

**INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS
FIRST COAST CHAPTER**

STANDING RULES

TRAVEL EXPENSES – CHAPTER DELEGATES (PRESIDENT AND/OR ALTERNATE)

1. The Chapter Executive Board shall designate the delegate. The delegate shall be a consenting member of the Chapter's Executive Board. The expenses of the delegate to the Annual International Convention and Education Forum shall be paid by the Chapter to the extent of registration, air and ground transportation by the most practical and economical means, hotel accommodation, and actual per diem expenses up to, but not to exceed One Hundred Dollars (\$100.00) for seven (7) days, provided funds are available, not to exceed the amount budgeted. Ground transportation does not include gas reimbursement for rental car or private vehicles. Such gas reimbursement shall be considered part of the per diem expense in the amount mentioned previously. Registration fees shall include official benefit events. Registration fees do not include supplemental official entertainment venues. Provided such estimated costs are provided in advance for review by the Executive Board, and provided such funds are available in the Treasury – ensuring the balance never goes below \$500, as voted on by the Chapter membership, and no financial assistance is provided from the employer. The delegate shall provide written proof of his/her employer financial assistance (dollar amount) if such assistance is provided
2. The expenses of the delegate to the Annual Division Meeting shall be paid by the Chapter to the extent of registration, air and ground transportation by the most practical and economical means, hotel accommodation and actual per diem expenses up to, but not to exceed One Hundred Dollars (\$100.00), for four (4) days, provided funds are available, not to exceed the amount budgeted. Ground transportation does not include gas reimbursement for rental car or private vehicles. Such gas reimbursement shall be considered part of the per diem expense in the amount mentioned previously. Provided such estimated costs are provided in advance for review by the Executive Board, and provided such funds are available in the Treasury – ensuring the balance never goes below \$500 as voted on by the Chapter membership and no financial assistance is provided from the employer. The delegate shall provide written proof of his/her employer financial assistance (dollar amount) if such assistance is provided.
3. The expenses of the alternate (as designated by the Chapter Executive Board) to the International Convention or Division Meetings shall be paid by the Association to the extent of registration, air fare and per diem of Fifty Dollars \$50.00 for four days provided funds are available and no financial assistance is provided from the employer.
4. Any delegate whose expenses have been paid by the Chapter to any International Convention or Division Meeting shall, within thirty (30) days after returning, present an accounting of expenses to the Chapter's Executive Board and shall submit a written report of the Convention, Division, or District meetings to the membership.

EXPENSES

1. All active members desirous of attending the Annual International Convention and Education Forum, Annual Division Meeting, CPS/CAP Conference, or Division Leadership Workshop, should forward proof of registration to the President, for consideration by the Chapter's Executive Board, no later than two (2) months before travel. Provided funds are available, the sum of \$150.00 will be given towards the registration fee. This privilege is not to exceed one (1) event per year. Applications will be reviewed on a first come, first serve basis with a closure after ten (10) submissions per annum. These funds will only be provided if no other financial assistance is given by the employer towards registration. The member must provide written proof of his/her employer financial assistance (dollar amount) if such assistance is provided.

TOKENS OF APPRECIATION/PINS

1. At the time of installation, each officer shall be presented with a pin emblematic of the office. Chapter officer pins will be purchased and paid for by the Chapter.
2. The retiring President shall be presented with a Past President's Pin and a symbolic token of appreciation from the Chapter to be agreed upon by the Chapter's Executive Board. The Past President's Pin and symbolic token shall be paid for by the Chapter.
3. To ensure the wearing of the International membership, pins, members, if not wearing a membership pin to an official gathering and/or business meeting, will be fined one dollar (\$1.00) as a Chapter Ways and Means project to be paid to the Treasurer at the next chapter membership or board meeting. The Treasurer will indicate to the gathering the names of those members who will be levied the fine.

MEETINGS

1. Monthly General Meetings shall be held at a convenient location and shall begin at 5:30 for networking, 6:00 p.m. for Programs, 7:00 p.m. for business meeting, unless otherwise designated by the Chapter Executive Board.
2. Regular Monthly Executive Board meetings shall be held at a convenient location and shall begin at 5:30 p.m., unless otherwise designated by the President and approved by the members.
3. Each Officer and Committee Chair shall present an annual report, in writing, at the Annual Meeting in June.
4. The outgoing Executive Board shall make presentations for the June installation meeting of the incoming Executive Board.

TRANSFER AND RESIGNATION

1. A member desiring to transfer from this Chapter shall present a written request for transfer to the Treasurer who shall approve transfer of membership on proper forms provided by Headquarters. The Treasurer shall submit the completed form to IAAP Headquarters.
2. A member desiring to transfer to this Chapter shall present Transfer of Membership forms from the former Chapter to the Membership Committee.
3. A member may resign from this Chapter by presenting a resignation, in writing, to the Treasurer, who shall present it to the Executive Board for approval. A resignation will not be accepted if a member holds Chapter files and/or property, or if dues are unpaid.

CONFIDENTIAL RECORDS

1. Chapter membership lists, rosters, directories, and name/address records are confidential and are not to be released to any individual or organization outside IAAP without approval of the Association.
2. The outgoing Executive Board shall ensure that the banking documents of the current account have been updated and presented to the bank, completed and executed by the incoming signing officers of the current account, i.e. the President and Treasurer.
3. Following the installation of officers, the Secretary shall file the names and addresses of the President and other officers with the Post Office, and such information shall be updated throughout the year.

RETENTION OF RECORDS: (All records belong to the Chapter regardless of its custodian)

1. **PERMANENT**

SECRETARY – Chapter Charter, Minutes of all meetings (Chapter, Board, and Annual), correspondence of historical nature or special issues, and releases that have formed basis for establishment of policy.

TREASURER – Membership records (past and present), financial records consisting of ledgers and books of original entry, audit statements, annual statements, annual reports, and letters or releases relating to finance – if marked for “Permanent Records.”

2. **THREE YEARS**

PRESIDENT – Convention Minutes, District Conference Reports, and Division Annual Meeting Minutes.

TREASURER – Monthly financial statements including supporting vouchers for payments, check stubs, cancelled checks, and receipt books.

3. **TWO YEARS**

PRESIDENT – IAAP releases, IAAP Office Pro, correspondence outside of IAAP (exclusive of acknowledgements and transmittals), correspondence with units of IAAP (exclusive of acknowledgements and transmittals).

COMMITTEE CHAIR – Information concerning each committee should be turned over to incoming Chair and kept for guidance.

4. **ONE YEAR**

SECRETARY – Board correspondence for the current year, other than special issues, policies, etc., should be turned over to the incoming officers.

Bylaws Adopted Date: February 1, 2009
Bylaws Approved Date: DBL&SRC February 2, 2009
Bylaws Amended Date: March 15, 2011
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