

# IAAP STRUCTURE

## **CHAPTERS**

Local professional and student chapters are the foundation of our Association. It is through them that promotion of IAAP and the administrative profession is accomplished through their many programs, publicity and involvement at the community level.

Members that belong to a Professional Chapter are members of the Division.

Student chapter members are not required to be members of a Professional Chapter or the Division. We strongly encourage membership in both and as an incentive, many times membership dues are reduced or waived for student members at the Chapter and Division levels.

Chapter officers set the tone and lead the way on the local level. Professional chapter officers are elected from the membership and have usually served as committee chairmen. Student chapter officers are typically appointed by the Student Chapter Advisor.

If you are interested in forming a new chapter, please contact the Division New Chapter Builder. New chapters can be chartered with 15 members.

It is the duty of each member to be familiar with the Bylaws and Standing Rules. If there are any questions or problems, members should contact a Chapter Board Member immediately and make them aware of the situation. If the Chapter Board cannot answer a question, resolve a problem or needs guidance in any area, the Chapter President contacts the Division Board for assistance.

## **DIVISIONS**

Divisions are composed of the chapters within the geographical boundaries of the division. Their function is to guide chapters in their operation.

Members can belong to the Division and not hold Chapter Membership. These members are known as Division Members-At-Large (DMAL).

The Division holds an Annual Meeting each June to conduct the business of the Division and officers are elected from the membership of the Division at this time. Chapters are encouraged to utilize the knowledge and experience division officers have to offer.

The Division President is the liaison between the chapters and the District Director, who is an elected member of the International Board of Directors. If a question cannot be resolved at the Division level, the Division President then contacts the District Director, copying the Chapter President involved.

## **DISTRICTS**

Districts are composed of the divisions and chapters within the geographical boundaries set forth in the International Bylaws. The District Director is elected to the International Board of Directors by the delegates from the chapters and divisions in that respective District at the International Convention and Education Forum (held each summer).

The District Director acts as an advisor to the Division, and through the Division, with the Chapters within the District.

## **INTERNATIONAL**

International is composed of districts, divisions and chapters. International conducts their business at the International Convention and Education Forum (held each summer). The International Board is elected by the Chapter and Division delegates at this meeting.

Members can belong to International and not hold Division or Chapter membership. These members are known as Association Members-At-Large (AMAL).