



**Central Arkansas Chapter IAAP® (552130)  
Bylaws, Standing Rules and Procedures**

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**ARTICLE I-NAME AND LOCATION**

**Section 1. Name**

The name of this open Chapter shall be the Central Arkansas Chapter #552130 of the International Association of Administrative Professionals® (IAAP®) hereinafter referred to as the CAC.

**Section 2. Location**

The CAC shall be located in Little Rock, Arkansas.

**ARTICLE II-MEMBERSHIP AND DUES**

**Section 1. Membership**

The CAC's membership classifications shall be Professional Member, Professional Merited Member, Student Member and Associate Member.

- A. Professional Members shall be individuals currently employed, or employed within the last two years, as administrative professionals; holders of the CPS and/or CAP rating; or employed teachers of business education.
- B. Professional Merited Members shall be individuals who are retired administrative professionals; retired individuals who hold the CPS and/or CAP rating; or retired teachers of business education.
- C. Student Members shall be full-time students in business education. Student Members shall be allowed a maximum of four years in Student Member classification.
- D. Associate Member shall be an individual, firm, or educational institution which sustains the objectives of IAAP. An Associate member shall not serve as a Delegate or Alternate at the international level.

**Section 2. Dues**

Annual dues for the CAC shall be:

Professional Member.....	\$ 20.00
Professional Merited Member.....	\$ 10.00
Student Member.....	\$ 10.00
Associate Member.....	As set by International Board of Directors

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**ARTICLE III-OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION,  
TERM OF OFFICE, DUTIES, AND VACANCY**

**Section 1. Officers**

The CAC's Officers shall be President, President-Elect, Vice President, Secretary, Treasurer.

**Section 2. Qualifications**

- A. A candidate for office shall preferably have been a Professional Member or a Professional Merited Member for at least one year prior to the time of nomination. A candidate for office shall be a member of the CAC and shall, preferably, be employed in accordance with the IAAP definition of an administrative professional.
- B. No member shall hold more than one office at a time.
- C. A candidate for the office of President shall preferably have served as an officer of any IAAP Chapter for at least one full year prior to the time of election.
- D. A candidate for the office of President-Elect shall preferably have served as an officer of the CAC for at least one full year prior to the time of election as well as meet the guidelines set forth in this Article III, Sections 2A and 2B.

**Section 3. Nomination and Election**

- A. By April 15, the Committee on Nominations shall submit to the CAC a slate of one or more candidates for each office.
- B. Members shall have fifteen (15) days to nominate additional qualified candidates, as set out in Article III, Section 2, by responding to the Committee on Nominations. Nominations shall be closed on May 1.
- C. Officers shall be elected by majority vote with members completing a ballot online and submitting it to the Committee on Nominations. In the event that more than one candidate is selected for a particular office, a second voting session shall be conducted by paper ballot at the May regular meeting of the Chapter, following a two-minute presentation by each candidate.
- D. Online balloting shall be conducted from May 4 to May 14, or by paper ballot as set forth in this Article III, Section 3. C., for multiple candidates.

**Section 4. Terms of Office**

- A. Terms of office for all officers shall coincide with the fiscal year for IAAP, July 1 through June 30.
- B. The President and President-Elect shall serve one term only, except as provided in this Article III, Section 6. Other officers shall serve no more than two consecutive terms in the same office. Any officer serving six months or more in an office shall be deemed to have served one term.
- C. A member who has served the maximum allowable terms in an office may be further nominated for the same office after the elapse, preferably, of one

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- year, provided the qualifications set forth in this Article III, Section 2, are also met.
- D. No member shall hold more than one Chapter office at a time. No member shall hold a Division office while serving in a Chapter office, except to allow for normal overlap in difference of installation time.
  - E. Newly elected officers will be installed at the June Chapter Meeting.

**Section 5. Duties**

The CAC's 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, Standing Rules and Procedures (hereinafter called 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 Board of Directors whenever such meetings are necessary; and
  - 5. keep the Division President fully informed on all matters concerning the CAC.
- B. The President-Elect shall:
  - 1. in the absence of the President, serve as presiding officer at the CAC's meetings or meetings of the Board of Directors;
  - 2. in the event of a vacancy in the Office of President, succeed to the Office of President for the unexpired term; and
  - 3. perform such other duties as may be assigned by the Board of Directors.
- C. The Vice President shall:
  - 1. in the absence of the President and President-Elect, serve as presiding officer at the CAC's meetings or meeting of the Board of Directors;
  - 2. in the event of a vacancy in the Offices of President and President-Elect, succeed to the Office of President for the unexpired term; and
  - 3. perform such other duties as may be assigned by the Board of Directors.
- D. The Secretary shall:
  - 1. give written notice for the Impact and Special Meetings as required in Article VI, Section 2; and
  - 2. be responsible for the minutes of all the CAC's and Board of Directors' meetings and for all interim reports based on Board of Directors' decisions voted on between Impact or Special Meetings; and
  - 3. 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 CAC, including the collection of membership dues, and for the records of its financial affairs;

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2. maintain a complete and accurate record of the CAC's membership, unless a Membership Committee is established, in which case, the Membership Committee Chair shall maintain the CAC's membership listing;
3. be bonded with premiums paid from the CAC's funds, along with any other officers authorized to sign or co-sign checks for the CAC; and
4. perform such other duties as may be assigned by the Board of Directors.

**Section 6. Vacancy**

- A. In the event of a vacancy in the Office of President, the President-Elect shall succeed to the office for the unexpired term and shall continue in the office of President for the following year. The Office of President-Elect shall remain vacant until the next regular election.
- B. In the event of a vacancy in the Office of President-Elect for any reason other than succession to the Office of President, the office shall remain vacant until the next regular election, at which time both a President and a President-Elect shall be elected.
- C. In the event of a vacancy in the Offices of both President and President-Elect, the Vice President shall succeed to the Office of President for the unexpired term. In addition, the individual shall be eligible to seek re-election to the Office of President for the following year.
- D. A vacancy in any office other than the President, President-Elect, and Vice President shall be filled for the unexpired term by appointment by the Board of Directors from the membership of the CAC. In addition, any member serving as a temporary officer (other than the President, President—Elect, and Vice President) shall be eligible to seek re-election to that particular office for the following two years.

**ARTICLE IV-BOARD OF DIRECTORS, COMPOSITION, AND DUTIES**

**Section 1. Board of Directors**

The Board of Directors shall be the governing body on all matters requiring action between monthly meetings.

**Section 2. Composition**

The officers of the CAC shall be the Board of Directors and Committee Chairs.

**Section 3. 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 which shall be adopted at the Annual Meeting and shall arrange for an annual audit of the financial records of the CAC.

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- C. The Board of Directors may, by a three-fourths vote of its membership, remove any officer or committee chairman for misconduct or negligent duty. The Board of Directors shall request the resignation of such officer from his or her office. If such a 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 Article III, section 6.

**Section 4. Meetings**

The Board of Directors shall meet as outlined in the Standing Rules, to adequately conduct the business of the CAC.

**Section 5. Quorum**

The quorum for any meeting of the Board of Directors shall be a majority except in a case involving the removal of any officer or committee chairman for misconduct or negligent duty. This action requires three-fourths vote of its membership as stated in this Article IV, Section 2C.

**ARTICLE V-STANDING COMMITTEES, DUTIES, SPECIAL COMMITTEES,  
RESPONSIBILITY**

**Section 1. Standing Committees**

Standing Committees shall be composed of a chairman and any number of members. Appointments shall be for one year and shall coincide with the fiscal year of IAAP, July 1 to June 30. Committee Chairpersons shall:

1. hold committee meetings as necessary and preside over the committee meetings thus scheduled;
2. keep the Board of Directors advised of all matters relating to the committee; and
3. perform such other duties as may be assigned by the Board of Directors.

**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, Standing Rules and Procedures with the International Bylaws and Standing Rules and the Division Bylaws, Standing Rules and Procedures;
  2. shall edit and/or correlate all proposed amendments to the Bylaws and Standing Rules of the CAC and submit them together with the committee's recommendations and the reason for the recommendations to the membership in accordance with these Bylaws;
  3. shall submit the CAC's Bylaws and Standing Rules and/or amendments to the Division Bylaws and Standing Rules Committee for approval as amended or, at least, every four years; and

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4. 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 CAC.
- B. The Committee on Nominations shall:
  1. be appointed by the Board of Directors at the July Chapter Meeting;
  2. submit to the members a slate of one or more candidates for each office by April 15<sup>th</sup>;
  3. close nominations by May 1<sup>st</sup>;
  4. conduct online balloting from May 4<sup>th</sup> to May 14<sup>th</sup>.

**Section 3. Special Committees**

Special Committees may be appointed by the Board of Directors when deemed necessary. Some examples of Special Committees and their suggested duties are:

- A. The Certification Committee shall have as its primary function the promotion of the Certification Program. It shall be the duty of this Committee to coordinate the CAC's Certification program activities with the educational goals established at the International level, and cooperate with the Division Certification Committee on any assignments which may be given with regard to this committee.
- B. The History Committee shall maintain a permanent record of the activities of the CAC in the form of a History Book.
- C. The Publicity Committee shall publicize the CAC's activities through release to the press and other media.
- D. The Ways & Means Committee shall devise and promote projects for the purpose of raising the necessary funds for the operation of the CAC.
- E. The Budget Committee shall be chaired by the Treasurer and shall propose the CAC's annual budget.
- F. The Yearbook Committee shall prepare the annual directory of membership.
- G. The Registration Committee shall be responsible for registration at each of the CAC's meetings or events, including producing and disseminating name tags and other paraphernalia, as needed.
- H. The Program Committee shall be responsible for presenting meeting speakers and /or other ideas for programs for approval by the Board of Directors.

**Section 4. Responsibility**

All committees except the Committee on Nominations shall be directly responsible to the Board of Directors and shall submit all plans, prior to execution, to the Board of Directors for approval.

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**ARTICLE VI-REGULAR MEETINGS, ANNUAL MEETING, SPECIAL MEETINGS,  
QUORUM**

**Section 1. Regular Meetings**

- A. Chapter meetings of the CAC shall be held on the third Wednesday of each month, unless otherwise ordered by a majority vote of the membership or the Board of Directors.
- B. The Board of Directors shall meet the first Wednesday of each month, unless otherwise voted by the Board of Directors.
- C. All meetings are open to students and prospective members.

**Section 2. Annual Meeting**

The June meeting of each year shall be the Annual meeting of this Chapter.

**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 five (5) days prior to the date of the Special Meeting.

**Section 4. Quorum**

A quorum for a Chapter, Annual, or Special meeting, in order to conduct official chapter business, shall be 20% of the CAC Membership and include one elected officer.

**ARTICLE VII-AUDIT AND VACANCY OF TREASURER**

**Section 1. Audit**

An external audit shall be made of the CAC's financial records by a qualified person or persons appointed by the Board of Directors. Such audit shall be completed within thirty (30) days of the close of the fiscal year for IAAP, which is July 30; a written report covering the audit shall be submitted to the Board of Directors, and the records shall be transferred immediately to the incumbent Treasurer.

**Section 2. Vacancy of Treasurer**

In the event of a vacancy in the office of Treasurer, an audit shall be made of the CAC's financial records by a qualified person or persons appointed by the Board of Directors. Such audit shall be completed within fifteen (15) days after receipt of the records; a written report covering the audit shall be submitted to the Board of Directors, and the records transferred, as directed, by the Board of Directors.



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**ARTICLE VIII-DISSOLUTION**

In the event of dissolution, abandonment, or termination of the CAC, 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 CAC, after current indebtedness has been paid, shall go and be delivered forthwith to IAAP Research & Educational Foundation.

**ARTICLE IX-BYLAWS AMENDMENTS, STANDING RULES AMENDMENTS, CORRECTIONS, ENACTMENT**

**Section 1. Bylaws Amendments**

These Bylaws may be amended by any of the following methods:

- A. By a two-thirds vote, provided the proposed amendments shall have been communicated to the members at least ten (10) days prior to the voting date or have been read at the previous regular meeting.
- B. By unanimous vote, if not distributed previously as required in this Article IX, Section 1A.

**Section 2. Standing Rules Amendments**

- A. Standing Rules may be adopted without previous notice by a majority vote of the CAC.
- B. Standing Rules may be amended or rescinded:
  - 1. by a majority vote, provided the proposed amendments shall have been communicated to the members at least ten (10) days prior to the voting date or have been read at the previous 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 Committees, 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.

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Bylaws, Standing Rules and Procedures Adopted by Chapter: May 4, 2007  
Approved by Division Bylaws and Standing Rules Committee: May 16, 2007  
Revised by Chapter Bylaws and Standing Rules Committee: February 14, 2008  
Approved by Division Bylaws and Standing Rules Committee: April 30, 2008

**STANDING RULES**

1. Chapter monthly meetings shall begin at 11:30 a.m., on the third Wednesday of each month and the Board monthly meetings shall begin at 11:30 a.m., on the first Wednesday of each month, unless otherwise voted by the Board of Directors.
2. The IAAP banner must be present at chapter meetings and chapter functions.
3. All actual and necessary expenses for reimbursement must be supported with receipts and a completed and signed expense report.

**PROCEDURES**

1. All records pertaining to any office are the property of the CAC. Each officer, with the exception of the Treasurer, shall transfer the files and records of the office to the successor within fifteen (15) days of the end of the fiscal year. The Treasurer shall within ten (10) days following the close of the fiscal year deliver the books and records of the office to the person or persons appointed by the Board of Directors to make the external audit. Any person vacating the office at any time, except at the regular expiration of the term of office shall transfer the records of office as directed by the Board of Directors.
2. Within fifteen (15) days after the conclusion of the appointment, all committees shall transfer all records of the office as instructed by the Board of Directors.
3. Any officer vacating an office before the expiration of the term shall, within fifteen (15) days, transfer all records of the office as instructed by the Board of Directors.
4. In the event of a second tie during elections, the names of the candidates will be placed in a container and the Nomination and Elections Committee Chairperson or designee will draw.
5. The President and Treasurer shall sign all checks disbursed as chapter business. President and Treasurer should also be bonded.
6. Each officer shall be reimbursed for actual and necessary expenses incurred while performing the duties of the office, provided funds are available and expenses are supported with receipts and a completed and signed expense report.
7. All officers shall assist the President in all ways.