



**International Association of
Administrative Professionals®**

TO: Division and Chapter Presidents
Chapters-at-Large
Affiliates
Board of Directors
Parliamentarian

AND FOR DISTRIBUTION AT THE DIVISION ANNUAL MEETING AND EDUCATION FORUM

TO: Members and Affiliates

In accordance with IAAP TEXAS-LOUISIANA BYLAWS (ARTICLE IX -- AMENDMENTS, Section 1, 2, 3, 4, 5 and 6) the following are PROPOSED AMENDMENTS to the IAAP TEXAS-LOUISIANA BYLAWS AND STANDING RULES to be presented for consideration and action by Chapter Delegates during the business session at the Education Forum and Annual Meeting in Amarillo, Texas May 14 - 16, 2010.

TEXAS-LOUISIANA DIVISION BYLAWS AND STANDING RULES COMMITTEE

Lorna G. DeArmond, CPS
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Chair
West Houston
Houston
Clear Lake NASA Area



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PROPOSED AMENDMENT 1

ARTICLE III - OFFICERS, QULAIFICATIONS, NOMINATION AND ELECTION, TERMS AND DUTIES

Amend OFFICERS, QULAIFICATIONS, NOMINATION AND ELECTION, TERMS AND DUTIES Section 6, B, Page 4 by adding “and shall be eligible to seek re-election to the office of President for the following year” at the end of sentence.

Present Wording

Section 6, B. Vacancy. In the event of vacancy the office of:

President-Elect. The Vice President shall fill the office of President-Elect for the unexpired term. The acting President-Elect shall not automatically succeed to the office of President for the following year.

Proposed Wording

Section 6, B. Vacancy. In the event of vacancy the office of:

President-Elect. The Vice President shall fill the office of President-Elect for the unexpired term. The acting President-Elect shall not automatically succeed to the office of President for the following year and shall be eligible to seek re-election to the office of President for the following year.

Submitted by: Texas-Louisiana Board of Directors

Reason: Changes to this article will follow the text in the Additional Guidance in Section 6 of the Model Division Bylaws to clarify the election process for the candidate taking office because of vacancy.



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PROPOSED AMENDMENT 2

ARTICLE IV - BOARD OF DIRECTORS

Amend BOARD OF DIRECTORS, Page 4, first paragraph, strike the words “between Annual Meetings and Education Forums” and add the word “and” after the word Division in the first sentence.

Present Wording

Article IV - Board of Directors

The Board of Directors shall be the governing body of the Division between Annual Meetings and Education Forums have the authority to act on any and all matters between Annual Meetings.

Proposed Wording

Article IV - Board of Directors

The Board of Directors shall be the governing body of the Division and have the authority to act on any and all matters between Annual Meetings.

Submitted by: Texas-Louisiana Board of Directors

Reason: Remove the text in the clause because it is redundant with last three words of the sentence



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PROPOSED AMENDMENT 3

ARTICLE VII - AUDIT

Amend AUDIT Section 1, Division Financial Records, Page 7 by adding to third sentence “through postal service, via email or posted to the Division webpage” and striking the words “and in turn”.

Present Wording

Article VII - Audit

An audit shall be made of the Division financial records by qualified persons appointed by the Board of Directors. Such audit shall be completed by September 15, a written report covering the audit submitted to the Board of Directors, and the records transferred in accordance with the Standing Rule 12. The Audit Committee report shall be mailed to the Board of Directors, and in turn to the chapter presidents and Members at Large through the board contact.

Proposed Wording

Article VII - Audit

An audit shall be made of the Division financial records by qualified persons appointed by the Board of Directors. Such audit shall be completed by September 15, a written report covering the audit submitted to the Board of Directors, and the records transferred in accordance with the Standing Rule 12. The Audit Committee report shall be mailed through postal service, via email or posted to Division webpage, to the Board of Directors, Chapter Presidents and Members at Large through the board contact.

Submitted by: Texas-Louisiana Board of Directors

Reason: The Audit Report must be distributed, in the most cost effective manner, to the Board of Directors, Chapter Presidents and Members at Large through their respective board contact. Utilizing email or posting to Division webpage can be a more effective way of communicating and lower cost of postage fees.



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PROPOSED AMENDMENT 4

STANDING RULE 26

Amend COMMITTEES Standing Rule 26, page 13, replace the words “All chairmen and committee members shall be Professional or Professional Merited members” with the words “All committee members shall be Professional, Professional-Merited or Student members

Present Wording

Standing Rule 26

All chairmen and committee members shall be Professional or Professional-Merited members.

Proposed Wording

Standing Rule 26

All committee members shall be Professional, Professional-Merited or Student members.

Submitted by: Texas-Louisiana Board of Directors

Reason: Allowing student members to serve on committees will give them experience at the committee level, and provide them training for when they move to a Professional member in their chapters, as well as in the Division.



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PROPOSED AMENDMENT 5

STANDING RULE 12

Amend FILES Standing Rule 12, page 11,

Present Wording

Standing Rule 12

The Division financial records shall be transferred by the Audit Committee to the Treasurer immediately following completion of the audit. Immediately following completion of the audit of the Annual Meeting and Education Forum financial records, the Audit Committee shall forward, by the least expensive means, the final audit report and all Annual Meeting and Education Forum financial records to the host chapter coordinator of the Annual Meeting and Education Forum. A copy of the final Annual Meeting audit report should be sent to the next fiscal year host chapter coordinator of the Annual Meeting and Education Forum.

Proposed Wording

Standing Rule 12

The Division financial records shall be transferred by the Audit Committee to the Treasurer immediately following completion of the audit.

The Annual Meeting Audit shall be completed by September 15, by the Audit Committee. Immediately following completion of the audit, copies of all accounting records and the Audit shall be forwarded to the next Annual Meeting Host Committee by the least expensive means. The original records shall be forwarded to the Division Board for review and then returned to the original Annual Meeting Host Committee.

Submitted by: Texas-Louisiana Board of Directors

Reason: Accurate and complete Annual Meeting records are critical to the new Annual Meeting Committees as they begin planning for the next Division Annual Meeting. The new committee must have full copies of the records to plan their budgets. A simple Audit Report does not supply enough detail to give real assistance to the new Committee. The Board of Directors should review the full records in order to give suggestions for improvement.