



**International Association of
Administrative Professionals®**

CALIFORNIA DIVISION

2007-2008

BYLAWS AND STANDING RULES

As amended June 9, 2007

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CALIFORNIA DIVISION BYLAWS

ARTICLE I – NAME

The name of this Division shall be California Division of International Association of Administrative Professionals[®] (IAAP[®]).

ARTICLE II – DUES

Section 1. Annual Division dues:

- | | | |
|----|-----------------------------|---------|
| a. | Professional member | \$20.00 |
| b. | Professional-Merited member | 10.00 |
| c. | Student member | 10.00 |

Section 2. Annual Division dues for Division Members-at-Large:

- | | | |
|----|-----------------------------|---------|
| a. | Professional member | \$33.00 |
| b. | Professional-Merited member | 16.50 |
| c. | Student member | 16.50 |

ARTICLE III – OFFICERS

Section 1. Officers

The Division officers shall be a President, a President-Elect, a Vice President, a Recording Secretary, a Corresponding Secretary, and a Treasurer.

Section 2. Qualifications

- a. A candidate for office shall have been a Professional or Professional-Merited member of this Division for at least two consecutive years immediately prior to the time of nomination and shall have served as a Chapter officer, preferably President, or chairman of an International or Division committee.
- b. A candidate for the office of President or President-Elect shall have served as an officer of this Division for at least one full year prior to the time of election.
- c. All candidates for Division office, including those nominated from the floor, shall be registered to attend that meeting at which they are candidates for office.

- d. No member shall hold an elected office in a Chapter while serving as a Division officer. No member shall hold more than one Division office at a time. No member shall serve on an International or District Committee while serving as a Division officer. Insofar as possible, each officer shall be from a different geographical location. No more than one officer shall be elected from any Chapter or Division Member-at-Large.

Section 3. Nomination

- a. By November 1, the Committee on Nominations shall notify Division officers, Chapter Presidents and Division Members-at-Large that names and qualifications of candidates for Division office must be postmarked no later than March 1.

- b. Any Chapter, by vote of its membership, may nominate any one of its Professional or Professional-Merited members as a candidate for Division office as follows:

Candidate shall submit to each member of the Division Committee on Nominations the following:

- 1) Candidate Information for Division Office form.
- 2) Chapter Endorsement of Candidate for Division Office form, preferably signed by the Chapter President, or other Chapter officer if the Chapter President is the candidate.
- 3) Copy of the chapter-endorsed Chapter Endorsement of Candidate for Division Office form from three other chapters seconding the candidate's nomination.

- c. By April 1, the Committee on Nominations shall notify the Division officers, Chapter Presidents, and Division Members-at-Large of the names and qualifications of all candidates for each Division office. A hard copy or electronic copy notification of all candidates' credentials and qualifications shall be sent to all Chapter members through Chapter Presidents.

- d. Nominations may be made from the floor at the annual Division Meeting by the candidate's Chapter Delegate. A Division Member-at-Large candidate may be nominated from the floor by the Division Member-at-Large delegate, or if there is no Division Member-at-Large delegate, then another Chapter Delegate may nominate the Division Member-at-Large candidate. All nominees shall be Professional or Professional-Merited members and have consented in writing to serve if elected. The candidates' qualifications shall be read and supporting documents given to the Presiding Officer at the time of nominations. Nominations from the floor must receive three seconds.

Section 4. Election

- a. The President-Elect, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer shall be elected by ballot by a majority vote of the Delegates at the annual Division Meeting.

- b. Election shall be by ballot except where there is but one candidate for each office, in which case the ballot may be dispensed with and the officers elected viva voce.
- c. In the event the President is to be elected in accordance with Article III, Section 7, a majority vote by ballot shall be required.
- d. In the event that no candidate receives a majority vote on the first ballot, all but the two highest for such office shall be eliminated and the balloting continued. If the vote remains a tie after the third ballot, the election shall be decided by lot.

Section 5. Term

- a. Term of office shall begin July 1 following the annual Division Meeting and end June 30 of the subsequent year or until such time as successors are elected and assume office.
- b.
 - 1) President and President-Elect shall serve one term only, except as provided in Article III, Section 7.
 - 2) One term for the office of Treasurer shall equal two consecutive years, with nomination and election for this office occurring every second year.
 - 3) All other officers shall serve preferably no more than two consecutive terms in the same office and while in office may not serve on an International or District committee or hold office in a Chapter for longer than two months.
 - 4) An officer serving six months or more in any office shall have served one term.

Section 6. Duties

- a. The President shall:
 - 1) Perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by IAAP.
 - 2) Preside at all Division meetings and all meetings of the Board of Directors.
 - 3) Call meetings of the Board of Directors as necessary.
 - 4) Appoint, subject to the approval of the Board of Directors, the chairmen of all committees and a Parliamentary Adviser; and if deemed necessary, appoint an administrative assistant, Division newsletter publisher, special committees, chairmen and co-chairmen thereof, unless otherwise specified.
 - 5) Appoint the Budget Committee, which includes the Division Treasurer, no later than July 31 to prepare the Division budget.

- 6) Be an ex-officio member of all committees except the Committee on Nominations and the Tellers Committee.
 - 7) Be authorized to sign checks.
 - 8) Have general supervision of the duties of all Division officers and be responsible for the transaction of business in proper order with strict adherence to the Bylaws and Standing Rules.
 - 9) Keep the District Director fully informed of pertinent Division matters.
 - 10) Perform all other duties incident to the office of President.
- b. The President-Elect shall:
- 1) Assist the President, and in the absence of the President, discharge the duties of that office.
 - 2) Succeed to the office of President in the event of a vacancy in that office for the unexpired term.
 - 3) Be chairman of the Membership Committee.
 - 4) Be responsible for preparation and distribution each year of the Chapter Directory in accordance with instructions from the Board of Directors.
 - 5) Coordinate the annual leadership event(s).
 - 6) Perform such other duties as may be assigned by the Board of Directors.
- c. The Vice President shall:
- 1) Coordinate the annual Certification Recognition event(s).
 - 2) Coordinate the Annual Educational Forum.
 - 3) Perform such other duties as may be assigned by the Board of Directors
- d. The Recording Secretary shall:
- 1) Keep an accurate record of all Division and Board of Directors Meetings.
 - 2) Prepare and distribute the minutes of all business transacted at Board of Directors Meetings and any other meetings called by the President in accordance with Standing Rules Section 6.g, and the annual Division Meeting in accordance with Standing Rules Section 6.b.

- 3) Distribute minutes of any Board of Directors Meeting within 45 days of said meeting as prescribed in Standing Rules Section 6.g.
 - 4) Distribute minutes of annual Division Meeting in draft format within 90 days after said meeting and in final, approved format by next year's annual meeting as prescribed in Standing Rules Section 6.b.
 - 5) Have available at all meetings up-to-date copies of the International Bylaws and Standing Rules and Division Bylaws and Standing Rules.
 - 6) Be authorized to sign checks.
 - 7) Perform such other duties as may be assigned by the Board of Directors.
- e. The Corresponding Secretary shall:
- 1) Conduct the general correspondence of the Division under the direction of the Board of Directors.
 - 2) Give written notice to Chapter Presidents and Division Members-at-Large no later than March 1 of the time and place of the annual Division Meeting provided such notification has not appeared in the Division newsletter prior to March 1.
 - 3) Be responsible for keeping an up-to-date history of the Division.
 - 4) Perform such other duties as may be assigned by the Board of Directors.
- f. The Treasurer shall:
- 1) Have custody of all funds of the Division and be authorized to sign checks. All disbursements shall be made in accordance with authorized budget allowances. Funds not so allocated may be disbursed only after approval of the Board of Directors, except in case of an emergency when amounts not to exceed \$50 may be disbursed after approval of the President only. Disbursements shall be made by check.
 - 2) Keep complete and accurate records of the financial affairs of the Division. The records shall be open to members at any time.
 - 3) Present the budget as prepared by the Budget Committee to the Board of Directors for approval and distribution as prescribed in Standing Rules Section 6.d by August 31.
 - 4) Keep a complete and accurate record of Chapter and Division Members-at-Large membership within the Division.

- 5) Perform such other duties as may be assigned by the Board of Directors.
- g. Each office with signature authority shall be bonded for whatever amount may be prescribed by the Board of Directors, the premium for which shall be paid by the Division.
 - h. Each officer shall submit a complete written report at the annual Division Meeting and may also render an oral report.
 - i. A vacancy in any office other than that of the President and President-Elect shall be filled for the unexpired term by appointment from the membership of the Division by the Board of Directors. Said appointee shall not be a member of a Chapter already represented on the Board of Directors.
 - j. Any officer unable to perform the duties of the office for any reason whatsoever for a period of 45 days shall submit a resignation in writing to the Board of Directors. In the event the Board of Directors determines in its sole judgment that any officer has failed to perform the duties of the respective office for a period of 45 days immediately prior to the taking of such vote, the Board of Directors shall request the resignation of such officer from the respective office. If such resignation is not received by the Board of Directors within 15 days after such 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 paragraph i. of this section.
 - k. The Board of Directors may immediately remove from Office by an affirmative two-thirds vote, an Officer who has engaged in financial mismanagement of Division assets, including but not limited to fraud, theft, or other illegal acts committed against the Association.
 - l. All records pertaining to any office are the property of the Division. Each officer shall transfer to the successor the files and records of the office by July 15. The Treasurer shall within 21 days after the close of the fiscal year deliver the financial records of the immediate past fiscal year to the person(s) appointed to perform the financial review.
 - m. Any officer, with the exception of the Treasurer, vacating an office before the expiration of the term, shall within 15 days transfer all files and records of the office as instructed by the Board of Directors. Should the Treasurer vacate the office before the expiration of the term, that individual shall within 15 days transfer the financial files and records of the office for financial review to the person(s) designated by the Board of Directors.

Section 7. Vacancy

In the event of a vacancy in the office of:

- a. President. The President-Elect shall succeed to the office of the President for the unexpired term and shall continue in the office of the President for the following term.
- b. President-Elect. The Board of Directors shall appoint the Vice President as Acting President-Elect for the unexpired term. The Acting President-Elect shall not automatically succeed to the office of the President for the following term, but shall be eligible to seek election to the office of the President.
- b. Any Other Office. The Board of Directors may appoint a member to fill that office for the unexpired term.

ARTICLE IV – BOARD OF DIRECTORS

Section 1.

The Board of Directors shall consist of the officers of this Division.

Section 2. The Board of Directors shall:

- a. Be the governing body of the Division and have authority to act on any and all matters that may be acted on at the annual Division Meeting except amending the Bylaws.
- b. Meet at least three times a year. Meetings shall be at the call of the President or at the call of a majority of the Board of Directors.
- c. Transact business by facsimile, electronic mail, mail, or conference call, and the written vote of the officers may be cast by hardcopy. A majority vote thus cast shall be binding in every respect.
- d. Adopt an annual budget.
- e. Select the sites for all Division-sponsored events.
- f. Attend and participate in all Division-sponsored events.
- g. Delegate the duties of any officer who is absent or disabled for a period of 15 days to any officer concurrently serving the Division.

- h. Provide for replacement if an appointee, committee chairman and/or a committee member shall fail to perform the duties of the position for a period of 30 days. A written notice of failure to perform will be given to such person(s) by an officer designated by the Board of Directors. If there is no response within 10 days of the date of notice, the position shall be declared vacant and a replacement shall be appointed by the Board of Directors within 15 days.

Section 3.

A majority of the Board of Directors shall constitute a quorum for any meeting. A vote of the majority of those present and voting, a quorum being present, shall constitute effective action.

Section 4.

Meetings of the Board of Directors shall be open to any California Division member in good standing, provided a written request to attend the meeting is given in advance to the President. Non-member guests may be invited at the discretion of the Board of Directors.

Section 5.

No officer, member or group of members shall at any time obligate the Division without the written consent of the entire Board of Directors, except as provided in these Bylaws and Standing Rules.

Section 6.

The Board of Directors may authorize officer expenses and trips as necessary for the welfare of the Division.

ARTICLE V – MEETINGS

Section 1. Division Meeting

- a. The Division shall meet annually to conduct the business of the Association and such other workshops, seminars or forums as approved by the Board of Directors to support the objectives of IAAP. This meeting shall be held in the spring of each year, preferably the second weekend in June, preferably rotated between the northern and southern regions of the Division.
- b. If this Meeting cannot be held at the time and place chosen, the Board of Directors shall designate the time and place at which it shall be held.
- c. Division officers in office at the time shall be in charge of this Meeting and shall approve all arrangements.

- d. The voting power of the members of the Division shall be exercised through properly accredited Meeting Delegates. Each Chapter shall have the right to select from its Professional and Professional-Merited membership one Delegate and one Alternate. Each Delegate shall be fully authorized to cast the vote of the Chapter on all matters voted on at the Meeting. Each Division officer shall be an ex-officio member of the Delegate Assembly with full voting privileges.
- e. The Division Members-at-Large who are registered and assembled preceding the opening of the Meeting shall be entitled to select from their Professional and Professional-Merited members one Delegate and one Alternate to represent them.
- f. The Division officers shall be installed at the Meeting.
- g. Any Division appointee, committee chairman, or respective representative who is required to make an official report at the Meeting shall be a member of the meeting for the purposes of reporting and moving adoption of such report but shall not have voting privileges unless a Delegate.
- h. A quorum for this Meeting shall be the accredited Delegates from one-half of the Chapters within the Division and at least three Division Officers.

Section 2. Certification Recognition

Certification Recognition events may be held at times and places to be determined by the Board of Directors to recognize those attaining IAAP licensed Certification or other certification appropriate to the profession as determined by the Board of Directors.

Section 3. Special Meetings

Special meetings may be called by the Board of Directors whenever deemed necessary for the welfare of the Division provided notice specifying the principal business of the meeting is given to all members at least 30 days prior to the date of the special meeting.

ARTICLE VI – REPRESENTATION

Section 1.

The Delegate to the International Convention and Education Forum shall be the Division President. The Alternate shall be the Division President-Elect. In the event the President is unable to attend, the Alternate shall serve as the Delegate and the Board of Directors may then appoint another Board member as Alternate. In the event the Alternate is unable to attend, the Board of Directors may then appoint another Board member as Alternate. The Delegate shall be fully authorized to vote in the best interests of the Division on all matters voted on at the International Convention and Education Forum.

ARTICLE VII – APPOINTEES AND COMMITTEES

Section 1.

A member holding an elected Chapter office shall not serve as a Division appointee, committee chairman, or member of a committee.

Section 2. Appointees of this Division and their duties are as follows:

- a. The *Administrative Assistant* shall perform routine duties for the Division as directed by the Board of Directors.
- b. The *Division Newsletter Publisher* shall publish as many issues of the Division newsletter as the Board of Directors deems necessary between annual Division Meetings, all issues subject to the Board's approval.
- c. The *Parliamentary Adviser* shall advise the Board of Directors as requested, be an ex-officio member of the Bylaws and Standing Rules Committee, and give parliamentary advice when the Adviser deems such advice necessary.

Section 3.

Standing Committees of this Division shall consist of a chairman and no more than two members, unless previously approved by the Board of Directors, no two of whom shall be from the same Chapter, except as otherwise specified. The chairman of each Standing Committee shall be a Professional or Professional-Merited member. Appointments shall be for one year and coincide with the fiscal year of IAAP, July 1 to June 30.

Section 4. Standing Committees and their duties are as follows:

- a. The *Bylaws and Standing Rules Committee* shall:
 - 1) Keep informed regarding the International Bylaws and Standing Rules in order that the Division Bylaws and Standing Rules may at all times be in conformity.
 - 2) Notify Chapters and Division Members-at-Large of the March 1 deadline for submitting to each member of the Bylaws and Standing Rules Committee proposed amendments to the Division Bylaws and Standing Rules and proposed resolutions other than courtesy resolutions.
 - 3) Edit and/or correlate all proposed amendments to the Division Bylaws and Standing Rules and proposed resolutions referred to it by the Board of Directors, the Chapters, or Division Members-at-Large for presentation at the annual Division Meeting in accordance with Article XI of these Bylaws.
 - 4) Propose amendments.

- 5) Forward proposed amendments and resolutions, together with the committee's recommendations thereon and reasons therefore, to the Board of Directors, the Chapters and the Division Members-at-Large by April 15.
 - 6) Submit Division Bylaws and Standing Rules for review as amended, or at least every four years, to the Southwest District representative and Chairman of the International Bylaws and Standing Rules Committee to ensure conformity with International Bylaws and Standing Rules.
 - 7) Review all Chapter Bylaws and Standing Rules as amended, or at least every four years, to ensure conformity with International and Division Bylaws and Standing Rules.
 - 8) Assist the Board of Directors in preparing and submitting amendments and resolutions to the International Bylaws and Standing Rules Committee on behalf of the Division.
 - 9) Be responsible for presentation of Standing Rules for ratification at the annual Division Meeting as required by these Bylaws.
- b. The *Education and Certification Committee* shall implement programs and educational projects within the Division, with emphasis on stimulating interest and encouraging participation in IAAP licensed Certification programs or other certification appropriate to the profession as determined by the Board of Directors. The chairman shall be the custodian of IAAP promotional materials in support of these programs and may assist the Vice President with the Annual Educational Forum.
 - c. The *Membership Committee* shall direct the activities of the Division related to recruitment and retention of members and shall assist in the formation of new Chapters within the Division.
 - d. The *Committee on Nominations* shall be appointed no later than August 1. No member shall be a Division officer and no two members shall be from the same Chapter. At least one member shall be from the northern region of the Division and one from the southern region of the Division. This committee shall prepare a slate of candidates for election at the annual Division Meeting in accordance with the provisions of Article III.3. of these Bylaws and shall prepare the necessary forms to conduct the annual election.
 - e. The *Administrative Professionals Week[®] Committee* shall organize and direct the Division's activities to promote Administrative Professionals Week.
 - f. The *Retirement Trust Foundation Committee* shall promote interest in the IAAP Retirement Trust Foundation and shall devise and promote projects for the purpose of raising funds for the Foundation.

Section 5.

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

Section 6.

All appointees and committees shall be directly responsible to the Board of Directors and, with the exception of the Committee on Nominations, shall submit all plans, prior to execution, to the Board of Directors for approval and make a progress report to their Board Contact on a quarterly basis, or more often if requested.

Section 7.

All files and records of each appointee and committee shall be transferred by July 15 to the successor or, if no successor has been appointed, to the Board, except the Bylaws and Standing Rules Committee files, which shall be transferred to the successors or as directed by the Board of Directors by August 15.

Section 8.

Any appointee or committee member vacating a position before expiration of the term shall within 15 days transfer the files and records of that appointment or committee as instructed by the Board of Directors.

ARTICLE VIII – FINANCIAL REVIEW

Section 1.

A financial review shall be made of the Division's financial records by an independent licensed accounting professional selected by the Board of Directors. Such review shall be completed by August 15, a written report covering the review submitted to the Board of Directors, and the files and records transferred to the incumbent Treasurer.

Section 2.

In the event of a vacancy in the office of Treasurer, a review shall be performed of the Division's financial records by an independent licensed accounting professional selected by the Board of Directors. Such review shall be completed within 30 days after receipt of the files and records, a written report covering the review submitted to the Board of Directors, and the files and records transferred in accordance with instructions from the Board of Directors.

ARTICLE IX – EMERGENCY ADMINISTRATION

In the event of an emergency, when holding the annual Division Meeting is made impracticable, all powers, functions and duties of the Meeting shall be and are hereby vested in the Chapters of the Division and shall be performed and decided in such manner as the Board of Directors may prescribe. Ratification or minutes of any actions taken will be distributed as prescribed in Standing Rules Section 6.b.

ARTICLE X – DISSOLUTION

In the event of the dissolution, abandonment, or termination of the California Division of International Association of Administrative Professionals, no income, contributions, or other revenue or funds shall inure to the benefit of any individual or non-IAAP-affiliated group; and any and all assets then possessed by the Division, after current indebtedness has been paid, shall go and be delivered immediately to the Chapters within this Division on a Chapter membership pro rata basis.

All Division files, records and property shall be surrendered to IAAP Headquarters.

ARTICLE XI – AMENDMENTS

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

- a. At any annual Division Meeting by a two-thirds vote, provided copies of the proposed amendment(s) shall have been distributed to all Chapters and Division Members-at-Large by April 15.
- b. At any annual Division Meeting by a four-fifths vote, provided copies of the proposed amendment(s) shall have been distributed to the Delegates, Division officers, and Chairman of the Bylaws and Standing Rules Committee at least one business session of the California Division prior to taking the vote.
- c. By unanimous vote if not distributed previously as required in paragraphs a. and b. of this section.
- d. By a referendum of the Chapters and Division Board of Directors. A referendum may be ordered by a two-thirds vote of the Division Board of Directors or by a majority of the Chapters. An affirmative vote of the majority of the Chapters and Division Board of Directors shall be necessary for adoption.

Section 2.

Standing Rules may be adopted or suspended by a majority vote at any annual Division Meeting or Special Meeting, previous notice not being required. They may be amended or rescinded by a two-thirds vote without previous notice and by a majority vote if notice was given at least one business session of the California Division prior or in the official call to the annual Division Meeting.

Section 3.

Standing Rules may be adopted or amended by the Board of Directors between annual Division Meetings provided that, at the time of adoption or amendment, notice is sent to each Chapter and each Division Member-at-Large. Such procedures shall be in effect until the next annual Division Meeting, at which time they must either be rescinded by the Board of Directors or presented at the annual Division Meeting for ratification. When ratified, they shall remain in effect until rescinded or otherwise disposed of at an annual Division Meeting.

Section 4.

Automatic grammatical, punctuation and correlation corrections in these Bylaws and Standing Rules and/or amendments thereto which in no way alter the intent of the respective Bylaw or Standing Rule and/or amendment thereto shall be effected by the Bylaws and Standing Rules Committee, subject to the approval of the Board of Directors.

Section 5.

Editing changes to the Bylaws and Standing Rules necessitated by amendments to the International Bylaws and Standing Rules shall be effected by the Bylaws and Standing Rules Committee.

Notification shall be made to all members of the Division through the Chapter Presidents and to Division Members-at-Large as directed by the Board of Directors.

ARTICLE XII – ENACTMENT

These Bylaws and Standing Rules and/or amendments thereto, shall become effective upon adjournment of the annual Division Meeting at which adopted, unless otherwise specified.

Bylaws adopted: June 1953
 Revised: August 1995
 Amended: May 1995
 Amended: May 1997
 Submitted for review to International Bylaws & Standing Rules Committee: August 1997
 Amended: May 1998
 Submitted for review to International Bylaws & Standing Rules Committee: June 1998
 Amended: May 1999
 Submitted for review to International Bylaws & Standing Rules Committee: June 1999
 Amended: May 2000
 Submitted for review to International Bylaws & Standing Rules Committee: May 2000
 Amended: May 2001
 Submitted for review to International Bylaws & Standing Rules Committee: June 2001
 Amended: May 2002
 Submitted for review to International Bylaws & Standing Rules Committee: June 2002
 Amended: May 2003
 Submitted for review to International Bylaws & Standing Rules Committee: May 2003
 Amended: May 2004
 Amended: June 2006
 Submitted for review to International Bylaws & Standing Rules Committee: Pending
 Amended: June 2007

CALIFORNIA DIVISION STANDING RULES

Section 1. Reimbursement

- a. If funds are available, Division officers shall be reimbursed for actual, necessary, and reasonable expense(s) incurred to include hotel based on double occupancy, or single occupancy if funds are available, registration fee, automobile transportation not to exceed IRS Guidelines or airline coach fare, whichever is the lesser, and per diem expense(s) not to exceed \$75, as follows:
 - 1) Delegate and Alternate attending International Convention and Education Forum
 - 2) All Division officers who attend Division-sponsored events, regular Board of Directors Meetings, or any specially called meeting of the Division or the Board of Directors
 - 3) Division officers making their assigned official chapter visits
 - 4) President, President-Elect, or a representative from the Board of Directors attending installations of new IAAP Chapters
 - 5) With unanimous Board approval, Division officers incurring expenses for the benefit of the Division, the Chapters, and at the request of Chapters, in the performance of duties during the term of office
- b. When appointees, committee chairmen, or their representatives and special appointees are required by vote of the Board of Directors to attend any Division-sponsored event, regular Board of Directors Meetings, or any specially called meeting of the Division, or the Board of Directors, they shall be reimbursed for actual, necessary, and reasonable expense(s) incurred within the scope of their required attendance. An itemized expense(s) statement shall be submitted to the Division Treasurer through the Board Contact.
- c. If funds are available, Division appointees and committee chairmen shall be reimbursed for actual, necessary, and reasonable expense(s) incurred in connection with their duties, on condition that these expense(s) have received prior approval of the Board of Directors. An itemized expense(s) statement shall be submitted to the Division Treasurer through the Board Contact.

Section 2. New Chapters

A gift to be purchased from Division funds, not to exceed \$50 in value, shall be presented to each new Chapter in the Division at the time of its chartering. Each new chapter shall select a gift prior to its chartering.

Section 3. Chapter Directory

Each Chapter Treasurer shall notify the Division of any changes that occur during the year in the official directory listing of the Chapter.

Section 4. Meetings

- a. The chairman/coordinator for a Division function shall present a proposed budget to the Board of Directors for approval. This budget shall show estimated income, expenses, and net proceeds. Net proceeds from any Division function shall be split between the Division (70%) and the hosting Chapter (30%).
- b. Preparatory to the annual Division Meeting, a Tellers Committee shall be appointed by the President, no member of which shall be a current officer, candidate for office, Delegate or Alternate. The Committee shall be responsible for distributing and collecting the ballots and for tallying the vote. After all votes are cast and tallied, the chairman of the committee shall report the results of the election to the assembly, and the President shall then declare the results of the election.
- c. Each Division appointee and committee chairman shall submit an annual report as instructed by the Board of Directors prior to the annual Division Meeting and may also give an oral report at said meeting.
- d. Awards shall be presented at the annual Division Meeting for the period of June 1 of the previous year through May 31 of the current year, based on Chapter size at June 1 of the previous year, in the following Chapter size categories: 25 or fewer members, 26 to 50 members, 51 to 75 members, 76 to 100 members, and more than 100 members.
- e. A pin or guard emblematic of the respective Division office shall be presented to each Division officer at the time of installation, to be passed on to the successor. If an officer wishes to keep the pin or guard, or loses it, the officer must replace it at no cost to the Division.
- f. As a token of appreciation from the Division, a past Division officer's pin or guard shall be presented to each Division officer upon retirement from the Board of Directors, provided said retiring officer shall have served a period of at least six months.
- g. The minutes of the annual Division Meeting shall be approved by those Division officers who are in office at the time of that meeting.

Section 5. Miscellaneous

- a. The Division Delegate and Alternate to the International Convention and Education Forum shall make a complete written report to the Board of Directors within 45 days after the close of the Convention.

- b. Each Division officer shall furnish to the Division Treasurer a written itemized statement of expenses incurred under provisions for reimbursement in these Standing Rules on the form and in the manner prescribed by the Treasurer.
- c. Each appointee and committee chairman shall furnish to the Board Contact a written itemized statement of expenses incurred under the provisions for reimbursement in these Standing Rules on the form and in the manner prescribed by the Division Treasurer.
- d. Any publication setting forth International and/or Division policies and statistics prepared by a Chapter for Chapter use shall be reviewed by the Board of Directors prior to publication.
- e. Should a member not cash a check drawn on Division funds within 60 days after receipt, the bank shall be notified to stop payment. If the member wishes to cash the check after this period, the member shall be required to pay the stop payment fee and shall submit a request for the reissuance of the check.

Section 6. Distribution of Division Correspondence and/or Releases

- a. Chapter Directory
 - 1) Southwest District Director.
 - 2) Each Division Officer.
 - 3) Each Division Appointee, Committee Chairman, and each member of the Bylaws and Standing Rules Committee.
 - 4) Each Chapter Officer.
 - 5) Each Division Member-at-Large.
- b. Minutes of annual Division Meeting
 - 1) Southwest District Director.
 - 2) Each Division Officer.
 - 3) Each Division Appointee, Committee Chairman, and each member of the Bylaws and Standing Rules Committee.
 - 4) Posted to Division webpage available to all members.
- c. Financial Review
 - 1) Each Division Officer.
 - 2) Each Division Appointee, Committee Chairman, and each member of the Bylaws and Standing Rules Committee.
 - 3) Each Chapter Delegate at the annual Division Meeting, or by mail if the Chapter is not represented.
 - 4) Each Division Member-at-Large.
- d. Division Budget

- 1) Each Division Officer.
- 2) Each Division Appointee, Committee Chairman, and each member of the Bylaws and Standing Rules Committee.
- 3) Each Chapter President.
- 4) Each Division Member-at-Large.

Publication in the California Division newsletter is an acceptable alternative to sending the Budget to all of the above individuals.

e. Proposed Amendments to Division Bylaws and Standing Rules

- 1) Each Division Officer.
- 2) Each Division Appointee, Committee Chairman, and each member of the Bylaws and Standing Rules Committee.
- 3) Each Chapter President.
- 4) Each Division Member-at-Large.

f. Division Bylaws and Standing Rules

- 1) International Executive Director.
- 2) Southwest District Director.
- 3) The Southwest District Representative and Chairman of the International Bylaws and Standing Rules Committee.
- 4) Each Division Officer, Appointee, Committee Chairman, and each member of the Bylaws and Standing Rules Committee.
- 5) Each Chapter President (3 copies to be distributed to the Chapter President's file, Recording Secretary, and Chairman of the Chapter Bylaws and Standing Rules Committee).

g. Minutes of Board of Directors Meetings

- 1) Each Division Officer.
- 2) Division Parliamentary Adviser

h. Board of Directors Releases

- 1) Each Division Officer.
- 2) Each Division Appointee, Committee Chairman, and each member of the Bylaws and Standing Rules Committee, or as deemed necessary by the Board of Directors.
- 3) Each Chapter President, or as deemed appropriate by the Board of Directors.
- 4) Each Division Member-at-Large, or as deemed appropriate by the Board of Directors.

i. Committee Releases

- 1) Each Division Officer.

- 2) Each Division Appointee, Committee Chairman, and each member of the Bylaws and Standing Rules Committee, or as deemed appropriate by the Board of Directors.
- 3) Each Chapter President, or as deemed appropriate by the Board of Directors.

j. Correspondence on the Division Level

Between any Division Officer, Appointee, Committee Chairman, Co-Chairman, and/or Member OR to International Headquarters, any International Officer, Committee Chairman, and/or member OR to any Chapter Officer, Committee Chairman and/or member, A COPY SHALL BE SENT TO EACH MEMBER OF THE DIVISION BOARD OF DIRECTORS AND TO THE CHAPTER PRESIDENT, WHERE A CHAPTER IS INVOLVED.

k. Correspondence on the Chapter Level

By a Chapter Officer, Chapter Committee Chairman, and/or Member to any Division Officer, Appointee, Committee Chairman, Co-Chairman and/or Member OR to International Headquarters, any International Officer, Committee Chairman and/or member, A COPY SHALL BE SENT TO EACH MEMBER OF THE DIVISION BOARD OF DIRECTORS.

l. Chapter Bylaws and Standing Rules

- 1) Chairman of the Division Bylaws and Standing Rules Committee.
- 2) The Chapter's contact on the Division Bylaws and Standing Rules Committee.
- 3) Division Parliamentary Adviser (if there is a specific question or clarification is necessary).
- 4) The Chapter's contact on the Division Board of Directors.

A final copy of the Chapter Bylaws and Standing Rules shall be sent to each of the above and the Southwest District Representative of the International Bylaws and Standing Rules Committee after appropriate review by the Division Bylaws and Standing Rules Committee for conformity with International and Division Bylaws and Standing Rules.

Section 7. Distribution of International Forms

- a. Notification of Change of Name, Address, Resignation, Suspension or Death
 - 1) Copies as listed on form STF-4.
 - 2) Division President.
 - 3) Division Treasurer.

- b. Notification of Chapter Officer Information
 - 1) Copies as listed on form STF-6.
 - 2) Division President.
 - 3) Division Treasurer.

- c. Notification of New Chapter Officers
- 1) Copies as listed on form STF-8.
 - 2) Division Officers.

Standing Rules adopted:	May 1954	
Revised:	August 1995	
Amended:	August 1995	
Amended:	May 1997	
Submitted for review to International Bylaws & Standing Rules Committee:	August 1997	
Amended:	May 1998	
Submitted for review to International Bylaws & Standing Rules Committee:	June 1998	
Amended:	May 1999	
Submitted for review to International Bylaws & Standing Rules Committee:	June 1999	
Amended:	May 2000	
Submitted for review to International Bylaws & Standing Rules Committee:	May 2000	
Amended:	May 2001	
Submitted for review to International Bylaws & Standing Rules Committee:	June 2001	
Amended	May 2002	
Submitted for review to International Bylaws & Standing Rules Committee	June 2002	
Amended	May 2003	
Submitted for review to International Bylaws & Standing Rules Committee	May 2003	
Amended	May 2004	
Submitted for review to International Bylaws & Standing Rules Committee	July 2006	
Amended	June 2006	
Submitted for review to International Bylaws & Standing Rules Committee	Pending	
Amended	June 2007	