

**Old West Chapter
International Association of Administrative Professionals**

Standing Rules

***Standing Rules* are related to the details of the administration of the Chapter 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 Amended or rescinded by a two-thirds vote without notice, or a majority vote with notice; or**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.**

MEETINGS:

Chapter meetings will be held the third Thursday of each month (except July) at Avanti's Restaurant.

The date, time and location of the Board of Directors' meetings shall be determined by the president and will be open to all Chapter members.

CHAPTER PROCEDURES:

Officers' pins shall be passed on to their respective successors each year. A past president's pin shall be presented to the outgoing president from the Chapter.

The Chapter will provide the meal for the program presenter.

The Chapter will present the program presenter with a token of appreciation.

The annual Chapter retreat will be held the first Saturday in October.

The Chapter will purchase a gift (not to exceed \$30) for the outgoing president which will be presented by the incoming president.

When requested by Division, the Chapter will purchase a ways and means item (not to exceed \$ 10) for the benefit of the Division.

The Chapter will purchase (not to exceed \$30) and present a nameplate for members achieving the CPS/CAP rating.

The Chapter will purchase (not to exceed \$ 10) and present a gift basket for members sitting for the CPS/CAP exam.

The Hospitality Committee will purchase and send cards to member for birthdays, extended illnesses, hospital stays, and bereavement. This committee will be budgeted \$25 a year for cards and postage.

When funds are advanced to any member for the purpose of carrying on the business of the Chapter, an itemized report in writing shall be submitted to the Board of Directors within thirty (30) days after the completion of the activity; such report will be placed on file with the Treasurer.

Regarding the Annual Division Meeting the Chapter will budget \$50 maximum per person for living expenses, semi-private rooms, and other convention expenses providing funds are available.

Disbursements of funds shall be authorized by the Chapter at the May meeting. In the event a

member's company or organization bears some or all expenses associated with the Meeting, Chapter support will be reduced proportionately.

In the event the President cannot attend the Annual International Convention, the Chapter will appoint another Chapter representative, preferably a Chapter officer. This representative shall be reimbursed for expenses incurred to include a registration fee, transportation, and lodging as long as funds are available. A per diem not to exceed \$30 will be allowed. In the event a representative's company or organization bears some or all expenses associated with the Convention, Chapter support will be reduced proportionately.

The Chapter president will ensure that all Division and International documents are submitted in a timely manner as required.

FINANCIAL:

The incoming Board will develop a budget for the year and present it to the Chapter by the September meeting.

An annual audit report will be presented to the Chapter by the August meeting.

The president, vice-president, secretary, and treasurer shall be signatory on the Chapter checking account.

Adopted: October 16, 1997

Amended: March 19, 1998

Amended: May 15, 2008