

**International Association of Administrative Professionals  
Illinois Division  
Bylaws and Standing Rules  
Revised April 2009**

**BYLAWS**

**ARTICLE I – NAME AND LOCATION**

The name of this Division shall be IAAP® of Illinois, Inc.\*

**\*Note:** Use of incorporated name is for legal and fiduciary purposes only. The use of “Illinois Division of IAAP®” or Illinois Division IAAP®” may continue to be used for promotion of events, marketing and publicity purposes.

**ARTICLE II – MEMBERSHIP AND DUES**

**Section 1. 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 except they may not serve as delegates or alternates at Annual or Special Meetings.

**Section 2. Dues.**

A. Annual

- 1. Professional Member..... \$15.00
- 2. Professional-Merited Member..... 8.00
- 3. Student Member.....7.00
- 4. Associate Member..... \*
- 5. Division Member at Large (DMAL) – Professional .....25.00
- 6. DMAL – Professional-Merited ..... 15.00
- 7. DMAL – Student..... 7.00

\* Amount set by International Board of Directors.

B. Division dues for new members received by the Chapter Treasurer shall be forwarded to the Division treasurer within 30 days after receipt, and the Chapter’s failure to fulfill the requirements hereof shall be the responsibility of the Chapter.

**ARTICLE III – OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM AND DUTIES**

**Section 1. Officers.** The Division Officers shall be: President, President-Elect, Vice President, Secretary, and Treasurer.

**Section 2. Qualifications.**

- A. A candidate for office shall have been a Professional member of IAAP for not less than three years; a Professional Member of this Division for at least one year prior to the time of nomination, shall have served as a Chapter Officer and shall be employed in accordance with the IAAP definition of an administrative professional.
- B. A candidate for the Office of President or President-Elect shall have served as an officer of this Division for at least one full term prior to the time of election.
- C. No member shall hold office in any Chapter, except to allow for normal overlap in difference of installation time, while serving as a Division officer. No officer shall hold more than one Division office at a time. No officer shall serve on an International Committee while serving as a Division officer.
- D. Candidates shall be registered to attend that Division Meeting at which such member is a candidate for office.

### **Section 3. Nomination and Election.**

- A. The Committee on Nominations shall consist of a Chairman and two members and shall carry out the duties prescribed in this Section.
- B. By November 1, the Committee on Nominations shall notify and furnish detailed information to all Chapter Presidents and Division Members at Large that names and qualifications for Division office must be submitted no later than February 1.
- C. Any Chapter, by vote of its membership, may nominate any of its Professional members or any Professional Division Member at Large as a candidate for Division office as follows:
  - 1. Name, address and Chapter or Division affiliation of the candidate.
  - 2. Candidate's qualifications and educational, professional and IAAP background.
  - 3. That the candidate is employed in accordance with the IAAP definition of an administrative professional.
- D. Nominations may also be made from the floor at the Annual Meeting, by a candidate's Chapter Delegate, or if no chapter affiliation, the Division Member-at-Large Delegate, or if none, any Chapter Delegate, provided that, at least two weeks prior to the Annual Meeting, the qualifications and supporting documents have been submitted to the Committee on Nominations for approval. Nominations from the floor must receive two seconds.
- E. By March 1, the Committee on Nominations shall notify the Division officers, Chapters and Division Members at Large of the name and qualifications of all candidates eligible for each Division office.
- F. Officers shall be elected at the Annual Meeting by a majority vote of ballots cast by the authorized Delegates.
- G. No more than two officers shall be elected from a Chapter and no more than two Division Members-at-Large shall be elected.
- H. In the event no candidate receives a majority vote on the first ballot, all but the two highest for such office shall be eliminated and the balloting continued until an election is completed.
- I. Promotional literature, materials or campaign publicity of any type concerning a candidate for Division office other than a letter from a Chapter President announcing a Chapter's intent to nominate from the floor at the Annual Meeting a candidate for a specific office, shall be limited to the Annual Meeting Friday night Open House.

### **Section 4. Term.**

- A. The term of office shall coincide with the fiscal year of IAAP – July 1 through June 30 – or until such time as successors have been elected and take office.
- B. The President and President-Elect shall serve one term only, except as provided in Section 8 of this Article. Other officers shall serve no more than two consecutive terms in the same office. Six months or more in an office shall be considered one term.

**Section 5. Duties.** Division 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 a parliamentarian and the chairmen and members of all committees.
  - 3. Be a member ex officio of all committees except the Committee on Nominations and the Tellers Committee.
  - 4. Call meetings of the Board of Directors whenever such meetings are necessary.

5. Countersign all checks except for checks made payable to the President, which are to be signed by the Treasurer and countersigned by the President-Elect. Sign all checks payable to the Treasurer.
6. Keep the International Director of the District fully informed on all matters concerning the Division.

B. The *President-Elect* shall:

1. Assist the President in all ways.
2. Assume the duties and powers of the Presidency in the absence of the President.
3. In the event of a vacancy in the office of President, succeed to the office for the unexpired term.
4. Countersign all checks in the absence of the President and all checks made payable to the President or the Treasurer.
5. Serve as General Chairman of the Annual Meeting, acting in this capacity as liaison between the Board of Directors and the Host Chapter.
6. Perform such other duties as may be assigned by the Board of Directors.

C. The *Vice President* shall:

1. Assist the President and President-Elect in all ways.
2. Assume the duties and powers of the Presidency in the absence of the President and President-Elect.
3. Succeed to the office of President in the event of vacancies in the offices of President and President-Elect.
4. Be responsible for compiling and editing all *Illinois Division Newsletters*.
5. Serve as General Chairman of the Professional Enrichment Program, acting in this capacity as liaison between the Board of Directors and the Host Chapter.
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 Division and Board of Directors meetings and for interim minutes based on Board of Directors decisions.
2. Furnish minutes of Board of Directors meetings to all Division officers within two weeks of said meeting.
3. Record the business portion of Annual and Special meetings and distribute copies as follows by August 31:
  - a. All Chapters within the Division.
  - b. All Division officers.
  - c. The International Director, Great Lakes District.
4. Conduct the general correspondence of the Division in accordance with the direction of the President and/or the Board of Directors.
5. Notify all Committee chairmen and members of their appointments.
6. Distribute all *Illinois Division Newsletters* by email or duplicating and mailing hard copies as necessary.
7. Keep the *Illinois Division Chapter Resource Manual* up to date.
8. Preserve in permanent file all records of value.
9. 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 Division and for the records of its financial affairs.
2. Have custody of all Division funds, making disbursements promptly as authorized only by specific action or by a budget adopted and administered by the Board of Directors, the checks to be signed by the Board of Directors, the checks to be signed by the Treasurer and countersigned by the President, except for checks made payable to the Treasurer, which are to be signed by the President and countersigned by the President-Elect.
3. Keep a complete and accurate record of Chapter members and Division Members at Large within the Division.
4. Prepare a monthly written financial report and distribute a copy to each member of the Board of Directors.
5. Render an interim written financial report at the Annual Meeting, covering the period July 1 through the end of the month preceding the Annual Meeting.
6. Prepare an annual financial report for the period July 1 through June 30, which shall be attached to and made a part of all copies of the Annual Meeting minutes.
7. Prepare a budget to guide the Board of Directors in all expenditures of Division funds, subject to the approval of the Board of Directors, and prepare a quarterly report of budget versus actual expenses to date for each member of the Board of Directors.
8. Perform such other duties as may be assigned by the Board of Directors.

**Section 6. Bond.** The offices of President, President-Elect and Treasurer shall be bonded in an amount to be determined by the Board of Directors, the premium to be paid from Division funds.

**Section 7. Reports.** At the Annual Meeting Division officers shall submit a complete written report of activities during their respective terms of office, supplying sufficient copies for distribution to all registrants at the Annual Meeting.

**Section 8. Vacancies.**

A. In the event of a vacancy in the office of:

1. President. The President-Elect shall succeed to the office for the unexpired term and shall continue in the Office of President for the following term.
2. President-Elect. The Vice President shall fill the unexpired term as Acting President-Elect and shall not automatically succeed to the Office of President for the following term.
3. Both President and President-Elect. The Vice President shall succeed to the Office of President for the unexpired term and shall be eligible to seek election to the Office of President for the following term, at which time both a President and President-Elect shall be elected.
4. Vice President, Secretary or Treasurer. The Board of Directors shall appoint a qualified member to fill the unexpired term of the respective office.

B. All records pertaining to any office are property of the Division. Each officer, with the exception of the Treasurer, shall within two weeks after the end of the term of office, transfer to the successor the files and records of that office. The Treasurer shall, within 45 days of the end of the fiscal year, deliver the books and records of that office for the purpose of audit. Any person, except the Treasurer, vacating office at any time, except at the regular expiration of the term of office, shall transfer the records of office to the successor within two weeks. Should the Treasurer vacate that office before the expiration of the term, the individual shall, within two weeks, transfer the records of that office for the purpose of audit.

## **ARTICLE IV – BOARD OF DIRECTORS**

The Board of Directors shall be the governing body on all matters between Annual or Special Meetings, other than amending the Bylaws.

**Section 1. Composition.** The Division officers shall constitute the Board of Directors. The Board of Directors may transact business in person or by any communications medium. For adoption, any business shall require a majority vote of the Board of Directors.

### **Section 2. Duties.**

- A. Verify and approve all expenses subject to reimbursement.
- B. Arrange for an annual audit of the financial records of the Division, the results of which shall be published in the official reports of the Annual Meeting.
- C. Be responsible for publication of the *Illinois Division Newsletter*.
- D. Establish individual Chapter and Committee Board Contacts at the meeting following the Annual Meeting, with distribution of these contacts being made as evenly and geographically as possible among the then current Board of Directors.
- E. Be responsible for the issuance of the *Illinois Division Chapter Resource Manual*.
- F. Prepare and keep up to date Board Policies, a copy of which shall be furnished to each member of the Board of Directors.
- G. Authorize expenses and/or trips by any officer, committee member or the Parliamentarian whenever deemed necessary to the welfare of the Division.
- H. During the International Convention may arrange for a hospitality room and/or reception to accommodate special Illinois Division functions, if approved, with the expense paid by the Division.
- I. By a three-fourths vote of its membership, may remove any officer or committee chairman or member for misconduct or neglect of duty. The Board of Directors shall request the resignation of such officer or committee chairman or member from the respective office or committee. If such resignation is not received by the Board of Directors within two weeks after such resignation has been requested, the Board of Directors is empowered to and shall thereupon declare such position vacant, and the vacancy shall be filled in accordance with the provisions of Article III, Section 8, of these Bylaws.

### **Section 3. Meetings.**

- A. The Board of Directors shall meet at least six times each year as follows:
  - 1 Immediately after adjournment of the Annual Meeting at which such officers are elected.
  - 2 In the summer, immediately preceding and preferably at the site of the Professional Enrichment Program.
  - 3 In the fall, with the Host Chapter of the next Annual Meeting, preferably at the site of the Annual Meeting.
  - 4 In the winter, preferably in January, at a convenient site to be selected by the Board of Directors, with the Host Chapter President and Coordinator(s) of the next Annual Meeting.
  - 5 In the spring, preferably in March with the Host Chapter of the next Professional Enrichment Program, preferably at the site of the next Professional Enrichment Program.
  - 6 Immediately preceding the Annual Meeting at the site of the meeting.
- B. Interim meetings shall be at the call of the President or a majority of the Board of Directors.

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

## ARTICLE V – COMMITTEES

**Section 1. Composition.** Standing Committees shall be composed of a chairman and at least two members, preferably from different Chapters within the Division or from among the Division Members at Large, unless otherwise specified.

### Section 2. Duties.

- A. The *Bylaws and Standing Rules Committee*:
- 1 Shall maintain conformity in Division Bylaws and Standing Rules within the International Bylaws and Standing Rules.
  - 2 Shall notify Chapters of the February 10 deadline for submitting proposed amendments to the Division Bylaws and Standing Rules. Amendments are to be submitted to the chairman and each member of the Bylaws and Standing Rules Committee and the Board Contact.
  - 3 May propose amendments and resolutions.
  - 4 Shall edit and/or correlate all proposed amendments to the Bylaws and Standing Rules of the Division and shall submit them, together with the committee's recommendations and the reasons for the recommendations, to the Board of Directors, Chapters and Division Members at Large at least 45 days prior to the Annual Meeting.
  - 5 May submit Division Bylaws and Standing Rules and/or amendments to the International Bylaws and Standing Rules Committee for review.
  - 6 Shall review Chapter Bylaws and Standing Rules on request.
  - 7 Shall assist the Board of Directors in preparing and submitting amendments to the International Bylaws and Standing Rules and resolutions to the International Bylaws and Standing Rules Committee on behalf of the Division.
  - 8 Shall be responsible for presentation of Division Standing Rules for ratification at the Annual Meeting as required by these Bylaws.
  - 9 Shall be responsible for distribution of approved amendments and/or revisions to the Division Bylaws and Standing Rules to Chapters and Division Members at Large as instructed by the Board of Directors.
- B. The *Committee on Nominations* shall be appointed and confirmed by August 1. This committee shall approve and release the names and qualifications of the candidates eligible for Division office in accordance with the provisions of Article III of these Bylaws and shall prepare the official ballots for use of the Tellers Committee at the Annual meeting.
- C. The *Certification Committee* shall promote the CPS and CAP examinations, develop interest in the programs, implement educational projects within the Division, and be responsible for the planning and presentation of an Illinois Division seminar, if such seminar is held.
- D. The *Finance Committee* shall be composed of a chair and at least two other members. The members of this committee may be from the same Chapter or locality but shall not be from the same Chapter as the Treasurer. The Finance Committee may assist in the preparation of the Illinois Division Budget; aid in various ways to increase the Illinois Division treasury; perform the duties of the Illinois Division Treasurer in an emergency; a member of this Committee may be appointed to assume the position of Treasurer if there is a vacancy. The chair of this committee will be copied on all financial statement of conditions of the Division and perform other duties as assigned.
- E. The *Membership Committee* shall assist existing Chapters within the Division in maintaining and increasing membership and be responsible for processing membership inquiries directed to it by the President.
- F. The *New Chapter Builder Committee* is responsible for identifying potential new Chapters within the Division and for facilitating the formation of those Chapters.

- G. The *Scholarship Committee* seeks and selects qualified Division members to receive educational scholarships.
- H. The *Webmaster* works with the Illinois Division Board of Directors to design and maintain a web site that represents IAAP's and the Division's objectives.
- I. The *Retirement Trust Foundation Committee* shall promote the purpose of the IAAP Retirement Trust Foundation ("the Trust"). The duties of the committee shall include, but not be limited to: increasing the visibility of the Trust within the Division membership; educating members about the Trust and its programs; organizing fundraising efforts and events at Division meetings; and assisting Chapters in their promotional efforts during "Trust Month".
- J. The *Division Members at Large Committee* shall serve as a liaison between the Illinois Division Board of Directors and all Members at Large registered with the Division.

### **Section 3. Responsibility.**

- A. All committees shall be directly responsible to the Board of Directors and shall submit all plans, prior to execution, through the Board Contact to the Board of Directors for approval.
- B. All Standing Committees shall:
  - 1. Serve for one year from the time of appointment or until a new committee chair is appointed.
  - 2. Supply material for publication in the *Illinois Division Newsletter* and *Illinois Division Chapter Resource Manual* as requested by their Division Board Contacts.
  - 3. Prepare programs and reports and/or participate in Division Meetings and the Professional Enrichment Program when requested by the Board of Directors.
- C. The chairman of each committee shall submit a written annual report and supply sufficient copies for distribution to all registrants at the Annual meeting.
- D. Within two weeks after the conclusion of their appointment, all committees shall transfer their files and records to their successors as directed by the Board of Directors.

## **ARTICLE VI – MEETINGS**

### **Section 1. Annual or Special Meetings.**

- A. Scheduling.
  - 1. This Division shall hold an Annual Meeting in the spring of each year, the exact time and place to be selected two years in advance of each meeting by a majority vote of the Delegates at the Annual meeting.
  - 2. Any Chapter bidding for an Annual meeting shall notify the President, in writing, of intent to bid by March 15, such bid to include detailed information on and confirmation of meeting site.
  - 3. If any Annual meeting cannot be held at the time and place chosen, the Board of Directors shall, within 60 days of notification, designate the time and place it shall be held and notify the Chapters within the Division of the decision.
  - 4. In the event no bids are received, the Board of Directors shall, by November 1, designate the time and place at which the meeting shall be held and notify the Chapters within the Division of the decision.
  - 5. In the event of an emergency, when the holding of the Annual Meeting is made impractical, then all powers, functions and duties of the Annual Meeting shall be and are hereby vested in the Chapters of the Division and shall be performed and decided by mail in such manner as the Board of Directors may prescribe.
  - 6. The Board of Directors shall meet with the Host Chapter of the next Annual meeting during the fall Board Meeting and with the Host Chapter President and Coordinator(s) during the winter Board Meeting. Detailed plans for the Annual Meeting shall be reviewed and approved by the Board of Directors. The Division shall have the right to deposit to the

Division treasury any excess in receipts and shall have the responsibility to meet any deficit.

- 7 Special Meetings may be called by the Board of Directors or by one-third of the Chapters of the Division whenever deemed necessary to the welfare of the Division, provided notice specifying the principal business of the meeting is given at least 30 days prior to the date of the Special Meeting.
- B. Notification. The Board of Directors shall be responsible for notifying all Chapters and Division Members at Large concerning time and place of each Annual Meeting at least three calendar months prior to the scheduled date.
- C. Representation.
- 1 The voting membership of Annual and Special meetings shall be exercised through:
    - a. Division officers present at the Annual or Special Meeting.
    - b. Properly accredited Chapter Delegates present at the Annual or Special Meeting. Each Chapter shall be entitled to select from its Professional or Professional-Merited membership one Delegate and one Alternate.
    - c. A duly elected Division Member at Large present at the Annual or Special meeting. Division Members at Large assembled preceding the opening of the Annual or Special Meeting shall be entitled to select from their Professional or Professional-Merited membership one Delegate to represent them at the Annual or Special meeting, provided there are at least three Professional or Professional-Merited Division Members at Large in attendance.
    - d. Duly authorized proxy for those Chapters that do not have a Delegate in attendance and for Division officers not in attendance.
      - 1) A proxy may be granted to a Division officer or Chapter Delegate.
      - 2) Proxy voting shall be limited to the election of Division officers.
      - 3) A written proxy authorized by a Chapter and executed by its President and Secretary shall be processed by the Division Secretary no later than 15 calendar days prior to the date of the Annual Meeting. The proxy for the Division officer shall be executed by the Division President and Secretary no later than 15 calendar days prior to the date of the Annual Meeting.
      - 4) In an emergency situation causing a Chapter Delegate, who does not have an Alternate, to leave the Annual meeting prior to the election, a written proxy may be authorized by the Division President and officially executed through the Sergeant at Arms.
      - 5) The proxy form is to be provided to each Division Officer and Chapter in the Division by the Division Secretary no less than 60 days prior to the Annual Meeting.
  - 2 No member shall vote in more than one capacity.
  - 3 The Division may be represented at the International Convention.
    - a. The Delegate shall be the President.
    - b. The Board of Directors may select one of its members as the Alternate.
    - c. If the Delegate cannot attend, the Alternate shall become the Delegate.
- D. Business.
- 1 Any Division Committee Chairman or respective representative who is required to make an official report at the Annual or Special Meeting shall be a member of the meeting for the purpose of reporting and moving adoption of such report, but shall not have voting privileges unless a Delegate.

- 2 Officers shall be installed at the Annual meeting.
  - 3 The immediate past President and incumbent President shall approve and sign the minutes of Annual and Special Meetings.
- E. Quorum. A quorum for any Annual or Special Meeting shall be a majority of the accredited Delegates from the elected Division Officers, Chapters and the Division Members at Large.

### **Section 2. Professional Enrichment Program.**

- A. The Division may hold a Professional Enrichment Program on a weekend in the late summer or early fall, the format (seminar or retreat) to be determined by the Chapter bidding to host the meeting.
- B. Any Chapter bidding for the Professional Enrichment Program shall notify the President, in writing, of intent to bid by March 15, such bid to include detailed information on and confirmation of meeting site.
- C. If any Professional Enrichment Program cannot be held at the time and place chosen, the Board of Directors shall, within 60 days of notification, designate the time and place at which it shall be held and notify the Chapters within the Division of the decision.
- D. In the event no bids are received for the Professional Enrichment Program, the Board of Directors may, by November 1, designate the time and place at which it will be held and notify the Chapters within the Division of the decision.
- E. Board of Directors may meet with the Host Chapter of the next Professional Enrichment Program during the spring Board Meeting, preferably at the site of the Professional Enrichment Program. The proposed budget and detailed plans for the Professional Enrichment Program shall be reviewed and approved by the Board of Directors. The Division shall have the right to deposit to the Division treasury any excess in receipts and shall have the responsibility to meet any deficit.

## **ARTICLE VII – AUDIT**

**Section 1. Yearly Audit.** An audit shall be made of the Division financial records by a qualified person or persons appointed by the Board of Directors. Such audit shall be completed within 45 days after receipt of the records, a written report covering the audit submitted to the Board of Directors, and the records transferred to the incumbent Treasurer.

**Section 2. Vacancy Audit.** In the event of a vacancy in the office of Treasurer, an audit shall be made of the Division financial records by a qualified person or persons appointed by the Board of Directors. Such audit shall be completed within 30 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 – PARLIAMENTARIAN**

A Parliamentarian shall be appointed by the President, with the approval of the Board of Directors, to be present and act as Parliamentarian for all Annual and Special Meetings, and to assist the Board of Directors in other parliamentary matters.

## **ARTICLE IX – DISSOLUTION**

In the event of dissolution, abandonment or termination of the present administrative or geographical structure of the Division, no income, contribution or other revenue, or funds shall inure to the benefit of any individual or non-IAAP affiliated group; and any and all assets then possessed by the Division, after current indebtedness has been paid, shall go and be delivered forthwith to all Illinois Division Chapters on a current membership pro-rata basis. Following distribution of all funds, all Division records and property shall be surrendered to IAAP.

## **ARTICLE X – AMENDMENTS**

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

- A. At any Annual or Special meeting by a two-thirds vote, provided copies of the proposed amendments shall have been mailed to all Chapters and Division Members at Large at least 45 days prior to the meeting.
- B. At any Annual or Special Meeting by a four-fifths vote, provided copies of the proposed amendments shall have been distributed to the Delegates, Division officers and Chairman of the Bylaws and Standing Rules Committee at least one session of the meeting prior to taking the vote.
- C. By unanimous vote, if not distributed previously as required in A and B of this Section.
- D. By a referendum of the Chapters and Board of Directors. A referendum may be ordered by a two-thirds vote of the Board of Directors or by a majority vote of the Chapters. An affirmative vote of the majority of the Chapters and Board of Directors shall be necessary for adoption.

**Section 2. Standing Rules.** Standing Rules may be adopted, amended or rescinded at any Annual or Special Meeting by any of the following methods:

- A. By majority vote, provided copies of the proposed amendments shall have been mailed to all Chapters and Division members at Large at least 45 days prior to the meeting.
- B. By a two-thirds vote, provided copies of the proposed amendments shall have been distributed to the Delegates, Division officers and Chairman of the Bylaws and Standing Rules Committee at least one session of the meeting prior to taking the vote.
- C. By a four-fifths vote, if not distributed previously as required in A and B of this Section.
- D. Standing Rules may be adopted or amended by the Board of Directors between Annual meetings, provided that, at the time of adoption, notice is sent to each Chapter and Division Member at Large. Such Standing Rules shall be in effect until the next Annual meeting, at which time they must either be rescinded by the Board of Directors or presented at the Annual meeting for ratification. When ratified, they shall remain in force until rescinded or otherwise disposed of at an Annual Meeting.

**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 Board of Directors.

**Section 4. Enactment.** These Bylaws and Standing Rules and/or amendments thereto shall become effective upon adoption at the Annual or Special Meeting, unless otherwise specified.

## **STANDING RULES**

### **1. Membership Rosters**

- a. Each Chapter shall, by June 30 of each year, send (electronically or by hard copy) to the President a complete and accurate roster of Chapter membership as of June 1, and shall notify the President of any changes that occur during the year.
- b. The Board of Directors shall, by means of revised pages of the *Division Chapter Resource Manual*, furnish one copy of a roster of Division and Chapter officers, Division standing and special committees and members, and other Division personnel to each Chapter President, Division Member at Large, and Division Committee Chairmen each year, and shall notify such persons of any changes which occur during the year.

### **2. Expenses**

- a. The expense of the Delegate to the International Convention shall be reimbursed for actual and necessary expense incurred, to include registration fee, transportation, one-half the cost of hotel room based on double occupancy (if occupied by more than two persons reimbursement will be in proportion to number of occupants), and per diem not to exceed \$75 per day, if funds are available.

- b. The expense of the Alternate to the International Convention shall be reimbursed to the extent of registration fee only, if funds are available.
- c. All Division officers attending Annual, Special and Board of Directors Meetings shall be reimbursed for actual and necessary expense to include registration fee, transportation not to exceed current Internal Revenue Service guidelines per mile, one-half the cost of hotel room based on double occupancy (if occupied by more than two persons reimbursement will be in proportion to number of occupants), and per diem expense not to exceed \$75 per day, if funds are available.
- d. Division officers shall be reimbursed for actual and necessary expense incurred in making one official visit to each of their respective Chapter contacts and one additional visit to install chapter officers, attend chapter IMPACT meetings, chapter special events/seminars/presentations etc., to include transportation not to exceed current Internal Revenue Service guidelines per mile, and per diem expense not to exceed \$75 per day, if funds are available.
- e. Tolls, tips and parking fees for all authorized travel by the Board of Directors will be reimbursed, if funds are available.
- f. With Board of Directors approval, Board Contacts will be reimbursed for actual and necessary expense in connection with Division committee work.
- g. The following expenses may be waived:
  - 1) Registration fees for Annual Meeting Host Chapter Coordinator(s).
  - 2) Registration fees for Professional Enrichment Program Host Chapter Coordinator(s).
  - 3) Registration fees for Division Coordinator and committee chairmen for actual and necessary expense in connection with Division Committee work, if funds are available.
  - 4) Registration fee for IAAP members participating as speakers in a Division function approved by the Board of Directors.
  - 5) Registration fee, per diem and travel expense of the President for any Division-sponsored event that may require the President's attendance.
- h. Anyone requesting reimbursement for expenses for any activity shall present an itemized account of expenses, with substantiating vouchers, to the Treasurer for reimbursement within 30 days after incurring the expense.

### **3. Annual Meeting.**

- a. At the Annual Meeting a Tellers Committee shall be appointed by the President, no member of which shall be a current Division officer, candidate for office, Delegate or Alternate. This committee shall be responsible for distributing and collecting ballots and for tallying votes. After all votes are cast and the vote is tallied, the Chairman of the Tellers Committee shall report the results of the balloting to the assembly, and the President shall then declare the results of balloting.
- b. CPS and CAP recipients certified the previous year who register for and attend the Annual Meeting shall receive certificates of appreciation, purchased from Annual meeting funds and presented by the Certification Committee chairman.
- c. The retiring President shall be presented with a token of appreciation from the Division, the cost of which shall not exceed \$100 and which shall be purchased from Division funds by the President-Elect.
- d. Officers, other than the President, retiring from the Board of Directors, shall be presented with Past Division Officer pins and framed certificates of appreciation from the Division, which shall be purchased from Division funds by the President-Elect.

- 4. Distribution Guidelines.** Distribution releases from any source within the Division shall be determined by the Board of Directors, unless otherwise specified in the Illinois Division Bylaws and Standing Rules.
- a. Division Level. Between any Division officer or committee chairman and/or member and Headquarters, any International officer or department or committee chairman and/or member: A copy shall be sent to the Division President, Division Board Contact, and Chapter President where a Chapter is involved.
  - b. Chapter Level. Between any Chapter officer or committee chairman and/or member and any Division officer or committee chairman and/or member or to Headquarters, any International officer.