



May 12, 2008

To: California Division Board of Directors  
California Division Chapter Members via Chapter Presidents  
California Division Bylaws and Standing Rules Committee  
California Division Members-at-Large

From: Debbie Austin CPS/CAP, California Division Bylaws and Standing Rules  
Committee Chair

Subject: Proposed Amendments to California Division Bylaws and Standing Rules

In accordance with California Division Bylaws, Article VII, Section 4.a.5), this will serve to notify all members of the proposed amendments to the Division Bylaws and Standing Rules (dated June 9, 2007). These amendments will be voted upon at the 2008 California Division Meeting in Sacramento on June 21, 2008.

Chapter Presidents are asked to promptly distribute these proposed amendments to all chapter members for their review before discussion at your May or June chapter meeting. Furthermore, the Chapter President, or appropriate designee, should review each amendment with the membership to gain input and consensus so the chapter's delegate can vote in accordance with the membership's wishes at the annual Division meeting.

If you have any questions, please contact me or Alba at the numbers below.

Debbie Austin CPS/CAP B&SRs Committee Chair W: 626-578-3527 H: 626-205-2095 <a href="mailto:caustins@aol.com">caustins@aol.com</a>	Alba Kuhlmeier CPS B&SRs Member South W: 818-874-7297 H: 818-883-6159 <a href="mailto:alba.kuhlmeier@teradyne.com">alba.kuhlmeier@teradyne.com</a>
--	--

Attachment



**CALIFORNIA DIVISION**

**BYLAWS AND STANDING RULES**

**Proposed Amendments for Discussion at the  
2008 California Division Meeting  
June 21, 2008  
Sacramento, California**

**HOUSEKEEPING CHANGES**

California Division Bylaws, Article XI – Amendments, Section 4, states, “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.” The following changes have been proposed by the 2007-2008 California Division Bylaws & Standing Rules Committee and have been approved by the 2007-2008 California Division Board of Directors. All changes listed and will become part of the 2008-2009 Bylaws & Standing Rules as ratified at the 2008 California Division Meeting.

**CALIFORNIA DIVISION BYLAWS COVER PAGE**

<b>PRESENT WORDING</b>	<b>PROPOSED WORDING</b>
California Division 2007-2008 Bylaws and Standing Rules As Amended June 9, 2007	California Division, <b>Inc.</b> 2007-2008 Bylaws and Standing Rules As Amended June 9, 2007

Reason: To correctly identify the legal name of California Division since incorporation in January, 2006.

**CALIFORNIA DIVISION BYLAWS, ARTICLE I - NAME**

<b>PRESENT WORDING</b>	<b>PROPOSED WORDING</b>
The name of this Division shall be California Division of International Association of Administrative Professionals® (IAAP®).	The name of this Division shall be California Division, <b>Inc.</b> of International Association of Administrative Professionals® (IAAP®).

Reason: To correctly identify the legal name of California Division since incorporation in January, 2006.

**CALIFORNIA DIVISION BYLAWS, ARTICLE II - DUES**

<b>PRESENT WORDING</b>	<b>PROPOSED WORDING</b>
<u>Section 2.</u> Annual Division dues for Division Members-at-Large	<u>Section 2.</u> Annual Division dues for Division Members- <b>s</b> -at-Large

Reason: To correctly identify the name of the chapter for Division members who are not associated with a chapter.

**Housekeeping Changes continued**

CALIFORNIA DIVISION BYLAWS, ARTICLE III – OFFICERS

Section 2 - Qualifications

<b>PRESENT WORDING</b>	<b>PROPOSED WORDING</b>
<p>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.</p>	<p>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 <b>from</b> Division Member-at-Large.</p>

Reason: Grammatical corrections.

CALIFORNIA DIVISION BYLAWS, ARTICLE III – OFFICERS

Section 4 - Election

<b>PRESENT WORDING</b>	<b>PROPOSED WORDING</b>
<p>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.</p>	<p>b. Election shall be by ballot except <del>where</del> <b>when</b> there is but one candidate for each office, in which case the ballot may be dispensed with and the officers elected viva voce.</p>

Reason: Grammatical corrections.

CALIFORNIA DIVISION BYLAWS, ARTICLE III – OFFICERS

Section 6. Duties

<b>PRESENT WORDING</b>	<b>PROPOSED WORDING</b>
<p>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.</p>	<p>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.</p>

Reason: Punctuation correction.

**Housekeeping Changes continued**

CALIFORNIA DIVISION BYLAWS, ARTICLE X - DISSOLUTION

<b>PRESENT WORDING</b>	<b>PROPOSED WORDING</b>
<p>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.</p>	<p>In the event of the dissolution, abandonment, or termination of the California Division, <b>Inc.</b> 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.</p>

Reason: To correctly identify the legal name of California Division since incorporation in January, 2006.

CALIFORNIA DIVISION STANDING RULES

Section 1. Reimbursement

<b>PRESENT WORDING</b>	<b>PROPOSED WORDING</b>
<p>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.</p>	<p>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.</p>

Reason: Punctuation correction.

CALIFORNIA DIVISION STANDING RULES

Section 5. Miscellaneous

<b>PRESENT WORDING</b>	<b>PROPOSED WORDING</b>
<p>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.</p>	<p>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 <b>Division</b> Treasurer.</p>

Reason: Clarification and consistency with clause c. in same section.

**END OF HOUSEKEEPING CHANGES**

**Proposed Amendment #1**

CALIFORNIA DIVISION BYLAWS  
ARTICLE III - OFFICERS

Section 3. Nomination

<b>PRESENT WORDING</b>	<b>PROPOSED WORDING</b>
<p>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.</p>	<p>d. Nominations may be made from the floor at the annual Division Meeting by the candidate's Chapter Delegate, <b>or by another Chapter Delegate if there is no Chapter Delegate in attendance from the candidate's chapter.</b> 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.</p>

**Proposed by:** California Division Bylaws & Standing Rules Committee

**Reason:** To allow a candidate to be nominated in the event a Delegate from their chapter is not in attendance at the Division meeting. Second proposed change in this paragraph is a grammatical correction.

**Recommendation:** The California Division Board of Directors recommends adoption.

**Proposed Amendment #2**

CALIFORNIA DIVISION BYLAWS  
ARTICLE III - OFFICERS

Section 4. Election

<b>PRESENT WORDING</b>	<b>PROPOSED WORDING</b>
<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>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.</p> <p>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.</p> <p><del>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.</del></p> <p><b>cd.</b> 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.</p>

**Proposed by:** California Division Bylaws & Standing Rules Committee

**Reason:** Division Bylaws state that the President-Elect automatically succeeds to the office of President in the event of vacancy. Since no vote is required to fill a vacancy in the office of President, this clause is removed.

**Recommendation:** The California Division Board of Directors recommends adoption.

**Proposed Amendment #3**

CALIFORNIA DIVISION BYLAWS  
ARTICLE III - OFFICERS

Section 6. Duties

<b>PRESENT WORDING</b>	<b>PROPOSED WORDING</b>
<p>e. The Corresponding Secretary shall:</p> <ol style="list-style-type: none"><li>1) Conduct the general correspondence of the Division under the direction of the Board of Directors.</li><li>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.</li></ol>	<p>e. The Corresponding Secretary shall:</p> <ol style="list-style-type: none"><li>1) Conduct the general correspondence of the Division under the direction of the Board of Directors.</li><li>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 <b>or been posted to the Division webpage</b> prior to March 1.</li></ol>

**Proposed by:** California Division Bylaws & Standing Rules Committee

**Reason:** Language is added to allow dissemination of information by means other than the Division newsletter, as the Division newsletter is not consistently published.

**Recommendation:** The California Division Board of Directors recommends adoption.

**Proposed Amendment #4**

CALIFORNIA DIVISION BYLAWS  
ARTICLE III - OFFICERS

Section 7. Vacancy

<b>PRESENT WORDING</b>	<b>PROPOSED WORDING</b>
<p>In the event of a vacancy in the office of:</p> <p>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.</p> <p>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.</p> <p>c. Any Other Office. The Board of Directors may appoint a member to fill that office for the unexpired term.</p>	<p>In the event of a vacancy in the office of:</p> <p>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.</p> <p>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.</p> <p>c. <del>Any Other Office. The Board of Directors may appoint a member to fill that office for the unexpired term.</del></p> <p>i. A vacancy in any office other than that of the President and President-Elect shall <u>may</u> 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.</p>

**Proposed by:** California Division Bylaws & Standing Rules Committee

**Reason:** The inserted text is moved from Section 6-Duties. The proposed inserted text better identifies the action to be taken in the event of vacancy in an office other than President or President-Elect. Movement of this text aligns with clauses a. and b. in Section 7 shown above.

Also, suggesting that “shall” be changed to “may” to allow the Board of Directors to determine the need to fill a vacant office for the unexpired term.

**Recommendation:** The California Division Board of Directors recommends adoption.

**Proposed Amendment #5**

CALIFORNIA DIVISION BYLAWS  
ARTICLE III - OFFICERS

Section 6. Duties

<b>PRESENT WORDING</b>	<b>PROPOSED WORDING</b>
<p>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.</p>	<p><b>i.</b> 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 <b>paragraph i. of this section. Article III, Section 7.c.</b></p> <p>Remaining clauses will be re-lettered accordingly</p>

**Proposed by:** California Division Bylaws & Standing Rules Committee

**Reason:** If Amendment # 4 passes (and clause i. moves to Section 6), the reference to “paragraph i. of this section” is incorrect and corrected with reference to Article III, Section 7 regarding vacancy of office.

**Recommendation:** The California Division Board of Directors recommends adoption.

**Proposed Amendment #6**

CALIFORNIA DIVISION BYLAWS  
ARTICLE V - MEETINGS

Section 2. Certification Recognition

<b>PRESENT WORDING</b>	<b>PROPOSED WORDING</b>
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.	Certification Recognition events may be held at times and places to be determined by the Board of Directors to recognize those attaining <b>or recertifying</b> IAAP licensed <b>C</b> ertification or other certification appropriate to the profession as determined by the Board of Directors.

**Proposed by:** California Division Bylaws & Standing Rules Committee

**Reason:** To correctly identify those eligible for recognition by the Division Board of Directors.

Change to the word “certification” is grammatical correction.

**Recommendation:** The California Division Board of Directors recommends adoption.

**Proposed Amendment #7**

CALIFORNIA DIVISION BYLAWS  
ARTICLE VI - REPRESENTATION

Section 1.

<b>PRESENT WORDING</b>	<b>PROPOSED WORDING</b>
<p>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.</p>	<p>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 <del>and Education Forum.</del></p>

**Proposed by:** California Division Bylaws & Standing Rules Committee

**Reason:** Wording is removed since there is no voting that takes place during the Educational Forum – only during the International Convention (business sessions).

**Recommendation:** The California Division Board of Directors recommends adoption.

**Proposed Amendment #8**

CALIFORNIA DIVISION STANDING RULES

Section 4. Meetings

<b>PRESENT WORDING</b>	<b>PROPOSED WORDING</b>
<p>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.</p> <p>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.</p> <p>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.</p>	<p><del>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.</del></p> <p><del>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.</del></p> <p><u>gd.</u> The minutes of the annual Division Meeting shall be approved by those Division officers who are in office at the time of that meeting.</p> <p>Remaining clauses will be re-lettered accordingly</p>

**Proposed by:** California Division Bylaws & Standing Rules Committee

**Reason:** Moving e. and f. to Section 5-Miscellaneous since they don't specifically pertain to content of Section 4-Meetings.

**Recommendation:** The California Division Board of Directors recommends adoption.

**Proposed Amendment #9**

CALIFORNIA DIVISION STANDING RULES

Section 5. Miscellaneous

<b>PRESENT WORDING</b>	<b>PROPOSED WORDING</b>
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.	a. The Division Delegate <del>and Alternate</del> 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.

**Proposed by:** California Division Bylaws & Standing Rules Committee

**Reason:** The Division Delegate is the only officer required to submit a Delegate's Report after attending the International Convention and Educational Forum.

**Recommendation:** The California Division Board of Directors recommends adoption.

**Proposed Amendment #10**

CALIFORNIA DIVISION STANDING RULES

Section 6. Distribution of Division Correspondence and/or Releases

<b>PRESENT WORDING</b>	<b>PROPOSED WORDING</b>
a. <u>Chapter Directory</u>  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.	a. <u>Chapter Directory</u>  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) <del>Each Chapter Officer</del> 5) <del>Each Division Member-at-Large.</del> 4) <u>Posted to Division webpage available to all members</u>

**Proposed by:** California Division Bylaws & Standing Rules Committee

**Reason:** With the advances of technology, distribution of materials is now done on the Division webpage, and an email notification with link to the information sent to recipients.

**Recommendation:** The California Division Board of Directors recommends adoption.

**Proposed Amendment #11**

CALIFORNIA DIVISION STANDING RULES

Section 6. Distribution of Division Correspondence and/or Releases

<b>PRESENT WORDING</b>	<b>PROPOSED WORDING</b>
c. <u>Financial Review</u>  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.	c. <u>Financial Review</u>  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) <b>Each A</b> Division Member-at-Large <b>upon request</b> .

**Proposed by:** California Division Bylaws & Standing Rules Committee

**Reason:** Mass distribution of the Financial Review is made to the membership through each Chapter Delegate (who is to share the information with all members of the chapter through their Chapter Delegate's report) at the annual Division meeting and will be shared with any Division Member-at-Large upon request.

**Recommendation:** The California Division Board of Directors recommends adoption.

**Proposed Amendment #12**

CALIFORNIA DIVISION STANDING RULES

Section 6. Distribution of Division Correspondence and/or Releases

<b>PRESENT WORDING</b>	<b>PROPOSED WORDING</b>
<p>d. <u>Division Budget</u></p> <ol style="list-style-type: none"><li>1) Each Division Officer.</li><li>2) Each Division Appointee, Committee Chairman, and each member of the Bylaws and Standing Rules Committee.</li><li>3) Each Chapter President.</li><li>4) Each Division Member-at-Large.</li></ol> <p>Publication in the California Division newsletter is an acceptable alternative to sending the Budget to all of the above individuals.</p>	<p>d. <u>Division Budget</u></p> <ol style="list-style-type: none"><li>1) Each Division Officer.</li><li>2) Each Division Appointee, Committee Chairman, and each member of the Bylaws and Standing Rules Committee.</li><li>3) Each Chapter President.</li><li>4) Each Division Member-at-Large.</li></ol> <p><del>Publication in</del> <u>Posting on</u> the California Division <u>webpage</u> <del>newsletter</del> is an acceptable alternative to sending the Budget to all of the above individuals.</p>

**Proposed by:** California Division Bylaws & Standing Rules Committee

**Reason:** Because the Division newsletter has not been published consistently for some time, the current Board practice has been to post the Division Budget on the Division webpage and send and email and link to 1) all Division Committee Chairman and Division Appointees, 2) Chapter Presidents for distribution to their membership, and to 3) all Division Members-at-Large.

**Recommendation:** The California Division Board of Directors recommends adoption.

**Proposed Amendment #13**

CALIFORNIA DIVISION STANDING RULES

Section 6. Distribution of Division Correspondence and/or Releases

<b>PRESENT WORDING</b>	<b>PROPOSED WORDING</b>
<p>f. <u>Division Bylaws and Standing Rules</u></p> <ol style="list-style-type: none"> <li>1) International Executive Director.</li> <li>2) Southwest District Director.</li> <li>3) The Southwest District Representative and Chairman of the International Bylaws and Standing Rules Committee.</li> <li>4) Each Division Officer, Appointee, Committee Chairman, and each member of the Bylaws and Standing Rules Committee.</li> <li>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).</li> </ol>	<p>f. <u>Division Bylaws and Standing Rules</u></p> <ol style="list-style-type: none"> <li>1) International Executive Director.</li> <li>2) Southwest District Director.</li> <li>3) The Southwest District Representative and Chairman of the International Bylaws and Standing Rules Committee.</li> <li>4) Each Division Officer, Appointee, Committee Chairman, and each member of the Bylaws and Standing Rules Committee.</li> <li>5) Each Chapter President (<del>3 copies to be distributed to the Chapter President's file, Recording Secretary, and Chairman of the Chapter Bylaws and Standing Rules Committee</del>).</li> <li>6) <u>Posted to the Division webpage available to all members.</u></li> </ol>

**Proposed by:** California Division Bylaws & Standing Rules Committee

**Reason:** With the advances of technology, distribution of materials is now done by posting them to the Division webpage, and an email notification with link to the information sent to recipients.

**Recommendation:** The California Division Board of Directors recommends adoption.

**Proposed Amendment #14**

CALIFORNIA DIVISION STANDING RULES

Section 7. Distribution of International Forms

<b>PRESENT WORDING</b>	<b>PROPOSED WORDING</b>
No present wording	<p>d. <u>Request for Approval-Authorization to Build New Chapter</u></p> <ol style="list-style-type: none"><li>1) <u>Chapter or individual requesting clearance sends form to Division President.</u></li><li>2) <u>Division President, include your name and send to International District Director and each Division Officer.</u></li><li>3) <u>International District Director, include your name and send to Headquarters and Division President.</u></li></ol>

**Proposed by:** California Division Bylaws & Standing Rules Committee

**Reason:** To add distribution of form M-10 used to begin building a new chapter.

**Recommendation:** The California Division Board of Directors recommends adoption.

**END OF PROPOSED AMENDMENTS**