



**Jacksonville-Onslow-Lejeune
(JOL) NC Chapter**

**International Association of
Administrative Professionals®**

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“Lighting the pathways for professional growth”

Bylaws

Standing Rules

Procedures

Jacksonville-Onslow-Lejeune (JOL) Chapter



**International Association of
Administrative Professionals®**

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Membership procedures shall be as follows:

- Application
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- Transfer from Chapter
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**Chapter Bylaws of the
Jacksonville-Onslow-Lejeune, NC Chapter
International Association of Administrative Professionals®**

Article I - Name and Location

The name of this Chapter shall be the Jacksonville-Onslow-Lejeune referred to as the JOL, NC Chapter of International Association of Administrative Professionals®. It shall be located in Jacksonville, North Carolina.

Article II – Membership and Dues

Membership Classifications and Annual Chapter Dues shall be:

1. Annual chapter dues shall be:
 - A. Professional member \$ 15.00
 - B. Professional-merited member 7.50
 - C. Student member 7.50
 - D. Associate Member \$*

*Amount set by International Board of Directors

2. Chapter dues of any member transferring in or out of this chapter to another chapter or Division Member-at-Large shall be prorated on a monthly basis.

Article III - Officers, Qualifications, Nomination, Election and Annual Meeting, Term and Duties

Section 1. Officers

- A. The chapter officers shall be a President, Vice President, Secretary and a Treasurer.

Section 2. Qualifications

- A. A candidate for office shall have been a member of the JOL Chapter, to include those members transferred from another IAAP® Chapter, for at least one year prior to the time of taking office.
- B. A candidate for the office of President shall have served as an officer of this Chapter at least one full year prior to the time of taking office.
- C. No member shall hold more than one chapter office at one time. No member shall hold a Division office while serving as a chapter officer, except to allow for normal overlap in difference of installation time.

Section 3. Nomination, Election and Annual Meeting

- A. The Committee on Nominations is a temporary committee for the purpose of electing new officers. The Committee on Nominations shall consist of a chairman and two members who shall be elected by the membership at the regular chapter meeting in March. This committee shall carry out the duties prescribed in the Chapter Bylaws, Article III.
- B. By April, the Nominating Committee shall submit to the membership a slate of one or more candidates for each office.
- C. While it is encouraged and preferred that nominations are submitted prior to the April meeting, nominations may also be made from the floor at the April meeting. Such nominees shall be entered on the slate, provided they meet qualifications and have consented to the nomination.

- D. At the annual meeting **of members in May (at which time new officers will be voted upon)**, a Teller's Committee shall be appointed by the President. The Committee shall be responsible for distributing and collecting the ballots, tallying the vote, and reporting the results. After the vote is counted, the Chairman shall report the results of the election to the membership, and the President shall then declare the new officers duly elected.
- E. A majority vote of the members present at the annual meeting shall be required for election which shall be by ballot, except if there is but one candidate for each office, the officers may be elected viva voce (voice vote).
- F. In the event that 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 a vote remains a tie after the second ballot, the election shall be decided by lot.
- G. A vacancy occurring among the officers-elect between the time of election and installation 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 of Office

- A. Officers shall assume office following their installation and shall serve for a term of one year, or until their successors are elected and take office. Exception: The term of the Treasurer shall begin on July 1 and continue through June 30.
- B. The President and President-Elect may serve more than one term, but they shall not be consecutive terms. Other officers, Vice-President, Secretary, Treasurer, shall serve no more than two 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. Preside at all meetings of the Chapter and the Board of Directors;
 2. Subject to the approval of the Board of Directors, appoint the chairmen and members of all standing and special committees unless otherwise specified;
 3. Be a member ex officio of all committees except the Nominating Committee;
 4. Endeavor to serve the entire Chapter in a strictly impartial manner;
 5. Be familiar with the International Bylaws and Standing Rules, Division and Chapter Bylaws and Standing Rules;
 6. Keep the membership informed as to IAAP® official communications;
 7. Keep the Division President fully informed on all matters concerning the Chapter;
 8. Register signature for authorization to sign checks;
 9. Be bonded and the premium be paid from chapter funds;
 10. Perform other duties incident to the office of President prescribed in these Bylaws and by the Parliamentary Authority adopted by IAAP®.

B. The Vice President 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 the President succeed to the office for the unexpired term.
4. Serve as Director over the Standing Committees and maintain an open line of communication with those committees and report updates to the President.
5. In the absence of the Secretary, the Vice-President will assume that role.
6. If the Vice President is acting in the stead of the President he/she will appoint another officer/member to take minutes at Chapter meetings.
7. Submit to the Board of Directors by the June/July Board Meeting a list of all committees and special appointees for the next fiscal year, unless otherwise specified.
8. Perform such other duties as may be assigned by the Board of Directors or the Chapter.

C. The Secretary shall:

1. Keep an attendance record of each member and an accurate roster of the membership as furnished by the Treasurer.
2. Keep an accurate record of all Chapter and Board of Directors' meetings;
3. Have available at all meetings, up-to-date copies of the International Bylaws and Standing Rules, and Division and Chapter Bylaws and Standing Rules;
4. Give written notice of all meetings, as directed by the President;
5. Conduct the correspondence of the chapter in accordance with the direction of the President and/or Board of Directors;
6. Following the installation of officers, file the names and address of the President and Secretary with the local Chamber of Commerce, Onslow County Tourism and keep such information up-to-date throughout the year;
7. Maintain a supply of IAAP[®] literature and stationery.
8. Perform such other duties as may be assigned by the Board of Directors or the Chapter.

D. 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 of Directors;
2. Be bonded and the premium paid from funds;
3. Pay all approved bills promptly. Treasurer has authority to sign all checks for an amount less than \$100. A check requisition is required for all reimbursements and the President must sign requisitions for reimbursements over \$100.
4. Keep the books on a current basis and make a monthly report to the Board of Directors;
5. Prepare a quarterly financial report for distribution to the Board of Directors;
6. Prepare a detailed report for presentation at the Chapter's annual meeting;
7. Prepare a detailed report for the period of the term of office;
8. Perform such other duties as may be assigned by the Board of Directors or the Chapter.

Section 6. Vacancy

- A. If a vacancy occurs in the office of President, the Vice President shall succeed to that office for the unexpired term. If a vacancy occurs in any other office during the **first 90 days** of the fiscal year shall be filled by a majority vote of the membership.
- B. If a vacancy occurs in any office **after the first 90 days** of the fiscal year, except that of the President, shall be filled for the unexpired term by a majority vote, taken by ballot, of the Board of Directors. If a vacancy occurs in the office of President, Vice-President shall succeed to that office for the unexpired term and be eligible to seek reelection to the office of President the following year.
- C. Any officer unable to perform the duties of the office for any reason whatsoever for a period of 60 days shall submit a resignation in writing to the Board of Directors. In the event the Board of Directors determines in its sole judgment that any officer has failed to perform the duties of the respective office for a period of at least 60 days immediately prior to taking of such vote, 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 30 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 this section.
- D. All records pertaining to any office are property of the Chapter and must be transferred as directed by the Board of Directors within 15 days by the person vacating the office for any reason whatsoever.

Article IV - Board of Directors

Section 1. Composition

The Board of Directors shall be composed of the officers and the immediate past president of the Chapter.

Section 2. Duties

The Board of Directors shall supervise the affairs of the Chapter in accordance with the provision of these Bylaws and Standing Rules and the wishes of the membership.

- A. The Board of Directors may transact business in person, by postal mail, courier service, electronic communication, or by conference call. For adoption, any business shall require a majority vote of the Board of Directors.
- B. The Board of Directors may, by a three-fourths vote of its membership, remove any officer or committee chair for misconduct or neglect of duty. 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 days after such resignation has been requested, the Board of Directors is empowered to and shall be filled in accordance with the provisions of Article III.6

Section 3. Meetings

- A. Regular meetings of the Board of Directors shall be held on a date and time designated by vote of the Board of Directors. Special meetings may be called by the President or a majority of the Board of Directors.
- B. All meetings of the Board of Directors shall be open to the entire membership; however, only members of the Board shall have a vote.

Section 4. Quorum

A majority of the Board of Directors shall constitute a quorum for any meeting and a vote of the majority of those present and voting, a quorum being present, shall constitute effective action.

Article V - Committees

Section 1. Standing Committees

Standing Committees shall be composed of a Chairman and one (1) or more members who shall be appointed by the President, subject to the approval of the Board of Directors, for a term of one year, beginning July 1 through June 30.

Section 2. Duties

- A. *Budget Committee* shall accept committee budget requests for use in preparing the yearly budget for approval by the Board of Directors.
- B. *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 this Chapter and submit them together with the committee's recommendation and the reasons for the recommendation to the membership in accordance with these Bylaws.
 - 4. May submit Chapter Bylaws and Standing Rules and/or amendments thereto the Division Bylaws and Standing Rules Committee for review.
 - 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.
- C. *CPS/CAP Service and Education Committee* shall bring before the Chapter the latest information and methods on secretarial procedures and shall plan educational study sessions and programs for the benefit of all members. This committee shall also stimulate interest and encourage participation in the CPS/CAP program. This committee shall plan the recognition and present the CPS/CAP certificates.
- D. *Community Service and Social Committee* shall lead the Chapter's activities in the field of service to the community. This committee shall plan all social activities to include Administrative Professionals Week[®] to enable the Chapter and its members to derive the greatest possible benefit and exposure from Administrative Professionals Week[®]. This committee shall make reservations in the event of dinner meetings..
- E. *Media/Newsletter Committee* shall publicize chapter activities through news releases to the press. These shall include pre- and post- meeting releases furnished to the media in a timely manner. The Media/Newsletter Committee shall prepare and distribute the official publication of this chapter. The committee shall publish at least six (6) newsletters each year and shall be responsible for submitting articles to the Division newsletter.
- F. *Membership Committee* shall direct all activities of the Chapter concerned with the recruitment and maintenance of membership. This committee shall welcome new members, greet old members, visitors, speakers, etc. This Committee shall publish an up-to-date roster of the members with addresses/telephone numbers and will distribute the official welcome of new members to the existing members with appropriate

minimal contact information. This committee shall inform new members of the opportunity to purchase name badges, Chapter t-shirts, etc.

- G. *Program Committee* shall plan the programs for all chapter meetings and other chapter-sponsored functions. Exception: Unless otherwise designated by the Board.
- H. *Scrapbook/Yearbook Committee* shall prepare a scrapbook that will present a pictorial history of Chapter events.

Section 3. 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 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 4. Quorum

Forty percent (40%) of the chapter membership shall constitute a quorum for any regular or special meeting.

Article VI - Representation

Section 1. Delegates

- A. The delegates to the International Convention shall be the President and the alternate preferably shall be the Immediate Past President.
- B. The delegate to the Division Meeting preferably shall be the outgoing President and the alternate, the incoming President.
- C. Expenses for the delegate and the alternate to said meetings shall be paid by the Chapter to cover transportation by the most economical means, registration fees and subsistence providing funds are available and that an estimated expense report is submitted to and approved by the Board of Directors in advance and further providing that the delegate and/or alternate are not reimbursed from other sources.

Section 2. Reports

A report of the preceding shall be made by the delegate to the membership at the first chapter meeting following the relevant convention, conference or meeting.

Article VII - Audit

Section 1. Audit

An audit shall be made of the Chapter financial records by a qualified person or persons appointed by the Board of Directors. Such audit shall be completed quarterly and within 30 days of the close of the fiscal year, a written report covering the audit submitted to the Board of Directors, and the records transferred to the incumbent Treasurer.

Section 2. Vacancy in the Office of Treasurer

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 15 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, contribution, or other revenue or funds shall inure to the benefit of any individual or of any group not affiliated with IAAF®, and any and all assets then possessed by the Chapter, after current indebtedness has been paid, shall go and be delivered forthwith to International Association of Administrative Professionals Retirement Trust Foundation.

Article IX - Amendments

Section 1. Bylaws

These bylaws may be amended by one of the following methods:

- A. At any regular meeting of the Chapter by a 2/3 vote of the members present and voting, provided the text of the proposed amendments has been mailed to the members at least ten (10) days prior to the meeting date or has been read at a previous regular meeting.
- B. By unanimous vote, if not distributed previously as required in A of this section.

Section 2. Standing Rules and Procedures

- A. Standing Rules and Procedures may be adopted without previous notice by a majority vote of members present and voting, a quorum being present at any meeting of the Chapter.
- B. Standing Rules and/or Procedures may be amended or rescinded:
 - 1. By a majority vote, provided the proposed amendments shall have been mailed to the members at least ten (10) 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 Rules 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.

Bylaws Adopted: _____
 Bylaws Revised: _____
 Reviewed/Approved by NCD: _____ 1/1/05 _____

JOL Chapter Standing Rules

1. Regular meetings shall be held at a time and place designated by the membership.
2. Advance notice of the regular business meetings shall be given by phone, e-mail or mail to each member.
3. At the time of installation, the President may be presented with a pin emblematic of the office, which shall be passed on to the successor. If the President wishes to keep the pin or loses it, it shall be replaced without cost to the Chapter.
4. Prior approval by the Board of Directors is required before accepting a speaking engagement representing IAAP® or the JOL, NC Chapter.
5. Scrapbooks maintained by the Chapter shall remain with the respective President for so long as the individual is a member of the Chapter. In the event of suspension, resignation, or death of said individual, the scrapbook must be returned to the Chapter and placed in the historical files.
6. The Chapter Officers shall have access to the Chapter Charter and other official documents that will be stored on CD in a lockbox.
7. A new member will be installed at the first meeting following confirmation from IAAP International that he/she has become a member.
8. New Officers will be installed during the June Chapter meeting

Proposed April 9, 2007

Standing Rules Adopted:

11/2/04

Standing Rules Revised:

Standing Rules Reviewed/Approved by NCD:

1/1/05

