



International Association of  
Administrative Professionals®  
*Vancouver Chapter*

**VANCOUVER CHAPTER**

**BYLAWS**

**AND**

**STANDING RULES**

**Updated: April 2009**

## **ARTICLE I: NAME AND LOCATION**

The name of this Chapter shall be VANCOUVER CHAPTER of International Association of Administrative Professionals® (IAAP). It shall be located in Vancouver, British Columbia, Canada.

## **ARTICLE II: DUES**

Annual dues for this Chapter shall be:

<b>Professional Members</b>	<b>\$45.00</b>
<b>Professional Merited Members</b>	<b>\$21.00</b>
<b>Associate Members</b> <b>(As specified by International Bylaws)</b>	
<b>Student Members</b>	<b>\$15.00</b>

Subject to Board approval, the Chapter Dues shall be increased by the CPI (Consumer Price Index) for the previous year ending December 31 and automatically added to the already existing Vancouver Chapter dues for all Professional Members.

Upon receipt of confirmation from Headquarters, the Chapter Dues of any member transferring in or out of the Chapter shall be pro-rated on a monthly basis and the outstanding balance billed or refunded as required.

## **ARTICLE III: OFFICERS, QUALIFICATIONS, NOMINATIONS AND ELECTION, TERMS AND DUTIES**

### **Section 1: Officers**

The Chapter Officers shall be the President, a Vice President, a Secretary, a Treasurer and the Immediate Past President.

### **Section 2: Qualifications**

- a) A candidate for office shall have been a professional or professional merited member of this Chapter for at least one year prior to the time of nomination and shall have attended preferably not less than six of the ten regular monthly Chapter meetings immediately preceding the Annual Meeting in April.

### **Section 3: Nomination and Election**

- a) At least four weeks prior to the Annual Meeting, or any other regular meeting, the Nominating Committee shall submit to the membership a slate of one or more candidates for each office.
- b) Nominations may also be made from the floor at the Annual Meeting 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. A nomination from the floor must receive a second.

- c) Officers shall be elected by ballot, by a majority vote, at the Annual Meeting, or any other regular meeting, except that if there is but one candidate for an office, the Officer(s) may be elected viva voce.
- d) In the event that no candidate for Vice President, Secretary or Treasurer receives a majority vote on the first ballot, all but the two highest for each 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.

#### **Section 4: Term of Office**

- a) The term of office shall be for one year (from July 1 to June 30) or until successors are elected.
- b) Officers shall serve no more than two consecutive terms in the same office.
- c) Any Officer serving 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 International Association of Administrative Professionals® and the profession as a whole.

- a) **The President shall:**
  - i) Perform the duties prescribed by these Bylaws and by the Parliamentary Authority adopted by IAAP®.
  - ii) Appoint all Standing and Special Chairs, unless otherwise specified, subject to the approval of the Executive Council.
  - iii) Be a member ex-officio of all committees except the Committee on Nominations.
  - iv) Call and preside over meetings of the Executive Council whenever such meetings are necessary.
  - v) Keep the Division President fully informed on all matters concerning the Chapter.
  - vi) Be the official spokesperson for Vancouver Chapter.
  - vii) Serve as Chapter Delegate to the International Convention & Education Forum, and the Canada Divisions' Conference. A report of the proceedings shall be made to the membership at the first Chapter meeting following the Convention or Conference.
  - viii) Endeavor to serve the entire Chapter in an impartial manner.

b) **The Vice President shall:**

- i) Act as assistant to the President.
- ii) Assume the duties and powers of the Presidency in the absence of the President.
- iii) Serve as Board Contact, having under her direction and supervision such committees as assigned by the President and approved by the Executive Council and be responsible for the operation of said committees.
- iv) Perform such other duties as may be assigned by the President or the Executive Council.

c) **The Secretary shall:**

- i) Be responsible for the minutes of all Chapter, Executive Council and Board of Directors meetings. All minutes shall be circulated to the appropriate members of Chapter or Executive or Board of Directors before the next meeting.
- ii) Give written notice of the Annual and Special Meetings as required in Article VI.
- iii) Have custody of the Chapter Charter and other official documents.
- iv) Serve as Board Contact, having under her direction and supervision such committees as assigned by the President and approved by the Executive Council and be responsible for the operation of said committees.
- v) Conduct the correspondence of the Chapter in accordance with the direction of the Executive Council.
- vi) Have available at all meetings up-to-date copies of the Bylaws and International Procedures, and Division and Chapter Bylaws and Standing Rules.
- vii) Perform such other duties as may be assigned by the President or Executive Council.
- viii) File the names and addresses of the Officers with the Vancouver Public Library and Vancouver Board of Trade following the installation of officers. It shall be the duty of the Secretary to keep such information up to date throughout the term of office.

d) **The Treasurer shall:**

- i) Chair the Finance Committee.
- ii) Be responsible for all funds of the Chapter and for the records of its financial affairs.
- iii) Keep the books on a current basis and make a detailed monthly report of receipts and disbursements to the Executive Council and a detailed quarterly budget comparison to be mailed to the general membership.
- iv) Make disbursements only as authorized by the Chapter, either by specific action or by adoption of a budget and by vote of the Executive Council and/or Board of Directors and pay all approved bills promptly by cheque, duly countersigned.
- v) Prepare a detailed financial report for presentation to the Annual Meeting.
- vi) Prepare a complete financial report for the period of the term of office, such report to be ready for audit within 30 days following the close of the term of office.
- vii) Hold the Committee Chairs responsible for the various assets and properties held in their possession.
- viii) Serve as Board contact, having under her direction and supervision such committees as assigned by the President and approved by the Executive Council and be responsible for the operation of said committees.
- ix) Perform such other duties as may be assigned by the President or Executive Council.
- x) Be bonded.

e) **The Immediate Past President shall:**

- i) Serve as Parliamentary Advisor for the Chapter meetings to advise on correct parliamentary procedure.
- ii) Chair the Nomination Committee in accordance with Article VII, Section 2 g).
- iii) Perform such other duties as may be assigned by the President or Executive Council.
- iv) Chair the Bylaws Committee in accordance with Article VII, Section 2 a).
- v) Liaise with guests to encourage membership and Chapter participation.

## **Section 6: Vacancy**

- a) In the event of a vacancy in the office of President, the Vice President shall succeed to that office for the unexpired term.
- b) A vacancy in any other office shall be filled for the unexpired term by appointment from the membership of the Chapter by the Executive Council.
- c) 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. Nomination shall be made from the floor, and all provisions previously outlined in this article shall prevail.

## **Section 7: Non-Performance of Duties**

- a) Any Officer, unable to perform the duties of the office for a period of 30 days, shall submit a resignation in writing to the Executive Council.
- b) In the event the Executive Council determines, in its sole judgment, that any officer has failed to perform the duties of the respective office for a period of at least 30 days immediately prior to the taking of an official vote on non-performance, the Executive Council shall request the resignation of such Officer from the respective office. If such resignation is not received by the Executive Council within ten days after such resignation has been requested, the Executive Council and Board of Directors are 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.
- c) Upon approval of the Executive Council, the President may declare a Committee chairmanship vacant because of non-performance of duties and appoint a successor.

## **ARTICLE IV: EXECUTIVE COUNCIL**

### **Section 1: Composition**

The Executive Council shall consist of the President, a Vice President, a Secretary, a Treasurer and the Immediate Past President.

### **Section 2: Duties**

The Executive Council shall:

- a) Formulate the objectives of the Chapter and plan and direct the activities of the Chapter towards attainment of those objectives.
- b) Serve as the executive body to effect the decisions of the membership.
- c) Transact Chapter business, which requires immediate attention, without reference to the membership except for ratification where necessary.

- d) Approve payment of expenditures within the Chapter's approved annual budget; any expenditure not provided for in the annual budget must be ratified by a majority vote of the membership.
- e) Provide leadership for the Chapter and serve in a supervisory role in the conduct of the Chapter's affairs.
- f) Select the Alternate to the International Convention & Education Forum and the Canada Divisions' Conference from the Executive Council. In the event that none of these can attend, the Alternate shall be selected by the Board of Directors, with preference given to a Board member.

### **Section 3: Meetings**

- a) Regular meetings of the Executive Council shall be held as required to adequately conduct the business of the Chapter. At least two meetings shall be held each year.

The Executive Council may transact business in person, by postal mail, courier service, electronic communication, or by conference call. For adoption, any business shall require a majority vote of the Executive Council.

- b) Special meetings may be called by the President or by a majority of the Executive Council.

### **Section 4: Quorum**

A majority of the Executive Council shall constitute a quorum for any meeting, and a vote of the majority of those present and voting, a quorum being present, shall constitute effective action.

## **ARTICLE V: BOARD OF DIRECTORS**

### **Section 1: Composition**

The Executive Council and the Chairs of both Standing and Special Committees shall be the Board of Directors.

### **Section 2: Duties**

The Board of Directors shall:

- a) Discuss recommendations made by the Executive Council.
- b) Discuss reports made by Committee Chairs.
- c) Formulate recommendations for membership meetings and act as an advisory body to the Executive Council.

- d) Be directly responsible to the Executive Council and, with the exception of the Nominating Committee, keep the Executive Council informed of all activities.
- d) Transfer their files to their successors, or as directed by the Executive Council, within 15 days after the conclusion of their appointment.

### **Section 3: Meetings**

The Board of Directors shall meet as required to adequately conduct the business of the Chapter. At least two meetings shall be held each year. Special meetings may be called by the President or by any six Board members.

### **Section 4: Quorum**

A majority of the Board of Directors shall constitute a quorum for any meeting and a vote of the majority of those present and voting, a quorum being present, shall constitute effective action.

## **ARTICLE VI: CHAPTER MEETINGS**

### **Section 1: Scheduling**

- a) Regular meetings of this Chapter shall be held on the second Wednesday of each month, September through June, except where the Wednesday falls on a statutory holiday, in which case the meeting will be held, if possible, on the following Wednesday. Each meeting shall end, where possible, at 9:00 pm.
- b) Special meetings may be called by the President, by a majority of the Board of Directors, or by one-third of the membership, provided prior notice specifying the principle business of the meeting is given to all members at least ten days prior to the meeting.
- c) The Annual Meeting shall be in April, at the discretion of the Executive Council, and shall be a meeting for members and non-members.
- d) An additional regular meeting for members only, may be determined at the discretion of the Executive Council.

### **Section 2: Quorum**

Those members in attendance at a meeting shall constitute a quorum for any regular or special meeting.

## **ARTICLE VII: COMMITTEES**

### **Section 1: Standing Committees**

Standing Committees shall be composed of the chair and one or more members who shall be appointed by the chair of the respective committees, subject to the approval of the Executive Council. Exception is the Nomination Committee, which shall be a committee of four.

### **Section 2: Standing Committees and Duties**

#### **a) Bylaws and Standing Rules Committee**

- i) Shall maintain conformity in Chapter Bylaws and Standing Rules with the International Bylaws and Standing Rules and the Division Bylaws and Standing Rules.
- ii) May propose amendments and resolutions.
- iii) 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.
- iv) Shall assist the Executive Council 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 or Division Bylaws and Standing Rules Committee on behalf of the Chapter.

#### **b) Education Committee**

Education Committee shall consist of the following:

- i) **Certified Professional Secretary (CPS) Certified Administrative Professional (CAP) Committee.**

Shall stimulate interest and encourage participation in the CPS/CAP® Program and shall maintain material to assist with certification process.

- ii **Other Activities**

Shall help coordinate other activities that may include, but not be limited to, major seminars, workshops, and a video theatre.

#### **c) Finance Committee**

The Finance Committee shall prepare a yearly budget which shall be based on estimated receipts and expenditures. The estimated requirements of the Officers and Committee Chairs shall be submitted to the Finance Committee on or before

August 15 of each year for its use in compiling the budget. The budget shall be presented to the membership for adoption at the September meeting each year.

**d) Fundraising Committee**

Fundraising Committee shall be responsible for:

- i) Revenue generating projects such as various fundraising events throughout the year.
- ii) Solicit advertising in the Chapter bulletin and mailing.

**e) Member Services Committee**

Member Services shall consist of the following:

**i) Chapter Mailings**

Shall distribute by appropriate means the monthly dinner meeting notices and other relevant material to the membership.

**ii) Outside Contact List**

Shall keep up-to-date contact list of non-members and companies for the use of the Chapter.

**f) Membership Committee**

Membership Committee shall consist of the following:

**i) Membership Administration**

Shall receive all applications for membership, including reinstatements and transfers, and then forward these applications to the Treasurer for processing.

**ii) Records**

Keep a complete and accurate record of Chapter membership and submit changes to Headquarters immediately. In the event of the death of a member, also notify Western Canada Division.

**iii) Retention**

Shall receive membership reports from the Treasurer and contact all members two months prior to renewal date to ascertain renewal of membership.

**iv) Roster**

Shall keep an accurate roster of the Chapter membership as furnished by the Treasurer.

Shall coordinate the production of a new Chapter roster for distribution to the membership regularly.

Shall supply all Western Canada Division officers, the Canada District Director and the Executive Director with a copy of the current Chapter roster.

**v) Name Tags**

Shall order Chapter name tags.

**vi) Mentor System**

Shall promote the mentoring of new members by seasoned members for guidance and leadership in IAAP®.

**vii) Orientation**

Shall help coordinate an IMPACT meeting to introduce non-members to the organization of IAAP®.

**g) Nomination Committee**

Nomination Committee shall be composed of the Chair, who is the Immediate Past President, and three members who shall be elected by the membership at the September or October meeting. The committee shall be responsible for the conduct of elections for Chapter Officers and carry on the duties prescribed in Article III, Section 3 of these Bylaws.

**h) Program Committee**

The Program Committee shall consist of the following:

**i) Monthly Meetings**

Shall coordinate the monthly meeting programs of the Chapter.

**ii) Library**

Shall retain and maintain the education material accumulated from IAAP (or other) workshops and seminars.

**i) Public Relations Committee**

Public Relations Committee shall consist of the following:

i) **Bulletin**

Shall publish the Chapter Bulletin, "*The Link*".

ii) **History**

Shall maintain up-to-date electronic archives of Chapter activities.

iii) **Publicity**

Shall publicize Chapter activities to achieve the greatest possible benefit to the membership.

iv) **Speakers Bureau**

Shall maintain the Speakers Bureau of the Chapter.

v) **Administrative Professionals' Week®**

Shall help to coordinate Administrative Professionals' Week® activities.

vi) **Website**

Shall maintain the website of the Chapter.

**Section 3: Special Committees**

- a) Chairs of Special Committees shall be appointed by the President, subject to the approval of the Executive Council, as deemed necessary for the efficient operation of the activities of the Chapter.
- b) Special Committees of this Chapter may be New Chapter Formation, Civic Projects, Student Associations and Chapter social events.

**ARTICLE VIII: AUDIT**

- a) The President will appoint a qualified person as Chapter Auditor each June for a term of one year.
- b) Immediately following year-end (June 30), the Auditor will perform an audit of Chapter accounts and prepare audited financial statements, auditor's report to be presented to the Board of Directors in August or September and to the general membership in October for acceptance.
- c) During the first term of an incoming Treasurer, the Auditor will perform an interim audit as of November 30.
- d) In the event of a vacancy in the office of Treasurer, an audit will be made of the Chapter financial records. Such audit shall be completed within 15 days after

receipt of the records, a written report covering the audit submitted to the Executive Council, and the records transferred as directed by the Executive Council.

## **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®. Any and all assets then possessed by the Chapter, after current indebtedness has been paid, shall go and be delivered forthwith to the Western Canada Division.

## **ARTICLE X: AMENDMENTS**

### **Section 1: Bylaws**

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

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

### **Section 2: Standing Rules**

These Standing Rules may be amended by any of the following methods:

- 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:
  - i) By a majority vote, provided the proposed amendments shall have been distributed to the members at least ten days prior to the meeting date or have been read at the previous regular meeting.
  - ii) By a two-thirds vote 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 Bylaw or Standing Rule shall be effected by the Bylaws and Standing Rules Committee, subject to the approval of the Executive Council.

#### **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: May 1999*

*Amended: October 2005, August 2008, April 2009*

## VANCOUVER CHAPTER STANDING RULES

### **1. International Convention/Canada Divisions' Conference**

The expenses of the Delegate to the International Convention & Education Forum and Canada Divisions' Conference shall be reimbursed as follows:

- registration including optional events, travel, hotel and meals.

The expenses of the Alternate shall be reimbursed as follows:

- registration including optional events and 50% of travel and accommodation expenses at the discretion of the Executive Council.

Taking into account the Chapter's current financial position, to be determined at the Executive Council meeting two (2) months prior to the respective convention or conference or meeting.

The Delegate and Alternate shall submit to the Chapter Treasurer an expense voucher upon return from the applicable event within four (4) weeks.

### **2. Guests**

Guests attending the general membership meetings will be charged an additional fee to cover administrative costs, and for Special Event meetings as declared by the Executive Council.

### **3. Function Confirmation**

Notification of intent to attend chapter events will be signified by a member or non-member faxing, phoning or e-mailing this intention to the designated member of the Program Committee. This indication of attendance will carry with it the responsibility of the member or non-member to pay the stated cost of the meal if the member or non-member does not attend and has not provided the prescribed notice of cancellation. At the discretion of the President, and the Chair of Program Committee, in exceptional circumstances, the member may be exempted from paying the stated cost.

### **4. Annual Meeting**

At the Annual Meeting, a Teller's Committee shall be appointed by the Chair of the Nomination Committee, subject to the approval of the members present, and it shall be responsible for distribution and collection of the ballots and for tallying of votes. The Chair of this Committee shall, before the meeting is adjourned, report the results of the election to the Chair of the Nomination Committee, and she shall then declare the officers of the Chapter duly elected. The President should then entertain a motion to have the ballots destroyed.

## **5. Name Tag**

A member will receive a name tag upon joining IAAP®. The cost of a new name tag for any reason other than the designation of CPS/CAP® will be borne by the member.

## **6. Attendance Record**

The Program Committee shall keep an attendance record of each member at the regular monthly meetings.

## **7. Qualification**

No member shall hold more than one Chapter Office at a time. Any officer who is elected to the International Board of Directors or has accepted an appointment to the Institute for Certification shall automatically cease to be an Officer of this Chapter. No member shall hold a Division Office while serving as a Chapter Officer, except to allow for normal overlap in difference of installation time.

*Standing Rules Adopted:*

*Amended: October 2005, August 2008, April 2009*