



## GAINESVILLE CHAPTER BYLAWS

### Article I - Name and Location

The name of this chapter shall be the Gainesville Chapter of International Association of Administrative Professionals® (IAAP®). It shall be located in Gainesville, Florida.

### Article II - Dues

#### 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.

#### B. Dues

Annual dues for this Chapter shall be:

Professional member:	\$20.00
Professional-Merited Member:	\$5.00
Student Member	\$4.00
Associate Member:	\$(Amount set by International Board of Directors)

### Article III - Officers, Qualifications, Nomination and Election, Term, Duties, and Vacancies

#### Section 1. Officers

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

#### Section 2. Qualifications

- A. A candidate for office shall display a desire to hold said office at the time of nomination.
- B. A candidate for the office of President and President-elect shall have held prior office.

#### Section 3. Nomination and Election

- A. By vote, the Committee on Nominations shall submit to the members a slate of one or more candidates for each office.
- B. Nominations may also be made from the floor prior to the election.
- C. Officers shall be elected by ballot at the Annual Meeting, except if there is but one candidate for each office, the officers may be elected viva voce.

#### Section 4. Term of Office

- A. The term of office shall coincide with the fiscal year for IAAP, July 1 through June 30.
- B. The President and President-Elect shall serve one (1) term only. Other officers shall serve no more than two (2) consecutive terms in the same office.

#### 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. Keep the Division President fully informed on all matters concerning the Chapter.
6. Sign checks in the absence of the Treasurer.
7. Be bonded with premiums paid from Chapter funds.
8. Serve as a non-voting ex officio member of the Board of Directors at the end of his/her term of office.

B. The President-elect shall:

1. In the absence of the President, serve as presiding officer of meetings of the Chapter or of the Board of Directors.
2. In the event of a vacancy in the office of the President, succeed to the office for the unexpired term.
3. Be a member ex officio of all committees except the Committee on Nominations.
4. Automatically fill the Office of President in the year following current term.
5. Assist the Vice President with work described in Section C, points 3 and 4.

C. The Vice President Shall:

1. In the absence of the President and President-elect, serve as presiding officer of meetings of the Chapter or of the Board of Directors.
2. In the event of a vacancy in the office of the President and President-elect, succeed to the office for the unexpired term.
3. Chair the Chapter Mentoring program and conduct orientations for new Chapter members.

4. Serve as Coordinator between the Chapter and Florida Division for the Division Achievement Awards.
5. Serve as the Chapter coordinator for the yearly Employer of the Year (EOTY) and Member of the Year (MOTY) awards.
6. Perform such other duties as may be assigned by the Board of Directors.

D. The Secretary shall:

1. Be responsible for the minutes of all Chapter and Board of Directors meetings.
2. Be responsible for maintaining Chapter correspondence.
3. Serve as Chapter Historian.
4. Give written evidence of the Annual and the Special Meetings as required in Article VI, Sections I and II.
5. Perform such other duties as may be assigned by the Board of Directors

E. The Treasurer shall:

1. Be responsible for all funds of the Chapter and for the records of its financial affairs.
2. Keep a complete and accurate record of chapter membership.
3. Be bonded with premiums paid from Chapter funds.
4. Work closely with all committee chairs with regard to income and expenses of the Chapter.
5. Perform such other duties as may be assigned by the Board of Directors

## Section 6. Vacancies

In the event of a vacancy in the office of the President, the President-elect shall succeed to that office for the unexpired term and shall continue in the office of President for the following year. The office of President-elect shall remain vacant until the next regular election. In the event of a vacancy in the office of President-elect, the office shall remain vacant until the next regular election. In the event of vacancies in the office of both President and President-elect, the Vice President shall succeed to the office of President for the unexpired term. In addition, the individual shall be eligible to seek reelection to the office of President for the following year. A vacancy in any other office shall be filled for the unexpired term by appointment from the membership of the Chapter by the Chapter Board of Directors.

## Article IV - Board of Directors

### Section 1. Composition

The Board of Directors for this Chapter shall be the officers of this Chapter.

Ex officio non-voting members of the Board of Directors shall include all past Presidents and current Committee Chair.

### Section 2. Meetings

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

### Section 3. Quorum

The quorum for any meetings of the Board of Directors shall be a majority.

## Article V - Committees

### Section 1. Standing Committees

Standing Committees shall be composed of a chair and one or more members. Appointments shall become effective at the close of the Annual Meeting for a term of one year.

### Section 2. Duties

Standing Committees and their duties are as follows:

#### A. The Bylaws and Standing Rules Committee:

1. Shall maintain conformity in Chapter Bylaws and Standing Rules with the International Bylaws and Standing Rules and the Division Bylaws and Standing Rules.
2. May propose amendments and resolutions.
3. Shall edit/correlate all proposed amendments to the Bylaws and Standing Rules of the Chapter and submit them together with the committee's recommendations and the reasons for the recommendations to the membership in accordance with these Bylaws.
4. Shall submit Chapter Bylaws and Standing Rules and/or amendments thereto to the Division Bylaws and Standing Rules Committee for approval at least every two years.
5. Shall assist the Board of Directors 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 on behalf of the Chapter.

#### B. The Committee on Nominations composed of two members appointed by the Chapter President at the April chapter meeting:

1. Shall submit to the members a slate of one or more candidates for each office at the May Chapter meeting.
2. This Committee on Nominations shall carry out the duties as outlined in Article III, Section 3 above.

#### C. A Finance Committee composed of the Treasurer and two other members:

1. Shall be appointed by the President after each Annual Meeting.

2. It shall be the duty of this committee to prepare a budget for the fiscal year, beginning the 1st day of July, and to submit it to the Chapter at its regular meeting in July.
  3. The Finance Committee may, from time to time, submit supplements to the budget for the current fiscal year.
- D. An Auditing Committee composed of two members:
1. Shall be appointed by the Chapter President at the May chapter meeting.
  2. Shall audit the Treasurer's accounts at the close of the fiscal year and provide a report to the Board of Directors within 30 days, to be presented by the Board of Directors to the membership at the following Chapter meeting.
- E. The Certification Committee shall educate and promote the Certified Professional Secretary® (CPS®) and Certified Administrative Professional® (CAP®) programs to Chapter members and the community.
- F. The Community Service Committee shall inform members of, and encourage and motivate member participation in, all community service projects of the Chapter.
- G. The Hospitality Committee shall coordinate meals and meeting locations for all monthly Chapter meetings.
- H. The Membership Committee shall coordinate and plan incentives for membership recruitment and maintain records on Chapter members and potential members.
- I. The Newsletter Committee and its Web Site Subcommittee shall obtain submissions from all Chapter committees, as well as Division, District and International news to provide in monthly Chapter newsletters. To maintain the Chapter Web site with up-to-date information and distribute an

electronic version of the Chapter newsletter.

- J. The Programs Committee shall select educational topics and obtain speakers for professional development programs presented at monthly Chapter meetings.
- K. The Public Relations Committee shall promote and publicize all Chapter events and member accomplishments.
- L. The Seminars/Special Events Committee shall plan and carry out seminars and special events throughout the year promoting the Chapter and IAAP, and to generate funds to support the Chapter and its activities.
- M. The Ways and Means Committee shall plan and carry out fundraising projects to support the financial needs of the Chapter.

### Section 3. Special Committees

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

### Section 4. Responsibilities of Committee Chair:

- A. All committee chairs shall serve as a non-voting ex officio member of the Board of Directors and attend the monthly Board Meetings or provide a written report to the Chapter President no later than one day prior to the meeting.
- B. Each committee chair shall prepare a written set of goals and objectives to be submitted to the Chapter President at the August Board Meeting. These goals and objectives shall be reviewed and revised by each committee chair and submitted to the Chapter President at the January Board Meeting.
- C. All committees shall be directly responsible to the Board of Directors and shall submit all plans, prior to execution, to the Board of Directors for approval. Each committee chair is responsible for keeping the Chapter President and any other officer, including the Committee's Board Contact or

relevant committee chair, current on all committee activities by copying him or her on all correspondence written on behalf of or in representation of the Chapter.

## **Article VI - Meetings**

### Section 1. Regular and Annual Chapter Meetings

- A. Regular meetings of this Chapter shall be held on the second Tuesday of each month, unless otherwise ordered by majority vote of the membership or the Board of Directors.
- B. The regular meeting on the second Tuesday in June shall be the Chapter's Annual Meeting.

### 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, providing notice specifying the principal business of the meeting is given to all members at least 15 days prior to the date of the Special Meeting.

### Section 3. Business of Annual Meetings

The business of Annual Meetings will be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

A delegate and alternate of the Chapter to the International Convention and the Division Annual Meeting shall be the immediate past President and immediate past President-elect, respectively. In the event that one or both of the above are unable to attend, then the delegate and/or alternate shall be filled by the immediate past Vice-President.

### Section 4. Quorum

A Quorum for any meeting shall be 20% of the Chapter membership.

## **Article VII - Audit**

### Section 1. Audit

An audit shall be made of the Chapter's financial records by a qualified person or persons

appointed by the Board of Directors. Such audits shall be completed within thirty days of the close of the fiscal year, a written report covering the audit submitted to the Board of Directors, and the records transferred immediately to the incumbent Treasurer.

### Section 2. In the Event of a Vacancy

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 person or persons 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 VIII - Dissolution**

In the event of dissolution, abandonment, or termination of the Chapter, no income, contributions, 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 IX - Amendments**

### Section 1. Bylaws

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

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

### Section 2. Standing Rules

- 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:
1. By a majority vote, provided the proposed amendments shall have been mailed to the members at least ten days prior to the meeting date or have been read at the previous regular meeting.
  2. 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 Bylaws or Standing Rule, shall be effected by the Bylaws and Standing Rules Committee, subject to the approval of the Board of Directors.

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.

Adopted:	<u>2/8/88</u>
Revised:	<u>11/28/2000</u>
Amended:	<u>5/9/88</u>
Amended	<u>2/11/91</u>

Approved by Florida Division	<u>6/10/92</u>
Amended:	<u>2/09/93</u>
Approved by Florida Division	<u>4/20/94</u>
Amended:	<u>1/11/00</u>
Approved by Florida Division	<u>1/11/00</u>
Amended:	<u>5/11/04</u>
Approved by Florida Division:	<u>6/11/04</u>
Amended:	<u>3/11/08</u>
Approved by Florida Division:	<u>3/14/08</u>
Approved by Florida Division:	<u>4/2/10</u>



## GAINESVILLE CHAPTER STANDING RULES

1. Outgoing officers will pay for the replacement of their pin if it is not available to pass on to the incoming officer.
2. The Chapter will purchase a plaque each year, to be presented to the outgoing president at the Chapter Annual Meeting.
3. The Nancy Devore Award for perfect attendance at chapter meetings will be awarded at the June meeting. *Nancy Devore, a member in the mid-1980s, demonstrated preservation and history of the chapter, and her memory is commemorated through this perfect attendance award.*
4. The Gloria LaBove Community Service Award will be given at the June meeting to the deserving member promoting community services. *Gloria LaBove was also a member in the 1980s, and her memory is herewith commemorated.*
5. A member who fails to notify the designated member of the cancellation of reserved meal for a Chapter meeting by the deadline stated shall pay for the cost of the meal.
6. Each member will pay a \$1 fine for not wearing his or her membership pin to a regular meeting.
7. A fundraiser will be designated each year, the proceeds of which will be used to pay for a Chapter delegate to attend the IAAP International Convention.
  - a) Expenses to be paid by the Gainesville Chapter are limited to
    - i) Full registration as set by International.
    - ii) All transportation costs related to travel to and from the convention.
    - iii) Hotel accommodations for the duration of the convention.
- b) Since said International Convention is recognizing the accomplishments of the previous term, the delegate attending the International Convention on Chapter funds, shall be the immediate past President, President-elect, Vice President, Secretary, or Treasurer, respectively.
- c) The Chapter delegate is encouraged to ask his or her employer to assist with expenses, and to seek a roommate to defray the costs of hotel accommodations. The delegate or alternate shall provide a written report at the Chapter meeting following the International, District or Division meeting.
8. A fundraiser will be designated each year, the proceeds of which shall be donated to the Retirement Trust Foundation in the name of the Gainesville Chapter of IAAP.
9. A fundraiser will be designated each year, the proceeds of which shall be designated to pay for the annual cost of a storage unit, with any additional funds to be donated to the International Headquarters Building Fund in the name of the Gainesville Chapter of IAAP.
10. The Chapter Scrapbook Subcommittee shall be allotted \$150 per year to cover the expenses of putting together a Chapter scrapbook. Following the Annual Division Meeting, the Chapter Scrapbook shall be given to that year's presiding Chapter President.
11. The Chapter shall provide the funds earned from the Administrative Professionals Week® seminar to maintain a scholarship fund. The amount provided for this scholarship fund shall not exceed \$1,000 annually. Any remaining profits shall go toward Chapter upkeep. To encourage membership and participation, the scholarship fund recipient will receive a one year membership in the Gainesville Chapter. The membership dues for Florida Division and Headquarters will be paid by the Gainesville Chapter. A Runner-up scholarship winner will



## GAINESVILLE CHAPTER STANDING RULES

also be designated, in case the first chosen winner cannot accept the award, or does not continue classes.

12. Members passing all parts of the CPS® and/or CAP® Exam and earning the CPS and/or CAP designation are entitled to one free Gainesville Chapter of IAAP-sponsored seminar, not to exceed \$75.
13. To encourage Student Membership, the student fees for Chapter dues will be waived. Likewise, the Florida Student Division Fee will be paid by the Chapter. Thus, the Student need only pay the yearly membership dues charged by Headquarters.
14. Prior written approval is required from the President and Treasurer for all purchases made on behalf of the Chapter. Said, written approval must be presented along with receipts when submitting to the Treasurer for reimbursement.

Adopted: 6/09/92  
Approved by Florida Division: 6/10/92  
Revised: 6/10/97  
Amended: 1/11/00  
Approved by Florida Division: 1/11/00  
Amended: 5/11/04  
Approved by Florida Division: 6/11/04  
Amended: 3/23/06  
Approved by Florida Division: 4/14/06  
Amended: 3/11/08  
Approved by Florida Division: 3/14/08  
Approved by Florida Division: 4/2/10