



**International Association of
Administrative Professionals™**

**NO KA OI CHAPTER
BYLAWS AND STANDING RULES**

**Adopted May 1987
Last Amended November 25, 2008**

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BYLAWS

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**NO KA OI CHAPTER
BYLAWS AND STANDING RULES**

ARTICLE I — NAME AND LOCATION

The name of this chapter shall be the No Ka Oi Chapter, International Association of Administrative Professionals® (IAAP). This chapter was chartered in Wailuku, Maui, Hawaii.

ARTICLE II — DUES

Annual dues for this chapter shall be:

Professional Member	\$13.00
Professional-Merited Member	5.00
Student Member	5.00

Chapter dues are in addition to International and Division dues.

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

Section 1. Officers. The chapter officers shall be a president, vice president, secretary, treasurer, and immediate past president.

Section 2. Qualifications.

- A. A candidate for office shall preferably have been a member for at least one year prior to the time of nomination.
- 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. The committee on nominations shall furnish instructions for submitting names and qualifications of candidates for office.

- A. At least four weeks prior to the annual 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.
- C. Officers shall be elected by ballot at the annual meeting, except that if there is but one candidate for each office, the officers may be elected viva voce.
- D. In the event that there is more than one candidate for any office, an absentee ballot may be requested by any member unable to be present at the annual meeting. Said ballot must be received by the Tellers Committee one day before the annual meeting.

Section 4. Term of Office.

- A. The term of office shall begin at the close of the annual meeting and shall be for one year or until successors are elected, except that the term of the treasurer shall begin on July 1 and continue through June 30.
- B. Each officer 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 interest 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 the chairman of all 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.
 - 5. Keep the division president fully informed on all matters concerning the chapter.
 - 6. Serve as immediate past president upon completion of term.
- B. The **vice president** shall:
 - 1. In the absence of the president, serve as presiding officer of meetings of the chapter or of the board of directors.
 - 2. In the event of a vacancy in the office of president, succeed to the office for the unexpired term.
 - 3. Serve as chair of the Bylaws and Standing Rules Committee and Nominations Committee and shall appoint a teller's committee.
 - 4. Appoint an Audit Committee.
- C. The **secretary** shall:
 - 1. Have custody of the chapter Charter and other official documents.
 - 2. Maintain a current membership roster.
 - 3. Be responsible for the minutes of all chapter and board of directors meetings.
 - 4. Conduct the correspondence of the chapter in accordance with the direction of the president and/or board of directors.
 - 5. Distribute minutes of the previous board of directors meeting to the board of directors at least one week prior to the following board meeting.
 - 6. Following the installation of officers, file the names and addresses of the president and secretary with the post office, and keep such information up to date throughout the year. Issue press releases to local media with a listing of the chapter officers after installation of said officers.
 - 7. Perform such other duties as may be assigned by the board of directors.
- D. The **treasurer** shall:
 - 1. Be responsible for all funds of the chapter and for the records of its financial affairs.
 - 2. Keep a complete and accurate record of chapter membership.
 - 3. Prepare monthly and annual financial reports.
 - 4. Perform such other duties as may be assigned by the board of directors.

- E. The **immediate past president** shall:
 - 1. Serve in an advisory capacity.
 - 2. Act as parliamentarian for all meetings of the board of directors and chapter.
 - 3. Act as Ways and Means chairman.
 - 4. Perform such other duties as may be assigned by the board of directors.

Section 6. Vacancy. In the event of a vacancy in the office of president, the vice president shall succeed to the office for the unexpired term. The vacancy in the office of vice president and a vacancy in any other office shall be filled for the unexpired term by appointment from the membership by the board of directors.

ARTICLE IV — BOARD OF DIRECTORS

Section 1. Composition. The officers of this chapter and the chairs of the Professional Development and Membership Committees shall comprise the board of directors.

Section 2. Duties. It shall be the duty of the board of directors to carry out the policies and objectives of IAAP; to plan, implement, and direct the long-range plans of the chapter; and to conduct the business of the chapter between regular meetings in accordance with the provisions of the bylaws and standing rules and the wishes of the membership.

Section 3. Meetings. The board of directors shall meet monthly as called by the president and as required to adequately conduct the business of the chapter.

Section 4. Quorum. The quorum for any meetings of the board of directors shall be a majority.

ARTICLE V — COMMITTEES

Section 1. Standing Committees. Standing committees shall be composed of a chairman and two or more members. Appointments shall become effective at the close of the annual meeting for a term of one year.

Section 2. Duties. Standing committees and their duties are as follows:

- A. The *Aloha Nui Committee* shall:
 - 1. Extend hospitality to visiting IAAP members.
 - 2. Plan the annual retreat and Christmas party.
 - 3. Shall coordinate the chapter's community service activities.
 - 4. Coordinate speaker resource requests received from schools and the community.
 - 5. Shall plan and coordinate the activities of Executives' Night.
- B. The *Bylaws and Standing Rules Committee* shall:
 - 1. Receive all suggestions for amendments and/or proposed amendments to the bylaws and standing rules of the chapter, prepare in proper format, and submit them for action by the membership in accordance with these bylaws and standing rules.
 - 2. Maintain conformity in chapter bylaws and standing rules with the International Bylaws and Standing Rules and the Hawai'i Division Bylaws and Standing Rules.

3. Submit a copy of the No Ka Oi Chapter Bylaws and Standing Rules and/or amendments thereto to the Hawaii Division Bylaws and Standing Rules Committee upon request.
 4. Assist the board of directors and membership in preparing and submitting amendments to the International Bylaws and Standing Rules and/or Hawaii Division Bylaws and Standing Rules.
 5. Shall review all amendments to International Bylaws and Standing Rules and/or Division Bylaws and Standing Rules proposed by other units of IAAP and make recommendations to the board of directors.
- C. The *Membership Committee* shall
1. Direct all activities of the chapter concerned with the recruitment and retention of membership.
 2. Receive applications for membership, including reinstatements and transfers, and shall notify the membership of all such applications upon submission to the treasurer for processing to International.
 3. Obtain name badges for new members.
 4. Schedule and coordinate the initiation ceremony and provide new members with the international and chapter packets. Coordinate new member orientation.
 5. Shall prepare and distribute the chapter bulletin to members, district director, division president, and other chapters with which an exchange of publication is made.
 6. Plan an IMPACT meeting.
 7. Shall formulate a program to enable the chapter and its members to derive the greatest possible benefit from Administrative Professionals Week.
 8. Coordinate speaker resource requests received from schools and the community.
- D. The *Nomination Committee* shall submit to the members a slate of one or more candidates for each office at least four weeks before the Annual Meeting.
- E. The *Professional Development Committee* shall:
1. Bring before the chapter the latest information and methods on administrative procedures and shall plan educational study sessions and workshops for the benefit of the members.
 2. Plan the programs for the regular meetings.
 3. Coordinate seminars.
 4. Plan and coordinate speech training programs.
 5. Promote the Certified Professional Secretary and Certified Administrative Professional examinations and stimulate interest and encourage participation in the CPS and CAP programs.
 6. Arrange for presentation of the CPS pin and certificate for those who have attained the CPS rating.
 7. Assist members with recertification.
 8. May award scholarships to outstanding students for the purpose of continuing administrative training.
- F. The *Ways and Means Committee* shall devise and promote projects to raise funds to further the objectives of the association and the chapter.

Section 3. Special Committees. Special committees may be appointed when deemed necessary by the board of directors.

Section 4. Responsibility. All committees shall:

1. Be directly responsible to the board of directors.
2. Submit all plans and budgets, prior to execution, to the board of directors for approval.
3. Submit a written annual report to the president, with copies to the secretary and bulletin chairman for publication in the chapter bulletin within the time prescribed by the president.
4. Transfer their files to their successors within ten (10) days after the conclusion of the fiscal year.

ARTICLE VI — MEETINGS

Section 1. Regular and Annual Meetings.

- A. Regular meetings of this chapter shall be held on the fourth Tuesday of each month, with the exception of July and December, unless otherwise ordered by majority vote of the membership or the board of directors.
- B. The annual meeting of this chapter shall be held on the fourth Tuesday of June.
- C. The May meeting shall be a closed meeting.

Section 2. 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 15 days prior to the date of the special meeting.

Section 3. Quorum. A quorum for any meeting under Article VI shall be one third of the chapter membership.

ARTICLE VII — AUDIT

Section 1. 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 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. In the event of a vacancy in the office of treasurer, 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 within 30 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 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 IAAP Hawaii Division.

ARTICLE IX — AMENDMENTS

Section 1. Bylaws. These bylaws may be amended by any of the following methods:

- A. By a two-thirds vote at any meeting of the chapter, provided the proposed amendments shall have been mailed or e-mailed to the members at least 10 days prior to the meeting date or have been read and/or distributed at the previous regular meeting.
- B. By unanimous vote, if not distributed previously as required in A of this section.

Section 2. Standing Rules.

- A. Standing Rules may be adopted without previous notice by a majority vote at any meeting of the chapter.
- B. Standing Rules may be amended or rescinded:
 - 1. By a majority vote, provided the proposed amendments shall have been mailed **or emailed** to the members at least 10 days prior to the meeting date or have been read and/or distributed at the previous regular meeting.
 - 2. By a two-thirds vote without previous notice.

TYPE	CHANGE ALLOWED	AMENDED - 10 DAYS NOTICE	AMENDED W/O NOTICE	ADOPTED W/O NOTICE	RESCINDED
BY-LAWS	AMENDED	2/3 VOTE	UNANIMOUS VOTE	N/A	N/A
STANDING RULES	ADOPTED, AMENDED, RESCINDED	MAJORITY VOTE	2/3 VOTE	MAJORITY VOTE	SAME AS AMENDED
QUORUM FOR MEETINGS	ADOPTED, AMENDED, RESCINDED	1/3 MEMBERS	1/3 MEMBERS	1/3 MEMBERS	1/3 MEMBERS

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: **May 1987**
Amended: **June 22, 2004**
Amended: **April 25, 2006 (effective July 1, 2006)**
Amended: **November 25, 2008**

STANDING RULES

1. New members shall be initiated at a regular meeting as soon as possible.
2. Members are responsible for attending all meetings. In the event of a dinner meeting, members are responsible for ordering a dinner.
3. Unpaid dinner orders should be paid no later than 21 days after the general membership meeting. If a member has not remitted payment, orders for future dinners will not be accepted until payment in full has been made.
4. Members are responsible for wearing IAAP name tags at all meetings and IAAP functions. Members not wearing their name tags shall be assessed \$1.00.
5. Newly elected officers shall be installed at the annual meeting or soon thereafter. The installation shall be coordinated by a committee comprised of past presidents and chaired by the immediate past president.
6. Each officer shall be presented with a pin emblematic of their office and will be responsible to pass on the pin to their successor and, if lost, replaced at the officer's own expense.
7. The retiring president shall be presented with a Past-President's pin from the chapter.
8. A delegate and/or alternate of the chapter to the International Convention & Education Forum, and the Hawai'i Division Annual Meeting shall be selected at the March General Membership Meeting.
 - A. The delegate preferably shall be the president holding office at the time of the convention or meeting. If the president is unable to attend, the delegate shall preferably be the vice president or if the vice president is unable to attend, another chapter officer.
 - B. The alternate preferably shall be the vice-president holding office at the time of the convention or meeting. If the vice-president is unable to attend, the alternate shall preferably be another chapter officer.
9. The expenses of the delegate and/or alternate attending the International Convention & Education Forum, and/or Hawai'i Division Annual Meeting shall be reimbursed to the extent of registration; transportation, including travel to and from public transportation terminals by the most practical and economical means; and other actual, reasonable, and necessary expenses, if funds are available.
10. Any delegate or alternate who has received any reimbursement for expenses in attending any International Convention & Education Forum, and/or Hawai'i Division Annual Meeting shall present an itemized accounting of expenses with substantiating vouchers to the board of directors within 30 days after returning.

Procedures Adopted: May 1987
Amended June 22, 2004