



**International Association of
Administrative Professionals®**

**U N I O N
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Greeley, Colorado

#3-21-100

**BYLAWS
AND
STANDING RULES**

REVISED APRIL 2009



International Association of
Administrative Professionals®

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**BYLAWS AND STANDING
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BYLAWS AND STANDING RULES

BYLAWS

ARTICLE I - NAME AND LOCATION

The name of this Chapter shall be UNION COLONY CHAPTER of the International Association of Administrative Professionals[®] ("IAAP[®]"). This chapter is chartered by International Association of Administrative Professionals and affiliated with the Colorado-Wyoming-Montana Division of IAAP.

ARTICLE II - OBJECTIVES

The objectives of IAAP shall be to elevate the standards of all administrative professions and to promote their working relationship with management through continuing education, authorized programs, and publications. The definition of an administrative professional shall be as defined in the IAAP International Bylaws.

ARTICLE III - MEMBERSHIP

Section 1. Classification and Qualifications

There shall be four (4) 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[®]")/Certified Administrative Professional[®] ("CAP[®]") rating; or
2. A teacher who is employed in the teaching of business education.

Except as provided in Article V, Section 2, a Professional member shall have the rights and privileges of full participation in this Chapter for which applicable dues have been paid.

B. A Professional-merited member who:

1. Has been a Professional member for five (5) years at the time of retirement; and
2. Has either attained the age of fifty-five (55) years or received forced work retirement because of physical disability.
3. Is an applicant to the Sandia Retirement Chapter who is a resident of Vista Grande and 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.

Except as provided in Article V, Section 2, a Professional-Merited member shall have the rights and privileges of Professional membership.

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 (4) years. A Student member shall not serve as a Delegate or Alternate at the International or Division levels.

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. Honorary Members

Honorary members who were granted honorary status shall retain this designation.

ARTICLE IV - DUES

Annual dues for this Chapter shall be:

Professional member	\$12.00
Professional-merited member	\$8.00
Student member	\$8.00
Associate member	\$140.00

Members joining must pay Chapter dues upon application to IAAP.

ARTICLE V - OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM, VACANCIES AND DUTIES

Section 1. Officers

The Chapter officers shall be a President, a Vice President, a Secretary, and a Treasurer.

Section 2. Qualifications

- A. A candidate for office, at the time of nomination and election, shall be a member of IAAP in accordance with the IAAP definition of an administrative professional.
- B. No member shall hold more than one (1) Chapter office at a time. No member shall hold a Division office, serve as a Division committee chairman, or serve on an International department or committee while serving as a Chapter officer, except to allow for normal overlap of installation times.
- C. A candidate for the office of President shall have been a member of IAAP for a full year before nomination.

Section 3. Nominations and Election

- A. The Nominating Committee shall consist of a chairman and two (2) members, who shall be elected at the regular Chapter meeting in March of each current Fiscal year. This committee shall carry out the duties prescribed in this Section.
- B. The Nominating Committee shall select one (1) or more candidates for each office, and their names and IAAP background shall be published to the Chapter membership in April of current Fiscal year.
- C. Nominations may also be made from the floor prior to the election and, with the consent of the nominee(s), such nominees shall be added to the list of candidates for office. The nominee shall furnish copies of their IAAP background to the members.
- D. Election of President, Vice President, Secretary, and Treasurer shall be held at the April Chapter meeting of the current Fiscal year and voting 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 by voice vote.
- E. A vacancy occurring among the officer-elect between the time of election and assuming office shall be filled by special election at the next Chapter meeting. Nominations shall be made from the floor and all provisions previously outlined in this Section shall prevail.

Section 4. Term

- A. Officers shall assume office at the close of the fiscal year and shall serve for a term of one (1) year, or until successors are elected and take office.
- B. An officer shall serve no more than two (2) consecutive terms in the same office, or until successors are elected and take office. Six (6) months or more in an office shall be considered one (1) term.

Section 5. Vacancies

- A. A vacancy occurring in any office, except that of President, shall be filled for the unexpired term by a majority vote, at the next scheduled meeting, a quorum being present. In the event of a vacancy in the office of President, the Vice President shall succeed to that office for the unexpired term.
- B. The Board of Directors may, by a majority vote of its membership, remove any officer or committee chairman for neglect of duty which has continued for sixty (60) days. 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 (10) 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 Section 5, A, above.

Section 6. Duties

- A. The President shall:
 - 1. Perform the duties prescribed by these bylaws and by the parliamentary authority adopted by IAAP.
 - 2. Preside at all meetings of the Chapter and the Board of Directors.
 - 3. Subject to the approval of the Chapter membership, appoint the chairmen of all committees, except the Nominating Committee.
 - 4. Have custody of Chapter charter and other official documents.
 - 5. Be bonded with premium paid from chapter funds.
 - 6. Be a member ex officio of all committees except the Nominating Committee.
 - 7. Sign checks drawn on the Chapter's account.
 - 8. Select a Parliamentary Advisor or Parliamentarian.
 - 9. Keep the Division President fully informed on all matters concerning the Chapter.
- B. The Vice President shall:
 - 1. Serve as presiding officer in the absence of the President.
 - 2. Act as Chairman of the Program Committee.
 - 3. In the event of a vacancy in the office of President, succeed to the office for the unexpired term.
 - 4. Perform such other duties as may be assigned by the Board of Directors.

C. The Secretary shall:

1. Keep an accurate record of all Chapter and Board of Directors meetings.
2. Have available at all meetings current copies of the International, Division, and Chapter Bylaws and Standing Rules.
3. Conduct the correspondence of the Chapter in accordance with the direction of the President and/or the Chapter membership, a quorum being present.
4. Perform such other duties as may be assigned by the Board of Directors or the members.

D. The Treasurer shall:

1. Be responsible for all funds of the Chapter and for records of its financial affairs making disbursements only as authorized by the Chapter membership, a quorum being present.
2. Keep a complete and accurate record of the Chapter membership.
3. Pay all approved bills promptly, by check.
4. Sign checks drawn on the Chapter's account.
5. Be bonded with premium paid from chapter funds.
6. Perform such other duties as may be assigned by the Board of Directors or the Chapter membership, a quorum being present.

ARTICLE VI - BOARD OF DIRECTORS

Section 1. Composition

The Board of Directors shall be composed of the officers. The immediate Past President of this Chapter shall be an ex officio member.

Section 2. Duty

It shall be the duty of the Board of Directors to carry out the policies and objectives of IAAP and to conduct the business of the Chapter between regular meetings in accordance with the provision of these Bylaws, any standing rules adopted by the Chapter, and the wishes of the Chapter membership expressed at a scheduled meeting, a quorum being present..

Section 3. Meetings and Quorum

Meetings of the Board of Directors shall be at the call of the President or upon request of a majority of the officers. A majority of the Board shall constitute a quorum. A vote of the majority, providing a quorum is present, shall constitute effective action.

Section 4. Budget

The Board of Directors, with the cooperation of the Committee Chairmen, shall submit an annual budget to the Chapter membership at the September meeting, a quorum being present.

ARTICLE VII - CHAPTER MEETINGS

Section 1. Meetings

- A. Regular meetings of this Chapter shall be held on the second Wednesday of each month with the exception of July or unless otherwise ordered by majority vote of the Chapter membership expressed at a scheduled meeting, a quorum being present or the Board of Directors.
- B. The Annual Meeting of this Chapter shall be the month of May of each year.
- C. Special meetings may be called by the President, by a majority vote of the Board of Directors, or by one-third (1/3) of the Chapter 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.

Section 2. Quorum

Seven members present at any regular meeting shall constitute a quorum.

ARTICLE VIII - REPRESENTATION

Section 1. Delegates and Alternates

- A. The delegate to the International Convention and Division Meeting preferably shall be the President and the alternate preferably shall be the Vice President.
 - B. The delegate shall make a report of the proceedings to the Chapter membership through the newsletter published following the relevant convention, conference, or meeting.
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ARTICLE IX - COMMITTEES

Section 1. Standing Committees

Standing Committees shall be composed of a chairman and such additional members as the chairman so requests, subject to the approval of the Chapter membership expressed at a scheduled meeting, a quorum being present. Appointments shall become effective at the close of the fiscal year for a term of one (1) year. A committee member shall serve no more than two (2) consecutive terms as chairman of a committee.

Section 2. Duties

Standing Committees and their duties are as follows:

- A. The Administrative Professionals Week Committee shall formulate a program to enable the Chapter and its members to derive the greatest possible benefits from Administrative Professionals Week.
 - B. Bylaws and Standing Rules Committee:
 - 1. Shall receive all suggestions for amendments and/or propose amendments to the Bylaws and Standing Rules of this Chapter, prepare them in proper form, and submit them, together with the Committee's recommendations and reasons therefor, for action by the Chapter membership expressed at a scheduled meeting, a quorum being present in accordance with these Bylaws.
 - 2. Shall maintain conformity in Chapter Bylaws and Standing Rules with the International Bylaws and Standing Rules and with the Division Bylaws and Standing Rules.
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3. Shall submit the Chapter Bylaws and Standing Rules and/or amendments thereto to the Division Bylaws and Standing Rules Committee for review.
4. Shall assist the Board of Directors and the Chapter membership in preparing and submitting amendments to the International Bylaws and Standing Rules and/or Division Bylaws and Standing Rules.
5. Shall assist the Board of Directors and the Chapter membership in preparing and submitting Resolutions to the International Bylaws and Standing Rules Committee.
6. Shall review all proposed amendments to International Bylaws and Standing Rules and/or Division Bylaws and Standing Rules and make recommendations to the Board of Directors.

C. Education and CPS/CAP Service Committee

1. Shall stimulate interest and encourage participation in the CPS/CAP Program.
2. Shall bring before the Chapter membership the latest information and methods on secretarial/administrative procedures.
3. Plan educational programs for the benefit of the members.

D. The Membership Committee shall direct all activities of the Chapter concerned with the recruitment and maintenance of Chapter membership; receive and process all applications for Chapter membership; and notify the Chapter membership of all such applications through the Chapter Newsletter.

E. The Newsletter Committee shall prepare and distribute the official publication of this Chapter.

F. The Program Committee shall plan the programs for the year.

G. The Publicity Committee shall publicize Chapter activities through releases to the press and other media.

H. Scholarship Committee:

1. Shall be responsible for obtaining information regarding eligible recipients of scholarships offered by the Chapter, reporting this information to the Board of Directors and membership present at any scheduled meeting of the Chapter.
2. Shall make recommendations on the amount to be given, time for distribution, and what category of the recipient's curriculum shall benefit from the scholarship.
3. Shall receive approval of the Board of Directors and the members present at a scheduled meeting of the Chapter prior to expending the funds.

I. The Ways and Means Committee shall devise and promote projects to raise funds to further the objectives of IAAP and the Chapter.

Section 3. Special Committees

A. Special committees may be appointed when deemed necessary.

Section 4. Responsibility

All committees shall be directly responsible to the Chapter membership and shall submit all plans, prior to execution, to the Chapter membership present at a scheduled meeting.

Section 5. Vacancy

Upon approval of the Board of Directors, the President may declare a committee chairmanship vacant because of nonperformance of duties and appoint a successor.

ARTICLE X - AUDIT

Section 1. Audit Committee and Duties

- A. An audit shall be made of the Chapter financial records by a qualified person or persons appointed by the President. Such audit shall be completed within thirty (30) days of the close of the fiscal year, a written report covering the audit submitted to the Chapter membership at the Chapter meeting following the Audit, and their records transferred to the newly elected Treasurer.
 - B. In the event of a vacancy in the office of Treasurer, an audit shall be made of the Chapter financial records by a qualified person or persons appointed by the President.
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ARTICLE XI - 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 IAAP Retirement Trust Foundation.

ARTICLE XII—PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order Newly Revised shall govern IAAP in all matters of procedure not otherwise covered by the International Bylaws and Standing Rules and/or Division and Chapter Bylaws and Standing Rules.

ARTICLE XIII - AMENDMENTS

Section 1

These Bylaws may be amended by a two-thirds (2/3) vote of the Chapter members present and voting at any regular meeting of the Chapter, a quorum being present, provided the text of the proposed amendments has been submitted to the Chapter membership in writing prior to the meeting date or at the previous regular meeting. An amendment not previously submitted to the Chapter membership may be adopted by a unanimous vote of the Chapter members present and voting, a quorum being present.

Section 2

Automatic grammatical, punctuation, and correlation corrections in these Bylaws, which in no way alter the intent of the respective Bylaw, shall be effected by the Bylaws and Standing Rules Committee, subject to the approval of the Board of Directors.

ARTICLE XIV - ENACTMENT

These Bylaws, and/or amendments thereto, shall become effective at the close of the meeting at which adopted, unless otherwise specified.

Bylaws adopted: November 14, 1990
Revised: May 13, 1993
Approved by Division B&SR Committee:
Amended: January 24, 1994
Approved by Division B&SR Committee: June 1, 1994
Amended: March 8, 1995
Correlated: July 26, 1995 (Amendments adopted at the 1995 PSI Convention)
Amended: May 14, 1997 (Standing Rules Only)
Approved by Division B&SR: June 1, 1998
Correlated: August 5, 1998 (Amendments adopted at the IAAP 1998 International Convention and Education Forum)
Amended: May 12, 1999
Correlated: January 10, 2000 (Changes effective with April 2000 Observance of Administrative Professionals Week formerly Professional Secretaries Week)
Amended: May 10, 2000
Amended: April 11, 2001
Correlated: July 22, 2001 (Amendments adopted at the IAAP 2001 International Convention and Education Forum)
Amended: December 11, 2002
Approved by Division B&SR: June 1, 2002
Amended: March 12, 2003
Correlated: July 24, 2003 (Amendments adopted at the IAAP 2003 International Convention and Education Forum)
Amended: April 14, 2004
Amended: January 8, 2005
Amended: April 12, 2006
Approved by Division B&SR: June 1, 2006
Amended: April 8, 2009



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BYLAWS AND STANDING RULES

STANDING RULES

Standing Rules are related to the details of the administration of a society rather than to parliamentary procedure.

Standing Rules may be:

1. Adopted by a majority vote of the members present at a duly called meeting;
2. Amended or rescinded by a two-thirds vote without notice, or a majority vote with notice; or
3. Suspended for one meeting by a majority vote.

OFFICERS

1. All records pertaining to any office are the property of the Chapter. Each officer, with the exception of the Treasurer, shall, within fourteen (14) days after the end of the term of office, transfer to the successor the files and records of the office. The Treasurer shall, within thirty (30) days following the close of the fiscal year, deliver the books and records of the office to the person or persons appointed to make the audit. Any person vacating office at any time except at the regular expiration of the term of office shall transfer the records of office as directed by the Board of Directors.

COMMITTEES

1. The Bylaws and Standing Rules Committee shall furnish a copy of the Bylaws and Standing Rules to members of the Chapter.
2. All committees shall transfer their files to the President prior to the annual meeting in May.

CHAPTER PROCEDURES

1. On the special occasions when there is a meal, any member who does not cancel their reservation by the deadline date of two (2) days prior to the meeting is required to pay for the meal.
2. The outgoing president shall be presented with some type of recognition not to exceed a cost of \$45.00.
3. All checks will require the signature of either the Treasurer or the President (bonded officer positions).
4. The chapter delegate to the Annual International Convention and the C-W-M Division Annual Meeting shall be reimbursed for the registration fee provided chapter funds allow and the delegate's employer will not pay the fee. If there are not sufficient funds to reimburse the entire registration fee, consideration will be given to reimbursing a portion of the registration fee.

The chapter delegate shall be determined in the order of President, Vice President, Secretary, Treasurer, allowing one event of choice each year. In the event a board member cannot act as chapter delegate, a chapter member in good standing may request to act as delegate and request reimbursement consideration as stated above. If two or more chapter members request to act as delegate as stated above, each must present a three-minute speech "Why I want to be the delegate" to the Chapter membership. A ballot vote will then be taken to determine the chapter delegate.

5. Chapter officers shall be installed at the annual meeting in May.
6. Fundraising profits shall be deposited with 10% to the checking account and 90% to savings.

Amended: May 14, 1997
Amended: May 12, 1999
Amended: May 10, 2000
Amended: April 11, 2001

Amended: April 14, 2004
Amended April 8, 2009