee all financial transactions and have the authority to sign and manage accounts in the event of emergency or absence of the treasurer.
 - 8. The President shall submit the Chapter Annual report to IDAM.
- B. The Vice-President shall:
- 1. In the absence of the President, serves as presiding officer at Chapter meetings or meetings of the Board of Directors.
 - 2. In the event of a vacancy in the office of President, succeed to the office for the unexpired term.
 - 3. Perform such other duties as may be assigned by the Board of Directors.
 - 4. After completion of the term of office, the Vice President will automatically move up to President the following year.
 - 5. Track and Submit the Chapter Excellence Report.
 - 6. Submit award nominations as appropriate for Chapter and/or members.
- C. The Recording Secretary shall:
- 1. Be responsible for the minutes of all Chapter and Board of Directors meetings.
 - 2. Give written notice of the Annual and Special Meetings.
 - 3. Prepare agenda for notice of regular, annual and special sessions to membership.
 - 4. Perform such other duties as may be assigned by the Board of Directors.
 - 5. Keep a complete and accurate record of membership meeting attendance.
 - 6. Collect monthly/annual committee meeting reports for dissemination to membership.
 - 7. Distribute e-packets to membership for monthly/annual and special session meetings.

8. Shall be the keeper of all archived files, records and Chapter correspondence.
 9. Incumbent shall transfer all Chapter files to electee within 15 days of ending term.
- D. The Correspondence Secretary shall:
1. Be responsible for the distribution of “Thank you”: notes to Partnerships/Vendors and others as directed by the Board or Committee Chairs.
 2. Be responsible for the Membership communication line regarding illness, emergency, and congratulations.
 3. Be responsible for correspondence (get well, sympathy, congratulatory, etc.) as designated by the Executive Board.
 4. Serve as a member of the Board and attend Board meetings.
 5. Maintain membership records/database.
 6. Maintain historical record of Board members.
 7. Maintain historical record of Committee member assignments and Chair assignments.
- E. The Treasurer shall:
1. Be responsible for all funds of the Chapter and for the records of its financial affairs.
 2. Ensure all funds received on behalf of the Chapter must be deposited to the Chapter account within 5 business days.
 3. Maintain the membership financial database regarding fees and renewals.
 4. Prepare reports and distribute monthly to membership regarding committee budgets and expenditures.
 5. Disperse payments upon receipt and approval of completed reimbursement request form.
 6. Distribute and track invoices for all outstanding receipts payable to the Chapter. Collect payments due to Chapter in a timely manner.
 7. Perform such other duties as may be assigned by the Board of Directors.

Section 6. Vacancy. 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 appointment from the Board of Directors.

ARTICLE VII—BOARD OF DIRECTORS

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

Section 2. Duties.

- A. The Board of Directors may transact business in person, by postal mail, courier service, electronic communication, or by conference call. Any business shall require a majority vote of the Board of Directors.

- B. The Board of Directors must approve in advance any Chapter expenditures over \$150.
- C. The Board of Directors shall prepare an annual budget which shall be adopted at the Annual Meeting and shall arrange for an annual audit of the financial records of the Chapter.
- D. The Board of Directors may, by a three-fourths vote of its membership, remove any officer or committee chairman for misconduct or neglect of duty. 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 ten days after such resignation has been requested, the Board of Directors is empowered to and shall thereupon declare such office vacant and such office shall be filled in accordance with the provisions of Article V.
- E. Shall maintain conformity in Chapter Bylaws and Standing Rules with the International Bylaws and Standing Rules and the Division Bylaws and Standing Rules.
 1. Shall annually review Bylaws and may propose amendments and resolutions.
 2. Shall edit/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.
 3. Shall submit Chapter Bylaws and Standing Rules and/or amendments thereto to the Division Bylaws and Standing Rules Committee for approval as amended.
 4. Shall submit 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.

Section 3. Meetings. The Board of Directors shall meet as required to adequately conduct the business of the Chapter.

Section 4. Quorum. The quorum for any meeting of the Board of Directors shall be a majority.

ARTICLE VIII—COMMITTEES

Section 1. Standing Committees. Standing Committees shall be composed of a chairman and any number of members. Appointments shall coincide with the fiscal year of IAAP, July 1 to June 30. Chairs shall serve no more than two consecutive one year terms.

Section 2. Duties.

Standing Committees and their duties are as follows:

- A. The Professional Development Committee goals and objectives will include:
1. Build professional connections
 2. Maximize educational programs
 3. Host Administrative Professional Day event.
 4. Submit list of topics and speakers to the Board of Directors by September 1st of each year.
 5. Plan a Saturday event to focus on 'next steps in your career'.
- B. The Membership Committee goals and objectives will include:
1. To increase membership and retain current members.
 2. Continue mentoring program and new member orientation.
 3. Build professional connections with members and guests.
 4. Expectation of 100% participation of Tri-County member profiles on the IAAP website.
 5. Pursue partnership with Employer's Association or other opportunities to increase our chapter awareness
- C. The Certification Committee goals and objectives will include:
1. To promote professional certifications.
 2. To assist membership with career knowledge and growth.
 3. Coordinate study groups
- D. The Ways & Means Committee goals and objectives will include:
1. To have fundraising projects that could be held on a short-term basis to obtain immediate funding.
 2. To have fundraising projects that can be held on more of a long-term or ongoing basis.
 3. Evaluate Saturday education and training events.
 4. To promote the IAAP Retirement Trust Fund.
- E. The Public Relations and Marketing Committee goals and objectives will include
1. Send out publicity for chapter meetings and events.
 2. Create and submit press releases and articles to increase chapter recognition
 3. Maintain a Tri-County Chapter newsletter to be published monthly.
 4. Maintain a website for the Tri-County Chapter.
 5. Create a IAAP Tri-County Facebook page.
 6. Assist Membership Committee in marketing membership packet.
 7. Review and update Tri-County Chapter tri-fold brochure as needed.
- H. The Leadership Committee goals and objectives will include:
1. Develop a succession planning process
 2. Board of Director nominations and election:
 - The ballots and instructions shall be prepared by the Leadership Committee 30 days prior to the Annual meeting. The Committee shall administer the election.
 - A listing of all Tri-County members

shall be prepared by the Secretary and distributed to the Leadership Committee in April of the election year.

- A notification will be sent to all members asking for volunteers to be nominated to the ballot. The notification will include an explanation of the election process. A script will be developed by the Leadership Committee.
- If there is a lack of volunteers, the Leadership Committee will develop a ballot of respective nominees.
- All Tri-County members in good standing shall be eligible to vote.
- The Leadership Committee will count the ballots; the Chapter President will notify the newly elected Officers; and results will be sent to all Tri-County Members. The tallied results will be archived in the Historical files.

~~3. Build an Executive Advisory Council (EAC)~~

4. Increase chapter recognition

Section 3. Special Committees. Special committees may be appointed when deemed necessary by the Board of Directors with the exception of the Nominating Committee.

Section 4. Responsibility. All committees shall be directly responsible to the Board of Directors and shall submit a monthly committee report and an annual report 30 days after the end of the fiscal year.

Within 15 days after the conclusion of an appointment, all committees shall transfer their files to their successors or as directed by the Board of Directors.

Section 5. All Board members must prepare, finalize and distribute all records/reports to their successor within 15 days of election.

ARTICLE IX—MEETINGS

Section 1. Regular and Annual Meetings.

A. Regular meetings of this chapter shall be held on the first Tuesday of each month, unless otherwise ordered by majority vote of the membership or the Board of Directors.

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.

Section 3. Business of the Annual Meeting. The

International Education Forum and Annual Meeting (EFAM) and the Illinois Division Annual Meeting (IDAM) shall be attended by a Chapter delegate and/or alternate selected at the Chapter Annual Meeting. Based on funds available and after receiving a two-thirds vote by the chapter members, the Chapter will financially support the delegate's registration fee, usual and customary expenses for hotel, travel and per diem, and the alternates registration fee.

Section 4. Quorum. One-third attendance of the Chapter membership shall constitute a quorum for any regular or special meeting.

Section 5 No business endorsements will be presented as announcements at Chapter meetings. Sales materials (i.e. brochures, flyers, etc.) may be offered as hand outs for educational and/or informational purposes only and will not be promoted, endorsed or recommended by the board or members of Tri-County Chapter of the IAAP.

ARTICLE X—AUDIT

Section 1. An audit shall be made of the Chapter's financial records by a qualified member appointed by the Board of Directors. Such audit shall be completed within thirty days of the close of the fiscal year; a written report covering the audit shall be submitted to the Board of Directors, and the records shall be 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 member 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 X—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 Illinois Division.

ARTICLE XI—AMENDMENTS

Section 1. Bylaws. These Bylaws may be amended by any of the following methods:

A. Bylaw amendments and revisions will be submitted to the Board of Directors.

- B. Proposed amendments will be communicated to the members at least 10 days prior to a Chapter meeting for review.
- C. The proposed amendments will be voted on by the membership at the following meeting and approval will require a two-thirds vote.

Section 2. Corrections. Automatic grammatical, punctuation, and correlation corrections in these Bylaws and Standing Rules which in no way alter the intent of the respective Bylaw or Standing Rule shall be effected by the Board of Directors.

Section 3. 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 November 2, 2004

Revised: March 1, 2005

Amended: February 7, 2006

Amended: March 25, 2006

Amended: September 12, 2006

Amended: June 5, 2007

Amended: April 1, 2008

Amended: November 4, 2008

Amended: November 3, 2009

Amended: January 5, 2010

Amended: September 7, 2010

Amended: February 6, 2012

Approved by Tri-County Chapter Board of Directors.