



**International Association of  
Administrative Professionals®**

## **No. 216325 - Liberty Bell Chapter Philadelphia, Pennsylvania**

# **BYLAWS, STANDING RULES AND PROCEDURES**

### **ARTICLE I—NAME AND LOCATION**

The name of this open Chapter shall be the Liberty Bell Chapter of the International Association of Administrative Professionals® (IAAP®). It shall be located in Philadelphia, Pennsylvania.

### **ARTICLE II—MEMBERSHIP AND 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	\$ 15
Professional-Merited member	\$ 10
Student member	\$ 3
Associate Member	\$ * (Amount set by International Board of Directors)

### **ARTICLE III—OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM AND DUTIES**

#### **Section 1. OFFICERS**

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

#### **Section 2. QUALIFICATIONS**

- A. A candidate for office shall be a Professional Member of this Chapter.
- B. A candidate for the office of President shall preferably have served as an officer of this Chapter for at least one full year prior to the time of election.

### Section 3. NOMINATION AND ELECTION

- A. By the March Chapter meeting, 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. Nominations from the floor must receive two seconds.
- C. Officers shall be elected by ballot or proxy vote. If there is but one candidate for each office, the officers may be elected viva voce (voice vote).
- D. If election of officers is by ballot or proxy, the President shall appoint a Teller's Committee.
  - 1. The Teller's Committee shall be responsible for distributing and collecting the ballots or proxy votes and for tallying the vote.
  - 2. After the vote is tallied, the chairman of this committee shall, before the meeting is adjourned, report the results of the election to the membership and declare the officers of the Chapter duly elected.
  - 3. This committee shall consist of at least two members.
  - 4. A candidate shall not serve as a Teller.

### Section 4. TERM OF OFFICE

- A. The term of office shall coincide with the fiscal year for IAAP, July 1 through June 30.
- B. Officers 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. 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 Executive Board of Directors and/or Board of Directors whenever such meetings are necessary.
  - 5. Keeps the Division President fully informed on all matters concerning the Chapter.
  - 6. Be authorized to sign checks in an emergency, the office of the President being bonded in an amount set up by the Executive Board of Directors and the premium to be paid from Chapter funds.
- B. The Vice President shall:
  - 1. In the absence of the President, serve as presiding officer at Chapter meetings or meetings of the Executive Board of Directors and/or Board of Directors.
  - 2. In the event of a vacancy in the office of President, succeed to the office for the unexpired term.
  - 3. Perform such other duties as may be assigned by the Executive Board of Directors.
  - 4. Assist the President in all ways and perform other duties as may be assigned by the Executive Board of Directors or by vote of the Chapter.
  - 5. Shall be responsible for the oversight of monthly meeting programs with the Programs Committee.
- C. The Secretary shall:
  - 1. Be responsible for the minutes of all Chapter, Executive Board of Directors, and Board of Directors' meetings.
  - 2. Give written notice of the Annual and Special Meetings as required in Article VI.
  - 3. Keep an attendance record of each member and an accurate roster of the Chapter membership.
  - 4. Prepare and distribute to the Chapter membership and each Division Officer in September of each year an accurate roster of the Chapter membership.

5. Monitor and respond to the Chapter's email account. Keep the contacts list in email account accurate.
6. File the name, street address and email address of the Chapter President or Membership Committee Chair with the local Chamber of Commerce, Free Library, and any other public libraries as needed. The President or Membership Committee Chair shall provide and approve the public advertisement of his/her information.
7. Perform such other duties as may be assigned by the Executive Board of Directors.

D. The Treasurer shall:

1. Be responsible for all funds of the Chapter and for the records of its financial affairs. The Chapter fiscal year is July 1 to June 30.
2. Keep the books on a monthly basis and make a monthly report to the Chapter.
3. Prepare a detailed annual financial report for presentation at the Annual Chapter Business Meeting.
4. Notify the Division Treasurer and World Headquarters immediately in the event of suspension, resignation, death of a member and/or any changes that may occur in the officer roster during the year.
5. Be bonded with premiums paid from Chapter funds.
6. Serve as Chairman of the Budget Committee. This committee receives and reviews Committee and Officer's budgets and prepares a Chapter Budget Summary for presentation to the Executive Board of Directors.
7. Perform such other duties as may be assigned by the Executive Board of Directors.

Section 6. VACANCY

- A. In the event of a vacancy in the office of President, the Vice President shall succeed to that office for the unexpired term.
- B. 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.
- C. Any Officer or Committee Chairperson unable to perform the duties of the office for a period of 45 days shall submit a resignation in writing to the Executive Board of Directors.
- D. All records pertaining to any office or chairmanship are the property of the Chapter and must be transferred within 15 days to the succeeding Officer or Committee Chairperson or as directed by the Executive Board of Directors.
- E. In the event of a vacancy in the office of the Treasurer, an audit shall be made of the Chapter financial records by the Audit Committee as required in Article VII.
- F. 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 Article III shall prevail.

**ARTICLE IV—BOARD OF DIRECTORS**

Section 1. COMPOSITION

The officers of this Chapter and the immediate Past President make up the Executive Board, and with the Committee Chairpersons make up the Board of Directors. The immediate Past President shall serve on the Board of Directors as Advisor and Chapter Historian. If the immediate Past President is not available, another Past President may be chosen by the Executive Board of Directors. A Historian shall keep a record of Liberty Bell Chapter events during the year.

Section 2. DUTIES

- 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 shall prepare an annual budget that shall be adopted at the Annual Meeting and shall arrange for an annual audit of the financial records of the Chapter.
- C. The Board of Directors may, by a three-fourths vote of its membership, remove any officer or committee chairperson for misconduct or neglect of duty. The Board of Directors shall request the resignation of such Officer or Committee Chairperson 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 thereupon declare such Office or Chairmanship vacant, and such Office shall be filled in accordance with the provisions of Article III.6.

### Section 3. MEETINGS

The Board of Directors shall meet as required to adequately conduct the business of the Chapter. At least two meetings shall be held each year.

### Section 4. QUORUM

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

## ARTICLE V—COMMITTEES

### Section 1. STANDING COMMITTEES

Standing Committees shall be composed of a chairperson or co-chairperson and any number of members. Appointments shall be for one year and coincide with the fiscal year of IAAP, July 1 to June 30.

### 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 this 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 as amended or at least every four 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 shall submit to the members a slate of one or more candidates for each office by the March Chapter meeting, and these shall be published in the April and May newsletters.
- C. The Program Committee:
  - 1. Shall schedule and introduce guest speakers for Chapter meetings and prepare an appropriate "thank you" for the guest speakers.
  - 2. Obtain Recertification Point documentation from Headquarters for qualifying programs and for distribution of certificates of completion for earned certification points.
  - 3. Shall be responsible for updating the annual Chapter program brochure for promotion of the Chapter by the members.
- D. The Ways and Means (Fundraising) Committee shall devise and promote projects to raise funds for the operation of the Chapter.
- E. The Membership Committee shall direct all activities in the Chapter having to do with the promotion and retention of membership. This committee may publicize Chapter activities through releases to the press and other media.
- F. The Certification Committee shall promote the professional examinations available to members to attain the CPS and/or CAP ratings and other programs as may become available. This committee shall actively promote, stimulate and encourage interest in the programs within the Chapter and the community at large.
- G. The Audit Committee shall audit the financial records of the Chapter as required in Article VII.
- H. The Historian shall compile records of the Chapter to be included in the Chapter history, and the Secretary shall be the official holder of these records.
- I. The Website Committee:
  - 1. Shall oversee the Chapter's presence on the Internet, oversee and update the Chapter website and develop new content, with approval by the Executive Board of Directors, as necessary to educate and strengthen communications with Chapter members and the community.
  - 2. Shall set guidelines and policies for posting information on the Internet and the Chapter website, and ensure that it conforms to any applicable International guidelines and policies.
- J. The Newsletter Committee shall publish and distribute a monthly newsletter using delivery method, format, timetables as approved by

the Executive Board of Directors and in conformance with any applicable International guidelines and policies.

### Section 3. SPECIAL COMMITTEES

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

### Section 4. RESPONSIBILITY

All committees, except the Committee on Nominations and Audit Committee, shall be directly responsible to the Executive Board of Directors and shall submit all plans, prior to execution, to the Board of Directors for approval. The Committee on Nominations shall function as outlined in Article V, Section 2, and the Audit Committee shall function as outlined in Article VII.

## **ARTICLE VI—MEETINGS**

### Section 1. REGULAR AND ANNUAL MEETINGS

- A. Regular meetings of this chapter shall be held on the third Tuesday of each month, unless otherwise ordered by majority vote of the membership or the Board of Directors.
- B. The June meeting of each year shall be the Annual Meeting of this Chapter. Officers shall be installed at the June Meeting.

### Section 2. SPECIAL MEETINGS

Special meetings may be called by the President or by a majority of the Board of Directors provided notice specifying the principal business of the meeting is given to all members at least ten days prior to the date of the special meeting.

### Section 3. BUSINESS OF THE ANNUAL MEETING

1. A delegate and alternate of the Chapter to the International Convention and Education Forum and the Division Annual Meeting preferably shall be the President and the alternate preferably shall be an officer of the Chapter. If one or the other cannot attend, then another officer can be selected to attend in their place.
2. A report of the proceedings shall be made available to the membership from the delegate and/or the alternate at the next Chapter meeting and may also be distributed via newsletter and website.

### Section 4. QUORUM

A quorum for any meeting shall be a majority of the members present.

## **ARTICLE VII—AUDIT**

Section 1. An audit shall be made of the Chapter's financial records by an Audit Committee appointed by the Executive Board of Directors. Such audit shall be completed within thirty days of the close of the fiscal year; a written report covering the audit shall be submitted to the Executive Board of Directors, and the records shall be transferred immediately to the incumbent Treasurer. Following the election of a Treasurer at the Annual Meeting, the books and records shall be transferred to the newly elected Treasurer within fifteen days.

Section 2. In the event of a vacancy in the office of Treasurer, an audit shall be made of the Chapter's financial records by the Audit Committee appointed by the Executive 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 Executive Board of Directors, and the records transferred as directed by the Executive 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 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 Pennsylvania Division Professional Development Fund.

## **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 majority vote of the members present provided the proposed amendments shall have been communicated 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 paragraph A of this section.

### Section 2. STANDING RULES

- A. Standing Rules may be adopted without previous notice by a majority vote of the members present at any meeting of the Chapter.

B. Standing Rules may be amended or rescinded:

1. By a majority vote of the members present, provided the proposed amendments shall have been communicated to the members at least ten days prior to the meeting date or have been read at the previous regular meeting.
2. By a majority vote of the members present 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 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 adjournment of the meeting at which adopted, unless otherwise specified.

Bylaws Adopted: September 5, 2007

Approved by Division: September 6, 2007

## LIBERTY BELL CHAPTER STANDING RULES

1. Regular meetings shall be held at an appropriate place, determined and approved by the Executive Board of Directors.
2. The Chapter meeting shall begin at the specified time.
3. The following order of business shall be observed at Chapter Meetings:
  - A. Roll call
  - B. Approval of minutes of the previous meeting
  - C. Welcome of new members
  - D. Speaker presentation
  - E. Report of the Treasurer
  - F. Correspondence
  - G. International and Division news
  - H. Chapter news
  - I. Team/Committee reports
  - J. New business
  - K. Unfinished business
  - L. Good of the order (time permitting)
  - M. Adjournment
4. At the time of installation, each officer shall be presented with a pin emblematic of the office that shall be purchased with Chapter funds
5. The retiring president shall be presented with a past president's pin as a token of appreciation from the Chapter.
6. The retiring President shall be a member ex officio of the Executive Board of Directors and shall serve for a term of one year.

Standing Rules Adopted: September 5, 2007  
Approved by Division: September 6, 2007

## LIBERTY BELL CHAPTER PROCEDURES

1. The retiring President shall be presented with a suitable token of appreciation for services rendered to the Chapter.
2. Checks returned to the Treasurer for insufficient funds shall incur a fee that covers any bank fees plus \$5.00 Chapter fee for which the member will be billed by the Treasurer. Upon return of a check, payment will be considered cancelled unless it is then made in cash or money order by the applicable deadline.
3. Reservations must be made and paid for in advance of the meeting or special event. Refunds for meetings or events will not be made after the final reservation count has been submitted to the caterer or the host location (e.g., club, restaurant). Payments will be deposited to the Chapter account after the deadline. Payments received after the deadline will be returned, unprocessed, to the member who submitted it.
4. All vouchers for Committee expenses are to be submitted only by the Committee Chairperson. Vouchers must be submitted to the Treasurer along with receipts for reimbursement on an appropriate form no later than 30 days after the expense occurred.
5. The Chapter membership roster, containing the names, addresses, phone and fax numbers, and email addresses of individual members, is confidential and is not to be released to any individual or organization outside of IAAP without the approval of the Chapter Executive Board of Directors. The Board shall notify members for their approval in advance. Any member who prefers that his/her name not to be released, even after approval of the Board, shall so notify the Chapter Secretary in writing.
6. Retention Schedule

Officer	Records	Retention Period
President	Correspondence of historical nature, special problems, and that which formed establishment of policy	Permanently
	Convention minutes, regional conference reports, and divisional annual meeting minutes	3 years
	IAAP releases, Bits & Bytes, correspondence with chapters of IAAP and outside of IAAP (exclusive of acknowledgments and transmittals)	1 year
Secretary	Chapter charter	Permanently
	Chapter and Board meeting minutes	3 years
	Chapter roster	3 years
	Chapter emails	3 years
Treasurer	Membership records	Permanently
	Audit reports, financial statements, and ledgers and books of original entry	Permanently
	Check stubs, cancelled checks, paid vouchers, receipt books, and bank statements	3 years

Procedures Adopted: September 5, 2007  
Approved by Division: September 6, 2007