



**Lawson State Community College Cougar Chapter  
Bylaws and Standing Rules**

**ARTICLE I – NAME AND LOCATION**

The name of the corporate Chapter shall be the Lawson State Community College Cougar Chapter (LSCCC) of the International Association of Administrative Professionals® (IAAP). It shall be located in Birmingham, Alabama.

**ARTICLE II – MEMBERSHIP AND DUES**

Section 1      Membership.

Membership eligibility in the LSCCC Chapter is open to a person who is associated with Lawson State Community College (faculty, staff, students and alumni) and meets the International definition of an administrative professional as provided in the International Bylaws Article VI.

Section 2      Dues.

Annual dues for this Chapter shall be:

Professional member	\$30.00
Professional-Merited member	\$.00
Student member	\$15.00
Associate Member	*

Associate Members shall have all the rights and privileges of Professional Members except they may not hold office at the Chapter level, or represent the Chapter as Delegate or Alternate Delegate at International or Division meetings.

\*Associate Member dues are set by International with appropriate portion remitted to the Chapters.

Section 3      Renewal and Reinstatement.

Renewal and Reinstatement of Membership shall be in accordance with the International Bylaws Article VII.

Section 4      Fiscal Year.

The IAAP Fiscal Year shall be July 1 through June 30.

Section 5      Waiving of Dues.

The Chapter dues of any Professional member may be waived in the event of the member's becoming physically incapacitated, at the discretion and approval of the Board of Directors under the following provisions.

- A. Such member does not meet the qualifications for Professional-Merited Membership.
- B. Such member shall have been a member of the LSCCC for at least ten (10) years.
- C. Such member's physical status shall be reviewed annually and Chapter dues waived until the qualifications for Professional-Merited Membership are met.

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

**Section 6      Officers.**

The Chapter officers shall be President, President-Elect, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.

**Section 7      Qualifications.**

- B. A candidate for office shall have been a Professional Member for at least one year prior to the time of nomination.
- C. A candidate for the office of President and President-Elect shall have served as an officer of this Chapter prior to nomination and shall be employed full time in accordance with the International definition of an administrative professional at the time of election.
- D. No member shall hold more than one Chapter office at a time. No member shall hold a Division Office, serve as a Division Committee Chairman, or serve on an International Department or Committee while serving as a Chapter officer, except to allow for normal overlap in installation times.

**Section 8      Nomination and Election.**

- E. The Nominating Committee shall consist of a chairman and four members. The Board of Directors shall appoint the chairman and may appoint one other member to this committee. The balance is to be elected by the membership.
- F. At least two 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, giving the qualifications of each candidate.

- G. Nominations may also be made from the floor prior to the election and such nominees shall be entered on the slate, provided they have consented to the nomination and they have provided supporting documents. Nominations from the floor must receive two seconds.
- H. A majority vote of the members present at the Annual Meeting shall be required for election, which shall be by ballot, except that if there is but one candidate for each office, the ballot may be dispensed with and the officers elected viva voce.
- I. If no candidate receives a majority vote on the first ballot, all but the two receiving the highest number of votes for each office shall be eliminated and the balloting continued. If the vote remains a tie after the second ballot, the election shall be decided by lot.

**Section 9      Term of Office.**

- J. The term of office shall coincide with the fiscal year for IAAP, July 1 through June 30.
- K. Officers shall serve no more than two consecutive terms in the same office. Any officer serving six months or more in an office shall be deemed to have served one term.

**Section 10     Duties.**

Chapter officers shall be obligated to uphold and represent the interests of IAAP and the profession as a whole:

L. The President shall:

- (1) Preside at all meetings of the Chapter and the Board of Directors.
- (2) Subject to the approval of the Board of Directors, appoint all Standing and Special committees, unless otherwise specified.
- (3) Be a member ex-officio of all committees except the Committee on Nominations.
- (4) Call meetings of the Board of Directors when deemed necessary.
- (5) Endeavor to serve the entire Chapter in a strictly impartial manner.
- (6) Keep the membership informed as to IAAP official communications.
- (7) Keep the Division President fully informed on all matters concerning the Chapter.
- (8) Approve all invoices to be paid by the Treasurer.
- (9) Be familiar with the International, Division and Chapter Bylaws and Standing Rules.
- (10) Perform the duties prescribed by these Bylaws and by the Parliamentary Authority adopted by IAAP.

M. The President-Elect shall:

- (1) Assist the President in all ways.
- (2) In the absence of the President, serve as the presiding officer at

Chapter meetings or meetings of the Board of Directors.

- (3) In the event of a vacancy in the Office of President, succeed to the Office for the unexpired term.
- (4) Assist the President in the administration affairs of the Chapter.
- (5) Subject to the approval of the Board of Directors, appoint the Chairmen of all Committees, unless otherwise specified, within thirty (30) days after installation.
- (6) Be a member ex-officio of all committees except the Committee on Nominations.
- (7) Furnish each committee chairman a list of the duties of that committee at the committee chairman's meeting with contact information.
- (8) Maintain contact with all committee chairmen at all times. Request a mid-year and year-end report from all committee chairmen.
- (9) Perform such duties as may be assigned by the Board of Directors.
- (10) Be familiar with the International, Division and Chapter Bylaws and Standing Rules.
- (11) Succeed automatically to the office of President at the conclusion of the term as President-Elect.

- N. The First Vice President shall:
- (1) Assist the President and President-Elect in all ways.
  - (2) In the absence of the President and President-Elect, serve as presiding officer at Chapter meetings or meetings of the Board of Directors.
  - (3) In the event of a vacancy in the office of President and President-Elect, succeed to the office for the unexpired term.
  - (4) Plans the educational programs of the Chapter.
  - (5) Be alert to all Chapter, Division, and International activities so as to be adequately prepared to serve as the presiding officer.
  - (6) Perform such other duties as may be assigned by the Board of Directors.

- O. The Second Vice President shall:
- (1) Be responsible for complete and accurate records of membership of the Chapter.
  - (2) Process all applications for membership, including reinstatements and transfers, and shall notify the membership of all such applications upon submission to IAAP headquarters.
  - (3) Notify International Headquarters and the Division immediately regarding a change in address or membership status or in the event of the death of a member.

- (4) Perform such other duties as may be assigned by the Board of Directors.

P. The Recording Secretary shall:

- (1) Be responsible for the minutes of all Chapter and Board of Directors' meetings.
- (2) Have available at all meetings up-to-date copies of the International, Division and Chapter Bylaws and Standing Rules.
- (3) Have custody of the Chapter Charter and other official documents.
- (4) Perform such other duties as may be assigned by the Board of Directors.

Q. The Corresponding Secretary shall:

- (1) Be custodian of all Chapter and Board of Directors correspondence. Prepare the Chapter newsletter and other official correspondence of the Chapter.
- (2) Give notice of all Chapter Meetings.
- (3) Bring to the attention of the Board of Directors all correspondence received.
- (4) Perform such other duties as may be assigned by the Board of Directors.

R. The Treasurer shall:

- (1) Be responsible for all funds of the Chapter and for the records of its financial affairs.

- (2) Prepare a mid-year analysis of the budget for the Board of Directors and the membership.
- (3) Prepare a detailed financial report for presentation at the Annual Meeting and a complete financial report for the fiscal year.
- (4) Prepare a proposed budget for the following year to be approved by Board of Directors and the membership.
- (5) Be bonded as stipulated by the International Board of Directors, with the premiums to be paid from Chapter funds.
- (6) Serve as Chairman of the Finance Committee.
- (7) Perform such other duties as may be assigned by the Board of Directors.

Section 11 Vacancy.

- S. In the event of a vacancy in the office of President, the President-Elect shall succeed to the office for the unexpired term and shall continue in the office of President for the following year. The office of President-Elect shall remain vacant until the next regular election.
- T. In the event of a vacancy in the office of President-Elect for any other reason, the office shall remain vacant until the next regular election, at which time both a President and a President-Elect shall be elected.
- U. In the event of a vacancy in the offices of both President and President-Elect, the First Vice President shall succeed to the office of President for the unexpired term. In addition, the

individual shall be eligible to seek re-election to the office of President for the following year.

- V. In the event of a vacancy in any other office, the Board of Directors shall appoint from the membership of the Chapter a member to fill the vacancy for the unexpired term.
- W. Any officer unable to perform the duties of the office for any reason whatsoever for a period of more than sixty (60) days shall submit a resignation in writing to the Board of Directors. If the Board of Directors determines that any officer has failed to perform the duties of the respective office for a period of at least sixty (60) days immediately prior to the taking of an official 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 fifteen (15) days after 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 this Section.
- X. All records pertaining to any office are the property of the Chapter. Each officer, with the exception of the Treasurer, shall within thirty (30) days after the end of the term of office, transfer to the successor the files and records of the office. The Treasurer shall, within fifteen (15) days following the close of the fiscal year, deliver the books and records of the office to the person(s) appointed to make the audit. Any person vacating office at any time except at the regular expiration of the term of office shall

transfer the records of office as directed by the Board of Directors.

#### **ARTICLE IV – BOARD OF DIRECTORS**

##### **Section 12 Composition.**

The Board of Directors shall be composed of the officers of this Chapter and the Immediate Past President.

##### **Section 13 Duties.**

- B. It shall be the duty of the Board of Directors to carry out the policies and objectives of IAAP and to conduct the business of the Chapter between regular meetings in accordance with the provisions of these Bylaws and Standing Rules and the wishes of the membership.
- C. The Board of Directors may transact business in person, by postal mail, courier service, electronic communication, or by conference call. For adoption, any business shall require a majority vote of the Board of Directors.

##### **Section 14 Meetings.**

- D. Regular meetings of the Board of Directors shall be held monthly at a time and place designated by the Board of Directors. Special meetings may be called by the President or by a majority of the Board of Directors.
- E. The outgoing Board of Directors shall meet with the incoming Board of Directors within thirty (30) days after the Annual Meeting of the Chapter.

##### **Section 15 Quorum.**

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

#### **ARTICLE V – COMMITTEES**

##### **Section 16 Standing Committees.**

Standing Committees shall be composed of a Chairman and two or more members who shall be appointed by the President, subject to approval by the Board of Directors.

##### **Section 17 Duties.**

Standing Committees and their duties are as follows:

- B. The Nominating Committee shall consist of a Chairman and four members and shall function in accordance with Article III, Section 3, of these Bylaws.
- C. The Bylaws and Standing Rules Committee shall:
  - (1) Receive all suggestions for amendments and/or propose amendments to the Bylaws and Standing Rules of this Chapter, prepare them in proper form, and submit them for action by the membership in accordance with these Bylaws.
  - (2) Maintain conformity in Chapter Bylaws and Standing Rules with the International and Division Bylaws and Standing Rules respectively.
  - (3) Submit Chapter Bylaws and Standing Rules and/or

amendments thereto to the Division Bylaws and Standing Rules Committee for review and approval in accordance with the International and Division Bylaws and Standing Rules respectively.

- (4) Assist the Board of Directors and the membership in preparing and submitting Amendments and/or Resolutions to the International and/or Division Bylaws and Standing Rules on behalf of the Chapter.
- (5) Review all amendments to International and/or Division Bylaws and Standing Rules proposed by other units of IAAP and make recommendations to the Board of Directors.

#### Section 18 Special Committees.

Special Committees may be appointed by the President, subject to approval by the Board of Directors, when deemed necessary for the efficient operation of the Chapter.

#### Section 19 Responsibility.

- D. All committees, except the Committee on Nominations, shall be directly responsible to the Board of Directors and shall submit all plans, prior to execution, to the Board of Directors for approval.
- E. Within thirty (30) days after the conclusion of their appointments, all committees shall transfer their files to their successors or as directed by the Board of Directors.

#### Section 20 Vacancy in Committee Chairmanship.

- F. Upon approval of the Board of Directors, the President may declare a committee chairmanship vacant because of nonperformance of duties and appoint a successor.
- G. In the event of a vacancy for any other reason, the President shall appoint from the membership of the Chapter a Chairman to fill the vacancy, subject to approval of the Board of Directors.

### ARTICLE VI – MEETINGS

#### Section 21 Regular and Annual Meetings.

- B. Regular meeting of this chapter shall be held the fourth Thursday of each month.
- C. The regular June meeting of each year shall be the Annual Meeting of this Chapter and shall be a closed meeting.
- D. Officers shall be installed at the Annual Meeting.

#### Section 22 Special Meetings.

Special meetings may be called by the President, by a majority of the Board of Directors, or on the written petition of twenty-five percent (25%) of the membership submitted to the Board. Notice specifying the principal business of the meeting shall be given to all members at least fifteen (15) days prior to the date of the Special Meeting.

#### Section 23 Quorum.

Twenty-five percent (25%) of the Chapter membership shall constitute a quorum for

the conduct of any business at a regular or special meeting.

## **ARTICLE VII – REPRESENTATION**

### **Section 24**

The Delegate to the Alabama Division shall be the President of the Chapter, and the Alternate, if desired, shall be the President-Elect. In the event either the President or the President-Elect is unable to attend, replacement(s) as necessary shall be selected by the membership.

### **Section 25**

The Delegate to the International Convention will always be the President, and the Alternate, if desired, shall be the President-Elect. In the event either the President or the President-Elect is unable to attend, replacement(s) as necessary shall be selected by the membership.

### **Section 26**

It shall be the duty of the Delegate and Alternate to attend all meetings and represent the Chapter in all matters coming before the International Convention and the Division Annual Meeting. A report of the proceeding shall be made to the Chapter.

## **ARTICLE VIII – AUDIT**

### **Section 27     Audit.**

An audit shall be made of the Chapter's financial records by a qualified person(s) appointed by the Board of Directors. Such audit shall be completed within thirty days of the close of the fiscal year; a written report covering the audit shall be submitted to the Board of Directors, and the records shall be transferred immediately to the incumbent Treasurer.

### **Section 28     Vacancy in the office of Treasurer.**

In the event of a vacancy in the office of Treasurer, an audit shall be made of the Chapter's financial records by a qualified person(s) appointed by the Board of Directors. Such audit shall be completed within thirty (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 IX – 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. Any and all assets then possessed by the Chapter, after current indebtedness has been paid, shall go and be delivered forthwith to IAAP® Alabama Division.

## **ARTICLE X - PARIAMENTARY AUTHORITY**

The rules contained in the current edition Roberts Rules of Order Newly Revised shall govern the association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Association may adopt.

## **ARTICLE XI – AMENDMENTS**

### **Section 29     Bylaws.**

These Bylaws may be amended by a 2/3 vote of the members present and voting at any regular meeting of the Chapter, a quorum being present, provided the text of the proposed amendments has been submitted to the membership either in writing at least ten (10) days prior to the

meeting date or by reading at the previous regular meeting. An amendment not previously submitted to the membership may be adopted by a unanimous vote of the membership present and voting, a quorum being present.

Section 30 Standing Rules.

Standing Rules may be adopted without previous notice by a majority vote of the members present and voting, a quorum being present. They may be amended or rescinded by a 2/3 vote of the members present and voting, a quorum being present, without previous notice, and by a majority vote provided the text of the proposed amendment has been submitted to the membership either in writing at least ten (10) days prior to the meeting date or by reading at the previous regular meeting.

Section 31 Correction.

Grammatical, punctuation, and correlation corrections in these Bylaws and Standing Rules which in no way alter the intent of the respective Bylaws and/or Standing Rules shall be effected by the Bylaws and Standing Rules committee, subject to approval by the Board of Directors.

Section 32 Changes.

Changes in the Bylaws and Standing Rules necessitated by amendments to the International and/or Division Bylaws and Standing Rules shall be effected by the Bylaws and Standing Rules Committee, and the membership shall be promptly notified.

Section 33 Enactment.

These Bylaws and Standing Rules and/or amendments shall become effective upon adoption, unless otherwise specified.

Bylaws:

Adopted: October 4, 2004

Revised: \_\_\_\_\_

Amended: \_\_\_\_\_

Approved by Division Bylaws Committee:

\_\_\_\_\_



## Lawson State Community College Cougar Chapter Bylaws and Standing Rules

### CHAPTER STANDING RULES

- (1) The expenses of the delegate to the Annual International Convention, Division Meeting and Division Professional Education Conference shall be reimbursed to the extent of registration, transportation by the most practical and economical means, and other actual, reasonable and necessary expenses. Substantiating receipts shall be submitted to the Treasurer.
- (2) If the Board of Directors determines that sufficient funds are available to send an Alternate Delegate to any of the above meetings, reimbursement shall be made to the extent of Registration and one-half of other expenses as stated above. Substantiating receipts shall be submitted to the Treasurer.
- (3) The Chapter Delegate and Alternate will share a room when attending the Annual International Convention or any other meeting where the Chapter pays their expenses. Should the Chapter Delegate and Alternate wish to have a roommate other than each other, the funds designated in the Annual Chapter budget for lodging shall be split between the designated representatives.
- (4) Regular meetings of the Chapter shall be held in Birmingham, Alabama, at a place designated by the membership. Regular meetings may be suspended during the months of July, August and December.
- (5) Regular meetings of the Board of Directors shall be held monthly at a time and place designated by the Board of Directors.

Regular meetings may be suspended during the months of July, August and December.

- (6) At the Annual Meeting, the President shall appoint a Tellers Committee, which shall be responsible for distributing and collecting the ballots and for tallying votes. After votes are tallied, the Chairman of this committee shall before the meeting is adjourned, report the results of the election to the membership, and the President shall then declare the officers of the Chapter duly elected.
- (7) Immediately following election of officers, the Treasurer shall submit to the Division President, on the form provided by Headquarters, the names and addresses of newly elected officers for the official directory. The Treasurer shall notify Headquarters and the Division President of any changes in any office during the year.
- (8) The Chapter shall sponsor an annual Scholarship Program, to be funded by proceeds from the annual Seminar. Scholarships in the LSCCC Chapter's name may be awarded to students in need of funds to pursue an appropriate business career at the college level. All expenses incidental to scholarships and scholarship recipients shall be paid from the Scholarship Fund.

A review of the Scholarship Program shall be made each year by the Scholarship Committee, which may make recommendations to the Board of Directors for scholarship to be awarded. The Board will submit its recommendations for approval by the membership at a regular

Chapter meeting. At no time shall the Scholarship Fund be depleted by more than one-half of the funds available at September 1 of that year.

(9) The outgoing President may be presented with an appropriate token of appreciation from the Chapter.

Standing Rules:

Adopted: October 4, 2004

Revised: \_\_\_\_\_

Amended: \_\_\_\_\_

Approved by Division Standing Rules  
Committee:

\_\_\_\_\_