

INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS®
Sacramento Chapter

BYLAWS

ARTICLE I – NAME

The name of this Chapter shall be **Sacramento Chapter, International Association of Administrative Professionals® (IAAP®)**. It shall be located in Sacramento, California.

ARTICLE II – MEMBERSHIP AND DUES

- a. There shall be four classifications of membership as provided in the International Bylaws Article VI. Associate Members shall have the rights and privileges of Professional Members.
- b. Annual dues for this Chapter shall be:

Professional Member	\$22.00
Professional-Merited Member	\$11.00
Student Member	\$11.00
Associate Member	Set by International Board
- c. Members who have not paid annual Chapter dues shall be suspended from membership in the Chapter.

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

Section 1. Officers

- a. The Chapter Officers shall be President, First Vice President, Second Vice President, Secretary, and Treasurer, and shall serve as the Board of Directors (“Board”).
- b. When necessary and approved by a majority of members present at a Chapter meeting, positions may be shared.

Section 2. Qualifications

- a. A candidate for office shall have been a member of this Chapter as of December 31 immediately preceding time of installation. A candidate for the office of President shall have preferably served as an Officer of this Chapter for one year prior to election. Exceptions to candidate qualifications may be approved by a majority vote of members present at a Chapter meeting.
- b. No member shall hold more than one Chapter Office at a time. No member shall hold an elected Division or International Office while serving as a Chapter Officer, except where unavoidable overlap occurs due to installation dates.

Section 3. Nomination and Election

- a. At the March Chapter meeting, the Nominating Committee shall submit to the membership a slate of one or more candidates for each office, and shall present the name, qualifications, and IAAP background of each candidate. This information shall be provided to non-attendees by mail or e-mail within the next five working days.
- b. At the April Chapter meeting, nominations may also be made from the floor 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. Nominations from the floor must receive two seconds.

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- c. A majority vote of the members present and voting at the April Chapter meeting shall be required for election, which shall be by ballot, except that, if there is but one candidate for each office, the slate of officers may be elected *viva voce*.
- d. 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. If the vote remains a tie after a third ballot, the election shall be decided by lot, as defined by the current Board.
- e. A vacancy occurring among the Officers-elect in the interim between the time of election and installation shall be filled by a special election at the next Chapter meeting. Nominations shall be made from the floor with the consent of the nominee, and all provisions previously outlined in Article III, Section 3.b. & c., shall prevail.

Section 4. Term of Office

- a. Officers shall be installed at the May Chapter meeting for their term of office, which begins July 1 of the current year and ends June 30 of the following year.
- b. Officers shall serve no more than two consecutive terms in the same office.
- c. Officers serving six months or more in any office shall have served one term.

Section 5. Duties

All Chapter Officers shall be obligated to uphold and represent the interests of IAAP and the profession as a whole. All Chapter Officers shall be familiar with the International, Division, and Chapter Bylaws and Standing Rules.

- a. The President shall:
 - (1) Perform the duties prescribed by the Chapter Bylaws and Standing Rules and by the Parliamentary Authority adopted by IAAP.
 - (2) Preside at all regular monthly meetings of the Chapter and the Board.
 - (3) Call meetings of the Board whenever such meetings are necessary.
 - (4) Appoint all Chairs of Standing and Special Committees, subject to approval of the Board, unless otherwise specified.
 - (5) Be a member *ex officio* of all committees except the Nominating and Financial Review committee.
 - (6) Prepare and present at monthly meetings reports of correspondence received by the Chapter. All such correspondence shall then be forwarded to and maintained by the Secretary.
 - (7) Make every effort to participate in meetings and other functions of IAAP in addition to the Chapter meetings and other functions of the Chapter.
 - (8) Be bonded, and may sign checks drawn on the Chapter's funds.
 - (9) Keep the Division Board Contact fully informed on all matters concerning the Chapter.
- b. The First Vice President shall:
 - (1) In the absence of the President, serve as presiding Officer of the meetings of the Chapter or the Board. Be alert to the activities of the Chapter and IAAP and generally be adequately prepared to serve as presiding Officer.
 - (2) In the event of a vacancy in the office of President, succeed to the office for the unexpired term.
 - (3) Chair the Membership Committee.

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- (4) Be bonded, and may sign checks drawn on the Chapter's funds.
 - (5) Act as an official host of the Chapter at its meetings and other functions by greeting and making guests welcome and introducing guests to the general membership.
 - (6) Maintain at all times an accurate and current log of the Chapter membership, noting the type and effective date of membership held by each member listed.
 - (7) Distribute, no later than the September Chapter meeting, a current roster to the membership and inform the members of any changes thereafter.
 - (8) Perform such other duties as may be assigned by the President or the Board.
- c. The Second Vice President shall:
- (1) In the absence of both the President and First Vice President, serve as presiding Officer.
 - (2) In the event of a vacancy in the office of President and First Vice President, succeed to the office for the unexpired term.
 - (3) Chair the Program Committee and the Mailing List Committee.
 - (4) Prepare and maintain a master calendar of Chapter meeting programs and submit to the Chapter President no later than August 1.
 - (5) Perform such other duties as may be assigned by the President or the Board.
- d. The Secretary shall:
- (1) Keep an accurate record of all Chapter and Board meetings in a permanent file.
 - (2) Have custody of the Chapter Charter and other official documents.
 - (3) Have available up-to-date copies of the International, Division, and Chapter Bylaws and Standing Rules at all meetings.
 - (4) Maintain a file on all correspondence received by the Chapter.
 - (5) Conduct the general correspondence of the Chapter as directed by the President, the Board, and/or the membership.
 - (6) Prepare and maintain a master calendar of Chapter meetings and events and submit to the Chapter President no later than August 1.
 - (7) Give written notice to members of the Annual and all special meetings at the direction of the President or the Board, as further described in Article VI, Section 2.
 - (8) Perform such other duties as may be assigned by the President or the Board.
- e. The Treasurer shall:
- (1) Have custody of all Chapter funds, making disbursements only as authorized by the Chapter, either by specific action or by adoption of a budget to be administered by the Board. Maintain the bank accounts at the existing banking institution, unless authorized by the Board.
 - (2) Be bonded in an amount prescribed by the Board, the premium to be paid by the Chapter in conjunction with the group rates obtained by IAAP headquarters.
 - (3) Ensure all approved bills are paid promptly by check signed by any of the following: Treasurer, President, or First Vice President.
 - (4) Keep the financial records on a current basis and submit a written financial report, including the budget and year-to-date income and expenditures, at each Chapter meeting. Written copies of the report shall be distributed to the membership at the Chapter Annual Meeting.
 - (5) Submit Chapter financial records for review to the Financial Review Committee no later than July 15.
 - (6) Chair the Ways and Means Committee.
 - (7) Perform such other duties as may be assigned by the President or the Board.

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Section 6. Vacancy

- a. In the event of a vacancy in the office of President, the First Vice President shall succeed to the office for the unexpired term. The office of First Vice President shall remain vacant until the next regular election. A vacancy in any other office may be filled for the unexpired term as appointed by the Board.
- b. Any Officer unable to perform the duties of the office for any reason whatsoever for a period of thirty days shall submit a resignation in writing to the Board. In the event the Board determines that any Officer has failed to perform their duties for a period of at least thirty days, then the Board shall request the resignation of such Officer.
- c. If the resignation is not received within ten days after being requested, the Board shall declare the office vacant and shall fill it in accordance with Paragraph a of this section.
- d. Any Officer, with the exception of the Treasurer, vacating office before the expiration of the term, shall transfer all records of that office as instructed by the Board. Should the Treasurer vacate office before expiration of the term, the records of that office shall be transferred immediately for purposes of financial review in accordance with the provisions of Article V, Section 2.f.(4) of these Bylaws.
- e. The Chair of a committee may be declared vacant by the Board due to nonperformance of duties. Such vacancy shall be filled through appointment by the President, subject to the approval of the Board.

ARTICLE IV – BOARD OF DIRECTORS

Section 1. Composition

The Board shall be composed of the Officers of this Chapter.

Section 2. Duties

It shall be the duty of the Board to carry out the policies and objectives of IAAP and to conduct the business of the Chapter between regular meetings, including entering into contracts and agreements. The Board may delegate the authority to enter into contracts and agreements as outlined in these Bylaws.

Section 3. Meetings

- a. Special meetings of the Board shall be called by the President whenever deemed necessary or upon request of a majority of the members of the Board.
- b. The retiring Board shall meet with the incoming Board prior to the beginning of the new term of office. By that time, all records pertaining to each office shall be transferred to the appropriate incoming Officer, with the exception of the financial records that are to be transmitted to the Financial Review Committee. At this meeting, the Board-appointed member of the Financial Review Committee shall be selected as described in Article V, Section 2.f.(2).

Section 4. Quorum

The quorum for any meeting of the Board shall be a simple majority.

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ARTICLE V – COMMITTEES

Section 1. Standing Committees

Standing Committees, with the exception of the Financial Review Committee and the Nominating Committee, shall be composed of Chapter members, who shall serve for the fiscal year.

Section 2. Duties of Standing Committees

Standing Committees and their duties are as follows:

- a. The Membership Committee:
 - (1) Shall be chaired by the First Vice President as prescribed in Article III, Section 5.b.(3).
 - (2) Shall make arrangements for welcoming new members into the Chapter.

- b. The Program Committee:
 - (1) Shall be chaired by the Second Vice President as prescribed in Article III, Section 5.c.(3).
 - (2) Shall make arrangements for programs at Chapter meetings.
 - (3) Shall make arrangements for a meeting place for Chapter meetings.

- c. The Mailing List Committee:
 - (1) Shall be chaired by the Second Vice President as prescribed in Article III, Section 5.c.(3).
 - (2) Shall prepare and maintain mailing lists for Chapter use only in publicizing Chapter events and activities and provide to Committee Chairs upon request.

- d. The Ways and Means Committee:
 - (1) Shall be chaired by the Treasurer as prescribed in Article III, Section 5.e.(6).
 - (2) Shall coordinate the Chapter's fundraising efforts.
 - (3) Shall keep accurate accounts of fundraising projects.
 - (4) Shall submit a final report of each fundraising project to the members as described in Standing Rule No. 11.d.

- e. The Bylaws and Standing Rules Committee:
 - (1) Shall maintain conformity in Chapter Bylaws and Standing Rules with the International and the Division Bylaws and Standing Rules.
 - (2) May propose amendments and resolutions to Chapter, Division, or International Bylaws and Standing Rules.
 - (3) Shall submit Chapter Bylaws and Standing Rules, or amendments thereto, to the Division Bylaws and Standing Rules Committee for review.
 - (4) Shall assist the Board in preparing and submitting amendments to the International or Division Bylaws and Standing Rules and resolutions to the International Bylaws and Standing Rules Committee on behalf of the Chapter.

- f. The Financial Review Committee shall:
 - (1) Be in place on or before July 15.
 - (2) Consist of one Board-appointed and two membership-elected Chapter members who are not outgoing or incoming Officers. The first meeting of the Committee shall be called by the Board-appointed member.
 - (3) Conduct an annual review of the financial records. The findings shall be reported at the August Chapter meeting, and the reviewed records shall be delivered to the incumbent Treasurer at that time.
 - (4) In the event of a vacancy in the office of Treasurer, a qualified person or persons appointed by the Board shall conduct a financial review of the financial records. Such financial review shall be completed within thirty days after receipt of the records. The

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findings shall be reported at the next Chapter meeting and, at that time, the reviewed records shall be delivered to the newly appointed Treasurer.

- g. The Nominating Committee shall:
 - (1) Consist of a minimum of two membership-elected members who are not current Chapter Officers.
 - (2) Carry out the duties prescribed in Article III, Section 3.a.

Section 3. Special Committees

When deemed necessary, Special Committees may be appointed by the President, subject to the approval of the Board.

Section 4. Duties of Special Committees

- a. The Education Committee shall stimulate interest and encourage participation in certification programs, educational seminars, and IAAP Student Chapters to reflect the IAAP objective and a high degree of administrative professionalism.
- b. The Communications Committee shall prepare and distribute information by means of a newsletter, email, or website. This committee shall make said information available to members who do not have internet access.
- c. The Publicity Committee shall publicize the activities of the Chapter through press releases to the press and other media.
- d. The Speakers Bureau Committee shall make presentations regarding IAAP, certification programs, and related IAAP subjects.
- e. The Administrative Professionals Week® (APW®) Committee shall plan, prepare, and promote interest in this annual event, with emphasis on education and self-development, using International's theme when possible.
- f. The Community Service Committee shall coordinate areas of community involvement in which the Chapter may participate.

Section 5. Responsibilities of Committees

- a. All Committees, except the Nominating Committee, shall be directly responsible to the Board. All plans shall be submitted to the Board prior to execution for approval. Status reports may be given at Chapter meetings at the discretion of the Board. Committees shall advise other committees of activities, as appropriate.
- b. All records of each committee shall be transferred to the newly appointed Chair on or before the July Chapter meeting, or to the Board in the event there is no current Chair.
- c. All retiring committee Chairs shall serve as advisors to their respective successors, if feasible.

Section 6. Limitations

When authorized by the Board, the Chairs of committees may enter into contracts and agreements with providers of facilities, services, or products.

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ARTICLE VI – MEETINGS

Section 1. Regular and Annual Meetings

- a. Regular Chapter meetings shall be held monthly, unless otherwise directed by the Board or majority of members attending a previous Chapter meeting.
- b. The April meeting each year shall be the Annual Meeting, celebrating the Chapter's Charter.
- c. Officers shall be installed at the May meeting.

Section 2. Special Meetings

Special meetings may be called by the President, by a majority of the Board, or by one-third of the membership, provided notice specifying the principal business of the meeting is given to all members at least seven days prior to the date of the special meeting.

Section 3. Quorum

- a. A quorum for any meeting shall be fifteen percent of the Chapter membership.
- b. A quorum being present, a vote of the majority of the members present and voting at any regular, annual, or special meeting shall constitute effective action, except as stipulated in Article IX, Amendments.

ARTICLE VII – FINANCIAL REVIEW

Section 1. Annual Review and Report

- a. The Financial Review Committee shall conduct an annual review of financial records of the Chapter. The review shall be completed within thirty days of the close of the fiscal year, and a written report submitted to the Board.
- b. The findings of the financial review shall be reported to the members and the reviewed records delivered to the incumbent Treasurer as outlined in Article V, Section 2.f.(3).

Section 2. Special Financial Review

- a. In the event of a vacancy in the office of Treasurer, a financial review by the Financial Review Committee shall be made of the Chapter's financial records for the period during which the Treasurer served before vacating the office.
- b. The financial review shall be completed within thirty days after receipt of the records, a written report submitted to the Board, the findings reported at the next Chapter meeting, and the reviewed records delivered to the newly appointed Treasurer.

ARTICLE VIII - 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 be delivered to IAAP California Division, Inc., for the purpose of new chapter development.

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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 of members present and voting, provided the proposed amendments shall have been provided to the members at least ten days prior to the meeting date or have been read at the previous regular meeting; or
- b. By unanimous vote of the members present, if not distributed previously as described in Article IX, Section 1.a.

Section 2. Standing Rules

Standing Rules may be adopted, amended, or rescinded by a majority vote of the members present without prior notice being given.

Section 3. Corrections

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

Section 4. Enactment

These Bylaws and Standing Rules and amendments thereto shall become effective upon adjournment at the meeting at which adopted, unless otherwise specified.

Chartered April ____, 1956
Original Date of Adoption: Unknown
Revised 1987 and Amended Oct. 5, 1989
Amended January 9, 1992
Amended April 15, 1999
Amended April 12, 2001
Amended April 10, 2003
Revised April 8, 2004
Revised August 29, 2006
Adopted October 10, 2006

Approved by R&B of California Division: Nov. 13, 1989
Approved by B&SR of California Division: May 4, 1992

Reviewed by B&SR of California Division: May 30, 2003

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STANDING RULES

1. Selection of Representatives

- a. The delegate to the California Division Meeting shall be the incoming President, and the alternate shall be the incoming First Vice President. The delegate to the International Convention shall be the current President, and the alternate shall be the current First Vice President.
- b. If neither can serve as delegate or alternate, another Officer shall be selected. In the event no Officer of the Chapter can serve, a delegate/alternate shall be selected by vote of the membership or, in an emergency, by appointment through the Board.

2. Report(s) of Representatives

After attending the California Division Meeting and/or International Convention, the delegate or alternate shall prepare and present a report to the membership no later than thirty days from the date of return.

3. Reimbursement of Representatives

- a. The delegate and alternate to the California Division Meeting or International Convention may be reimbursed for actual, necessary, and reasonable expenses incurred. These expenses may include registration fees, travel by automobile (not to exceed current IRS guidelines) or air (least expensive), and lodging. An itemized account of expenses (including original receipts) must be submitted to the Chapter Treasurer within thirty days of the event.
- b. The delegate and alternate to a California Division Meeting or International Convention may be advanced funds for the cost of transportation, registration fees, and/or lodging. An itemized account of expenses (including original receipts) must be submitted to the Chapter Treasurer within thirty days of the event. Any funds advanced prior to travel that exceed the actual expenses must be returned at that time.
- c. Reimbursement shall not exceed authorized budget allowances, and may be shared by the delegate and alternate if both attend.

4. Membership

- a. Applications for new membership in any category shall be submitted to the Membership Chair.
- b. A Professional Member wishing to be designated a Professional-Merited Member must submit such request to the Chapter Treasurer upon qualifying for this status, and at least two months before the member's anniversary billing date.
- c. A resigning member shall be required to return all Chapter files and/or property prior to acceptance of that member's resignation.

5. Budget

- a. Incumbent Committee Chairs shall develop a budget for the upcoming year and submit such budget to the Board no later than the May Board meeting.

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- b. The retiring Board and the incoming Board shall develop, from the committee budgets and other appropriate sources, a Chapter budget for presentation to the Chapter membership at the June Chapter meeting.
 - c. The incoming Board shall implement comments received at the June Chapter meeting and develop a second draft budget for adoption at the July meeting. If no comments or suggestions are received at the June meeting, the budget may be immediately adopted by a majority vote of members present.
6. Dinner Reservations and Fees
 - a. Dinner meeting fees shall be \$20 per meeting for Professional Members and guests and \$16.50 for Professional Merited Members. The Chapter shall pay the dinner meeting fees for non-member program presenters.
 - b. If a member or guest is unable to honor a dinner reservation or a restaurant exercises the guaranteed reservation option, the member or guest may be billed, at the discretion of the Board.
 - c. Individuals attending for the program only shall pay a fee of \$10.00 for the program.
7. Refunds

Refunds on registrations, tickets and similar advance payments will be made by the Chapter only upon written request, subject to cancellation fees, deadlines, and specific event limitations.
8. Collections and Disbursements for Chapter Events
 - a. All monies collected by a Committee or individual on behalf of the Chapter shall be delivered to the Treasurer for deposit within five days of collection. The Treasurer shall deposit such receipts in a timely manner.
 - b. All bills incurred for a Chapter event must be submitted to the Chapter Treasurer for payment no later than the next Chapter meeting immediately following the activity involved.
 - d. No member shall have authority to expend or obligate Chapter funds without the prior approval of the Board.
9. Emblematic Pins and Badges
 - a. At the time of installation, each new Officer shall be presented with a title pin designating their office.
 - b. The retiring President shall be presented with a Past President's pin or other suitable article of IAAP jewelry of comparable value.
 - c. Members may purchase name badges through the Membership Chair.
10. IAAP Student Chapters

The Chapter may sponsor an IAAP Student Chapter program through a fundraising activity to be used for the benefit of IAAP Student Chapter member(s) or to provide a scholarship(s).

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11. Guidelines for Fundraising Activities

- a. All proposed fundraising activities shall be reviewed by the Board, must be self-supporting, and must further the objectives of IAAP and the Chapter. Activities must be approved by the membership, and member participation shall be voluntary.
- b. A subcommittee may be formed and a Chair appointed by the Board to conduct an approved fundraising activity. This Committee will be dissolved when the activity is completed.
- c. All income and expenses for said activity will be submitted to the Chapter Treasurer (Chair of Ways and Means Committee) as detailed in Standing Rule 8.a.
- d. A written report of the activity, including financial details, shall be submitted at the Chapter meeting following the close of the activity.

12. Check Approval

When an invoice or request for check is presented for payment, the Treasurer (or other authorized signatory) shall notify in writing the other two authorized signatories, describing the type of request, the purpose of the expenditure, and the number and date of the proposed check. At least one other check signatory shall provide written approval prior to the issuance of said check. Hard copy documentation of the notice and the approval shall be attached to the appropriate records.

Original Date of Adoption: Unknown
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